



DESOTO POLICE DEPARTMENT

"To Become the Standard for Law Enforcement Excellence"

Policy Statement

The Administrative Directives as well as the Standard Operation Procedures of the DeSoto Police Department has been created to guide and direct the employees and officers of the Department. However, there is no perfect recipe for success or the escape from liability due to human error. Any attempt to legislate every action of a police officer in the field would be both futile and ineffective. Discretion is a powerful tool and must be used wisely. The decision to follow or disregard any written directive has to fit the situation being lived out by the officer and actors at the time of each interaction. These policies are guides and have been crafted to avoid liabilities for the officer in the field, the supervisor responsible for the actions of his/her subordinates, the administration and the City of DeSoto. The directives and procedures also work to protect and ensure that the citizens we deal with are served appropriately. We attempt to protect the rights of the victims as well as the accused while working to discover and preserve valuable evidence for the successful adjudication of each crime the Department investigates.

It is the responsibility of every officer and civilian employee of the Department to read and be familiar with these documents as each of you will be held responsible for their content. The administration of the DeSoto Police Department welcomes your input and suggestions for improvement to these directives. Review of the content and intent of the directives is a constant endeavor as legislatures and courts of law impact their applicability on a regular if not daily basis.

Each officer is encouraged to become proficient at gauging his/her actions by the moral guides set forth by the Courts that guide our decisions. In other words, each member of the Department must take the right action for the right reason.

DeSoto Police Department empowers each of our employees to make decisions based upon this premise. In general, mistakes made while trying to do the "right thing" are accepted and embraced as learning situations for the officer as well as the Department. Mistakes made out of anger, malice, prejudice, willful violation of law or policy, however, will result in immediate discipline and potential dismissal.

Joseph W. Costa
Chief of Police



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DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 101.001 - LOYALTY	CALEA: 1.1.1, 26.1.1
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In the execution of his/her mission to serve society, an officer is often required to make difficult decisions. An officer's decisions are not easily reached and may occasionally necessitate an outcome, which conflicts with his personal beliefs and values. An officer must be faithful to his oath of office, the principles of professional police service, and the objectives of the department, and must not let personal motives interfere with the performance of his duty.

Every member of the DeSoto Police Department has a responsibility to be loyal to his community, his superiors, and the administration of the department. Although there must be binding loyalty among all members of the department, dedication to the welfare of the department as a whole must supersede individual loyalty. All members, therefore, have a duty to report any employee who is guilty of illegal, unethical, or departmental misconduct.



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POLICY: 101.002 – COMMAND AND SUPERVISION RESPONSIBILITIES	CALEA: 11.1.1, 11.2.1, 11.3.1, 11.3.2, 11.3.3, 12.1.1, 12.1.2, 12.1.3, 12.1.4, 15.1.1, 15.1.2, 17.1.1, 21.2.3, 42.2.4,
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Issued by: J. Costa, Chief of Police	

I. POLICY

On all matters of routine police actions, requests, and information, the chain of command shall be followed as shown on the organizational chart.

II. PROCEDURE

A. Chain of Command

1. DeSoto Police Department's Chain of Command is designed to efficiently disseminate information, the Department's goals and objectives and mission into the organization. Conversely information from field officers should flow efficiently to administrators.
2. Typically, officers will report their activities, concerns or complaints to their Sergeant, who will either deal with the issue or pass the information on to their Lieutenants. Lieutenants would normally report information or concerns to their Captain. Both Captains report to the Assistant Chief who in turn reports to the Chief of Police.
3. Corporals are the primary field trainers for the DeSoto Police Department and are considered first line supervisors. During a Sergeant's absence, a Corporal is expected to function as the primary field supervisor.

B. Exceptions to Adherence

1. The primary exception to following the standard "Chain of Command" are those positions which report directly the Chief of Police for example. These positions possess unique job descriptions and have limited authority to achieve their goals, objectives or specifically assigned tasks or assignments. This does not imply supervisory authority, however, depending upon the situation; supervisors may be required to follow the direction of an officer working under the authority of the Chief of Police.
2. All members of the Department must bear in mind that situations arise when the exact linear chain of command cannot be followed and circumvention may be necessary to properly complete an assigned task or correctly handle an emergency situation. When an ongoing scenario mandates this type of action, the proper authority will be notified as soon as possible.
3. The most experienced or highly trained patrol officer or supervisor assumes command of a scene, until such time that control of the incident can be relinquished, if needed to specially trained personnel.
4. In operations involving personnel of different functions, the initiating officer or supervisor may guide the action. However, the highest-ranking officer present will be responsible



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for actions taken on behalf of the Department. Therefore, decisions must be carefully considered and discussed to ensure policy and appropriate laws are adhered to.

C. Line of Succession

1. The Department has established a line of succession to ensure leadership is available when the Chief is out of town for an extended period of time or is otherwise unable to command.
2. Anticipated Absences – The Assistant Chief of Police will act on behalf of the Chief of Police in his/her absence.
3. Emergency or Unusual Occurrences - In an unanticipated absence or inability to perform on the part of both the Chief and Assistant Chief of Police the senior Captain will act on behalf of the Chief. This pattern will hold true for each successive level of command unless countermanded by an order or a position has an area of specific training and authority.

D. Span of Control

1. In order to achieve effective direction, coordination, and control, the Command Staff will monitor the employee-to-supervisor ratio within the scope of their responsibility to ensure that an appropriate span of control is maintained at all levels of supervision.
2. Each supervisor is accountable for the performance of employees under their immediate control.
3. As a general guideline, first line or field supervisors will not be responsible for the supervision of more than ten employees in their day to day work assignment. Although ultimately responsible for the activity of subordinates, each level of supervision will have a limited number of direct reports in order to achieve the highest level of efficiency and effectiveness.
4. Workload levels or organization changes will be considered when any change to span of control is anticipated or necessary. Circumstances may occur unexpectedly that require the general limit of ten employees per supervisor to be exceeded.
5. Each level of supervision or position is bestowed the commensurate authority to carry out the duties which accompanies said position. However, each individual should realize that he/she is accountable for the use of the position's authority. Therefore, it is imperative that each decision is taken seriously.

E. Employee Response to Supervisory Orders

1. Employees will obey any lawful order of a supervisor, including any order relayed from a superior by an employee of the same or lesser rank.
2. An officer/employee who believes that an order that they have received is unlawful will complete the following:
 - a. Notify and discuss with the issuing supervisor their concern and reasons for your belief.
 - b. If an agreement cannot be reached, request that another supervisor be summoned to confer about the decision with the issuing supervisor.



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- c. If two supervisors agree that the order is legal, then the officer is relieved of any administrative liability for following the order.
- d. If the order will place any person in danger of bodily injury or a violation of civil rights is possible the officer may request that the supervisor call his supervisor to seek another level of confirmation.
- e. If the request is not an urgent issue and agreement cannot be reached, the issue will be forwarded to a Division Captain, who will research the issue or contact the City of DeSoto legal counsel for an opinion as to the legality of the issue at hand.

3. Personnel Orders from the Office of the Chief of Police are to be followed as written.

F. Conflicting Orders

1. In those cases where an employee receives a conflicting order or directive he/she will:
 - a. Inform the supervisor or person issuing the order of the conflict and request resolution of the conflict.
 - b. After advising the supervisor of the conflict and if it is not resolved, the employee will follow the most recent order.
 - c. In those cases where the conflicting order is not altered or retracted, the employee shall not be held responsible for the disobedience of the order or directive previously issued.

G. Staff Meetings

1. The Department utilizes a number of ways to ensure the flow of information within the organization. Staff meetings provide an opportunity for supervisory and management staff to enhance this information flow. Staff meetings will be held as closely as possible as follows:
2. Chief's Command Staff- 1st Monday of each month.
3. Command Staff meeting will include the Chief of Police, Assistant Chief of Police, Captain over Patrol, Captain over Support Services, All Lieutenants, Jail Supervisor and Code Enforcement Supervisor.
4. Executive Staff will be held each Monday and will include the Chief, Asst. Chief, and both Captains.
5. Police Management/Supervisory Staff/Officers-Quarterly.
6. Departmental Meetings as necessary
7. Additionally, meetings within work areas are encouraged and may be scheduled as deemed necessary and appropriate by unit supervisors.

III. Organizational Structure & Component Responsibilities

A. Patrol Services Division

1. The Patrol Division is divided into four squads, Alpha, Bravo, Charley, and Delta. Alpha and Bravo are day shifts, Charley and Delta are night shifts.
2. A Captain, who reports to the Assistant Chief of Police, commands the Division.
3. Four Lieutenants report to the Patrol Division Captain and each command one of the four squads. The division is responsible for all uniformed enforcement activities carried out by the Department.



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4. Four Sergeants provide first line supervision for patrol. One is assigned to each squad.
5. Four Corporals provide first line supervision and field training for the Patrol Division. Each is assigned to a separate squad.
6. The School Resource Unit reports to the Patrol Services Captain. This unit is supervised on a day to day basis by a Sergeant.

B. Support Services Division

1. The Criminal Investigative Division, Jail, and the Records Division constitute Support Services. A Captain, who reports to the Assistant Chief of Police, commands the Division.
2. The Criminal Investigative Division, Records Division and Jail are supervised by the Support Services Lieutenant.
3. The Criminal Investigative Division is supervised by a Support Services Lieutenant and a Sergeant who is responsible for the day to day assignment of cases and related investigatory activities in the following areas:
 - a. General Assignments;
 - b. Forgery and Credit Card Abuse;
 - c. Crimes against persons – includes victims of Family violence;
 - d. Property Crimes.
 - e. Juvenile Investigations investigates offenses involving juveniles as suspects or victims as well as the sex-offender registration program;
4. A Corporal is assigned to the Unit to assist with training and supervision of the unit.
5. The Criminal Investigative Division currently is currently staffed with one Secretary.
6. Any assigned Task Force Officers report directly to the Task Force Commander.
7. The Records Section is staffed by a civilian Records Supervisor, two fulltime clerks and two part-time clerks. Police records include master file maintenance for all incidents reported to the police including criminal offenses, motor vehicle accidents, and arrest reports. The Records Supervisor reports to the Support Services Captain.

C. The Office of the Chief of Police

1. The governing officer of the DeSoto Police Department is the Chief of Police. The Chief of Police has an appointed Assistant Chief of Police, who reports directly to him.
2. The Staff Assistant position reports directly to the Chief of Police and is staffed by civilian personnel. This position is responsible for departmental records on personnel, payroll reporting, invoices, and petty cash for the department as well as any assignments designated by the Chief of Police.
3. An Administrative Lieutenant is responsible for the training division, internal affairs, quartermaster, the planning and research function, grants, property/evidence, hiring/recruiting, interactive community policing, technical services and any other duty as assigned by the Chief or Assistant Chief. The Administrative Lieutenant reports directly to the Assistant Chief of Police. However, the Administrative Lieutenant has access to the Chief of Police to report findings or requests in regards to the planning/research function, internal affairs, accreditation and/or other assignment status.



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4. Tri-Cities Jail is a partnership based upon inter-local agreements between local municipalities or other police entities. A civilian supervisor who reports to the Support Services Lieutenant and Captain directs the Facility's daily activities.
5. The Property and Evidence Officer reports to the Administrative Lieutenant through the Special Projects Sergeant and is responsible for receiving items of property and evidence, then logging such items into the records system. Recording the disposition of property and evidence in accordance with state and local laws.
6. The quartermaster is responsible for purchasing and distributing police equipment to the officers. This function reports to the Administrative Lieutenant through the Special Projects Sergeant.
7. The Internal Affairs position reports to the Administrative Lieutenant with special access to the Chief and Assistant Chief. This officer is responsible for external and internal complaints against police department personnel, and the complete investigations into the complaints. This officer will be the sole keeper of the Internal Affairs files.
8. The Training Function reports to the Administrative Lieutenant. This position coordinates training for all sworn and civilian personnel within the DeSoto Police Department.
9. A Special Projects Sergeant, who assists with the supervision of the Special Projects unit, is responsible for technical services and other assigned projects. This position reports directly to the Administrative Lieutenant.
10. Interactive Community Policing/Crime Prevention (ICP) is a problem oriented policing unit. The ICP Officer reports to the Administrative Lieutenant through the Training Sergeant. The unit coordinates:

TRIAD;
Safety Fairs;
Neighborhood and Business Crime Watches;
Citizens Police Academy Alumni and Volunteer Programs; and
Citizens on Patrol Programs.
11. Code Services and Animal Control functions report to the office of the Chief of Police. Two civilian employees currently staff code services. One program coordinator administers the day to day activities of code services as well as animal control.

D. Task Force

1. Task forces are considered to be a culmination of specialized officers who are targeting a specifically identified problem(s). The task force can be combined of only internal employees or a combination of internal and external employees from outside resources. The following procedures will be followed anytime a task force is formulated.
2. A memorandum of understanding will be written and forwarded to Chief of Police for approval. The memorandum of understanding will address:
 - a. Identify the purpose:
 - b. Define who will supervise the task force.
 - c. Define the responsibilities of the task force will be.
 - d. If the task force is a combination of outside resources a written agreement between participants will be established clearly identifying the purpose, authority, accountability, and if seizures should be involved how the proceeds will be divided. All participating department heads must sign this agreement.
 - e. Accountability must be identified. (It is recommended that the hosting agency will accept accountability for the task force.



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- f. All resources that will be needed should be identified, listed and who will provide listed resources.
- g. Evaluations will be made to determine the necessity of continuation of the task force.

E. Critical Incident Response

1. The DeSoto Police Department is a member of the Southern Regional Response Group (SRRG) a multi-agency group designed to respond to critical incidents. Part of SRRG is the Southern Response Team (SRT) which is a multi-agency tactical and negotiation team. The commander of SRT will be notified when critical incident response is needed as in the following cases:
 - a. Hostage situations;
 - b. Barricaded subjects;
 - c. Pre-planned high-risk warrant service;
 - d. Dignitary protection;
 - e. Sniper situations; and
 - f. Crowd control when organized tactics are needed.
 - g. Homeland Security Issues including Terrorist Incident Prevention Planning

F. Bike Patrol Team

The Bike Patrol Team is comprised of highly trained officers in bike patrol techniques and patrol bike handling. The Bike Patrol Team members are limited; however, officers who are properly trained may be authorized to participate and utilized bike programs and equipment. The Assistant Chief of Police and Patrol Captain choose the Bike Patrol Commander. The Bike Patrol Commander will report to the Patrol Captain.

IV. NOTIFICATION OF SERIOUS INCIDENTS

A. POLICY

1. The Chief, Assistant Chief, or a Captain should be notified immediately on all serious incidents. As a general rule, notification to the Captain, if available, is sufficient and he, in turn, will provide notification to the Assistant Chief and Chief. It is understood that a listing of all incidents requiring notification is not possible. Therefore, managers and supervisors must evaluate the specific incidents and consider the potential for management's need to be made aware. Staff members are expected to use their best judgment in determining which occurrences would require notification. Responsibility for notification rests with the on-duty supervisor or their designee. On-scene supervisors should attempt to contact their immediate supervisor (a Lieutenant in most cases) and have them relay necessary information and return to supervising the scene at hand.
2. In all cases of serious incidents and of special occurrences of interest an email should be sent by the on-duty supervisor advising of the incident and of its resolution. This email does not have to be sent while the incident is occurring but should be sent before the supervisor is relieved for the day.

B. Examples of Incidents Requiring Notification

1. Any incident involving injury to a police department employee of other than a minor nature.
2. Any incident in which a police officer inflicts serious bodily injury or death of a citizen.
3. Any incident requiring emergency or abnormal utilization of personnel, such as large fires, explosions, searches, shootings, large scale disturbances, natural disasters, etc.
4. Any incident involving the discharge of a weapon by department personnel, other than the routine dispatch of an injured animal.
5. Any incident which attracts a significant amount of media interest or attention.
6. Homicides and suspicious deaths.
7. Tactical call-outs.
8. Major narcotics or vice raids/arrests.



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9. Significant incidents within the jail
10. Contacts with or arrests of prominent or politically sensitive people.
11. Significant racial, ethnic or Hate Crime incidents.
12. Situations of a sensitive nature involving citizens or inter/intra-governmental inquiries or involvement.
13. Significant police/public confrontations.
14. Incidents which may require immediate internal investigation or administrative follow-up.
15. Incidents which might result in significant civil liability or adverse community relations.
16. Conflicts between department members and representatives of other agencies, which may require staff attention or follow-up.
17. Personnel matters needing immediate notice attention and/or intervention.

NOTE: If a situation occurs which is not serious enough for immediate notification, but needs to be brought to the attention of the Chief and other staff members, an entry in the hot sheet folder shall be made.

V. CID Follow-up Investigation Status Reports

The Support Services Division Captain is responsible for keeping the Chief and Assistant Chief advised of the case status on any major or serious incident assigned for investigative follow-up.

VI. DeSoto Independent School District

- A. Any supervisor aware of a serious incident concerning with a D.I.S.D. student should attempt to contact a member of the District's Emergency Team.
 1. Chief Operations Officer
 - a. Work – 972.223.6666
 - b. Mobile – 214.477.7987
 2. Assistant Superintendent Student Support Services
 - a. Work – 972.223.6666 x 214
 - b. Mobile – 214.542.3067
- B. This would include any incident in which the District would need to assemble emergency counselors to deal with the student population's reaction.
- C. Examples would include but not limited to the following:
 1. Death of a student
 2. Accidents that cause students to incur serious bodily injury.
 3. Shootings involving students
 4. Serious automobile accidents
 5. School bus accidents
 6. Bomb threats before school begins
- D. In the event the member of the Emergency Team cannot be reached, supervisors should contact a school resource officer and relay information.
- E. Supervisors will be provided with the D.I.S.D. Emergency Communication's Procedures.



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POLICY: 101.003 – POLICE FACILITIES	CALEA: 1.2.3, 71.4.2
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Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

As with all agencies of municipal government it is imperative the best and most efficient use of public facilities is accomplished. The nature of police work demands that the security of facilities be strictly enforced in order to protect the well-being of persons and property taken into police custody and to ensure the proper storage of sensitive materials and potentially harmful equipment.

II. PROCEDURES

A. General Security

a. Building Police

- i. The lobby hours of the Building Police are posted for the general public at the front entrance of the building. An officer can be summoned for emergencies through the use of a wall speaker on the exterior wall at the main entrance to the building. The wall speaker permits direct access to police personnel.
- ii. With the exception of the main lobby entrance on the north side of the building, all exterior doors are to remain locked when not in direct use or visually supervised by police personnel.

iii. Visitors

1. A responsibility of Desk Personnel is to assist in ensuring the security of the police facility and the safety of building occupants by carefully screening visitors. Desk personnel must advise the appropriate police employee they have a visitor before admitting the guest beyond the lobby.
2. Police employees must escort their guest(s) from the lobby to the appropriate office, meeting room, etc. Spouses do not require an escort; however minor children will not be allowed to run/roam the building or hallways freely.
3. If an employee of the Department is hosting a meeting, the front desk should be notified of the room location, etc. prior to meeting time.
4. Employees who encounter someone wandering through the building should determine if the person has legitimate business.

iv. Visitor Badges

1. Visitor Badges will be required and issued to all persons who enter a secured area of the police facility.



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- B. Exceptions: Uniformed law enforcement, plain clothes law enforcement with a visible badge, Employee family member(s) (while in the escort of the employee). Employees from the City of DeSoto who have legitimate business in the building.
1. Non-secured areas of the police facility are the front lobby, records lobby, and training room.
 2. Visitor badges are located at the front lobby desk. Recipients will be required to sign a logbook maintained at the front lobby desk.
 3. Visitor badges will be three different colors. It is the escorting employee's discretion as to which color is issued.
 - a. Blue-issued to law enforcement, complainants, and witnesses.
 - b. Yellow - issued to temporary maintenance workers.
 - c. Red-Issued to suspects in a criminal case and anyone else deemed necessary. All visitors with red badges are to be escorted at all times, and not left alone.
 - ii. Facility Condition – Highest-ranking officer on duty is responsible for the condition and security of police facility.
 - iii. Facility Security (after business hours and weekends) – Shift supervisors will tour facility each day after briefing to ensure that the building is secure. During this time any officer that responds to the police facility should tour the building to inspect for potential breaches of security.
 - iv. All employees of the department are required to display DeSoto Police identification when in the police building. The identification may be in the form of a police badge or identification card. Uniformed officers in full uniform are exempt.
- C. Building Key Control
- a. Keys to specific points of building access are issued under strict control.
 - b. Issuance is based on the employee's level of command authority in the Department and/or duty assignment.
 - c. Keys are issued as directed by the Chief of Police. Upon separation from the department, all keys or access equipment will be returned to the Administrative Assistant prior to or on the final day of employment. The Administrative Assistant will be responsible for deactivating any equipment that is not returned to the department. Upon termination, the Administrative Assistant will immediately deactivate any access equipment issued to the terminated employee.
 - d. Any lost building key(s) must be immediately reported to the employee's supervisor.
- D. Use of Training and Conference Rooms
- a. Requests to reserve training and conference rooms should be directed to the Police Chief's Staff Assistant for the Training Room and Conference Rooms.
 - b. Scheduled uses will be posted on the outlook calendar and forwarded to Front Desk Volunteers.



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- c. Persons using training or conference rooms are expected to clean up any trash or debris when finished.
- E. Police Department Library
 - a. All members of the Department is approved to use materials within the library. Law books and other reference materials should not be taken outside the Department without notifying a member of the Administrative Staff Assistant.
- F. Facilities Parking
 - a. Personnel are not permitted to park dependent vehicles such as boats, trailers, etc. on police facilities parking lots for more than a 24-hour time period. Personal vehicles cannot be left on police parking lots for extended time periods while employees are on vacation, while the vehicle is inoperative, etc. (with prior permission of the Chief of Police
 - b. Covered parking will be used for jail activities or work-related transitional activities (i.e. overcrowded jail, shift change, or inclement weather etc.).
- G. Interview Rooms
- H. When utilizing these rooms, officers are accountable for the safety and security of the arrestee being interviewed and will adhere to the following guidelines:
 - a. Officers are responsible for the continuous supervision of arrestees being interviewed.
 - b. Arrestees will not be restrained to fixed objects.
 - c. Arrestees will be provided reasonable access to water, restroom and other physical needs.
 - d. Officers will inspect the Interview Room before and after use, for weapons and/or contraband.
 - e. Arrestees will be searched by an officer or a jailer before entering and upon leaving the Interview Room. The search may have occurred as part of the transport or book-in process.
 - f. Officers utilizing the Interview Room must be familiar with current emergency evacuation routes and procedures.
 - g. Males and females will not be held in the same Interview Room for questioning at the same time unless they are under continual visual observation. Juvenile suspects will only be interviewed in rooms designated for this purpose by the court and as directed by the Administrative Directive titled "Juvenile Operations".
- I. Use of Police Gym Facilities
 - a. The police gym is for the exclusive use of police employees and their families. Children under the age of 17 are not allowed in the gym.
 - b. Officers may allow one non-family guest to use the facility after a waiver of liability is signed. Sworn personnel will have priority access to the gym and equipment over family, guests, and non-sworn personnel at all times.
 - c. Guests must be versed on rules for use of the gym areas.
 - d. Guests may not bring children or other persons into the police facility.
 - e. Guests must have visitor badge.



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- f. Department personnel will escort Civilian guests to and from gym areas. Guests will not roam building; they must exit building after they have finished using Gym. Employees must remain with the guest at all times.
 - g. Guests who use of the locker/shower facilities have a responsibility to keep it clean and orderly. Officers are ultimately responsible for their guests conduct and will be disciplined accordingly.
 - h. Any guest who violates this section shall be denied access to this facility.
 - i. All individuals using the gym are responsible for returning the facilities to their proper state. This includes returning weights to their proper resting place, picking up trash and bottles, turning off electronics and lights, cleaning machines of perspiration, and securing doors.
- J. Note: The DeSoto Police Facility is a locked and secure facility and persons not employed by the Department do not have free access to the inner perimeter of the facility without escort.
- K. Fire Prevention
- a. The Police Facility is a non-smoking building. The use of burning tobacco products is strictly prohibited.
 - b. The use of open flames in the building is prohibited including the burning of candles, incense, and any other items.
 - c. The use of space heaters should be undertaken with extreme caution avoiding paperwork and loose clothing. Space heaters should not be left unattended for longer than a 10-minute duration.
 - d. The use of cooking/heating devices shall be limited to the kitchen/break room areas of the department, with the exception of coffee makers.
 - e. Any time an employee smells or suspects smoke or fire, they should immediately bring the matter to the attention of a supervisor who will make the decision to investigate or call the fire department. If at any time an employee sees or detects an actual or potential fire, the fire department shall be notified along with police supervision. All employees shall at all times work to protect life and must therefore remain aware of their surroundings and be cognizant of detainees located in both the holding facility and the juvenile area.



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POLICY: 101.004 – UNAUTHORIZED DISCLOSURE OF INFORMATION	CALEA: 82.1.1,
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I. PURPOSE

The nature of police work requires specific information to remain confidential because of laws protecting individual rights and the need to protect certain operating procedures of the agency. This directive provides general guidelines regarding employee responsibilities in maintaining confidentiality of information.

II. POLICY

The disclosure of recorded information or any information concerning departmental operations is prohibited unless there is a determined "need to know;" the information is needed by another criminal justice agency; or it is required by law to be disclosed. Personnel are expressly prohibited from the disclosure or discussion of departmental information of a confidential nature, information that might jeopardize the success of a tactical operation, investigative information, or information that might violate the right to privacy of an individual.

III. PROCEDURES

- A. Disclosure of information to other members of the Department will be on a need-to-know basis only. Work papers and documents within an office, on or in a desk, or computer files and disks are not for general viewing and all members are prohibited from attempting to observe or read such papers.
- B. This Directive is not intended to restrict the flow of information within the Department, but is necessary to preserve the confidentiality of information.
- C. Disclosure of Information Received through T.L.E.T.S. System
- D. The Texas Law Enforcement Telecommunications System (TLETS) user agreement, to which the DeSoto Police Department is a signatory, specifies regulations regarding disclosure of information obtained through the TLETS System. Information obtained from the following agencies through the TLETS System is controlled through the user agreement and is not to be disclosed to any person not directly associated with law enforcement and who does not have a need to know:
 - 1. Crime Information Center National (NCIC)
 - 2. National Law Enforcement Telecommunications System (NLETS)
 - 3. Crime Information Center Texas (TCIC)
 - 4. Motor Vehicle Division of the State Department of Highways and Public Transportation (MVD) (Vehicle registration files)
 - 5. Driver's License Files of the Texas Department of Public Safety



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6. Other data files that may be implemented in the future
- E. Disclosure of Specific Crimes Information
1. Employees should refer to directives regarding the following for specific limitations:
 - i. Sexual Assault Investigations
 - ii. Sexual Offender Registration
 - iii. Release of File Information
 - iv. Juvenile Operations
 2. Questions regarding Open Records requests should be referred to the departmental Records Supervisor.
- F. Destruction of Documents
- G. Each year, according to the State of Texas destruction schedule, records and documents, including all CJIS data, from the department will be destroyed utilizing a private contract organization. The records and documents will be observed until final destruction takes place to avoid the compromising of any information. The vendor (private contract organization) will be supervised during and until the final destruction is complete.



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I. PURPOSE

This directive establishes formal guidelines for preparing and receiving written communications.

II. POLICY

All written department correspondence shall be handled and completed in a professional manner as set forth in this directive. When completing written correspondence, employees should remember that frequently the only impression others form about this organization will be through the written correspondence they receive.

III. PROCEDURES

A. Business cards

1. Authorization to Use Business Cards

a. The Chief of Police has authorized a standardized business card format to be used in the DeSoto Police Department. All business cards must be ordered through the Chief's Staff Assistant.

b. The Department will provide business cards for:

- (1) All persons in the rank of Sergeant and above;
- (2) Officers assigned to Criminal Investigative Division;
- (3) Members of the Crime Prevention Unit;
- (4) Officers with five years of service with the DeSoto Police Department;
and
- (5) Other positions approved by the Chief of Police.

c. Title

Officers with less than five years may acquire business cards (at their own expense) indicating their affiliation with the DeSoto Police Department. The only titles to be used on such cards are those indicating rank, such as police officer, sergeant, lieutenant, etc.

B. Department Correspondence

1. General Statements



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It is the responsibility of the employee signing the departmental correspondence to determine if a copy of the correspondence should be forwarded to the Chief's Office for information purposes.

2. Letter Correspondence

a. Only members of the Department Management Staff will sign official department correspondence. Occasionally it may be necessary for an employee to correspond directly with a person or agency in reference to official departmental business. It is acceptable to do so with the approval of a member of Management Staff. When an employee writes a letter, the letter will be submitted to the appropriate manager for his co-signature. In those cases where a co-signature is used, both will be aligned on the left margin one under the other with the letter author's signature first and the manager's co-signature second. Example:

Jane Doe, Detective
Crimes Against Persons

John Doe, Lieutenant
Criminal Investigative Division

b. All departmental correspondence will be prepared for the signature of the Chief of Police when it is directed to the following:

- (1) Heads of governmental departments or agencies;
- (2) Members of Federal or State Legislature;
- (3) Heads of governmental executive branches; and
- (4) Any mass mailings involving requests for assistance, citizen information or educational programs, questionnaires or matters which impact or represent the entire Department.

c. All letter correspondence shall be typed in block form.

d. The official letterhead of the City of DeSoto Police Department shall be used when corresponding on official business.

e. The salutation will be aligned on the left margin and consists of the complimentary comment "Sincerely, followed by the signature block.

f. The signature block will consist of two lines. The first line will be the name of the person signing the letter followed by his/her rank. The second line will designate the persons assignment. Example is as follows:

John Doe, Captain
Patrol Services Division

g. Letters prepared for the signature of the Chief of Police will be prepared as follows:

John Doe
Chief of Police

h. Reference initials will be used on all internal and external correspondence and placed two lines following the last line of the correspondence, including signature block. For reference initials the following format will be used:



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ABC/de

ABC = initials of the dictating party in all caps
de = the typist's initials in small letters

3. Internal Memorandum Correspondence

a. All correspondence between divisions, sections, or units of the Department will be typed or written in the following format:

DATE:

TO:

FROM:

SUBJECT:

b. No signature block is used on memorandums. The author initials the memorandum next to his/her name in the heading. All names will be followed by a title.

John S. Doe, Assistant Chief of Police

4. External Department Memorandum Correspondence:

a. Memorandums going outside the Department will follow the same basic guidelines as for internal memorandum. All memorandums (with the exception of the Captains) will be prepared for the signature of the Chief of Police when it is directed to one of the following:

City Manager
Assistant City Manager
City Council Members
Other Department Heads
City Boards, Commissions or Authorities

If the correspondence is written by a person for another person to sign the following format will be used:

ABC/FG/lp

ABC = initials of the person signing the correspondence

FG = initials of the dictating person

lp = typist's initials

b. Attachment or enclosure (if needed) is placed two lines below the reference initials. Attachment is used with memos and Enclosure is used with letters.

b. Copies are indicated two lines below as follows:

c: John S. Doe, Captain of Police.

C. Internal Email/Mailbox Correspondence

1. The DeSoto Police Department will utilize email as a primary means of communication. Therefore, all employees are required to access their city issued email on a work day basis.



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2. In addition, to email, the department will also utilize internal mailboxes located in the back hall as a secondary means of communication. Therefore, all employees are required to check their mailbox on a work day basis. Each mailbox should be kept in a clean manner and not used as a storage box or filing cabinet.

3. In an effort to keep channels of communication open, all employees that are separated from the department by means such as military, FMLA, workers compensation, or any other means, are expected to check, as often as available, their city email. This method of communication will be the primary means of communication and will include such items as promotional opportunities and other such issues affecting the employee. Those on extended military leave (active deployment) who cannot access their City of DeSoto email regularly are required to provide a method of contact so that they can receive regular Department updates. Failure to provide an alternate contact or failure to check City of DeSoto email regularly will be interpreted as a waiver of any civil service right to promotional testing.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 101.006 – WRITTEN DIRECTIVE SYSTEM	CALEA: 11.4.2, 12.1.4, 12.2.1, 12.2.2, 15.1.1,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

It is imperative to the efficient operation of the agency that all personnel, units and divisions work together without conflicting orders and that all orders are made available to affected personnel. In order to accomplish this objective, the Department has developed a comprehensive written directive system. The components of this system are outlined in this directive.

II. POLICY

This directive establishes a system through which department policy and procedures are developed, approved, and distributed to agency personnel. The written directive system allows all members of the Department to review proposed policy and procedure in order to identify potential conflicts among divisions before directive implementation.

III. DEFINITIONS

A. Policy - a broad statement of agency principles.

B. Procedure - a guideline for carrying out agency activities.

C. Administrative Directive - a written document used to guide or affect the performance or conduct of agency employees. The Administrative Directives Manual is made up of policy statements that directly affect two or more divisions or bureaus within the Department. The Chief of Police or his designee issues this document.

D. Standard Operating Procedure - A document developed as a guideline for carrying out activities of a single bureau, division or unit of the Department. The Division Captain must approve a S.O.P.

E. Special Order - a statement of policy or procedure, issued by the Chief of Police or his designee, regarding a specific circumstance or event that is of a temporary nature. The duration of the order should be specified in the order.

F. Personnel Order - Issued by the Chief of Police, or designee, to announce personnel matters such as new assignments or transfers, promotions, commendations, and miscellaneous personnel transactions etc. Personnel Orders will stand until rescinded by the Chief of Police.

G. Memoranda - a written statement from a supervisor giving specific direction to individual officers or pertinent information for the efficient and effective operation of the Department. A number should be assigned to a Memorandum issued to the entire department.

H. Inter-Office Memoranda - Official communication document for all personnel in the Department. A number should be assigned to an Inter-Office Memorandum issued to the entire department.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

IV. PROCEDURES

A. Written Directives Affecting Departmental Personnel

1. Departmental Administrative Directives Manual
2. Departmental Standard Operating Procedures Manuals
3. Departmental Reports and Forms Manual
4. Departmental Training Memorandums and Legal Updates
5. Departmental Special Orders
6. Departmental Memorandums from the Office of the Chief
7. City of DeSoto Policies and Procedures
8. City of DeSoto Fire Fighters' and Police Officers' Civil Service Commission Rules and Regulations
9. Chapter 143 of the Texas Local Government Code, Municipal Civil Service Rules and Regulations
10. Local, State, Federal laws
11. Applicable court orders and rulings

B. Development, Publication and Dissemination of Departmental Written Directives

1. Administrative Directives and Policies

a. The publication and dissemination of all department written directives, with the exception of functional area standard operating procedures, will be from the office of the Chief of Police. The Chief of Police or the Assistant Chief at the direction of the Chief of Police will issue, modify and approve all written directives.

b. Proposals for the development of or revision to specific directives may originate within any department unit. The unit may choose to write the directive with assistance from the Assistant Chief of Police and/or Accreditation Manager (Administrative Lieutenant) in order to assure that they comply with the appropriate format.

c. Procedures for staff and employee review:

(1) Each member of the Command and Management Staff will receive a copy of the proposed directive (through email) for review and is responsible for advising employees within their command of new drafts or changes being considered. All staff members are expected to review the proposed directive and forward suggested changes or comments to the Administrative Lieutenant or the Assistant Chief by the date indicated on email.

(2) The Command Staff will review all proposed changes. Once approved the final draft will be sent out for review and the original copy on the server will be updated.

d. Administrative Lieutenant is responsible for maintaining historical and current files of all Administrative Directives.



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2. Standard Operating Procedures (S.O.P.)

- a. The publication and dissemination of division and unit standard operating procedures will originate from the functional area directly affected by the directive statement. The appropriate Division Captain will forward any suggested changes to his/her staff for suggestions and comments.
- b. The completed SOP will be discussed in the weekly command staff meeting. An approved SOP will be forwarded to the Administrative Lieutenant for dissemination to the appropriate areas and for replacement on the Department Server.
- c. The supervisor of the affected work area is responsible for ensuring the S.O.P.s are periodically reviewed and updated as needed.

3. Reports and Forms

- a. Forms and reports affecting more than one functional area of the Department must be submitted to the Command Staff. The form or report should be submitted with a statement of the form's purpose, when it is to be completed how it is to be completed, and its origination and routing.
- b. Before implementation, a copy of the finalized form must be sent to Administration for inclusion in the "Reports and Forms" manual.
- c. Supervisors are responsible for periodically reviewing, updating and deleting forms as necessary. Care should be taken in form development to ensure there is not a duplication of information that could be taken from or combined with another form in existence.

4. Training Bulletins and Legal Updates

Refer to DeSoto Police Department Administrative Directive 105.004 – Training Bulletins.

5. Special Orders and Personnel Orders

The publication and dissemination of all Special Orders and Personnel Orders are issued from the office of the Chief of Police.

C. Written Directive Format

1. Administrative Directives and Standard Operating Procedures

- a. A standardized heading contains the directive or procedure number and subject.
- b. The contents of the directive or SOP include the purpose of the order, the department or division policy regarding the subject, definitions (if necessary) and procedures related to the order.

2. Policy Statements

Policy statements are short statements summarizing operations or beliefs of the Department. These statements are grouped by related topics and numbered accordingly.

3. Training Memorandums and Legal Updates.

Refer to DeSoto Police Department Administrative Directive 105.004.

4. Special Orders



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Special Orders are prepared in a specified format by administrative support personnel. Each document is assigned a reference number based on the date of issuance and is signed by the Chief of Police. The Staff Assistant maintains historical files of Special Orders.

D. Training

1. Each supervisor is responsible for ensuring personnel under their command understand the purpose and application of each directive as intended by the Department.
2. The Training coordinator will determine the extent and method of training necessary. If the nature of the training goes beyond having the employee simply read the directive and acknowledge understanding, each supervisor will be notified of required training at the time the directive is issued.

E. Maintenance and Control of Department Manuals

1. Administrative Directives and Policy

- a. Employees are provided with access to the Administrative Directives/SOP's during their orientation phase. Employees will sign a receipt upon receiving access to their directives.
- b. Employees have access to the Administrative Directives/SOP's through a current copy of the Manual in the Power DMS program.
- c. As policies and directives are issued or revised, employees are required to indicate knowledge of these documents(s) or notification of their contents by signing a digital receipt in the Power DMS program.

2. Standard Operating Procedures

Standard Operating Procedures are issued within a functional work area. A complete copy of the SOP's is located in the Power DMS program.

3. Maintenance of Specific Directives

- a. A six-digit numbering system will be used to index Administrative Directives. The first three numbers will denote what section the Administrative Directive belongs, i.e. Field Operations (110.000). The second three numbers will be specific topics within the directives, i.e. Field Operations 110.001 (Use of Discretion). This numbering system allows for easy expansion within each directive.
- b. Directives, policies, standard operating procedures are reviewed for accuracy and timeliness tri-annually, in conjunction with the Department's review for re-accreditation. Comments regarding needed deletions, additions and/or revisions are sent to the affected division and the Chief as part of the inspection process. Appropriate action will be taken to revise or delete the questioned statements and are noted in the inspection process summary.
- c. Out of date or non-applicable directives will be purged by the Chief of Police or his designee. The Chief will issue a Memorandum to all personnel detailing the effected Administrative Directives.
- d. All personnel will sign a digital receipt attached to each Administrative Directive after receiving and reviewing said directive.



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4. All employees are required to review the Power DMS program each work day by logging into the Power DMS client system with their unique ID and password. All employees are required to review and take action on all documents as they are presented to the employee via the DMS system.

V. SPECIAL CONSIDERATIONS

If any section or sections of the Administrative Directives Manual or any supplement or supplements are found to be invalid by the City of DeSoto Fire Fighters' and Police Officers' Civil Service Commission or other competent authority, it will not invalidate the remaining section and/or supplements.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 101.007 – LIMITS OF PEACE OFFICER AUTHORITY	CALEA: 1.1.1, 1.2.1, 1.2.2
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

DUTIES AND POWERS

Any sworn department member's authority as a peace officer emanates solely from their employment with the City of DeSoto. Duties and powers of peace officers are derived from the Code of Criminal Procedure, Article 2.13:

"It is the duty of every peace officer to preserve the peace within his jurisdiction. To effect this purpose, he shall use all lawful means. He shall in every case where he is authorized by the provisions of this Code, interfere without warrant to prevent or suppress crime. He shall execute all lawful process issued by him by any magistrate or court. He shall give notice to some magistrate of all offenses committed within his jurisdiction, where he has good reason to believe there has been a violation of the penal law. He shall arrest all offenders without warrant in every case where he is authorized by law, in order that they may be taken before the proper magistrate or court and be tried."

In order for a peace officer to execute any powers of the office or to act under the color of their uniform and badge they must have the authority of law to justify their actions. This means that in order for a peace officer to issue any order or to execute any action they must act solely under the authority of the State of Texas and the City of DeSoto. Officers in their individual capacity have no more authority than any citizen. However, anytime they hold themselves out as police officers their actions are restricted to the power of their office with all accompanying responsibilities and liabilities. Officers are deemed to act under the authority of their office when they identify themselves as a police officer, display badge and ID, display or wear the uniform of an officer or are otherwise known as a police officer.

Prior to assuming sworn status, all personnel will take and subsequently abide by the Oath of Office specified by the Chief of Police.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 101.008 – CLASSIFICATION & DELINEATION OF DUTIES	CALEA:
Effective Date: 04/06/2022	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The Job Task Analysis shall be used as a basis for determining position classification and compensation, and for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion. It is also used to assist in determining training criteria for each position and to provide guidance to employees and their supervisors concerning the duties and responsibilities of each individual position.

II. POLICY

The DeSoto Police Department will maintain and update, as necessary, Job/Class Specifications (job descriptions) for each position within the DeSoto Police Department. Copies of these documents are located in the Human Resources Department. The Department will also maintain the Job Description for each position held by personnel in the Department. The Job Description and minimum qualifications will be available for review upon request and are issued to employees at the time of new employee orientation. These positions shall be reviewed at a minimum every four years for accuracy by the Chief or his designee.

III. DEFINITIONS

- A. Job - One or more positions with duties and responsibilities that are identical in all significant respects so that a single descriptive title can be used to identify the work done by incumbents.
- B. Job Description - An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.
- C. Job Task Analysis - A systematic, structured process for dissecting a job into its basic parts. A task analysis identifies the important or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors (FTO Program Guide and Evaluations).
- D. Position - The duties and responsibilities, or work assigned to one employee. A position may be filled or vacant. A position may have functional responsibility for a single task or several tasks.

IV. PROCEDURES

A. Classification

1. Civil Service Employees

- a. Classification for all Civil Service employees shall be maintained in compliance with Local Government Code 143, Civil Service Rules and Regulations.
- b. Classification plan and compensation for sworn positions are the responsibilities of the Human Resources Department and the Civil Service Director of the City of DeSoto.



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2. Non-Civil Service Employees

- a. Classification and compensation for all non-sworn positions shall be the responsibility of the Human Resources Department.
- b. The Police Department shall be responsible for recommendations on the classification of new positions obtained through budgetary process or for the reclassification of any position in the current annual budget.
- c. Recommendations for classifications or re-classifications shall be done in compliance with the City rules and regulations.
- d. The classification of personnel will be reviewed for possible upgrade or re-classification on an as needed basis.

B. Formal Job Task Analysis

Analysis will be done within the Department at the direction of the City's Department of Human Resources.



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POLICY: 101.009 – ORGANIZATIONAL VALUES AND ETHICS	CALEA: 1.1.2, 12.2.1, 26.1.1
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

VISION STATEMENT:

To become the model for law enforcement excellence.

MISSION STATEMENT

Excellence, one contact at a time.

ORGANIZATIONAL CORE VALUES

SERVICE:

We are empowered individually and collectively to enhance the quality of life in the community by providing high quality police services through professionalism, innovation, and partnerships.

PROFESSIONALISM:

Our conduct, appearance, and demeanor shall display the highest standard of personal and organizational excellence.

INTEGRITY:

We will demonstrate the courage to uphold the highest moral and ethical principles including honesty, trust, and accountability.

TEAMWORK:

We will maintain an environment of cooperation, open communication, and mutual respect within the department and the community.

LEADERSHIP:

Organizational commitment to demonstrate vision, direction, and motivation daily to ensure organizational goals and objectives are achieved.

ACCOUNTABILITY:

A personal choice, through empowerment, to rise above one's circumstances and demonstrate the ownership necessary for achieving desired results.

EMPOWERMENT:

See it, own it, solve it, do it.

I. Policy

All members of the DeSoto Police Department, both sworn and civilian, in order to perform their duties and maintain the integrity of this Department with the public, must strive to maintain a high degree of both moral and ethical standards. This Department adopts the Law Enforcement Code of Ethics, which follows. While the code is written expressly for the sworn officer, its meaning and intentions, where practical, can be directly applied to civilian professionals whom support the law enforcement mission. The Department's vision statement, mission statement, core values, and the law enforcement code of ethics provide strong and compelling moral guidance in how members of this organization, regardless of assignment, are to carry out their duties. Strict adherence to these values is mandatory. Violations will be considered as a breach of discipline and grounds for



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investigation as provided in the Department's Internal Affairs Policy. Ethics training will be conducted for all personnel biennially.

II. Conduct of Officer

A. Law Enforcement Code of Ethics

1. All Law Enforcement Officers must be fully aware of the Ethical Responsibilities of their position and must strive constantly to live up to the highest possible standards of Professional Policing. The International Association of Chiefs of Police believes it important that Police Officers have clear advice and counsel available to assist them in performing their duties consistent with these standards and have adopted the following Ethical mandates as guidelines to meet these ends (see Attachment A).

B. Primary Responsibilities of a Police Officer

1. The Police Officer acts as an official representative of government who is required and trusted to work within the law. The Officer's powers and duties are conferred by statute. The fundamental duties of a Police Officer include serving the community; safeguarding lives and property; protecting the innocent; keeping the peace; and ensuring the rights of all to liberty, equality and justice.

C. Performance of the Duties of a Police Officer

1. A Police Officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

2. Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, Officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust, which they hold.

D. Discretion

1. A Police Officer will use responsibly the discretion vested in the position and exercise it within the Law. The principle of reasonableness will guide the Officer's determinations, and the Officer will consider all surrounding circumstances in determining whether any Legal Action shall be taken.

2. Consistent and wise use of discretion, based on Professional Policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest which may be correct in appropriate circumstances can be a more effective means of achieving a desired end.

E. Use of Force

1. A Police Officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances.

2. The Use of Force should be used with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the Use of Force is occasionally unavoidable, every Police Officer will refrain from applying the unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.



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F. Confidentiality

1. Whatever a Police Officer sees, hears or learns of, which is of a Confidential Nature will be kept secret unless the performance of duty or legal provision requires otherwise.
2. Members of the public have a right to security and privacy and information obtained about them must not be improperly divulged.

G. Integrity

1. A Police Officer will not engage in acts of corruption or bribery, nor will a Police Officer condone such acts by other Police Officers.
2. The public demands that the Integrity of Police Officers be above reproach. Police Officers must, therefore, avoid any conduct, which might compromise integrity and thus undercut the public confidence in a Law Enforcement Agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the Officer to refrain from performing official responsibilities honestly and within the law. Police Officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

H. Cooperation with other Police Officers and Agencies

1. Police Officers will cooperate with all legally authorized Agencies and their Representatives in the pursuit of justice.
2. An Officer or agency may be one among many organizations that may provide Law Enforcement Services to a jurisdiction. It is imperative that a Police Officer assist colleagues fully and completely with respect and consideration at all times

I. Personal-Professional Capabilities

1. Police Officers will be responsible for their own Standard of Professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.
2. Through study and experience, a Police Officer can acquire the high level of knowledge and competence, which is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development, which should be pursued constantly.

J. Private Life

1. Police Officers will behave in a manner, which does not bring discredit to their Agencies or themselves.
2. A Police Officer's character and conduct while off duty must always be exemplary thus maintaining a position of respect in the community, in which he or she lives and serves. The Officer's personal behavior must be beyond reproach.

K. Driver's License – Each year, during the first quarter of the calendar year, Lieutenants and Captains will cause a driver's license check to be completed on each employee in their respective chain of command. This check will include sworn as well as civilian employees. A written report will be submitted to the Assistant Chief of Police for review by the command staff. The report will be submitted no later than the end of March.



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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 the relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

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



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POLICY: 101.010 – RELATIONSHIPS WITH OTHER AGENCIES	CALEA: 1.1.3, 2.1.3, 2.1.4, 46.3.1,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive outlines the responsibilities of various departmental personnel in maintaining positive working relationships with other police, judicial, civic, governmental and social service agencies.

II. POLICY

The DeSoto Police Department is committed to establishing and maintaining effective channels of communication with other criminal justice and social service agencies. This directive establishes guidelines and procedures for cooperation between the Department and other agencies.

III. PROCEDURES

A. Criminal Justice Agencies

Through the normal course of department operations and correspondence, the Department will maintain ongoing liaison with other criminal justice agencies including, but not limited to:

1. Local adult and juvenile courts
2. Dallas County District Attorney's Office
3. Probation and parole agencies
4. Adult and juvenile correctional agencies

B. Law Enforcement Agencies in Adjoining Jurisdictions

Cooperation with other law enforcement agencies can enhance the likelihood that wanted persons will be apprehended and facilitate the exchange of information in criminal investigations. An example of such cooperation would include department member participation in area intelligence meetings hosted by various agencies. Through the normal course of department operations and correspondence, the Department will maintain liaison with other law enforcement agencies in adjoining jurisdictions or agencies that may have concurrent jurisdiction. These agencies will include:

1. Dallas County Constable
2. Dallas Police Dept.
3. Duncanville Police Dept.
4. Lancaster Police Dept.
5. Cedar Hill Police Dept.
6. Glenn Heights Police Dept.
7. Ellis County Sheriff's Dept.
8. County Dallas Sheriff's Dept.
9. Dept. of Public Safety, Highway Patrol
10. Texas Rangers, D.P.S.



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C. DeSoto Fire Department

Through the course of normal operations, police department employees will participate in providing services with the fire department. Employees are encouraged to bring forth any suggestions that could enhance or improve providing services in joint police/fire operations. Formal meetings between staff officers of the police and fire departments will be conducted as warranted.

D. Interaction and participation with Criminal Justice, Public and Private Social Services

1. During the course of operations, police officers may encounter situations where the persons whom they deal with may need help that is best provided by another law enforcement or social service agency. While no directive could address all circumstances that could occur, in situations where officers feel that a referral could be possible they should consider the following factors:

- a. Seriousness of the offense or situation being handled
- b. Previous criminal record(s)
- c. Physical/mental status of persons involved
- d. If the best interests of the victim, suspect and the criminal justice system would be served through other means of disposition

2. Officers should always consult their immediate supervisors if any questions arise concerning the appropriateness of utilizing referrals to other law enforcement or social service agencies.

E. Personnel may get further information about available services by contacting one of these units:

1. Juvenile Unit/Family Violence
2. Criminal Investigative Division
3. Crime Prevention Unit

F. N.C.T.C.O.G. Criminal Justice Policy Development Committee

The City of DeSoto is a member city of the North Central Texas Council of Governments, headquartered in Arlington, Texas. The Council of Governments acts as the administrative agency concerning criminal justice grants as provided through the Governor's Office. Funds for the city's participation in the North Central Texas Council of Governments is budgeted through the non-departmental city budget code.

G. Correspondence

Any formal letter correspondence from the Department to other criminal justice or social service agencies shall be in compliance with the provisions stipulated in Administrative Directive 101.010 - Use of Business Card and Departmental Correspondence.

H. Memberships

The Department encourages its members to become involved in professional law enforcement organizations as well as social service organizations, steering committees, and board memberships.



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Officers should attempt to assist outside agencies with the delivery of services to the public by submitting information that will place referral information in the appropriate hands, investigative information to assist other investigative agencies in the clearance of offenses, by offering departmentally available resources designated for these purposes. The department will assist in the cost of certain membership dues on a case by case situation. The value of belonging to law enforcement associations can be realized in the form of up to date training techniques, directives, grant information, investigative knowledge.

The following is an example of the types of organizations that may prove beneficial to both the Department and officer:

1. International Association of Chiefs of Police
2. Texas Police Chiefs Association
3. North Texas Police Chiefs Association
4. Concerned DeSoto Citizens
5. DeSoto Chamber of Commerce
6. Lion's Club
7. Texas Association of Law Enforcement Planners
8. Texas*Arkansas*Louisiana*Oklahoma* New Mexico Accreditation Coalition
9. Dallas County Juvenile Crime Enforcement Coalition
10. Child Protective Services
11. DeSoto Outreach Center
12. Best Southwest Shelter Project.
13. Juvenile Probation
14. Texas Association of Tactical Officers
15. Texas Police Canine Association
16. International Association of Law Enforcement Firearms Instructors.
17. North Texas Crime Prevention Association
18. International Narcotic Association
19. Texas Association of Hostage Negotiators
20. American Society of Law Enforcement Trainers
21. Texas Narcotics Officers Association
22. International Association of Financial Crimes Investigators
23. Forgery Investigators Association



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 101.011 – ORGANIZATIONAL GOALS AND OBJECTIVES	CALEA: 17.2.1,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

In order to ensure direction and unity of purpose for members of the Department, the agency will formulate written goals and objectives for the DeSoto Police Department.

II. POLICY

Goals and objectives are prepared annually at the time of budget development.

III. DEFINITIONS

A. Goal – Is a relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long-time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.

B. Objective - An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal, and, therefore, requires a shorter time to accomplish than does a goal.

IV. PROCEDURES

A. Written goals and objectives will be available to all members of the Department.

B. Goals and objectives will be annually updated to reflect the Department's response to the current needs of the community. The goals and objectives will be incorporated into the proposed budget for the upcoming fiscal year.

1. Prior to the budget preparation process the Office of the Chief of Police will notify all members of the Department, that their input is requested in developing departmental goals and objectives.

2. Police employees, who wish to do so, should state their ideas in writing directed to the Office of the Chief of Police.

3. Each Division Captain is required to annually submit goals and objectives.

C. Each Division Captain must annually prepare a mid-budget year report explaining the progress, or lack of progress, in attaining the departmental goals and objectives for which they are responsible.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 101.012 – EMERGENCY EVACUATION PLAN	CALEA: 46.3.2
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. INTRODUCTION

- A. This emergency procedure plan is to protect employees and citizens in an emergency situation at the DeSoto Police Station.
- B. It is the responsibility of each supervisor to ensure all employees under their command are familiar with the evacuation plan, to inform new employees of the plan, and to periodically refresh and review the plan with current workers. The objective of this plan is to protect lives.
- C. Any employee unfamiliar with this plan should consult with their supervisor.

II. FIRE

- A. Any employee observing fire or smoke or who believes they smell an unidentified odor, no matter how slight it appears to be, should IMMEDIATELY do the following:
 - B. Call Public Safety Communications -- Dial 9-1-1.
 - C. Give building name: DeSoto Police Department
 - D. Give building address: 714 E. Beltline
 - E. Give area designation: e.g., Records, CID, etc.
 - F. Give room number, if applicable
 - G. Give details of emergency (such as nature of the fire and any pertinent information as to the fire's origin, i.e., explosion, spill, injuries, etc.)
 - H. The 9-1-1 operator will notify the appropriate emergency response personnel.
 - I. Activate a manual fire alarm pull station (located in corridors) to sound the alarm. This will notify all individuals in the building to exit immediately.
 - J. When evacuation is necessary follow the evacuation procedures in this manual.
 - 1. Do not attempt to fight any size fire with a fire extinguisher unless you have been trained in its use. Strategically located fire extinguishers are available to extinguish small manageable fires only.
 - 2. Before attempting to extinguish a fire, call 9-1-1 and sound the alarm.
 - 3. Close doors behind you as you exit. This will minimize the spread of fire and smoke.



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4. When exiting the building, do not return for forgotten items or any other reason until told to do so by a supervisor or other authorized person.
5. If caught in heavy smoke, take short breaths, breathe through your nose, and crawl to escape. There is more fresh air near the floor.

III. BUILDING EVACUATION

- A. The DeSoto Police Department is equipped with a fire alarm system that encompasses the entire facility. An alarm will sound and emergency lights will flash in the event the emergency system has been activated. Exit the building immediately. Remember that every alarm must be considered a true emergency.
- B. The following evacuation procedures have been adopted to maximize exiting efficiency and will be supervised. Your attention will minimize casualties.
- C. Each area has a designated primary and secondary exit path; each employee should be familiar with both. Floor maps posted in each area will assist in identifying the evacuation routes. Be familiar with the entire building and know alternative evacuation routes in the event you are out of your normal work area when the emergency system is activated.
- D. Unless you are assigned specific tasks to assist in the evacuation of the building EXIT the building immediately.
- E. Capable workers for each work group should be assigned and prepared to assist physically disabled citizens and employees in exiting the building.
- F. If you are with a non-employee, you should escort them out of the building.
- G. Do not linger to collect personal belongings
- H. Remain calm and exit the building in an orderly manner.
- I. Report to the designated area outside of the building previously selected. Remain in groups until notified to return to the building.
- J. Report any missing or injured employees and their last location to a supervisor, or to any arriving fire department officer.
- K. Do not attempt to move your vehicle unless requested by the fire department.
- L. Special Considerations

Officers utilizing interview rooms at the time of the emergency are responsible for attempting to ensure the safety of the person(s) they are interviewing.

1. Persons who are not under arrest should be quickly escorted to the nearest point of assumed safety. Possible exits are clearly posted at the exterior of the interview room doors.
2. Persons who are in police custody must be escorted to the nearest point of assumed safety. Possible exits are clearly posted at the exterior of the interview room doors. Direct supervision of the prisoner must be maintained at all times. Care must be taken to also ensure the safety of other persons who might be in the area.
 - a. If the security of the jail is not threatened by the emergency, the jail should be notified of the situation and the prisoner must be immediately escorted to the jail book-in area. If possible, the prisoner should be escorted through the interior of the building to the (future) southeast jail stairwell since this is the most direct route to the



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

book-in area. If it is not possible to safely escort the prisoner through the interior of the building, then the prisoner will be taken outside until all clear.

b. If there has been a forced evacuation of the jail, or if the security of the jail has been compromised, the officer is responsible for maintaining observation of the prisoner, until the prisoner can be returned to the control of jail personnel or can be released on bond, etc.

3. Jail evacuation depends on the location of the fire. Evacuating personnel should use discretion in moving detainees the quickest and safest route.

4. Detainees will be placed in the caged back seat of a marked police vehicle or inside the fenced in area under the water tower. Jail personnel and officers will remain with prisoners until placed back into the security of the jail. If it is not an emergency evacuation, all prisoners will be placed in handcuffs before exiting the jail area.

IV. SUPERVISORS RESPONSIBILITIES

It is the responsibility of each area supervisor to:

- A. Attend training session provided by Risk Management on emergency procedure program.
- B. Select a meeting area outside the building for use by persons
- C. Know locations of office exits.
- D. Know locations of fire extinguishers and be trained in their use.
- E. Know locations of all fire alarm manual pull stations.
- F. Post a copy of the evacuation plan and maps in a central location
- G. Assign a primary and alternate person to assist any physically disabled person in a department.
- H. Conduct periodic group meetings in your area to review procedure and maps.
- I. Instruct all new employees regarding this emergency procedure plan.
- J. During alarm conditions, evacuate all employees and non-employees from your area, meeting rooms, and the nearest restrooms.
- K. When everyone under your supervision has departed, exit the building.
- L. Report to the designated area outside of the building as previously selected by your department and account for all personnel to ensure that no one is inside. If someone is reported missing, notify a fire official IMMEDIATELY. Do not re-enter the building.
- M. Assure that no one attempts to re-enter the building until the "all clear" signal has been given by the fire department.

V. TORNADO

A. If there is a tornado "warning" (not "watch") immediately affecting the DeSoto area, the following guidelines will be followed.

The tornado warning will be established by the public warning siren located at strategic points throughout the City. (Note: The siren is tested, weather permitting, at 2:00 p.m. on the first Wednesday of each month.)



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B. Actions to take:

1. In office
 - a. Get away from the perimeter of the building and exterior glass.
 - b. Leave your exterior office and close door.
 - c. Go to the Jail area, west wall.
 - d. If you are caught in an outside perimeter office, seek protection under a desk.
 - e. Employees who are permanently assigned to assist physically disabled citizens and/or employees during building evacuation procedures should be prepared to assist them during a tornado warning.
2. In transit in the building:
 - a. Utilize a stairwell or corridor for shelter.
 - b. Do not go to the main lobby, atrium or outside the building.
3. The "All Clear" to return to work areas will be verbally given by management personnel in consultation with emergency management weather spotters.

VI. ACCIDENT OR ILLNESS

If an accident or illness of an employee or citizen takes place in your office area.

A. When conditions warrant, Dial 9-1-1.

1. Give building name.
2. Give building address.
3. Give floor number.
4. Give suite name or number
5. Give details of emergency.
6. The 9-1-1 operator will notify the appropriate emergency response personnel.

B. Do not move the injured or ill person. Try to make them comfortable.

C. Assign someone to meet the emergency response personnel in the building lobby and escort them to the injured/ill person.

D. Remain calm; help is on the way.

VII. BOMB THREAT

All written or telephoned bomb threats should be handled as if they are authentic. Appropriate action should be taken in each case to provide for the safety of employees, the public, and property.



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- A. If the threat is by telephone, try to get all the information possible on the person or group making the threat and the size and location of the bomb. Don't hesitate to ask for the caller's name and address; it is not as unlikely that a caller will give this information as you may think.
- B. Call 9-1-1. Give the information recorded on the questionnaire to responding personnel.
- C. The department head will decide whether to evacuate the facility. If it is decided to evacuate, use the procedure for alerting and evacuating the building as described above for fires (Section III).
- D. Follow Police and Fire Department instructions.
- E. With Police assistance, employees familiar with the area should search for unfamiliar briefcases, packages, bags, boxes, or other objects. Do not touch or attempt to move any object, which appears suspicious. If an object is found, evacuate the area immediately.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 101.013 – SOCIAL MEDIA	CALEA: 46.3.1,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The department endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes this department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media, rather social media in general, as advances in technology will occur and new tools will emerge.

II. POLICY

Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The department also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

III. DEFINITIONS

- a. **Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."
- b. **Page:** The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
- c. **Post:** Content an individual shares on a social media site or the act of publishing content on a site.
- d. **Profile:** Information that a user provides about himself or herself on a social networking site.
- e. **Social Media:** A category of Internet-based resources that integrate user-generated content and
- f. **user participation.** This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
- g. **Social Networks:** Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- h. **Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- i. **Web 2.0:** The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.



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- j. Wiki: Web page(s) that can be edited collaboratively.

IV. ON-THE-JOB USE

A. Department-Sanctioned Presence

1. Determine strategy

- a. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.
- b. Where possible, the page(s) should link to the department's official website.
- c. Social media page(s) shall be designed for the target audience(s) such as youth or potential police recruits.

2. Procedures

- a. All department social media sites or pages shall be approved by the chief or his or her designee and shall be administered by the departmental information services section or as otherwise determined.
- b. Where possible, social media pages shall clearly indicate they are maintained by the department and shall have department contact information prominently displayed.
- c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
 - (1) Content is subject to public records laws. Relevant records retention schedules apply to social media content.
 - (2) Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
- d. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
 - (1) Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.
 - (2) Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

3. Department-Sanctioned Use

- a. Department personnel representing the department via social media outlets shall do the following:
 - (1) Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
 - (2) Identify themselves as a member of the department.
 - (3) Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
 - (4) Not conduct political activities or private business.
- b. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without express written permission.
- c. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

B. Potential Uses

- 1. Social media is a valuable investigative tool when seeking evidence or information about
 - a. missing persons;
 - b. wanted persons;



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- c. gang participation;
 - d. crimes perpetrated online (i.e., cyberbullying, cyberstalking); and
 - e. photos or videos of a crime posted by a participant or observer.
2. Social media can be used for community outreach and engagement by
 - a. providing crime prevention tips;
 - b. offering online-reporting opportunities;
 - c. sharing crime maps and data; and
 - d. soliciting tips about unsolved crimes (i.e., Crimestoppers, text-a-tip).
3. Social media can be used to make time-sensitive notifications related to
 - a. road closures,
 - b. special events,
 - c. weather emergencies, and
 - d. missing or endangered persons.
4. Persons seeking employment and volunteer positions use the Internet to search for opportunities, and social media can be a valuable recruitment mechanism.
5. This department has an obligation to include Internet-based content when conducting background investigations of job candidates.
6. Searches should be conducted by a non-decision maker. Information pertaining to protected classes shall be filtered out prior to sharing any information found online with decision makers.
7. Persons authorized to search Internet-based content should be deemed as holding a sensitive position.
8. Search methods shall not involve techniques that are a violation of existing law.
9. Vetting techniques shall be applied uniformly to all candidates.
10. Every effort must be made to validate Internet-based information considered during the hiring process.

V. PERSONAL USE

B. Precautions and Prohibitions - Department personnel shall abide by the following when using social media.

1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
2. As public employees, department personnel are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee's professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.
3. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the chief executive or his or her designee.



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4. For safety and security reasons, department personnel are cautioned not to disclose their employment with this department nor shall they post information pertaining to any other member of the department without their permission. As such, department personnel are cautioned not to do the following:
 - a. Display department logos, uniforms, or similar identifying items on personal web pages.
 - b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a police officer of this department. Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.
5. When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department's code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:
 - a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
 - b. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
6. Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination of office.
7. Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.
8. Department personnel should be aware that they may be subject to civil litigation for
 - a. publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 - b. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - c. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 - d. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
9. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
10. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
11. Reporting violations—Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.





DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 101.014 – MILITARY DEPLOYMENT	CALEA: 22.1.9
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. Purpose

The DeSoto Police Department supports those employees who serve in the United States Military. The department has set forth policy to ensure smooth transitioning between law enforcement service and military service. This policy applies to those employees being called to service for periods exceeding 90 days for pre-deployment, deployment and post deployment.

II. Policy

In an effort to ensure a smooth transition between services, the department has set forth guidelines that operate in conjunction with the City of DeSoto Human Resources Policy on military service. All employees are expected to adhere to this policy as appropriate.

III. Procedures

A. The departmental point of contact for employees for all business concerning activation or deployment is the Assistant Chief of Police. The City of DeSoto Human Resources point of contact is the HR Director.

B. Upon notice of activation or deployment, the employee shall contact the Assistant Chief and provide all paperwork relevant to the deployment. Prior to departure, the Chief of Police or Assistant Chief of Police will conduct an exit interview with the employee.

C. The employee will be responsible for returning all listed equipment to the quartermaster for storage prior to departure:

1. Department issued weapon
2. Taser
3. Body camera
4. Radio
5. Building access keys/cards/fobs
6. Any other equipment that is perishable or prone to diminished capacity without regular maintenance.

D. Upon return, the employee will schedule an interview with the Chief of Police or Assistant Chief prior to returning to service with the department.

E. It will be the responsibility of the employee to meet with the training coordinator to ensure all weapons qualifications are current and all refresher training has been completed prior to resuming full duties. If qualifications are not current, the employee must pass a departmental qualifications course prior to carrying a weapon.

F. It is the responsibility of the employee to provide the Assistant Chief of Police and the employee's division commander with the appropriate means of communication with the employee during deployment. Due to civil service regulations, a process of communications is necessary to ensure the civil service rights of the employee are protected.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 101.015 – TIME KEEPING / PAYROLL	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The department utilizes the ADP electronic timekeeping system for the efficient and effective tracking of employee hours worked and time off.

II. POLICY

ADP is the time clock computer system purchased by the City of DeSoto for collecting time information for transmission to Payroll. Many of the City of DeSoto's policies are built into the computer's program, which will help us enforce our time and attendance policies and pay our employees correctly. It is the policy of the department that all employees, unless excepted by the Chief of Police will utilize the ADP timekeeping system.

III. Procedures

A. Rounding

ADP clock punches will be rounded according to a seven-minute grace period with a fifteen-minute round. For example, if an employee clocks in at 9:07 a.m., the employee will be paid starting at 9:00 a.m. If the employee clocks in at 9:08 a.m., they will be paid beginning at 9:15 a.m. In this example, if the employee was to start at 9:00 a.m. he/she would be considered 15 minutes late for their assigned work schedule.

B. Arriving Early for Work/One Hour Convenience Rule

1. It is recognized that many employees prefer to arrive early previous to the scheduled start of their assigned work schedule and not work until the official scheduled start time.
2. To accommodate this preference, Full Time Non-sworn employees will be allowed to punch in early up to one hour previous to the scheduled start of their assigned work schedule as a convenience. The ADP System will record the official scheduled start time at the beginning of the assigned work schedule for that day and not the actual sign in. Employees must NOT punch in earlier than the one hour to utilize the one-hour convenience rule.
3. When an employee, with Supervisor approval, is scheduled to work less than one hour previous to their regularly scheduled start time of their assigned work schedule or is called in early previous to the start of their assigned work schedule coverage less than one hour, the employee must coordinate with his/her Supervisor to adjust/edit this one-hour convenience rule.
4. Unless approved in advance by the immediate supervisor, all employees completing work or tasks at any time other than authorized work hours, is prohibited. Examples include working before or after regular working hours, taking work home, and updating official social media sites after hours. This includes the one-hour convenience rule hour.



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Employees working unauthorized work hours or overtime may be subject to disciplinary actions up to and including termination.

C. Clocking in and Out by Employees

1. All part time employees will not have a set schedule in the ADP System. Part time employees will be required to punch in and punch out daily.
2. It is a job requirement that all nonexempt hourly paid employees must clock in and clock out at the start of their assigned work schedule, and at the end of their assigned work schedule. It is the responsibility of the employee to make sure their time sheet is accurate before approving it and submitting it to payroll for processing.
3. Employees are expected to clock in and out at their regularly scheduled times using the 7-minute rounding, unless they are using the one-hour convenience rule.
4. If an employee leaves during their assigned work schedule for any reason, with their Supervisors approval, but will be returning to their assigned work schedule the same day, they must punch out when they leave their assigned work schedule and punch in when they return to their assigned work schedule. The employee's final punch for that day will be when the assigned work schedule has ended for the day. Examples of leave time would be doctor/dentist appointments, emergency leave, funerals, and personal errands.

D. Missed Sign In/Out

1. If an employee forgets to clock in or out the employee will be required to manually edit their time card in the ADP system. This will automatically notify their Approver that an edit was made due to a missed punch. Approver will review all exceptions daily.
2. Each employee will be able to "View" their timecard online through the ADP system.

E. Off Site Training or Events

Under certain conditions such as training, call outs, events, and any other circumstance where the employee is not able to punch in or out they must notify their Supervisor immediately so the time worked can be edited manually in a timely manner. Employees may be disciplined up to and including termination for clocking in or out for someone else.

F. Lunch Hour and Breaks

Each department will determine whether their employees will clock in and out for lunch or have their lunch automatically deducted by the ADP system. No employee should clock in and out for breaks since breaks are paid time.

G. Advance Leave Requests

Employees MUST make advance Leave Requests directly using the ADP system. The Approver will approve or refuse the time off request daily in the ADP system. Once the time off request has been approved by the Approver it will automatically post to the employees' timecard in purple and cannot be adjusted only retracted.

H. Unexpected Leave Requests

Employees that are out sick, bereavement, or any other type unscheduled leave must request directly using the ADP system, immediately upon their return to work. If the excused absence is on the last day of the payroll period the employee MUST advise their Approver so the time card can be manually adjusted on that day.



IV. Department Approvers for ADP System

A. Approvers

1. Each Department will have a designated Approver and a Backup approver that will be trained to handle the ADP system functions for their department.
2. Approvers will approve all time cards and Leave Requests for their department. Approval on time cards from the Approvers certifies that the time submitted to the payroll department is correct and has been verified for accuracy. Approvers MUST approve all time cards no later than NOON on payroll Mondays. All employees MUST approve their own time card no later than 10 am on payroll Mondays.

B. Approver Back-Up

1. Back up Approvers will be the backup person to the Approvers for their department only during their absence. Back up approvers will be responsible for:
 - a. Verifying, and maintaining the Time Clock adjustments
 - b. Editing time cards to correct missed punches
 - c. Approving Leave Requests
 - d. Approving Time Cards



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 102.001 – REPORTS REVIEW COMMITTEE	CALEA: 4.2.2, 11.4.2,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The Command Staff has the primary duty of approval of general reports and forms utilized by the DeSoto Police Department.

II. POLICY

The Command Staff will identify and review all reports and forms created and used in the ongoing operations of the Department.

III. PROCEDURES

A. All personnel are encouraged to review and suggest modifications for agency forms that will enhance the efficiency of agency operations.

1. Personnel must submit modifications or new forms to a member of the Command Staff for approval prior to use of said form.
2. Command Staff will forward a modified or new form to entire staff for suggestions and approval.
3. Upon approval, the form will be submitted to the Staff Assistant. The Staff Assistant will place form in the Forms Manual along with procedures for appropriate use and forward the form to the appropriate division commander for dispersal.
4. The Forms Manual in the Office of the Chief of Police. Copies may be distributed as needed.
5. The Command Staff or their designee will complete an annual review of the Forms Manual.
6. Form quality control will be reviewed during annual review.

B. Members of the Command Staff

1. Chief of Police
2. Assistant Chief of Police
3. Administrative Assistant
4. Patrol Division Captain
5. Support Division Captain

C. Appointments

The Chief of Police may appoint any position he/she deems appropriate to complete the Yearly Review of reports and forms.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 102.003 – TRAINING ADVISORY BOARD	CALEA: 33.1.1,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive establishes the structural and operational guidelines of the Training Advisory Board.

II. POLICY

The Training Advisory Board serves to review the training practices of the DeSoto Police Department and to make recommendations to the Chief of Police regarding needed changes in curriculum, policy and direction.

III. PROCEDURES

NOTE: The Training Advisory Board will conform to current guidelines for procedure and purpose as directed by the Texas Commission on Law Enforcement Officer Standards and Education.

A. Composition of the Board

1. The Training Advisory Board is composed of at least 1/3RD members from the community and 2/3RD members of the Department.
2. The Chief and Training coordinator will serve as ex-officio, non-voting members.

B. Appointment of Members

1. The advisory board members will be chosen and appointed by the Chief of Police, upon recommendation of the Training coordinator.
2. Any member may be removed from the board at the discretion of the Chief.

C. Authority and Responsibilities of the Board

1. Assists in developing and evaluating departmental training needs,
2. Serves as a focal point for input from personnel and interested members of the community,
3. Advises on the need to study and identify specific training needs,
4. Advises on the determination of the types, frequency, and location of courses to be offered, and
5. Advises on the establishment of prerequisites, minimum and maximum class size, attendance, and retention of students.

D. Meetings of the Training Advisory Board

1. The Board will meet at least annually (more frequent meetings may be called at the direction of the Chief).



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2. The Training coordinator is responsible for notifying members of meeting times and locations.

3. Meeting Records

- a. Minutes of the meetings are recorded and maintained by the Training coordinator.
- b. A copy of the minutes is forwarded to the Texas Commission on Law Enforcement Standards and Education and to each Board member.
- c. Minutes will be maintained on file in the Department for a minimum of five years.

E. Reporting

1. Training Needs Assessment

a. The Training coordinator will annually conduct an assessment of departmental training needs based on the findings of the Advisory Board. The assessment will address problem areas or areas of concern relative to:

- (1) Curriculum,
- (2) Physical Facilities,
- (3) Training Materials, and
- (4) Course/Student Scheduling.

b. Results of the assessment will be presented to the members of the Board and to the Chief of Police.

2. Annual Training Report

The Training coordinator will prepare an annual report for submission to the Chief and the Board. The report will be a summary of:

- a. The number of employees trained during the calendar year,
- b. Changes in the training function, if any, and
- c. New training programs implemented.

F. Training coordinator Responsibilities in Relation to the Board

1. Serves as a reference of information regarding training availability and mandates; and
2. Forwards findings and recommendations of the Board to the Chief following Board meetings.



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POLICY: 103.001 – CRIME VICTIMS RIGHTS / COMPENSATION FUND	CALEA: 55.1.1, 55.2.1, 55.2.2, 55.2.3, 55.2.4, 55.2.5, 82.1.4,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

Employee understanding of victim rights and expectations are strengthened through the development, implementation, and continuation of appropriate victim/witness assistance programs and activities. The Department's role in such programs is outlined below.

II. POLICY

Our Department makes a concerted effort to address the physical and psychological needs of victims and witnesses. When police interact in a positive manner with victim/witnesses, the likelihood of obtaining information about a crime is greatly enhanced. In return for information, crime victims and witnesses deserve fair and impartial treatment from police and the support of the criminal justice system. Employees are expected to treat all persons personally affected by crime with fairness, compassion, and dignity.

III. DEFINITIONS

A. Victim - A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his or her person or property. Also regarded as victims are (1) a spouse, child, parent, or legal guardian of a minor victim; and (2) a spouse, child, sibling, parent, or legal guardian of a homicide victim. (Any person involved in a crime as the perpetrator or accomplice is excluded from this definition)

B. Crime Victim Liaison - A person who is designated to establish and maintain a positive working relationship between an agency and the Texas Attorney General's Office with regard to victim/witness assistance programs. The Code of Criminal Procedure requires each local law enforcement agency to designate one person to serve as the agency's "crime victim liaison".

C. Victim Advocate - A person authorized by the Department or the District Attorney's Office to assist the victim in dealing with and understanding the criminal justice process.

IV. PROCEDURES

A. Crime Victim Liaison

1. The Crime Victims Liaison will serve as the DeSoto Police Department's liaison to the Office of the State Attorney General.
2. Assists victim in filing emergency financial assistance compensation claims.
3. Responsibilities of the Crime Victim Liaison
 - a. Administers and coordinates the agency's role in victim/witness assistance.



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- b. Ensures a victim, guardian of a victim, or close relative of a deceased victim is afforded the rights granted to them by state law.
- c. Reviews all Crimes Against Persons Offenses, all Vehicle Accidents resulting from DUI, and all Vehicle Accidents where the driver fails to stop and render aid to assure appropriate victims rights notifications are made
- d. Notifies the victim by mail, in person, or by telephone, or
- e. In case of the victim's death, notifies the spouse of other family members (if known)
- f. Responds to all inquiries from interested persons concerning victim assistance including the State Crime Victims' Compensation Act
- g. Every two years completes, or has access to, an analysis and summary of victim/witness needs and available assistance programs. The analysis will guide the development of directives and procedures addressing deficiencies in police service delivery. The report must include the following:
 - 1. The extent and major types of victimization within the city,
 - 2. An inventory of information and service needs of victims/witnesses in general (including homicide and suicide survivors) and
 - 3. Victim assistance and related community services available within the service area,
 - 4. Identification of unfulfilled victim needs, and
 - 5. The selection of unfulfilled victim needs appropriate for the agency to meet.
- h. Records necessary statistics on crime victimization as required by state law.
- i. Maintains liaison with other agencies regarding victim/witness needs and rights.
- j. Ensures appropriate victim /witness services are provided by the Department without duplication of services offered elsewhere in the community.

B. Records Personnel Responsibilities

- 1. Forward all Crimes Against Persons Offense Reports, all Vehicle Accident Reports resulting from DUI, and all Vehicle Accident Reports involving FSRA to the Department's Crime Victims Liaison.
- 2. Ensure the confidentiality of records and files of victims/witnesses and their role in case development to the extent consistent with applicable law.
 - a. The release of any information about victims, witnesses or suspects must be in accordance with applicable federal, state and local policy.
 - b. Additional information regarding the release of case information is addressed in DeSoto Police Department Directive 103.004, Media and Public Information Inquiries.

C. Public Information Officer Responsibilities



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1. Periodically informs the public and the media of new and existing victim/witness programs.
2. Reviews requests for information on victims and witnesses; and authorizes or denies the release of such information

D. City of DeSoto Communications Personnel Responsibilities

1. Provide information, available 24 hours daily, regarding victim/witness assistance offered by police, fire and ambulance personnel.
2. Provide referral information, available 24 hours daily, regarding area services offered by other governmental or private sector organizations for victims/witnesses in need of medical attention, counseling, and/or emergency financial assistance.

E. Training coordinator Responsibilities

1. Ensures all new employees are informed of existing agency and community victim/witness assistance programs
2. Coordinates follow-up training on victim/witness rights at least every two years
3. Conducts recruit and field training for sworn personnel in victim/witness rights and needs and the role of law enforcement in meeting those needs

F. Patrol Services Responsibilities

1. Provide the DeSoto Police Department Service Assistance Information Card (Attachment) to victims, witness, and their families when responding to the following:
 - a. All crimes against persons offenses
 - b. All family violence calls
 - c. Injury motor vehicle accidents involving DUI, Failure to Stop and Render Aid, and intentional injury with a motor vehicle
 - d. Any other report in which the reporting person might need to re-contact the police department for further information, report copies or verification
2. Provide the following information:
 - a. Applicable services available
 - b. Suggestions of what to do if the suspect threatens or intimidates the victim/witness
 - c. The incident case number
 - d. A telephone number where additional case information can be directed or obtained
 - e. Subsequent steps in processing the case
 - f. Other information as required by Article 56.07 of the Texas Code of Criminal Procedure



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3. In addition to required departmental forms, complete a UCR "Family Violence report" on all known incidents of family violence.

G. Case Investigator Responsibilities

1. Periodically re-contact victims/witnesses of unusually severe crimes to ensure appropriate needs are being met
2. Inform victim/witnesses of procedures involved in the prosecution of the case and the role that the victim/witness will play in those procedures (Investigators must ensure this information will not jeopardize the successful prosecution of the case.)
3. Conduct line-ups, interviews, and other required victim/witness appearances at the convenience of the victim/witness when possible
4. Promptly return victim/witness property taken as evidence when permitted by law or rules of evidence
5. In more severe cases and when judged necessary, the case investigator may request victim advocate services during the follow-up investigation. (This service may be performed by a victim witness coordinator from the district attorney's office)
6. When possible, case investigators will notify victims/witnesses of the suspect's arrest, charges, and custody status. Notification will be made in a timely manner.
7. Provide other information as required by Article 56.07 of the Texas Code of Criminal Procedure.
8. Notify their immediate supervisor of circumstances where the victim or witness has reason to fear personal injury for purposes of intimidation or further victimization.
 - a. The supervisor will determine the appropriate action for the Department to help ensure the safety of the victim/witness based on the nature of the case, resources available and the level of the threat
 - b. Appropriate police action may range from placing the victim/witness in protective custody to simply advising the victim/witness on responses to the threat
 - c. The Department is not obligated to provide physical protection to persons outside our jurisdiction. However, the case investigator must notify the agency having jurisdiction to alert them of the threat of danger to the victim/witness.

H. Supervisory Responsibilities

1. Initiate appropriate assistance to victim/witnesses who have reason to fear personal injury for purposes of intimidation or further victimization based on IV.G.8 of this directive.
2. Notify the Crime Victims Liaison of victim/witness needs identified through case investigation that are not being met by the Department or some other area criminal justice or social service agency.

V. OTHER CONSIDERATIONS

Crime Victim's Compensation Fund- Article 8309-1, Section 10-f Texas Civil Statutes establishes the Crime Victim's Compensation Fund for the purpose of awarding crime victims compensation for pecuniary loss arising from criminally injurious conduct, and upon approval of the attorney general.

A. Application to the Fund



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1. State laws governing eligibility to make application for compensation, the administration of the Fund, limitations of compensation, and types of assistance are defined in the Texas Code of Criminal Procedure, Articles 56.31 - 56.61.

2. Application completion and filing is the responsibility of the crime victim; however, applicants may be assisted by police personnel.

B. Agency Responsibilities

1. Ensure eligible persons are notified of the existence of the Fund. Notification is accomplished through the office of Crime Victims Liaison

2. Records will:

a. Provide supporting case documents to the Attorney General's office upon request.

b. Report mandated family violence information to Uniform Crime Reporting.

3. Inform Department employees of the existence of the Fund and the agency's role in administering the Fund.

4. Provide appropriate printed materials for distribution by patrol and public information personnel regarding the existence of the Crime Victim's Compensation Fund Program.



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POLICY: 103.002 – MEDIA/PUBLIC RELATIONS	CALEA: 54.1.1, 54.1.2, 54.1.3,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The purpose of this policy is to establish guidelines for release and dissemination of public information to print and broadcast news media.

II. POLICY

The DeSoto Police Department will cooperate fully and impartially with authorized news media representatives in their efforts to gather factual, public information pertaining to activities of the Department, as long as these activities do not unduly interfere with departmental operation, infringe upon individual rights or violate the law.

III. DEFINITIONS

A. Public Information - Information that may be of interest to the general public regarding policy, procedures or events involving the Department; or, other newsworthy information that is not legally protected, does not unduly interfere with the mission of the Department, infringe upon the rights of a defendant or compromise the legitimate safety and privacy interests of officers, victims, witnesses or others.

B. News Media Representatives - Those individuals who are directly employed by agencies of the electronic or print media such as radio television and newspapers. Freelance workers in this field are to be regarded as other members of the general public unless otherwise designated by the Chief of Police.

C. Public Information Officer (PIO) - The Department's PIO serves as a central source of Department information that may be released to the news media and the community.

IV. PROCEDURES

A. Duties of the PIO

The PIO is available to:

1. Assist news personnel in covering routine news stories, and at the scenes of incidents,
2. Assist the news media on an on-call basis,
3. Prepare and distribute news releases,
4. Arrange for, and assist at, news conferences,
5. Coordinate and authorize the release of information about victims, witnesses and suspects,



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6. Coordinate the release of authorized information concerning confidential agency investigations and operations, and
7. Assist in crisis situations within the agency,
8. Periodically publicize through the media, information concerning community services and victim services offered by the Department.

B. Cooperation with the Media

1. Authorized news media representatives shall have reasonable access to the PIO, the Chief of Police or his designee, members of the management staff, and operations of the Department as governed by this policy. When information must be denied to a media representative, the basis for that denial shall be fully and courteously explained.
2. This Department recognizes authorized identification from all local, national and international news organizations. Failure of media personnel to present authorized identification may provide grounds for restricting access to incident scenes.
3. Public information shall be released as promptly as circumstances allow, without partiality and in as objective a manner as possible.
4. Public information may be provided to media representatives by telephone if the identity of the representative is known or can be verified.
5. The on-duty supervisor shall be responsible for ensuring that the PIO and Chief of Police are informed of events that may have media interest.
6. The DeSoto Police Department will not allow any media source to accompany officers into a private place, such as a private residence, for any purpose. Further, this directive specifically prohibits any media source from videotaping, photographing, or otherwise recording any police operation in a private place unless prior written consent has been obtained. Consent can only be granted by the property owner or an adult tenant, if the property owner does not reside at the location. A copy of the written consent must be on file with the Commander of the Field Operations Bureau before the police operation is recorded.
7. To the extent that is reasonable, representatives of the media will be involved in the development of directives and procedures relating to the public information function.

C. Release of Information

1. Field supervisor at a crime or incident scene may release information of a factual nature to the media as governed by this policy.
2. The field supervisor or senior officer in control of a scene where the media is present to cause a news release containing public record information to be prepared and made available to members of the press.
3. If there is no media relations' coordinator available to make the news release, then it is the responsibility of the field supervisor or senior officer initiating the news release to designate a person to disseminate the information to the press.
4. The officer who originates the news release is also responsible for forwarding a copy to the Office of the Chief of Police.
5. Written press statements regarding incidents listed in V. A. of this directive can only be released following approval of the Chief of Police or his designee.



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D. Investigative Information

1. From the initial stage of a criminal investigation until the completion of trial or disposition without trial, police personnel must refer all requests for information to the office of the Police Chief or the PIO.

a. Information that may be released in connection with an investigation of an event or crime includes:

- (1) The type or nature of an event or crime,
- (2) The location, date and time, injuries sustained, damages and a general description of how the incident occurred,
- (3) Type and quantity of property taken,
- (4) The identity and approximate address of an adult victim with the exception of sex crime victims, and in other cases where reprisals or intimidation may be employed,
- (5) Requests for aid in locating evidence, a complainant or a suspect,
- (6) Numbers of officers or people involved in an event or investigation, the length of the investigation, and
- (7) The name of the officer in charge of a case, his supervisor and division or unit assignment (exception: the name of any undercover officer will not be released).

b. Information that may not be released in connection with an investigation of an event or crime, unless authorized by the Chief of Police or his designee, includes:

- (1) The identity of a suspect prior to arrest unless such information would aid in apprehending the suspect or serve to warn the public of potential danger,
- (2) The identity of any victim of a sex crime or any related information which, if divulged, could lead to the victim's identity,
- (3) The identity of victims or witnesses if such disclosure would prejudice an investigation to any significant degree, or if it would place the victim or witness in personal danger,
- (4) The identity of any juvenile who is a suspect or defendant in a case subject to the jurisdiction of the juvenile court,
- (5) The identity of any critically injured or deceased person prior to notification of next of kin,
- (6) The results of any investigative procedure such as lineups, polygraph tests, fingerprint comparison, ballistics test or other procedures (the fact that these tests have been performed may be revealed without further comment),
- (7) Information which, if prematurely released, may interfere with the investigation or apprehension such as the nature of leads, specifics of an "MO," details of the crime known only to the perpetrator and the police, or



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information that may cause the suspect to flee or more effectively avoid apprehension,

(8) Information that may be of evidentiary value in criminal proceedings,

(9) Specific cause of death unless officially determined by the medical examiner, and

(10) Home address or telephone number of any member of the Department.

E. Arrest Information

1. Following arrest, it is permissible to release

a. The suspect's name (unless juvenile), age, address, occupation and family status,

b. The time and place of arrest, whether pursuit or resistance was encountered, whether weapons were used, charges placed against the suspect and description of contraband seized,

c. The identity of the arresting officers and the duration of the investigation unless the officers are engaged in undercover operations, and

d. The amount of bond and place of the suspect's detention may be released.

2. Following arrest and formal charging of a suspect, but prior to adjudication, the following types of information shall not be released:

a. Prior criminal conviction record, character or reputation of a defendant,

b. Existence or contents of any confession, admission or statement of a defendant, or his failure or unwillingness to make a statement,

c. Performance or results of any tests, or a defendant's refusal or failure to submit to tests such as a polygraph,

d. Identity, statement or expected testimony of any witness or victim,

e. Any opinion about the guilt or innocence of a defendant or the merits of the case, and

f. Any opinion or knowledge of the potential for a plea bargain or other pretrial action.

F. Crime Scenes - Special Considerations

1. Department personnel shall extend every reasonable courtesy to news media representatives at crime scenes.

2. The news media shall not be allowed access to any area or scene of an incident or crime where there is a possibility that evidence may be damaged, altered, destroyed or otherwise prejudiced by its existence being published or portrayed.

Once evidence has been processed, removed and secured by the Department, the media may be allowed to enter with permission of the commanding officer at the scene.



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3. On private property, photography, film or videotape recording requires the permission of the owner or the owner's representative.
4. Suspects or accused persons in custody shall not be posed or arrangements made for photographs, telecasts or interviews, nor shall departmental personnel pose with suspects or accused persons in custody.
5. When an individual is charged with a criminal offense and is sought by law enforcement authorities, photographs or mug shots may be released to the media to help locate the individual. No departmental photographs, mug shots, videotape; film or composites of subjects in custody shall otherwise be released to the media unless authorized by the Chief of Police, the PIO, or authorized designee.
6. At the scene of major crimes, such as hostage and barricade situations, the officer in charge shall designate a preliminary press area as early as possible and as close to the scene as safety and operational requirements allow.
7. The fact that a suicide or suspected suicide has occurred may be reported to the media, along with factual information describing how it happened. The name, age, address, sex and occupation of the victim may also be released following notification of next of kin. The fact that a suicide note exists may also be acknowledged without further comment. The content of such notes is personal and confidential and shall not be released except as provided by law.

G. Non-criminal Matters - Special Considerations

1. At the scene of significant accidents, man-made or natural catastrophes, the principles of media cooperation shall be maintained to the degree that they do not interfere with the mission of the police, fire, medical or other emergency relief workers.
2. Media access to major fire incidents; the fire officer in charge shall determine movement within fire lines. In consultation with the fire officer in charge, the ranking police officer at the scene:
 - a. Shall establish an observation point from which the media may observe and photograph the incident, or
 - b. At the discretion and direction of the fire officer in charge, establish an inner perimeter for the media from which to record the event.
3. Confidential information relating to the internal investigation of police employees shall not be released without the express permission of the Chief of Police.
4. Daily administrative reports of criminal activity will be made available on a routine basis to media representatives. Statistical reports of criminal activity will also be made available to the media.
5. Media representatives and the public shall be denied access to the contents of investigative or offense reports and records where release of the information would:
 - a. Interfere with law enforcement proceedings, including pending investigations,
 - b. Deprive a person of the right to a fair trial or an impartial adjudication, or give one party to a controversy an undue advantage by exclusive access to such information,
 - c. Constitute an unwarranted invasion of the personal privacy rights of another person,



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- d. Reveal the identity of an individual who has furnished information to the Department under confidential circumstances,
- e. Disclose investigative techniques and procedures, thereby impairing future effectiveness of the Department, or
- f. Endanger the life or physical safety of any person.

H. Multi-Agency Jurisdiction

In the event the DeSoto Police Department becomes involved in a mutual effort with other agencies, the agency having primary jurisdiction shall be responsible for release of information.

1. If the DeSoto Police Department is contacted for information, the requesting party will be referred to the primary agency. The DeSoto PIO will be notified and will in turn notify the PIO of the primary agency of the request.
2. In the event the primary agency wishes to release joint information, the DeSoto PIO will be the liaison between the organizations.
3. In the event a joint press conference is called, the PIO will attend, if available, or will arrange for departmental representation.
4. If information to be released is between City of DeSoto entities, the PIO for the city will be the primary point of contact and release with input from the departmental PIO.

V. NOTIFICATION REQUIREMENTS

A. Notification of PIO

Major incidents require immediate notification (by the on-duty supervisor or officer in charge at the scene) of the Public Information Officer. Notification may be accomplished by phone or through Public Safety Communications personnel.

B. Watch Supervisor - Vehicle Accidents

Some incidents such as motor vehicle fatalities, accidental injuries, etc., that are not addressed in V. A. of this directive may be summarized for press release by the Watch Commander. A copy of the press release must be forwarded to the PIO.



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POLICY: 103.003 – TEDDY BEAR PROGRAM	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive outlines the procedures and guidelines for use of the "Teddy Bear" Program in comforting a child who has been traumatized because of victimization or tragedy.

II. POLICY

Frequently, the Department has occasion to deal with children that have been involved in a traumatic situation, e.g., child abuse, domestic disturbance, etc. Through the Teddy Bear Program, it is hoped the officer/investigator will be better able to develop a rapport with the child. The result should be not only a better investigation of the case but also a better feeling on the part of the child for the Police Department.

III. PROCEDURE

A. Appropriate Use

1. The teddy bear should be offered to children involved in sexual assault investigations, child abuse investigations, domestic disturbances, traffic accidents, or other investigations where the child is traumatized.
2. The bears will normally be given to children under eleven years of age, but specific circumstances surrounding the incident may require deviation from this age limit.
3. At the time of offering the bear, a DeSoto Police "Junior Police Badge" will be placed on the bear and one given to the child. The officer should encourage the child to name the bear.

B. Responsibilities

1. Crime Prevention Unit
 - a. The Crime Prevention Unit shall be responsible for maintaining a supply of teddy bears for replacement as needed.
2. Patrol Officers
 - a. Each Patrol Officer will ensure that his assigned patrol vehicle is supplied with two teddy bears.
 - b. Each patrol officer will ensure the bears will not become soiled.
 - c. Any officer knowing of groups, or contacted by groups wanting to donate bears, should be referred to the Crime Prevention Unit.



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POLICY: 103.005 – AMERICANS WITH DISABILITIES ACT	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive commits the Department and its employees to providing quality services to people with disabilities and to complying with provisions of the Americans With Disabilities Act.

II. POLICY

It has been estimated that there are approximately 43 million people with disabilities in the United States. The Americans With Disabilities Act of 1990 (Title II) provides that departments of any state or local government may not exclude qualified individuals with disabilities from participation in any program, service, or activity or deny qualified individuals with disabilities the benefits of programs, services, or activities, or otherwise subject them to discrimination on the basis of disability.

It shall be the policy of the DeSoto Police Department to ensure that a consistently high level of police service is provided to all members of the community, including people who may require special consideration in order to access these services. This includes, but is not limited to, services such as first responder recognition of the nature and characteristics of various disabilities and appropriate physical and emotional support to people with disabilities who seek to access police services or who come into contact with the police. Some examples include:

1. Recognition of symptoms and appropriate medical and emotional support for people experiencing seizures;
2. Sensitivity to and appropriate physical support in aiding people who are mobility challenged;
3. Rapid access to interpreters for people with hearing and/or speech disabilities who have a need to communicate with police personnel;
4. 24-hour access to professional support systems for people with mental disabilities;
5. Access to police information, programs, and publications for people who have impaired vision or hearing;
6. Recognition of the difference between characteristics common to certain disabilities (such as epilepsy, diabetes, and deafness) and those associated with antisocial or criminal behavior or reaction to alcohol and drug abuse; and,
7. Other accommodations to ensure service and access to all people with visual, mental, emotional and medical disabilities including "invisible" disabilities such as diabetes, epilepsy, multiple sclerosis, loss of hearing and others.

III. DEFINITIONS



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A. Qualified Individual with a Disability - an individual who, with or without reasonable modifications to rules, policies or practices; the removal of architectural, communication, or transportation barriers; or, the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

B. Disability - with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or being regarded as having such an impairment.

C. Reasonable Accommodation - the modification of existing facilities to facilities that are readily accessible to and usable by individuals with disabilities; job restructuring, part-time, or modified work schedules; reassignment of an employee with a disability to a vacant position; acquisition or modification of equipment; and appropriate alteration of examinations, training materials, or policies.

IV. PROCEDURES

A. General Statements

1. No single policy or procedure can address police response to all people with disabilities. It is the intent of this directive to guide employees in responding to and assisting those people with disabilities with whom they will have the most contact in the performance of their duties and responsibilities. This directive addresses common police interaction with disabled persons who are complainants, victims, witnesses, arrestees, members of the community who desire to participate in department sponsored programs, people seeking information, and uninvolved bystanders.

2. In all cases, employees must take all reasonable steps necessary to assist people with disabilities in accessing the full range of immediate and follow-up services provided by this Department. Consideration must be given to those steps that will lead to a positive outcome while, at all times, maintaining employee safety.

B. Responsibility of Employees

1. It is incumbent on every employee to ensure people with disabilities are afforded all rights, privileges, and access to the Department provided to those without disabilities.

2. People with disabilities may also be suspects or arrestees and require detention, transport, and processing. Employees must familiarize themselves with the proper methods of transport, arrest, and detention to ensure officer safety while providing all reasonable support to an arrestee with a disability.

3. Employees must develop the ability to recognize the characteristics of various disabilities, including symptoms, and physical reactions.

4. Employees must recognize that responses of people with certain disabilities may resemble those of people who have abused substances such as alcohol or drugs. At times, people with diabetes, epilepsy, multiple sclerosis, hearing impairments, and other disabilities may exhibit such traits.

5. Employees should be able to identify and apply appropriate responses, such as emergency medical aid, protecting and/or calming the individual, using basic sign language, securing professional medical attention, locating and enlisting support of family and friends, and rendering proper physical support.

6. Officers and jailers should be able to identify and apply appropriate restraint to a person with a disability, if needed to facilitate an arrest or maintain restraint. When affecting an arrest of a person with a disability, officers should be able to access the support systems



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necessary to secure the rights of the individual. This may include use of interpreters, attorneys, and legal guardians.

7. Employees should be sensitive to the fact some people with disabilities may be targeted as crime victims as a direct result of their disability.

8. In all cases, officer safety must prevail. No employee should jeopardize his or her safety or that of others in an attempt to accommodate a person with a disability.

C. Responsibilities of the Department

1. The Department will provide training and information to all employees on recognition of various disabilities and the provision of appropriate police services to people with disabilities.

2. The Department will provide training to all officers and jailers on appropriate response to both non-arrest and arrest situations involving people with disabilities.

3. The Department will provide reasonable accommodation to all qualified individuals who have disabilities.

D. Routine and Emergency Interaction

In providing routine and emergency services, equality in response, support and protection will be provided to all people including those with disabilities. Officers will make every effort to access appropriate support organizations when needed.

E. Access to Department Programs and Services

1. Crime prevention programs such as neighborhood watch, youth programs, in-school programs, and other programs will be made available to people with disabilities through outreach, modified program schedules, use of interpreters or other auxiliary aids and services, and other efforts to accommodate special needs.

2. Response to emergency calls for service

a. Employees should be able to identify characteristics common to specific disabilities in a crisis or emergency in order to take appropriate action in rendering aid and assistance. If the person with the disability is unable to communicate, employees should seek a medical alert bracelet or similar form of ID and input from family, witnesses, and others to aid in identifying the nature of the disability.

3. Response to criminal and disruptive behavior:

Generally, people with disabilities who commit or engage in disorderly conduct should receive no preferential treatment. However, disorderly conduct should not be treated as a criminal activity when it is the manifestation of a disability. For example, when such conduct is the result of a seizure or mental disability, the call for service should be handled as a medical call rather than an arrest situation.

F. Arrest and Incarceration

1. Employees should employ appropriate precautions and safety techniques in arresting and incarcerating all people, whether or not they have a disability.

2. Consideration should be given to the special needs of some people with disabilities in an arrest situation. Response in these situations requires discretion and will be based, in great part, on the officer's knowledge of characteristics and severity of the disability, the level of



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resistance exhibited by the suspect, and immediacy of the situation. In arrest and incarceration situations, employees may encounter the following:

- a. A person whose disability affects the muscular and/or skeletal system may not be able to be restrained using handcuffs or other standard techniques. Alternative methods (transport vans, seat belts) should be sought.
- b. Some people with disabilities requires physical aids (canes, wheel chairs, leg braces) to maintain their mobility. Once the immediate presence of danger has diminished and the suspect is safely incarcerated, every effort should be made to return the device. If mobility aids must be withheld, the prisoner must be closely monitored to ensure that his or her needs are met.
- c. Prescribed medication may be required at regular intervals by people with disabilities (diabetes, epilepsy). Medical personnel (the suspect's physician, on-call medical staff, and emergency room medical staff) should be contacted immediately to determine the importance of administering the medication, potential for overdose, etc.
- d. Some people with disabilities may not have achieved communications comprehension levels sufficient to understand their individual rights in an arrest situation. (For people who are deaf, there is no sign language for the term "waive" in regard to the Miranda rights. Yet, in an effort to be cooperative, a suspect who is deaf may acknowledge that he or she is willing to give up his or her rights.) Officers must take extra care to ensure that the rights of the accused are protected.
- e. Lack of speech or other speech impairment may make it difficult for a suspect to notify the arresting officer or jailer of an urgent need. Frequent cell checks should be conducted.

V. SPECIAL CONSIDERATIONS

INFORMATION ON ADA

Any employee having questions regarding the Americans With Disabilities Act, providing services to people with disabilities, or employment of people with disabilities, should direct his or her inquiry to the Back-Ground Investigator, or members of the office of the Chief of Police.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 103.006 – PATROL OBSERVERS	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s): Waiver of Liability Ride Along Observer Code of Conduct	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive establishes procedures to help ensure the safety of citizens who wish to observe patrol activity by accompanying an officer on patrol. The practice is beneficial to both citizens and officers who participate in the program. Officers are given the opportunity to explain the "how" and "why" of police work. The citizen, who sometimes envisions daily patrol as comparable to television drama, now sees an incident from the officer's perspective. Both parties gain a better understanding of police/public contacts and both are able to provide positive ideas for improving police/community relations.

For people involved in various police programs and for civilian employees, the opportunity to "ride on shift" serves to enhance the training process. For friends and relatives, riding provides a better understanding of an officer's duties and may calm their concerns about officer safety. In all instances, participation in the process allows an officer to present a positive image of our Department.

II. POLICY

Department policy allows civilians to ride with on-duty patrol officers as observers. The administration supports the policy as a learning process for civilians and officers alike. Officers are encouraged to participate in the ride-along program and to make every effort to explain the questions their rider may have. The policy outlined below attempts to minimize any disruption to the patrol officer's obligations and make the experience meaningful for both the officer and the citizen observer.

III. PROCEDURES

A. Authorized Participants

Citizens who have expressed a special interest in the Department and volunteer their time and services,

Civilian employees of the Department, Police Chaplains and Public Safety Communications Personnel,

Sworn employee's of other police departments, and

Members of the general public

B. Frequency and Time Restrictions

Persons allowed to ride at any time include:

- DeSoto Police Department Chaplains having the approval of the on-duty watch commander,
- and



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- Public Safety Officers having the approval of their supervisor and the on-duty watch commander
- Citizens Police Academy Alumni

Persons assigned to ride by their supervisor or program coordinator.

- Civilian employees of the Department or South West Regional Communications Personnel who are in training or who must observe field activity as a duty assignment
- Participants in police/community relations programs such as the Intern Program or Police Explorer Scouts

Persons restricted to one observation ride per calendar month.

- Civilian employees (other than Public Safety Officers) of the Department who are not on-duty
- An officer's friends, relatives
- Officers from other police agencies, unless on special assignment
- Members of the general public
- Exception: Officer's spouse, twice per calendar month

Restricted from participating in patrol observation

- Persons who may be deemed a safety risk to themselves, the officer or others
- Off-duty DeSoto Police Officers (Due to FLSA restrictions)
- Any person who does not have prior approval of the on-duty sergeant or lieutenant
- The Chief of Police or his designee may grant exceptions to these restrictions

Attire

- Observers must wear conservative clothing, suitable for contact with the public. They must be clean and well groomed.
- Clothing must be clean, well cared for and pressed. Appropriate attire would include:

Males - tailored shirts, sports trousers, jeans or a business suit

Females - business dress, conservative pantsuit or jeans

Unacceptable Attire

- T-shirts
- Sandals
- Shorts
- Faded or torn jeans

Officers from other agencies, who are not on special duty assignment



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- Will not ride in uniform
- Will not assist in building searches, and
- Will not knowingly be placed in any situation where it is highly probable they need to establish identity as an officer. (Exception: There are emergency circumstances in which an officer from another agency must assist in order to prevent personal injury, combative arrests, etc.)

C. Approval Procedures

All persons, regardless of their relationship to the Department, must complete a Civilian Observer Record form (example attached) the first time they request or are assigned to ride.

Any supervisor having a question about the status of specific individuals requesting to ride should review the Rider Request Record file

The Rider Request Form is updated to show each time an individual makes a request to ride OR is approved to ride based on submission of a Release of Liability Form.

Civilian personnel of the City of DeSoto WILL NOT complete a Release of Liability forms (example attached) if they are scheduled to ride for training purposes or as a special duty assignment.

Police Chaplains, DeSoto Police Explorers, and the C.O.P.'s (of the Citizens Police Alumni) will sign Release of Liability Forms once a year. The forms are good from January 1 through December 31 of each year. The Patrol Division Captain will keep them on file.

All other persons, including, off duty civilian police personnel, interns, etc. must sign a Release of Liability Form each time they ride with an officer

Persons under the age of 18 years must have the Release of Liability Form co-signed by their parent or legal guardian

Release of Liability Forms become a part of the rider's permanent file maintained by Patrol Services.

D. Police Ride Along Rules of Conduct

Each civilian observer, prior to being approved to ride along, shall read the "Rules of Conduct" (attachment) printed on the reverse side of the release of liability form. In signing the release of liability form, the civilian observer agrees to abide by the Rules of Conduct.

E. Criminal History Checks

All riders who are not employees of the DeSoto Police Department or of the City of DeSoto Public Safety Communications must be checked through the NCIC/TCIC computer system and local police records for the existence of a criminal history and/or "outstanding" warrants prior to approval.

An arrest record may be justification for rejection of the request by the watch supervisor.

Any person who has a criminal conviction (other than traffic) must have the approval of the on-duty supervisor.

F. Officer Responsibility

The assigned officer shall control the activities of the rider. Discretion must be used in order to provide appropriate safety and protection.



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The officer will require the rider to stay in the patrol vehicle if potential risk is anticipated; or, if deemed appropriate, drop the rider off at a safe location.

Riders will not be allowed to handle any evidence or property, become involved in discussions with suspects, victims or witnesses or engage in any activity that could hamper an investigation.

Riders under the age of 18, regardless of their association to the Police Department, will not accompany officers on bar checks.

Officers should extend the utmost courtesy and respect to persons who ride with them. The officer should encourage discussion and questions, but should be mindful not to release information that could be confidential in nature.

G. Officer's Refusal/Discontinuation of a Rider

Although supervisors normally ask officers to voluntarily take an observer, circumstances may require the assignment of an observer to a particular officer. In these circumstances, the assignment of a rider to an officer is considered a duty assignment and cannot be refused, except:

- On the basis of personality conflicts, for safety reasons, or the personal hygiene of the rider, or
- If the officer chooses to not have a Police Chaplain as a rider

The refusal or discontinuation of a rider shall be discussed with the on-duty supervisor who will decide to terminate the ride or reassign the rider

A memo written by the officer shall document discontinuation of a ride. The memo must:

- Give specific reasons for terminating the ride
- Be forwarded to the Patrol Services Captain for inclusion in the rider's file

H. Supervisor Responsibility

Supervisors are encouraged to maintain a rotational system to promote fair and equal assignment of riders among shift officers.

Supervisors have the authority to cancel, terminate, suspend or refuse any rider for failure to comply with policy or instructions from the assigned officer.

At their discretion supervisors may limit the number of riders per shift.

Supervisors may, in the best interest of the Department and the persons involved, choose to assign the rider to an officer other than one specifically requested.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

WAIVER OF LIABILITY RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THE STATE OF TEXAS
COUNTY OF DALLAS

That I, _____, the undersigned, a parent/guardian of _____ a minor child, for and in sole consideration of the privilege of permitting said minor child to ride as a guest and voluntary observer in a Police Department vehicle of the City of DeSoto, Texas, during the period from _____ to _____, and recognizing that routine police activity involves certain inherent dangers and risks to persons and property, do hereby agree to assume the risks and dangers attendant to such activity, including but not limited to property damage and/or personal injury to said minor child as a result of motor vehicle accidents or motor vehicle collisions on either public streets or private property; property damage and/or personal injury to said minor child as result of altercations, assaults or any other acts associated with affecting arrests of criminal suspects; property damage and/or personal injury to said minor child resulting from the acts of third parties whether caused by, errors, omissions, or negligent acts of third parties or said minor child; property damage, and/or personal injury to said minor child resulting from any own activities, errors, omissions, or negligent acts; property damage and/or personal injury to others resulting from said minor child's own activities, errors, omissions or negligent acts.

I do hereby waive all claims, release, indemnify, defend and hold harmless the City of DeSoto and all of its officials, officers, agents, employees, in both their public and private capacities from any and all liability, claims, suits, demands, expenses of litigation or causes of action which may arise by reason of injury to persons or loss of, damage or loss of use by any property occasioned by error, omission or negligent act of said minor child or any other persons with regard to this agreement, and I will, at my own cost and expense, defend and protect the City of DeSoto against any and all such claims and demands.

I do hereby further agree to indemnify, defend and hold harmless the City of DeSoto and all of its officials, officers, agents, employees, from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, including all expense of litigation, including but not limited to court costs and attorney fees for death, injury to or debt of any person or for loss, damage to or loss of use of any property arising out of or in connection with this agreement. Such indemnity shall apply whether the claims, losses, damages, causes of action, suits or liability arise in the whole or in part from the negligence of the City of DeSoto, its officers, officials, agents or employees. It is the express intention of the parties hereto, both myself and the City of DeSoto, that the indemnity provided for this paragraph is indemnity by the undersigned to indemnify and protect the City of DeSoto from the consequences of the City of DeSoto's own negligence, whether that negligence is the sole or concurring cause of injury, death or damage.

It is further agreed that the execution of this Waiver of Liability, Release, Indemnification and Hold Harmless Agreement will not constitute a waiver by the City of DeSoto of the defense of governmental immunity, where applicable, or any other defense recognized by the courts of the State of Texas.

I, the undersigned have read this waiver of liability, release, indemnification and hold harmless agreement and understand its terms. I execute it voluntarily and with full knowledge of its significance.

SIGNED this the _____ day of _____, 20_____

Minor's Signature

Signature

Printed or Typed Name

Witness

Address



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

The above-named parent/guardian, by his or her signature hereto, does request the permission and authorization for his or her minor child to ride as a guest observer with the City of DeSoto Police Department for the purpose of _____. The parent/guardian and minor child have read the DeSoto Police Department ride along observer rules of conduct and agree to abide by the same.

WAIVER OF LIABILITY
RELEASE, INDEMNIFICATION
AND HOLD HARMLESS AGREEMENT



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

THE STATE OF TEXAS

COUNTY OF DALLAS

That I, _____, the undersigned, a private person, for and in sole consideration of the privilege of riding as a guest and voluntary observer in a Police Department vehicle of the City of DeSoto, Texas, during the period from _____ to _____, and recognizing that routine police activity involves certain inherent dangers and risks to persons and property, do hereby agree to assume the risks and dangers attendant to such activity, including but not limited to property damage and/or personal injury to me as a result of motor vehicle accidents or motor vehicle collisions on either public streets or private property; property damage and/or personal injury to me as a result of altercations, assaults or any other acts associated with affecting arrests of criminal suspects; property damage and/or personal injury to me resulting from the acts of third parties whether caused by, errors, omissions, or negligent acts of third parties or myself; property damage, and/or personal injury to me resulting from any own activities, errors, omissions, or negligent acts; property damage and/or personal injury to others resulting from my own activities, errors, omissions or negligent acts.

I do hereby waive all claims, release, indemnify, defend and hold harmless the City of DeSoto and all of its officials, officers, agents, employees, in both their public and private capacities, from any and all liability, claims, suits, demands, expenses of litigation or causes of action which may arise by reason of injury to persons or loss of, damage or loss of use by any property occasioned by error, omission or negligent act of myself or any other persons with regard to this agreement, and I will, at my own cost and expense, defend and protect the City of DeSoto against any and all such claims and demands.

I do hereby further agree to indemnify, defend and hold harmless the City of DeSoto and all of its officials, officers, agents, employees, from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, including all expense of litigation, including but not limited to court cost and attorney fees for death, injury to or debt of any person or for loss, damage to or loss of use of any property arising out of or in connection with this agreement. Such indemnity shall apply whether the claims, losses, damages, causes of action, suits or liability arise in the whole or in part from the negligence of the City of DeSoto, its officers, officials, agents or employees. It is the express intention of the parties hereto, both myself and the City of DeSoto, that the indemnity provided for this paragraph is indemnity by the undersigned to indemnify and protect the City of DeSoto from the consequences of the City of DeSoto's own negligence, whether that negligence is the sole or concurring cause of injury, death or damage.

It is further agreed that the execution of this Waiver of Liability, Release, Indemnification and Hold Harmless Agreement will not constitute a waiver by the City of DeSoto of the defense of governmental immunity, where applicable, or any other defense recognized by the courts of the State of Texas.

I, the undersigned have read this waiver of liability, release, indemnification and hold harmless agreement and understand its terms. I execute it voluntarily and with full knowledge of its significance.

SIGNED this the _____ day of _____, 20_____

Signature

Printed or Typed Name

Address _____

The above-named individual, by his or her signature hereto, does request the permission and authorization to ride as a guest observer with the City of DeSoto Police Department for the purpose of _____. He or she has read the DeSoto Police Department Ride Along Observer Rules of Conduct and agrees to abide by the same.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

DESOTO POLICE DEPARTMENT POLICE RIDE ALONG OBSERVER RULES OF CONDUCT

The staff of the DeSoto Police Department welcomes your participation as an observer in our Patrol Ride Along Program. You should be aware that the nature of police duty is sometimes dangerous and at times involves tense situations. In the interest of effective police operations and your own safety, you will comply with the following regulations:

1. The officer's decision as to the extent of your involvement in situations is absolute. You must obey any instruction given you by the officer without question or delay.
2. For your safety the officer may determine your presence at a scene is not advisable, in which case the officer may leave you at a location determined safe by the officer, where he will return later to pick you up and resume your observation period.
3. You will not consume any alcoholic beverages immediately prior to or during your observation period, nor will you report for your observation period under the influence of any intoxicating beverage or drug.
4. You will not carry a firearm or a weapon prohibited by Texas or federal law. If you are licensed to carry a concealed handgun under applicable Texas law, you will not be permitted to carry the handgun during your observation period. If you are found to be armed, the observation period will be terminated, and you are subject to arrest for violation of applicable law.
5. You will convey to no person, by acts or statements, that you are a police officer or have the powers and authority of a police officer.
6. You will refrain from involving yourself in any physical struggle or verbal arguments with any persons encountered by the officer; however, you are bound by law to render assistance to the officer should he request it of you.
7. You will not become involved in any police investigation or discuss any investigation with another citizen. You will not make known to any unauthorized person the identity of persons suspected of or arrested for any offense, nor will you reveal the identity of any persons detained by police for any reason.
8. As a guest of the Department, you are expected to be attired and groomed in an appropriate business like-manner. The shift commander has the authority to deny you permission to ride along, if your appearance is such that would challenge the respect and authority of the Department.
9. You are limited to one observation tour in any calendar quarter unless a repeat observation period is authorized by the Chief of Police.
10. You will remain with your assigned officer for the entire duration of your observation period unless circumstances specified in 2 above require temporary interruption of your observation period or unless your conduct is determined to impair effective police operations, in which event your observation period will be immediately terminated.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 103.007 – LAW ENFORCEMENT EXPLORER PROGRAM	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The directive provides guidelines for the general operation of the Explorer Program and directs the activities, compensation and selection of Post Advisors.

II. POLICY

The Department sponsors Law Enforcement Explorer Post 117. The program is designed to acquaint eligible young adults with the nature of municipal law enforcement and encourage them to seek careers as police officers. Although the Explorer Post is chartered by the Boy Scouts of America, the Chief of Police has final authority regarding post operations.

Explorers are not commissioned with sworn officer status and should never be placed in situations where they would be expected to respond with police authority. They may, however, be assigned to assist with the day-to-day delivery of law enforcement services if they have received proper training for the assigned task.

III. PROCEDURES

A. Members

1. Recruitment and Selection

- a. Area youth are recruited through school and community presentations and by referral.
- b. Explorer candidates are required to pass a background investigation, written test and an oral review board prior to acceptance into the Post.

2. Probationary Periods

- a. Every new member of the post must successfully complete a six-month probationary period, which includes a prescribed training course.
- b. A period of probation may be given to a post member as a disciplinary measure or as a result of unsatisfactory schoolwork.

3. Training

- a. All probationary Explorers will be required to successfully complete the prescribed course of training as established by the Explorer Program.
- b. The Department will provide training aids, materials, equipment and personnel necessary to complete this training.
- c. Explorers will receive training in the following areas:

- (1) Vehicle traffic stops and personal safety
- (2) Traffic accident investigation



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- (3) Domestic crisis intervention
- (4) Arrest and search techniques
- (5) Crime scene and building searches
- (6) Physical fitness/agility testing
- (7) Crime Prevention and community service
- (8) First aid and CPR

d. During the time that probationary Explorers are receiving training, they will not be permitted to participate in any fieldwork unless the entire post is participating and is under the supervision of the post advisor or assistant advisor.

4. Uniforms and Equipment

- a. The Department will issue Explorers uniforms, identification and equipment to assist them in fulfilling their responsibilities.
- b. These uniforms will be distinctly different from those issued to sworn officers.
- c. Identification will be with and worn by explorers at all times. Explorers in the police facility will have identification readily visible for police personnel who may not be familiar with individual members of the unit.
- d. The uniform and equipment will remain the property of the Department and the Law Enforcement Explorer Program and shall be returned to the post advisor upon termination of the Explorer's membership in the program.

5. Attendance and Activities

- a. Meetings of the Explorer post will be held on a weekly basis and all post members are expected to attend.
- b. Attendance will be recorded for both weekly meetings and special activities.
- c. Explorers who provide volunteer service in addition to scheduled meetings and special activities may request to be assigned to various sections of the Department. These requests will be directed to the post advisor or assistant advisor who will make necessary arrangements.

6. Explorers as Patrol Observers

- a. Officers should remember when they have an Explorer riding with them on patrol duty; the Explorer is observing police officers performing daily duties and is not a fully trained police officer. Explorers will not be placed in situations they are not trained to handle or in the position of acting as a police officer.
- b. At no time is an Explorer to have hands on contact with prisoners or suspects, unless such action is needed to avoid imminent injury to the Explorer or another person.
- c. With the officer's approval, Explorers may participate in the following active duties during ride-along.

1. Traffic control
2. Crowd control
3. Operation of radio
4. Assist motorist
5. Complete routine paperwork that would not be required as part of a court proceeding
6. As an interpreter

B. Post Advisors

1. Police officers and employees who serve as Explorer Advisors or Associate Advisors must exemplify the highest personal and professional standards, as they are the individuals who serve as role models for Explorers.



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2. Selection of Advisor and Associate Advisors.

- a. The Chief of Police will appoint the DeSoto Police Department Post Advisor.
- b. Sworn or civilian employees instructed in participating in the Explorer Program must submit a request in writing to the Post Advisor. The Post Advisor will select Associate Advisors needed for the Explorer Program.
- c. The Post Advisor reports to the Chief of Police on the activities of the Program

3. Removal of Advisors or Associate Advisors

- a. Officers and civilian employees who act as the Post Advisor or one of the Associate Advisors may be removed by the Chief of Police from the program if they fail to participate in the program on a regular basis, or
- b. Fail to exemplify the professional or personal standards of conduct required of members of the DeSoto Police Department as outlined in the Departments Administrative

4. Duties of Explorer Advisors and Associate Advisors

- a. Supervises all activities of Explorer members.
- b. Hold and attend meetings with Explorer Post members.
- c. May act as chaperons for members of the Explorer Post.
- d. Organize and schedule Explorers for training and assignments within the Department.
- e. The Explorer Adviser is responsible for any finances within Explorer Post 117.
- f. May be called upon to perform additional duties as directed by the Chief of Police.

5. Compensation

Post Advisors and Associates will receive compensatory time/overtime for acting as an advisor during off-duty time based on the liaison Sergeant's approval.

6. Assignment

The Post Advisor may request from a watch supervisor, or the Chief of Police may place, Associate Advisors on special assignments when activities in the program occur on the Associate Advisor on duty time. This may be done when it does not adversely affect operations.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 103.008 – STUDENT PROGRAM	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

In a cooperative effort with colleges and area senior high schools, the DeSoto Police Department assists high school and college students with internship programs. By providing the students with first-hand experience in law enforcement, the Department can help maintain the student's interest in this field after graduation.

II. POLICY

The DeSoto Police Department will make every effort to accommodate the needs and interests of student interns; however, the most efficient operation of the police department will remain the priority concern of department personnel. To minimize impact upon department operations, the number of student internships will usually be limited to no more than three students per semester.

III. PROCEDURES

A. Student Intern Liaison

1. The Training Coordinator will serve as liaison for student internships.
2. Inquiries from any high school or college intern desiring to complete an internship shall be directed to the Training Coordinator.
3. Responsibilities of the Liaison
 - a. Review request for program participation and approves or denies requests.
 - b. Upon an intern's acceptance into the program, the Training Coordinator will prepare a schedule of activities and observations.
 - c. Provides affected department supervisors a copy of the intern's schedule and any other beneficial information or required reporting forms.

B. Curriculum Requirements

1. Department Requirements

The Department's primary role in the Student Internship Program is to provide an opportunity for students to observe departmental operations. Due to differences in curriculum requirements, the Police Department does not place specific internship requirements upon the student.

EXCEPTION: If the student is required to prepare a report or term paper, a copy will be requested for staff review.



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2. Intern Evaluations

In some instances, the college or senior high school will require an evaluation of the intern during his/her period of time with the Department. In these cases, copies of the evaluation form will be forwarded to the departmental supervisors who actually observed or worked with the intern. These supervisors should complete the forms in a timely manner so they may be returned to the student or institution within the specified time.

C. Departmental Regulations

1. Interns will be advised of department regulations regarding appropriate on-duty attire and conduct applicable to them.
2. Any supervisor noting non-compliance in this area, or who has any problems regarding a student intern should contact the Training Coordinator so corrective action can be taken.



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POLICY: 103.009 – VOLUNTEER POLICE CHAPLAIN PROGRAM	CALEA: 22.1.4, 22.1.5, 45.3.1, 45.3.2, 55.2.6
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This program has been implemented to provide department personnel and their families with the benefits of spiritual guidance and counseling. To also provide department personnel with assistance to victims and their families in time of crisis and need.

II. POLICY

This policy establishes, direct activities, and sets duties for the DeSoto Police Department Chaplain Program. The Training Sergeant will direct the Chaplain Program.

III. DEFINITIONS

Police Department Chaplain Liaison Officer - an officer designated by the Chief of Police from those officers who volunteer for the position; coordinates activities of the group with needs of the Department.

IV. PROCEDURES

A. Program Participants

1. Member Qualifications

- Be a senior or staff minister ordained or licensed by a recognized religious body and installed in a church in the DeSoto area when appointed.
- Be approved by the Department Liaison Officer, Chief of Police, and
- Possess a valid Texas driver's license, and
- Be a member in good standing and obtain basic certification from the International Conference of Police Chaplains (I.C.P.C.), and
- Have at least four years' experience in active ministry, and
- Have a college degree or equivalency in education.

2. Activities

- Participants will be required to attend various training sessions that may be conducted by the Police Department, I.C.P.C. or other sources, and
- Will be required to complete their orientation with a full shift ride-along with a designated police officer. A Police Department waiver form must be filled out once



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a year and placed on file by participants prior to riding in any police vehicle or being present at any police service activity.

c. An identification card will be provided to each participant and should be worn whenever in the Police Department headquarters or sub-station buildings, or while participating in the ride-along program. If the identification card is lost it should be reported to the department Liaison Officer as soon as possible after the discovery of the loss. Participants should remember that they are not sworn officers and should conduct themselves appropriately.

3. Duties

a. On-Call Chaplains will serve in an on-call basis for one-month periods. Chaplains will be available to police personnel for assistance in ministry to the community and for personal counsel or ministry as requested. While serving on duty, the chaplain may continue his normal routine until called by the police dispatcher, or may be available at police headquarters to minister as needed.

b. A roster of participating chaplains will be provided to the communications section, which will provide telephone numbers for contact.

c. Examples of when chaplains may be called are:

(1) When an officer is seriously injured, ill, or deceased.

(2) When an unattended death occurs, suicide or otherwise or when a death notification needs to be made.

(3) When there is a traumatic or crisis situation where aid or support to officers may be beneficial.

(4) Victim assistance when traumatic events occur where compassionate support is needed; the chaplain knows what the community helping resources are and how to make referrals to them.

(5) When any City employee (sworn or non-sworn), or his family, desires confidential counseling in any aspect of his professional or personal life. Any communications a person makes to the chaplain is strictly on a confidential basis and will not be released to department members or any other person. Any department member may go to one of the chaplains without having to notify his supervisor.

d. Spend a minimum of 8 hours per month on-site getting acquainted with police personnel and familiarizing themselves with police procedures. The 8 hours can be spent in the police facility, or alternately on a ride-along with sworn personnel. The required time can be spent all in 1 day or split into increments that best suits the volunteer (i.e. 2 hours per week, 4 hours every 2 weeks, etc.)

4. Cause for Termination of Participation

Possible termination of participation in the program could result if participants fail to abide by established policies and procedures, duties, abuse of authority or privacy, or failure to practice professional ethics. Any complaints about clergy performance will be referred to the shift commander on duty and the Liaison Officer. Termination of a volunteer chaplain will be at the discretion of the Chief of Police. The Chief of Police will complete the termination.

B. Chaplain Liaison Officer



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1. Coordinate scheduling for the on-call and clergy ride-along programs.
2. Serve as the contact person for the Police Department and the participating clergy members.
3. Monitor the performance of Police Chaplains and build relationships with Police Department members.
4. Assist in planning and coordinating training sessions.

C. The on-call Chaplain program

The program will be under the general direction of the department Liaison Officer. Scheduling for On-call Chaplain will be coordinated through the Police Chaplain Coordinator. Each chaplain should become familiar with community agencies and resources so appropriate referrals can be made for victim assistance of medical care, mental health services, crisis intervention, or housing and welfare services.

D. Ride-along Chaplain

1. The Ride-along Chaplain provides volunteer chaplains the opportunity to have first-hand observation of police officers while on duty. The department units open for ride-along purposes are the Patrol Division, Traffic Division, Canine Unit and Criminal Investigation Division.
2. When chaplains are with police officers during the performance of their duties, the officers will be in charge of their activities at all times. The chaplain will remain in the police vehicle unless instructed or requested otherwise by the officer.
3. Volunteer Police Chaplains will avoid handling any evidence or becoming involved in any on-scene investigation unless requested by a police officer.
4. The chaplain should not use the police radio unless the officer needs emergency assistance.
5. Any procedural matters concerning the Ride-along Chaplain should be directed to the Department Liaison Officer.
6. Scheduling of chaplains for the ride-along program will be handled on a case-by-case basis. Chaplains are urged to participate in the ride-along program as often as they wish. Volunteer chaplains should be familiar with the various shift-briefing times and arrange to be present for the briefing of the shift they wish to ride-along with.
7. Riding with the same officer several times is encouraged to develop closer relationships.



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POLICY: 103.010 – DeSoto Peer Support	CALEA:
Effective Date: 11/18/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE OF PEER SUPPORT PROGRAM

The purpose of the Peer Support Program (PSP) is to build strength and resiliency in DeSoto Police Officers by providing the opportunity to receive emotional and tangible peer support through times of personal and professional crises. This purpose is accomplished by using a three pillared approach of Peer Support, Education, and an approved Network of Community Referral Resources.

All sworn personnel are a part of the PSP, and will likely provide and receive support from their peers during the course of their career.

A Peer Support Team member is a specifically trained colleague. The members of the Peer Support Team are volunteers that support and aid fellow police department employees and their families who experience stress that is unique to this profession. They are committed to the well-being of their fellow officers and their families.

Stressors include, but are not limited to, the following:

- Shooting incidents
- Suicides
- Serious traffic accidents
- Homicides
- Investigations involving death (especially if the deceased is a child)
- Divorce
- Major Illness/Injury
- Family Crisis/Life Stressor
- Military Career Background and/or assimilation after deployment

II. PEER SUPPORT TEAM GOALS

The goal of the Peer Support Team is to intervene and attempt to normalize stress reactions of abnormal work-related critical or traumatic life events. The intervention is confidential and separate from departmental or outside investigations. The intervention goal will attempt to:

- Reduce the amount of the stress reaction
- Help involved employees and their families "make sense" out of what they have just experienced
- Reduce shock reactions that may be inevitable for employees in the course of their duty
- Provide a means for employees to discuss their actions, reactions, feelings, and ideas regarding the event in a controlled environment
- Provide additional support through the use of a program designated Mental Health Professional or Police Chaplain

III. PROGRAM STRUCTURE

The Peer Support Program is based on the premise that a police officer's most consistent source of support is often his peers. Mutual experiences and unique challenges found within the law enforcement profession form a bond between co-workers that is not common in other workplaces.



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In acknowledgement of the informal support that this creates among police officers, the Peer Support Program provides structure and training to qualified Peer Advocates and access to program designated Mental Health Professionals.

The Peer Support Team is headed by a Peer Director, who is selected by the Chief of Police. The Peer Director provides oversight for the program, aids in the selection of Peer Advocates, coordinates initial and ongoing training for Peer Advocates, and gives guidance to Peer Advocates as needed.

Peer Advocates are officers that have been selected by the Peer Director and approved by the Chief of Police. They receive specialized training in crisis response intervention, utilizing recognized models for such response. They are also equipped to recognize signs that a referral needs to be made to an Employee Assistance Program or program designated Mental Health Professional. Peer Advocates are not counselors or therapists.

Individuals receiving peer support have the option to choose or reject a Peer Advocate by using any criteria they believe to be important. The individual's initial and continued participation is strictly voluntary.

The Peer Support Program is not an alternative to Department discipline. A Peer Support Team Member (PSTM) does not intervene in the disciplinary process.

A. Team Activation

A Peer Advocate may be contacted by an employee for help and assistance on an individual basis.

The Peer Director or a Peer Advocate may request activation for any police officer employee when they learn of an event where police personnel have been involved in a work-related critical event.

Each critical incident intervention request will be reviewed on an individual basis. When intervention is needed, the Peer Director (or designee) will make the arrangements for the appropriate response as soon as possible.

B. Selection of Peer Support Team Members

At any time, the members of the department can nominate a candidate that they believe possesses the qualities of a Peer Advocate. This nomination will be sent to the Peer Director for selection.

The selection process consists of the candidate submitting a notice of interest and a letter of recommendation from their supervisor to the Peer Director. The Peer Director will then arrange for an interview where the candidate will meet with the Peer Director, a currently serving Peer Advocate, and a program designated Mental Health Professional.

Upon selection, the Peer Advocate will be placed on a list of Peer Advocates that is kept and maintained by the Peer Director.

Peer Advocates are volunteers, and as such, are not subject to call back or on call status.

C. De-Selection of Peer Support Team Members

A Peer Support Team Member may be removed from participation in the program as a support provider for the following reasons: breach of confidentiality; failure to attend training; loss of good standing with the department; or as ordered by the Chief of Police.

Removal of a PSTM may be the result of a recommendation of the Peer Director, or the administrative action of the Chief of Police.

Note: A PSTM has the option to take a leave of absence from Peer Support Team responsibilities should personal issues or obligations arise.



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IV. CONFIDENTIALITY

To increase the level of comfort and open communication with a PSTM, there needs to be an assurance that personal information is protected.

PRIVACY is the expectation of an individual that disclosure of personal information is confined to or intended for the PSTM only.

CONFIDENTIALITY is a professional and ethical duty for the PSTM to refrain from disclosing information from or about a recipient of peer support services, barring any exception. This should be disclosed at the beginning of the PSTM's supportive role.

State Law relating to confidentiality and liability is found in Texas Health and Safety Code Sections 784.001, 784.002, 784.003, and 784.004. PSTMs should familiarize themselves with this code.

Communication between a PSTM and peer employee is to be considered confidential EXCEPT in the following circumstances:

- The peer is a danger to self or others
- Suspected child abuse
- Factual information supporting elder abuse
- Domestic violence
- Sale and/or transportation of narcotics/illegal drugs
- Cases in which established law requires divulgence
- The peer requests or gives consent (preferably written) for divulgence

The general principle to follow is for the PSTM to inform the peer employee, prior to discussion, what the limitations and exceptions are regarding confidentiality of information revealed.

A PSTM must not keep written formal or private records of supportive contacts other than non-identifying statistical records that may help document the general productivity of the program.

V. ROLE CONFLICT

A Peer Advocate shall avoid conflicting peer support relationships. A Peer Advocate shall avoid religious, sexual, or financial entanglements with receivers of peer support. Intense feelings can develop between a Peer Advocate and the receiver of peer support. Extended and/or excessive personal contact shall be avoided. Seek the advice of the Peer Director if symptoms develop.

A PSTM should be sensitive to potential role conflicts in providing peer support that could affect future decisions or recommendations concerning assignment, transfer, or promotion. Therefore, it is prohibited to develop peer support relationships with one's current supervisor, subordinate, or relative.

To avoid any potential conflict of interest a Peer Advocate should know when to refer a support receiver to another Peer Advocate, Police Chaplain, or program designated Mental Health Professional.

A PSTM cannot abdicate his/her responsibility as an officer or supervisor by participating in the program. The requirements of law and employment position are primary.

VI. TRAINING

The Peer Director shall identify appropriate ongoing training for Peer Support Team members.

A PSTM will be required to advance and improve his/her skills through continuing training as scheduled by the program coordinator.



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The following are basic tools for providing successful peer support:

Listen

- Listening techniques are fundamental.
- Encourage self-expression.
- Give the individual a sense of responsibility.
- Help the individual to be comfortable.
- Establish trust and confidence.

Assess

- Be able to make evaluations based on information gained in the discussion.
- Determine whether you can assist this person with this problem or should it be referred to a professional.
- Decide if this problem requires immediate attention.

Refer

- Direct the peer to the most appropriate professional service available.
- The Peer Director will maintain a current list of professional services and contact information which will be readily available to PSTMs for referral purposes.

Follow Up

- Actively provide assistance as needed.
- Monitor the peer's progress.
- Encourage the receiver of peer support to follow up with any referrals to Police Chaplains, program designated Mental Health Professionals, etc.

Basic training may include, but is not limited to, the following topics:

- Critical Incident Stress Management Certification (CISM)
- Communication and Listening Skills
- Confidentiality
- Stress Management
- Conflict Resolution
- Burn Out
- Grief and Bereavement
- Suicide Assessment
- Trauma Intervention
- Problem Solving Skills
- Ethical Issues
- Problem Assessment
- When to seek mental health consultation and when to refer



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 104.001 – COURT ATTENDANCE	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

Members of the Department shall be governed by the following policies in regard to their notification of court appearance and subsequent attendance as witnesses.

II. POLICY

The District Attorney's Office, City Prosecutor's Office, and the courts work with our agency to make court appearances as convenient as possible for the officers concerned without having them appear for long periods of time when not needed. Proper compliance with this procedure will preclude any arrangement of this nature being terminated by the court for noncompliance and inconvenience to the District Attorney's Office, City Prosecutor's Office, or court.

III. DEFINITIONS

Court Liaison - Will act as liaison between the Department and county courts on a case-by-case basis. The Court Bailiff will act as liaison between the Department and the municipal courts.

IV. PROCEDURES

A. County/District Court

1. Subpoenas

a. Receipt and Distribution by the Department

The Court Liaison will receive all subpoenas/court routings from the courts. The court liaison will be responsible for distribution of subpoenas/routing slips to watch supervisors for delivery to individual department members.

b. Receipt by Employees

(1) The routing slip will be signed by the employee or a confirmation of notification will be documented by the supervisor. The supervisor will note the court date on the appropriate schedule and forward the routing slip to the Court Liaison.

(2) Once an employee receives a subpoena/routing slip for court appearance, they will remain subject to call. The employee will provide Court Liaison information as to where they may be contacted for court appearance.

(3) If the officer receives a subpoena/routing slip for a time period when scheduled vacation or another authorized absence will make them unavailable for court:



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- (a) The employee shall immediately notify their supervisor and court liaison.
- (b) The Court Liaison will make arrangements with the District Attorney's Office regarding the prosecution of the case and will notify the employee of the revised court dates and times.

2. Once an officer has been notified of a court appearance, it shall be mandatory to honor the subpoena/routing slip unless other arrangements are made through the Watch Commander.

B. Municipal Court

1. Dockets

- a. Municipal court dockets will be posted on the bulletin board next to the mailboxes of the Police Department.
- b. Employees are responsible for checking these postings on a regular basis to determine their court schedules.
- c. Employees who are on extended leave for administrative purposes, illness, injury, etc. are responsible for checking the court docket to determine their scheduling, or for ensuring that the court is notified of their unavailability for court.

2. Request for reset

- a. When schedule conflicts occur, an employee may request that a case be reset.
- b. Said request must be in writing and forwarded to the Court Administrator of the Municipal Court at least two (2) weeks (if possible) in advance of the requested reset. Requests for reset received after the two - week deadline may not be approved.
- c. In the event of an emergency, the employee must notify the City Prosecutor's Office prior to the trial. The prosecutor may then announce the emergency reason in court prior to trial and may request an emergency reset orally in court.

3. Absences

- a. In general, absence from municipal court will be considered excused for the following reasons only and only if the municipal court supervisor is notified prior to the case coming to trial.

- (1) Employee illness
- (2) Illness in employee's family
- (3) Death in family
- (4) Subpoena to a higher court
- (5) Vacation or other leave approved at least two (2) weeks in advance
- (6) Tactical call out

- b. Absence from municipal court to attend training will not be considered excused unless the employee gave written notice to the municipal court supervisor at least two- (2) weeks (if possible) prior to the absence.

C. Court Appearances

Employees should remember they are representative of not only the DeSoto Police Department, but of law enforcement in general. Their actions reflect and project the public's opinion of a peace officer. A professional demeanor must be maintained at all times.



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1. The following basic procedures should be remembered when appearing as a witness:

- a. Employees shall dress neatly in uniform or appropriate conservative business attire. A professional appearance aids in making a much more favorable impression.
- b. If the uniform is worn, it shall be worn as directed by departmental policy.
- c. Male members may wear clean, neatly pressed business attire (coat & tie). Female members may wear conservative dresses or skirt, blouse, jacket combinations or pants suit.

2. While on the witness stand, the following basic rules shall be adhered to by members of this Department:

- a. Tell the truth
- b. Speak clearly, slowly and loudly enough
- c. Don't ask questions; ask for a repeat of the question asked you
- d. Quickly correct any mistake you make on testimony
- e. Never look at feet, ceiling, or windows
- f. Look the person asking the question in the eye
- g. Divide your attention between jury (in such cases) and the person asking the questions
- h. In testifying before a judge, divide your attention between the judge and the person asking the question
- i. Do not let personal feelings show
- j. Sit erect, do not slouch in chair
- k. Never lose your temper, confidence, or your tongue on the witness stand; and
- l. Do not try to be humorous or sarcastic, be dignified.

D. Stand-by for Court

1. Officers on stand-by for Dallas County Court will contact the appropriate District Attorney at least two work days before indicated date on routing slip. Court liaison will indicate on officer's slip whether or not they should contact the court.
2. Officers have forty-five minutes from the time they are contacted by Court Liaison to respond to the court requesting their appearance.
3. If officers are not able to respond within forty-five minutes from their home they should take appropriate measures to ensure a timely arrival.
4. Officers have a fifteen-minute response mandate when on stand-by for municipal court. Officers unable to meet this requirement from home or other location are required to report to duty at the police facility until called for by the court.



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POLICY: 105.001 – DEPARTMENT TRAINING GOALS	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. POLICY

It is the policy of the DeSoto Police Department to provide training and development for its employees designed to:

- A. Improve productivity, effectiveness and efficiency of government service by development and better utilization of talents, abilities and potential of employees.
- B. Help employees develop their knowledge, skills and abilities so they might become better qualified to perform the duties of their present jobs and advance to more responsible positions.
- C. Provide for the development of managers and supervisors capable of organizing and developing effective management systems for the accomplishment of each division's goals and objectives.
- D. Prepare employees to deal more effectively with growing social, scientific and economic problems faced by government by making use of advances in professional and vocational knowledge and technology.

II. GOALS

The stated training goals of the DeSoto Police Department are:

- A. To provide job-related training to all its members. This will be achieved by means of:
 - 1. Formal basic training
 - 2. Annual in-service
 - 3. Sending members to schools that will enhance job performance and expertise.
 - 4. Hosting schools for internal and external use
 - 5. Roll call training
- B. To train employees to act appropriately in a variety of situations and pressures.
- C. To enhance employee productivity and effectiveness through greater job knowledge.
- D. To promote cooperation and unity of purpose among its members through mutual understanding.

III. RESPONSIBILITIES

Providing adequate training and development of department employees can best be accomplished through the combined efforts of employees, supervisors on the job, and



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departmental management. Training and development programs should recognize the following roles:

A. Employees at all levels ultimately retain an obligation for their own development and education and it is expected that employees will advance their own careers through appropriate self-education and self-improvement.

B. Managers and supervisors have the initial responsibility for training and development of their employees. In fulfilling this responsibility, managers and supervisors should identify the individual training needs of their employees, work with employees to prepare and affect plans for their development. Such plans should make use of on-the-job training including individual and group instruction by supervisors, formal training and educational activities, and rotational assignments to provide greater depth and a wider base of experience.

C. Each division and unit have a responsibility for training and developing its employees. It is responsible for assuring that training programs geared to specific agency needs are planned, budgeted and established and that their employees participate in these programs. In addition, the Department shall work closely with other area agencies to promote the use of interagency training programs and resources wherever possible.

D. Training Section. It is the policy of the DeSoto Police Department to maintain a Training Section responsible for:

1. Department training functions, and for developing and administering training programs, as well as coordinating training through outside agencies and institutions.
2. The Department's role in overall planning, coordinating and review of training and development programs and appropriate interagency training.
3. Utilizing universities, community college system, and public instruction to the fullest degree possible in securing professional, management and vocational education to meet personnel development needs.

E. The responsibility of developing and maintaining training programs shall lie with the Training coordinator. This does not remove the responsibility of all supervisors to assist in the career development of persons under their command.

A. The duties of the Training coordinator are to:

1. Plan and develop training programs.
2. Notify personnel of required training and training that is available to agency personnel.
3. Maintain training records.
4. Ensure that required training programs are attended and shall coordinate through the shift Lieutenant
5. Implement and coordinate training programs.
6. Evaluate, coordinate and update training programs.
7. Coordinate activities with area academies
8. Direct career development efforts and maintain individual career development records.

B. Command staff will affirm the selection of instructors used for training. The training coordinator will be responsible for utilizing and deploying instructors.



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POLICY: 105.002 – RECURRING, REMEDIAL AND SPECIALIZED TRAINING	CALEA: 1.2.9, 4.3.3, 26.1.4, 33.1.5, 33.4.3, 33.5.1, 33.5.4, 33.6.1, 33.6.2, 33.7.1, 33.7.2, 35.1.6, 41.2.7,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive identifies those positions beyond recruit training, which require repeated or specialized training.

II. POLICY

In order for our agency to effectively deal with the problems encountered in the delivery of law enforcement services to our community, certain training must be continually updated or reinforced through repetition. The Department addresses the need for such instruction through in-service, video, roll call or specialized training.

III. PROCEDURES

A. In-service/Annual training

1. All sworn personnel will be required to complete an annual training program which, depending on their individual job assignment, may include the following:
2. Review of Departmental Policy, Procedures, Rules and Regulations, with emphasis on change;
3. Review of statutory or case laws affecting law enforcement, jail, or process operations with emphasis on charges;
4. Review of the functions of agencies in the local criminal justice systems;
5. Exercises of discretion;
6. Review of interrogation and interviewing techniques;
7. Agency policy on The Use of Force, including the use of Deadly Force;
8. Emergency medical services;
9. Review of the Performance Evaluation System;
10. New or innovative investigative or technological techniques or methods;
11. Hazardous materials incident;
12. Review of contingency plans, including those relating to special operations and unusual occurrences;
13. Crime Prevention Policy and Procedures;



14. Collection and preservation of evidence;
15. Report Writing and Records System Procedures and Requirements; and
16. Firearms qualifications (Semi-Annually)
17. Mental Health Consumer Refresher (Annually)
18. TCOLE Mandated Training (40 hours every training unit)
19. Defensive Tactics
20. Cultural Diversity for Reserve Officers (4 Year Training Cycle)

B. Remedial Training

1. Remedial Training provides Department Supervision with the ability to deal with identifiable deficiencies in performance as well as minor violations of policy in a positive manner. Supervisors must complete the following procedures as identified in the Performance Improvement Program.

C. Performance Improvement Program

1. When the job performance of an employee falls below an acceptable standard the supervisor shall point out the problem to the employee providing the following in writing:
 - a. The specific unacceptable deficiency in the employee's performance;
 - b. The necessary improvement;
 - c. The period of time in which improvement must occur (30-90 days);
 - d. List the sequence of consequences will result if the employee fails to show satisfactory improvement;
2. Both the employee and the supervisor should sign the PIP. The employee should understand that their signature indicates receipt of the document only, not necessarily agreement of its contents. If the employee refuses to sign, the supervisor should have another member of the employee's chain of command sign as a witness that a copy was given to the employee. The original PIP will be forwarded with the employee's semi-annual evaluation and shall be maintained within the Human Resources Department, with a copy given to the employee, and one maintained within the Police Department.
3. If the employee fails to demonstrate the necessary improvement as required upon completion of the Performance Improvement Program, or immediately upon failure to fulfill the conditions of such a program, the options available to the Chief of Police are continued remedial training, continued progressive discipline to include demotion, transfer or dismissal. The identification of an employee performance deficiency and subsequent placement in a Performance Improvement Program may not be appealed by an employee. However, an employee may submit a statement presenting their version of the facts relevant to the action, for attachment to the Performance Improvement Process Program.

D. Specialized Training

1. The Department will provide appropriate assignment specific training as well as on the job training with an experienced officer in the following areas for sworn personnel:



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Criminal Investigation-Basic Crime Scene/Photography Training, Interrogation Techniques, Courtroom Testimony, Computer Forensics, Search Warrants
Youth Services-Child Abuse, Infant Death, Sexual Assault, Sex Offender Training
Baton Instructor
OC Instructor
SFST Instructor
Armorer- Glock, Sig-Sauer, AR-15, Taser, Pepperball
Firearms Instructor
Hostage Negotiations-Basic and Advanced Negotiations
Accident Investigations-Intermediate and Advanced Accident Training
Tactical Operations-Basic Tactical, Advanced Tactical, Various Specialized Advanced Tactical Operations
Crime Prevention-SHARPS Training, Basic Crime Prevention I and II
Bike Patrol-IPMBA Bicycle Certification
Field Training Officer-State of Texas FTO Training
Supervisory-Basic Supervisor Training
Management Courses (upper level)
Accreditation Manager (within one year of appointment)-CALEA Accreditation Manager Training, On-Site Preparation
Drone Pilot

E. Civilian training

1. All Newly-Appointed Civilian Personnel shall receive the following: (REF. 33.7.1)
2. Orientation to the agency's role, purpose, goals, policies, and procedures;
3. Working conditions and regulation; and
4. Responsibilities and rights of employees.
5. Secretaries assigned to Support Services, the Administrative Assistant, all personnel classified as a Public Safety Officer, Investigative Aids, Property Manager, and jailers shall receive additional training commensurate with their positions such as, but not limited to: (REF. 33.7.2)
6. Training on TCIC/NCIC and TLETS,
7. Report Writing
8. Open Records;
9. Budget and accounting procedures
10. Privacy and Security; and
11. Criminal History records information; in accordance with U.S. Department of Justice regulations (28 Code of Federal Regulations Part 20) with regard to dissemination, completeness and accuracy, audits, security requirements, and access and review.
12. In addition, Civilian Employees in Jail Services, Code Services, and Public Safety Officers will receive:
 - a. First Aid/CPR
 - b. Defensive Tactics
 - c. Arrest techniques



- d. Code enforcement
- e. Areas of law that pertain to their assignment
- f. Specialized training such as the operation of a breath analyzing equipment or techniques in the recovery of evidence and the processing of crime scenes.

F. Training upon promotion/transfer to new assignment.

1. Chapter 143.036 of the Local Government Code mandates that promotions are permanent appointment and does not allow for a probationary time period for newly promoted supervisors, therefore, the Department must ensure that newly promoted supervisors are familiar with the duties and responsibilities of their position.
2. Newly promoted/transferred officers shall have a period of orientation to their new assignment. The time frame for training/orientation will certainly depend upon the assignment itself. It shall be left to the discretion of the Division Captain or unit supervisor to determine the length of this orientation.

G. Advanced/Specialized Training

1. The specialized training should include the development and advancement of skills, knowledge, abilities, and performance standards of that area of specialization. Agency policy, procedures, rules and regulations should be addressed as they pertain to that specialty. This includes the management, administration, supervision, and support services of that function. Supervised on-the-job training will not represent the total of specialized training provided. However, it may represent a specified/unspecified part of that training.
2. When possible, specialized training is to be given prior to any formal assumption of job responsibilities. For some specialties the availability of outside training may be somewhat restricted. However, a specialized school, if available, should be completed as soon as reasonable from the time of the assignment.
3. Attending advanced training such as the Academy National FBI, The Institute for Law Enforcement Administration, the Northwestern University Traffic Institute, etc. is governed by the following:
4. The Chief of Police will determine what personnel will attend such training. The decision will be based upon the needs of the organization and individual development.
5. Upon completion of the advanced training, the Chief of Police will determine the placement of those individuals within the organization.
6. This training may serve to satisfy some individual level or agency commitment. Individuals are encouraged to contact the Chief, via the chain of command, in order to convey interest in such a level of training.
7. Special Assignment Recertification and Retraining

The following specialized assignments require recertification and/or retraining as specified:

PPCT Instructor

- Recertification every two years

PPCT User

- Recertification every three years



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Bike Instructor

- Must teach a basic course every two years

Taser Instructor

- Recertification every three years

Taser User

- Recertification every two years

Pepperball Instructor

- Recertification every two years

Pepperball User

- Recertification every two years

Firearm Armorers

- Recertification every two to three years

SFST Instructor

- Must teach an SFST course each year

Drone Pilot

- Recertification every two years.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 105.003 – ROLL CALL TRAINING	CALEA: 33.5.2,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive establishes the management and supervision of roll-call training.

II. POLICY

The DeSoto Police Department utilizes roll-call training as a means to update employees on various topics between formal training sessions and to deliver information that is time sensitive.

III. DEFINITIONS

Roll-Call Training - Training or informational sessions of short duration administered to law enforcement officers during their normal tour of duty.

IV. PROCEDURES

A. Planning Roll-Call Training

1. The Captain of the Patrol Services Division, The Patrol Lieutenants and Training coordinator shall determine the appropriateness of and need for roll-call training.
2. Individuals who have specific topics they would like to have presented as roll-call training should submit a request to the Patrol Services Division commander for approval. The request should be prepared in the form of a memorandum, which outlines the requested topic and justifies the need for such training.
3. Once the Patrol Services Division Captain has identified the need for roll-call training, the Captain shall appoint instructor(s) for the course. Appropriate instructors may include:
 - a. Knowledgeable personnel of any rank
 - b. Guest speakers
 - c. Shift supervision
 - d. Shift Lieutenants

B. Training Techniques

Appropriate teaching methods for roll-call training include but are not limited to lectures, lecture-discussion, and demonstrations. Assistance may be gained from the use of prepared audio or video recordings.

C. Documentation

1. The following are required records for all roll-call-training sessions:
 - a. A brief statement of the topic covered.



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- b. Names of attendees.
- c. Performance of individual attendees as measured by tests, if administered.

2. The roster of attendees and any corresponding performance test scores shall be forwarded to the Training coordinator by specified date.

3. The Training coordinator will ensure individual training records of all personnel reflect employee attendance and performance, if measured, in roll-call training sessions.

D. Scheduling

Shift supervisors must ensure all personnel are given the opportunity to attend roll-call-training sessions. Sessions should be presented often enough to accommodate personnel who are not on duty due to scheduled days off, vacation, etc.



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POLICY: 105.004 – TRAINING BULLETINS	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This policy outlines operational guidelines for the development and dissemination of departmental Training Bulletins.

II. POLICY

The DeSoto Police Department provides appropriate and timely information to all personnel, in those areas that directly affect the employee's job performance and/or personal safety. Because it is not always possible to immediately initiate and implement formal training sessions within restrictive work schedules, Training Bulletins will be issued to supplement in-service training and administrative directives.

III. DEFINITIONS

A. Training Bulletin - An intra-departmental document developed by agency personnel and approved by the Chief, which is intended to supplement formal training.

B. Legal Update - A Training Bulletin developed by a Legal Attorney and approved by the Chief, which is intended to inform personnel of changes or interpretations of the law that may affect Departmental operations.

IV. PROCEDURES

A. Identification of Training Needs

1. Any member of the Department may identify topics warranting the development of a training bulletin.
2. Examples of subject material are safety issues, technology, changes in procedure etc.

B. Development

1. Information must be presented on Department Memoranda.
2. If references are used, the Information should be documented through several sources if possible. Supporting documentation (articles, information from other agencies, etc.) must accompany a proposed bulletin for staff review.
3. Present information clearly and concisely

C. Approval

1. Proposed Training Bulletins and Legal Bulletins must be reviewed by the employee's immediate supervisor and signed by the Chief of Police prior to issuance.



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2. The Chief may choose to have the materials reviewed by a member of the Department or an outside resource prior to its issuance.

D. Distribution

1. Approved Training Bulletins and Legal Updates will be distributed to affected personnel in the form of roll call training sessions.
2. At the completion of these roll call training sessions, the completed roll call training forms will be forwarded to the Training coordinator so that the affected person's training records may be updated.



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POLICY: 105.005 – TRAINING DEVELOPMENT	CALEA: 33.1.4, 33.1.5,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive and the guidelines established by the Texas Commission on Law Enforcement Officer Standards outline activities and procedures that must be followed in order to maintain specific licensing and certifications.

II. POLICY

In order to ensure the Department meets specific requirements established by state licensing agencies and that employees receive the best possible training; the Training Section has specific guidelines and operational requirements. All persons involved in the development, presentation and documentation of training courses provided to or provided by employees of the DeSoto Police Department must comply with these directives.

III. DEFINITIONS

- A. Course - A body of prescribed study about a specific topic.
- B. Lesson Plan - A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources and method of evaluating or testing students.
- C. Performance Objectives - Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.
- D. Task Analysis - A systematic, structured process for dissecting a job into its basic parts. A task analysis identifies the important or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors.

IV. PROCEDURES

A. Determining Training Needs

1. The training coordinator to ensure all departmental training objectives are being met will conduct a periodic review of available data. If an analysis of this data indicates a problem or a deficiency that might be corrected through training, steps shall be taken to provide needed training in the area indicated.
2. Information from many sources will be considered in determining departmental training needs. These sources include, but are not limited to:
 - a. Inspection reports for staff and line personnel;
 - b. Minutes from staff meetings;



- c. Consultation with field personnel and field observations;
- d. Training Committee reports;
- e. Training Evaluations;
- f. Summary reports from internal affairs and use of force investigations; and
- g. Trade and professional periodicals.

B. Development of Training Programs

1. The Training coordinator will coordinate and assist with the development of police in-service training programs.
2. All in-service programs will be updated and revised regularly and will be consistent with job-task analysis.
3. When appropriate and relevant to meeting department training needs, personnel shall be assigned to attend training programs provided by public and private organizations as well as other criminal justice agencies.

C. Use of Performance Objectives

All training programs offered by the Department will identify performance objectives. The performance objectives will:

1. Focus on the elements of the job-task analysis for the position or positions being trained;
2. Provide clear statements of what is to be learned; and
3. Provide a basis for evaluating the participants and the effectiveness of the training.

D. Lesson Plans

An approved lesson plan must be maintained on file by the training coordinator for each course taught within the Department or taught for other agencies by instructors from the DeSoto Police Department. Lesson plans will be obtained from nonresident instructors whenever possible.

1. Format
 - a. The training coordinator will designate the format for lesson plan development.
 - b. Lesson plans will contain, at a minimum:
 1. A statement of performance and job-related objectives;
 2. Lesson plans should include the content of the training and specification of the instructional techniques to be used during training class. Instructional techniques should be selected based on the type of material to be presented;
 3. Identification of any performance measures to be utilized, if any. A pre-test and/or a post-test may be required in order to properly evaluate the participants in a training program. Instructors shall use competency-based testing which uses performance objectives and measures participant's



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knowledge of job-related skills. Passing and failing scores must be incorporated into the lesson plan; and

4. Identification of reference materials used;

c. Lesson Plans are to be prepared on special forms provided by the training coordinator.

2. Lesson Plan Approval

a. The training coordinator must approve a lesson plan before the specific course is taught. Approval will be based on whether:

1. The subject to be covered in training is addressed completely and accurately;

2. The material to be presented is properly sequenced with other training materials; and

3. The lesson plan is prepared in the required format

b. Course instructors are responsible for developing the lesson plan as outlined above and submitting the lesson plan to the training coordinator a minimum of 10 days prior to the beginning date of scheduled instruction.

c. Instructors who teach on-going courses are required to periodically review the course lesson plan to ensure information is relevant and current.

d. The training coordinator will complete an annually survey of all in-use lesson plans to ensure the materials are current and are properly recorded and filed.

E. Instructors

1. Selection and Coordination

a. The Command Staff will approve all instructors submitted for use in the training activities of the DeSoto Police Department. Outside instructors will be submitted by the training coordinator for approval by Command Staff.

b. The training coordinator shall be responsible for the coordination of instructors from inside and outside the agency.

c. The decision to utilize specific instructors should generally be based upon the individual's involvement and expertise in a given area, work record, dedication to producing quality work, and response to supervision.

2. Tenure and Dismissal

a. The training coordinator may suspend the use of any instructor. Likewise, an instructor's supervisor may request that the subordinate be suspended from instruction for a given period due to manpower constraints or other concerns.

b. Instructors with substandard performance reviews, below standard cooper tests, poor work attendance or behavioral problems will be suspended from use by the coordinator and submitted to the Command staff for final decision in regard to future use as trainers.

3. Instructor Certification



a. When possible, departmental instructors will be certified as an Instructor by the Texas Commission on Law Enforcement Officer Standards and Education. Certification may not be practical when courses are for information only, are of limited duration, require the use of outside resources, or pertain to very specialized skills.

b. Prior to teaching any courses, all instructors will receive training in the following:

1. Lesson plan development,
2. Performance objective development,
3. Instructional techniques,
4. Testing and evaluation techniques, and
5. Resource availability and use.



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POLICY: 105.006 – CAREER DEVELOPMENT	CALEA: 22.1.3, 33.8.1, 33.8.3,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive identifies the various programs and procedures utilized by the Department to provide opportunities for individual growth and development of departmental personnel.

II. POLICY

The need for career development in law enforcement exists at all levels. The Department is concerned with the mental and physical capabilities of its personnel, in particular the skills, knowledge and abilities necessary to function in an efficient and effective manner in assigned tasks. It is through the Career Development Program that activities will be directed to enable the Department to provide a system for identifying and fulfilling the needs of the individual and the agency. Supervisors conducting career development activities will attend supervisory level training sessions that focus on employee and career development.

III. DEFINITIONS

A. Career Counseling - The relationship (process) between trained counselor and employee that is designed to facilitate an employee's career choices, comprehension of career goals, and achievement of career goals through meaningful and well-informed choices.

B. Career Development Program - An organized and supervised set of duties or functions designed to stimulate learning, e.g., counseling, training, job rotations.

IV. PROCEDURES

A. Goals and Objectives of Career Development

1. Goals

The goals of the Career Development Program are to promote productive, efficient and effective job performance, and to improve the overall level of job satisfaction as well as to enhance upward mobility of all employees.

2. Objectives

- Provide career counseling to any employee who requests such assistance.
- Provide appropriate in-service training for all personnel at all job levels and position assignments.
- Provide skill development training to all sworn personnel upon or within one year of promotion to a higher rank.



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- d. Develop and maintain school lists and training programs designed to perpetuate proficiency in those positions identified as career specialty positions.
- e. Maintain records of all proficiency and career specialty in-service training.
- f. Career development programs of other jurisdictions and the availability of outside resources.

B. Inventory of Skills, Knowledge and Abilities

Any employee may request the Training Coordinator to conduct an inventory of the skills, knowledge, and abilities of the employee. This inventory will be based on past, present and future assignments. The inventory will assist in:

- 1. Identifying in-service training needs by comparing skills, knowledge and ability inventories with current job descriptions,
- 2. Identifying the potential number of personnel to utilize career development services,

C. Training Coordinator

1. The Training Coordinator will develop and coordinate in-service training and other proficiency and career specialty training programs in order to enhance and develop employee skills.

2. Maintain personal knowledge and skills necessary to perform individual career counseling. Knowledge and abilities to be maintained include current information regarding:

1. Develop and schedule in-service training and other proficiency and career specialty training programs in order to enhance and develop employee skills.

3. Maintain personal knowledge and skills necessary to perform individual career counseling. Knowledge and abilities to be maintained include current information regarding:

- a. General counseling techniques such as skills, knowledge, and abilities assessment.
- b. Departmental salaries, benefits, and training opportunities.
- c. Educational opportunities and incentive programs.
- d. EEOC and Affirmative Action guidelines and considerations.
- e. Record-keeping techniques and requirements related to the Career Development Program.
- f. Career development programs of other jurisdictions and the availability of outside resources.

4. Develop and maintain school lists and training programs designed to perpetuate proficiency in those positions identified as career specialty positions

5. Maintain records of all proficiency and career specialty in-service training.

D. Specific Career Development Activities

1. Career Specialty In-service Training

Career specialty areas are designed to stimulate personnel to develop new areas of interest and specialization. In-service training provided for specialty development enhances the



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overall potential for the employee's upward mobility, and improves the skills, knowledge, and abilities needed to perform tasks required in specialized areas.

- a. Employees participating in management and supervision as a career specialty will be provided training as available.
- b. The Department will identify and provide training opportunities for all positions classified as specialties.

2. Temporary Duty Assignments

Periodic job rotation may be implemented to afford personnel opportunities for individual growth as well as improved job satisfaction and job performance. Assignments may be made to various sections in the Department consistent with individual abilities and merit. Temporary assignments and job rotation will only be made as personnel strength and manpower availability allows.

3. Educational Leave

- a. The Department will attempt to provide flexible working hours and/or shift assignments to allow an employee the opportunity to continue his/her education. This flexibility will always be dependent upon constraints of scheduling and manpower requirements and will only apply to shifts and not assignments.
- b. Extended leave of absence for educational purposes may be allowed in accordance with established City and State Civil Service Procedures.

E. Line Leadership Development Program

Law enforcement today is becoming increasingly more complex and as such requires a more highly trained cadre of supervisors at all levels. Line supervisors such as sergeants and corporals are increasingly called upon to do more of what previously has been considered administrative duties. Line supervisors are often called upon now to deal with complaints about officers and procedures. They are frequently called upon to attend crime prevention meetings, home owner association meetings, and mayor quarterly meetings. They generally need to be as much of a subject matter expert as possible about the whole of law enforcement and of the organization in which they work. With this increase in duties has not come an increase in preparatory training. Line supervisors are often first time supervisors and have frequently had little more than on-the-job (OTJ) training which may or may not have been sufficient to prepare them for that first supervisory position. This often leads to a large learning curve which must be overcome before that first time supervisor is completely confident, not to mention competent, in that supervisory role. Leadership development can help reduce the learning curve thereby increasing the effectiveness of the new supervisor.

With this in mind the Line Leadership Development Program has been designed to give line level officers a head start on obtaining the skills and mind-set needed to function at a supervisory level prior to promotion. Participation in the program is voluntary and does not guarantee or imply that a promotion will occur. Inclusion in the program can be looked at as a reward for outstanding or exemplary performance.

1. Selection for Participation

Officers will be identified for participation thru supervisor recommendation based on reviews of employee evaluations and direct supervisor observation of, but not limited to:



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- a. Work ethic
- b. Attitude
- c. Professionalism
- d. Productivity
- e. Desire to promote

2. Program Content

Officers will attend first line level training classes as available and participate in activities such as:

- a. TML First Line Supervision
- b. New Supervisor Course
- c. Ethics in Supervision
- d. Department Developed In-service Supervision training
- e. Policy Development

Officers will also participate in group discussions of select leadership or management books. These discussions will be led by, at minimum, a Lieutenant who will facilitate the discussion to challenge the officers thinking and to broaden their organizational view away from the shift-centric view that most line level officers and supervisors have.

Officers will be mentored throughout the program by a Lieutenant who will insure their availability to participate in discussions or to attend scheduled training. The Lieutenant will also be available to answer questions and guide the officer toward the desired outcome.

Participation in this program will be incorporated into the officer's evaluation so that his or her participation can be documented and evaluated. If the officer's performance falls below a satisfactory level their participation in the program will be suspended.

3. Program Outcomes

This program is designed to prepare the line level officer for a first time (first line) supervisor position. The intent is that participation in this program will prepare the officer to take on a leadership/management role within the organization and to have the confidence and competence in that position from the moment of promotion.

It is believed that participation in this program will develop a pool of officers who not only have received leadership training but who act as informal leaders which support and promote the organization and its values.



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POLICY: 105.007 TRAINING REQUESTS AND ATTENDANCE	CALEA: 33.1.2, 33.1.3,
Effective Date: 08/05/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive identifies the means by which employees are approved for and/or assigned to training.

II. POLICY

All employees of the DeSoto Police Department are encouraged to attend training programs to expand their knowledge and skills in their area of assignment or interests.

III. PROCEDURES

A. Training Requests

1. Submission

- Departmental members should direct all training requests to their immediate supervisor or Shift Lieutenant.
- In-house training request should be submitted through departmental email to your supervisor and at least 10 days prior to the course date. (This will ensure that a seating will be available). Once approved by your immediate supervisor you can register yourself using the online training registration program.
- Request for outside training should be submitted through departmental email on the Department Training Request Form a minimum of thirty days prior to the course date. It is important that the request be submitted in a timely manner so they can be cleared up the chain of command.

2. Approval

- Supervisors must consider factors such as prior training, current assignment, staffing, cost, and usefulness of the training before approving or denying the training request.
- The supervisor approving outside training will forward the request form to the Division Captain for review and approval or disapproval of the training request.
- The Division Captain will forward the outside training request to the Asst. Chief of Police for review and approval or disapproval of the training request.
- The Assistant Chief of Police will then forward the outside training request to the Chief of Police for review and approval or disapproval of the training request.
- The Chief of Police will then forward the outside training request to the training Sergeant for tracking and completing the request for training.

B. Assignment to Training

1. Training Notification

Once it has been determined that an employee is approved to attend a training course outside of department training, the Training Coordinator will complete a Training Form. One copy of the completed form is forwarded to the employee and a copy is sent to the employee's supervisor.

2. Mandatory Attendance



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- a. Attendance at assigned training, regardless of the location, is mandatory. Employees attending training within department facilities, at hosting agencies or other premises are to consider the location of the training as their officially assigned duty station.
- b. Failure to attend training sessions as assigned may result in disciplinary action, up to and including termination from the Department.



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POLICY: 105.010 – RECRUIT TRAINING REQUIREMENTS	CALEA: 1.2.2, 4.3.4, 12.2.2, 33.2.3, 33.2.4, 33.4.1, 33.4.2, 33.4.3,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive sets forth minimum training for new officers.

II. POLICY

The DeSoto Police Department is charged with training newly appointed personnel as competent police officers. The officer's life, the lives of their fellow officers and citizens may depend on skills developed during the training phase. Their effectiveness as police officers, the reputation of the DeSoto Police Department as well as the City of DeSoto, are heavily dependent upon training imparted to recruits.

The DeSoto Police Department does not have the capability to provide an on-site academy for the purpose of training recruit officers. Therefore, Licensed Academies authorized by the Texas Commission on Law Enforcement Officer Standards and Education under section 215.1 of the Commission Rules and Statutes are utilized to provide this training.

III. DEFINITION

Recruit Officer: A non-civil service classification for potential police officers employed by the City who have not completed all requirements for state licensing as a peace officer.

Licensed Academy: An Academy licensed under the Texas Commission on Law Enforcement Standards Rule 215

Recruit: An individual employed by the DeSoto Police Department who has not completed a training program as required by the Texas Commission on Law Enforcement Officer Standards and Education and the DeSoto Police Department's Field Training Program.

IV. PROCEDURES

A. Development of Curriculum

The curriculum of training for recruit officers is based on the most frequently occurring duties and assignments of officers newly assigned to patrol and field operations and/or by specific requirements established by the Texas Commission on Law Enforcement Standards and Education.

B. Classroom Training

All recruits must satisfactorily complete the following training prior to or within the first year of service with the DeSoto Police Department:

1. Basic Peace Officer Course at an Academy Police licensed by the Texas Commission on Law Enforcement Officer Standards and Education.



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2. Each Police recruit will be issued an orientation book by the Academy that they will be attending on the first day of the academy.
3. DeSoto Police Department Recruit Orientation Program which includes the following areas:
 - City Facilities tour and familiarization
 - Completion of transaction forms to initiate personal and family benefits
 - City of DeSoto Policies
 - City Ordinances
 - Department Administrative Directives/Standard Operating Procedures
 - Accreditation
 - Familiarization of Department Forms and Report flow
 - Chapter 143 Local Government Code
 - Introduction to Department various units
 - Courts – municipal, county, District and Federal – grand jury testimony
 - Radar certification and accident investigation procedures
 - MDC usage
 - TCIC/NCIC guideline training
 - Jail Procedures
 - Southwest Regional Dispatch Communications Center
 - Ethics
 - Equipment issue
4. Use of Force policy and weapons qualifications/certifications (including non-lethal and less-than-lethal)

NOTE: Recruit officers will not be assigned in any capacity in which they are allowed to carry a weapon or are in a position to make an arrest, except as part of a formal field training program exercise.

C. Field Training

1. All recruits must satisfactorily complete all qualifications required of sworn officers prior to beginning field training.
2. The DeSoto Police Department Field Training Program consists of sixteen weeks of training plus a two-week final observation phase. The DeSoto Police Department may also allow up to 6 weeks of remedial training when the recruit is exhibiting areas of deficiencies.
3. Guidelines and procedures related to field training are documented in the DeSoto Police Department Field Training Manual. The Field Training Manual is considered a part of the DeSoto Police Department system of written directives and will be followed in all field-training situations.
4. Non-certified recruit officers are probationary officers for eighteen months from date of employment. Certified recruit officers are probationary officers for one year from date of employment. Recruit officers who fail to satisfactorily complete all phases of the Field Training Program can, and will most likely, be terminated.

D. Recruit Evaluation Program

Techniques used to evaluate recruit officers are designed to measure competency in the skills, knowledge and abilities required by the Department and state certification standards.

V. SPECIAL CONSIDERATIONS



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Recruit Officers will adhere to the rules and regulations provided by a licensed Academy Police. Academic, practical and personal performance will be monitored by the Department's Training Coordinator or his/her designee.

Recruit Officers who fail to meet standards as prescribed by the contracted academy will face discipline or dismissal from employment of the DeSoto Police Department.

The DeSoto Police Department will support valid disciplinary decisions of the contracted academy in regards to any recruit sponsored by the Department.

Injured or sick recruits will be dealt with according to DeSoto Police Department policies and the City of DeSoto personnel policies.

The Training Coordinator is responsible for maintaining liaison with the basic training academies contracted by DeSoto Police Department. Any concerns with the training provided by a contracted academy must be directed to the Training Coordinator.

The Chief of Police at his discretion with recommendations from the Command Staff, the affected officers' supervisors and the Training Coordinator, may place officers with significant police experience into the field-training program at an accelerated pace.



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POLICY: 105.011 – WEAPONS PROFICIENCY	CALEA: 1.2.2, 4.3.2, 4.3.3, 4.3.4, 26.1.4, 33.1.5, 33.5.1,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive outlines the requirements relative to the demonstration of weapons proficiency and general knowledge about the approved use of each class of weapon authorized by the Department.

II. POLICY

A. General Statements

Each officer shall be required to complete a prescribed departmental course regarding the use of each specific weapon and must demonstrate proficiency in the use of the specific weapon at least annually.

The Department encourages all sworn officers to utilize departmental facilities, resources and instructors to improve weapons proficiency. Within budgetary constraints practice ammunition is available to officers for use at the firing range.

B. Course Requirements

1. The departmental course for each weapon will be taught by a departmental weapons instructor for the specific weapon as approved by the Chief of Police and shall include at a minimum:

- Demonstration of the ability to achieve minimum qualifying scores on a specified course as defined by the Department and/or as governed by TCOLE;
- A review of the content and application of laws and policy and procedure concerning the authorized use of the specific weapon;
- A review of departmental directives on the use of force, escalating force and deadly force; and
- Recognized safe handling practices and procedures for the specific weapon.

2. The training coordinator shall document training and the demonstration of proficiency for each officer as a part of the officer's permanent training record.

C. Remedial Weapons Training

1. Firearms

- Any officer who is unable to demonstrate proficiency with a firearm is permitted one additional attempt to qualify with the weapon on the day of their initial qualification.



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b. The firearms instructor who has an officer fail to qualify on the first attempt will request the training coordinator review that officers firearms record. If that officer also failed to qualify at the first attempt on the previous qualification he or she will be scheduled for an 8-hour remedial course within the next quarter.

c. If the officer is unable to qualify with the firearm on the second attempt, he/she will be scheduled for an 8-hour remedial training course. The remedial course will:

(1) Occur within 10 days of the second attempt to qualify. If a requalification cannot be scheduled within 10 days the reason must be documented and placed in the officer's training file. A requalification will be scheduled within 30 days of the second attempt regardless.

(2) Be conducted with a maximum of three students per instructor.

(3) Be customized to meet the individual training needs of the students involved, regarding practice drills and technique instruction.

(4) Include one opportunity for the student to attempt the qualifying course.

d. If the officer is unable to demonstrate proficiency with the weapon after completing the 8-hour remedial course the officer will be allowed 30 calendar days from the date of the remedial course to achieve a qualifying score.

(1) The officer will be encouraged to arrange training and practice time at the range with any departmental firearm instructor.

(2) Training and practice time for the officer attempting to qualify will not be compensated and will not be on-duty time.

e. On or before the thirtieth calendar day of the allowed improvement period, the officer will schedule a qualification attempt with a departmental firearm instructor. The date and time for the qualification attempt must be arranged with the instructor a minimum of 5 days in advance of the proposed attempt to qualify.

f. Failure of the officer to achieve firearm qualification within the 30-day period will result in disciplinary or corrective action up to and including dismissal from the Department.

g. Any officer who is required to attend the 8-hour course will also be required to attend a quarterly refresher course for the following three calendar quarters. The content of the refresher course will be determined by the firearm instructor, and will include the departmental qualification course. The refresher course is intended as supervised practice for the officer. Any failure to obtain a satisfactory shooting score during the quarterly refresher course will not result in further discipline for the officer. Rather, the officer and instructor will continue to work on any shooting deficiencies.

h. Failure of the officer to achieve firearm qualification at the first regularly scheduled qualification following the refresher course will result in disciplinary or corrective action up to and including dismissal from the department.

i. Dependent upon the severity of the lack of proficiency and in taking the totality of facts into account, the Chief of Police may reassign an officer until proficiency is demonstrated.

2. Less-lethal Weapons



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- a. Any employee, who does not qualify with a less-lethal weapon, will be relieved of the weapon immediately after failing to qualify. The employee will be advised that they are not authorized to carry the weapon on duty or in a duty related capacity, until the employee can show proficiency with the specific weapon.
- b. The employee must schedule proficiency re-testing within 10 days of the failure to qualify.
- c. Dependent upon the severity of the lack of proficiency and in taking the totality of facts into account, the Chief of Police may reassign an employee until proficiency is demonstrated.

3. Safety Violations

- a. Any employee who has an accidental discharge or other major safety violation for which they have been ejected from the range will be scheduled for an 8-hour remedial day with emphasis on firearms safety and firearm fundamentals.

D. Qualification Schedules

1. All Sworn Personnel

a. On-Duty Handguns

- (1) 1-day qualification annually
- (2) 1-night qualification annually

b. Off-duty weapons will occur on a semi- annual basis.

c. Shotgun qualifications (including qualification in 00 buck and "bean bag" rounds) will occur annually.

d. AR-15/M-16 (223 cal./5.56mm), Ruger Mini 14 (223 cal/5.56mm)

(1). AR15/M16 family to include aftermarket rifles/carbines copies meeting military specs. Examples would be (1) Bushmaster, (2) S.G.W., (3) Olympic Arms and (4) Stoner Arms. Rifles/Carbines should meet or exceed military specs. The firearm instructors and department armorer must approve the weapons.

(2). Semi-annually for personnel authorized to use the weapon (includes one-night qualification) must maintain a score of at least 90 percent.

2. SRT Members

- a. Will be tested on a semi-annual basis to include a day and night qualification with a minimum score of 90 percent with all assigned weapons.
- b. Marksman will qualify with their assigned weapons on a monthly basis. This consists of at least one cold bore shot at approximately 100 yards.

III. SPECIAL CONSIDERATIONS

- A. Any officer who is not able to show proficiency with an assigned firearm after completing the 8-hour remedial course will not be permitted to work any secondary employment job where the



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officer's duties actually or potentially could give rise to the use of law enforcement powers. Once qualification is achieved secondary work will again be allowed.

B. Prior to any officer being authorized to carry any weapon for use on duty, the officer must qualify and be instructed in all departmental directives and procedures regarding use of force in general and the authorized use of lethal, less-lethal weapons and non-lethal.

C. Any Officer who has an accidental discharge or commits any other safety violation on the range may be ejected from the range, at the discretion of the firearm instructor in charge, depending on the seriousness of the safety violation.

IV. Violations - Violations which may lead to ejection may include but are not limited to:

- A. Accidental discharge
- B. Pointing a loaded weapon at another
- C. Disregarding a range command
- D. Continued horseplay after receiving a warning
- E. Repeated failure or inability to follow instructions



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POLICY: 105.012 – APPROVED FIREARMS AND AMMUNITION	CALEA: 1.2.2, 4.3.1, 4.3.2, 4.3.3, 17.5.1, 22.1.6, 41.3.4,
Effective Date: 03/22/2021	Review Date: 3/22/2023
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive specifies the procedures used to document approval of all types of lethal and less than lethal firearms authorized for employee use in official duties both on and off duty.

II. POLICY

Firearms and ammunition must meet agency-authorized specifications in order to be used by agency personnel in law enforcement responsibilities on or off duty.

III. PROCEDURES

A. General Statements

1. The Department issues a 9mm sidearm (Glock 17 MOS) with Trijicon Night sight suppressor (white front) for on-duty use.
2. The Department will issue the Streamlight TLR-1 flashlight (firearm mounted flashlight) and the officer will have the option to carry on the department issued sidearm.
3. The Department will issue the the Trijicon RMR 09 optic and the officer will have the option to carry this optic on their Department issued sidearm.
4. Officers may purchase alternate 9mm or additional (back-up) firearm with approval per this policy.
5. The Department provides shotguns for duty use.
6. All firearms, whether issued, alternate, or off-duty, shall be subject to inspection at any time.
7. All employees are reminded that regardless of their duty status, they are responsible for safe and secure storage of all departmental issued lethal, less-lethal firearms, non-lethal and ammunition.
8. Chief of Police may at any time approve or deny the use of any firearm.

B. Approval of non-issue Firearms

1. Firearms - Officers may not carry a firearm for law enforcement use either on or off duty until the Senior firearms instructor has inspected and approved the firearm. The firearms instructor will ensure the following, regarding the firearm:

- a. The firearm is an approved make, model, and caliber,
- b. The firearm is safe and in good working order,
- c. The firearm has not been modified in an inappropriate manner,
- d. If the firearm has not been approved for use by make, model and caliber, then it is presented to the Chief of Police for consideration and approval,
- e. The officer has qualified with the firearm, and
- f. The firearm has been recorded in departmental weapons files by:
 - (1) Type
 - (2) Description



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- (3) Model
- (4) Serial Number
- (5) Employee who will carry the firearm
- (6) Firearms instructor making the approval
- (7) Date of approval
- (8) Date firearm proficiency was demonstrated
- (9) Proficiency scores demonstrated on the specific date
- (10) The qualifying course used to demonstrate proficiency.

2. Any Department firearm instructor, who determines that a particular firearm does not meet specifications or is not safe for whatever reason, shall immediately remove the firearm from employee use. If the Department owns the firearm, the employee will be furnished with a replacement firearm.

3. The possession of a Texas concealed handgun permit (CHL) does not exempt an officer from adherence to this Administrative Directive.

C. Requests to use an Alternate Weapon

1. Requests to carry an alternate sidearm and/or shotgun must be made at least 10 days prior to scheduled qualification. The request should be submitted through the chain of command to the department's Firearms/Range Training Coordinator.
2. No weapon or modification will be permitted until proper evaluation indicates the weapon and/or modification meets approved standards of reliability.
3. The officer must qualify with the alternate weapon prior to approval.
4. If an alternate sidearm is approved, the sidearm issued by the DeSoto Police Department must be returned to the quartermaster.
5. Alternate weapons for off duty must be of a commercial brand available from and manufactured by a major supplier proving performance standards and demonstrated reliability.
6. All grips for alternate firearms must be wood, simulated wood, or neoprene rubber, either smooth or checkered. No bone, metal, or engraved grips will be allowed.

D. AR15/M16, Ruger Mini 14 Rifles

The AR15/M16, Ruger Mini 14 223/5.56mm and 6.8 Caliber semi-automatic rifles are approved for on duty patrol use. This provides DeSoto officers with additional tools and means to respond to a growing increase in use of high powered and high capacity weapons to commit crimes. Officers must be able to respond quickly and expeditiously to face these critical situations.

1. These weapons are crucial duty equipment and shall be treated, handled and cared for as any agency issued equipment. The weapon will be subject to an inspection during line inspections.
 - a. Officers will only carry their weapons, after a Department rifle instructor has approved the weapon, and they have completed the approved departmental rifle school.
 - b. Officers must demonstrate proficiency with the weapon. Proficiency with the weapon will include safe handling, proper cleaning procedures, and knowledge of how the weapon functions as well as marksmanship.



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c. To increase safety and as a precaution to prevent theft the weapon must be carried in the police vehicle's trunk.

d. These weapons shall not be used as primary weapons for routine patrol responses such as traffic stops, alarm calls and building searches, etc.

e. All 223/5.56mm and 6.8 caliber ammunition carried in the weapons for duty use shall meet the standards recommended by the firearm instructors and approved by the Chief of Police.

223/5.56 caliber ammunition

Federal LE223T1 55 gr. Bonded Soft Point (BSP)

Federal LE223T3 62 grain Bonded Soft Point (BSP)

Winchester Q3283 60 grain Nosler Partition

Federal T223L Tactical Rifle Urban (TRU) 64 grain Soft Point

Remington MCL223R3 55gr. Bonded soft point

6.8 caliber ammunition

Hornady 110 BTHP

6.8 V-Max

f. In any case officers shall not leave the weapon unsecured or in open view in the police vehicle.

g. Fully automatic weapons are prohibited for routine patrol

h. The departmental firearms instructor shall maintain a current list of the make, model and serial number of every rifle approved for on duty use by DeSoto police officers. Officers are responsible to ensure that complete and accurate information regarding any rifle is supplied to the firearm instructor.

i. The Chief of Police reserves the right to prohibit any officer from carrying an AR15/M16, Ruger Mini 14 223/5.56mm or 6.8 caliber semi-automatic rifle.



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POLICY: 105.013 – MAINTENANCE AND STORAGE OF SHOTGUNS	CALEA: 41.3.4,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive identifies proper procedures for the storage, maintenance and handling of shotguns utilized by on-duty personnel.

II. POLICY

In order to ensure the safety of departmental personnel and the public it is imperative that all weapons are handled in a safe and secure fashion and that they are maintained in proper working order.

III. PROCEDURES

A. General Statements

1. Repairs/Replacement

- Guns that exhibit any identified or suspected problem will be returned to the on-duty supervisor.
- The shift supervisor will issue another gun from stock maintained in the Equipment Room.
- The officer requesting the repair will notify the watch supervisor of the needed repair. The watch supervisor will send an email to the quartermaster and cc to the administrative lieutenant, their shift lieutenant, and the patrol captain

2. Approved Weapons and Ammunition

- Officers must obtain authorization to carry any shotgun other than those provided by the Department. No modification other than a folding stock may be made to the alternate weapon.
- Only department issue ammunition may be used on duty.

- Safety - Prior to being taken into any police facility for maintenance or storage, the gun will be unloaded.

B. Patrol Division

1. Carrying

- Each marked patrol car may carry a shotgun in the rack installed in each vehicle.



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- b. Shotguns designated as less than lethal launching platforms will be loaded with short-range 12-gauge beanbag projectile.

2. Maintenance

All shotguns shall be carefully inspected and cleaned each first Sunday of the month. The Senior Firearms instructor will be responsible to see the guns are cleaned and properly maintained.

3. Storage

- a. The shotgun must be removed from the patrol vehicle any time the vehicle will be out of the control of the Department (service, repair, etc.)
- b. The weapon must be unloaded and stored in the equipment room.
- c. The officer returning the vehicle to service is responsible for loading the shotgun (outside the building) and returning it to the vehicle shotgun rack.

C. Criminal Investigative Division

1. Storage - Shotguns issued to the Criminal Investigative Division are stored, unloaded, in the Patrol Equipment room.
2. Issuance - Weapons are issued to individual officers upon request. The shotgun must be logged out and logged back when returned.
3. Maintenance - It is the responsibility of the C.I.D. Captain to ensure each weapon is regularly inspected and is maintained in clean, working order.



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POLICY: 105.014 – PATROL RIFLE PROGRAM	CALEA: 46.1.10
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive identifies proper procedures for the storage, maintenance, and deployment of patrol rifles utilized by sworn personnel.

II. POLICY

The DeSoto Police Department recognizes the need for specialized weaponry that can increase officer safety, minimize risk to the general public, and bridge the gap in the ability to deliver deadly force left by the sole reliance on traditional police side arms. The need for the capability to deliver deadly force from extended ranges is well rooted in law enforcement history. It is therefore the policy of the DeSoto Police Department to maintain a patrol rifle program. At the current time, the DeSoto Police Department does not issue patrol rifles. However, officers are encouraged to purchase departmentally approved patrol rifles. In 2007, the department initiated an annual rifle/component purchase program, subject to City Council approval, which allows officers to purchase approved rifles and components through payroll deduction.

III. DEFINITIONS

A. Authorized Ammunition – ammunition that is approved for duty use by the Chief of Police, or designee. (Policy 105.011)

B. Chamber Flag – a safety device inserted into the chamber of a rifle to indicate the weapon is unloaded.

C. Patrol Rifle –an AR-15 (or variant) to be utilized in a duty capacity. All make/models will be vetted through the Rifle Program Coordinator with final approval from the Chief of Police, or designee. Other rifle makes/models may be considered on a case by case basis.

D. Rifle Data Sheet – a data sheet maintained by the lead rifle armor containing information on each serviceable patrol rifle to include but not limited to: the officer's information, rifle make, model, and serial number, all added components, and all maintenance and approved modifications performed.

E. Rifle Program Coordinator – an officer appointed by the Chief of Police, or his designee, to oversee the patrol rifle program.

F. Rifle Sling – an approved single point, two point, or specialty sling that allows an officer to seamlessly transition to a sidearm should the rifle malfunction. The sling will also facilitate the Officers ability to physically manipulate a suspect (i.e. handcuff) while maintaining control of the rifle.

G. Rifle Zero – a systematic method of establishing a rifle sight baseline ensuring point of aim/point of impact by adjusting the rifle sights to the unique requirements of the individual shooter in order to maintain optimum accuracy at known distances.

H. Special Issue Rifle – a rifle, approved by the SRRG-SRT Commander, issued to members of SRT to meet operational requirements.



IV. GENERAL DEPLOYMENT CONSIDERATIONS

A. While an exhaustive list of appropriate deployment scenarios is not necessary, officers shall utilize sound rationale in the decision to deploy patrol rifles balancing the need for maintaining a tactical advantage given the totality of facts surrounding the circumstances and public perception. Officers are expected to maintain a tactical advantage at all times. Situations where the deployment of the patrol rifle would be deemed appropriate include but are not limited to:

1. Active Shooter situations where immediate intervention is necessary to save lives vs. waiting for a SWAT response.
2. Downed Citizen/Officer Extractions.
3. Support of Special Operations Personnel (perimeter/force protection) as a containment resource in circumstances such as barricaded gunman, hostage situations, or warrant service.
4. High Risk Vehicle Stops.
5. Any situation where shots have been fired or weapons have been observed.
6. Where standoff is needed to contain a potential threat or desired for officer safety reasons.
7. When the officer believes, based upon the existing facts, that the use of a patrol rifle is necessary to protect himself and/or others.
8. A person is armed and protected with body armor.
9. Exigent circumstances where the on-duty supervisor deems appropriate. Absent the immediate presence of a supervisor where exigent circumstances exist, the decision to deploy a patrol rifle will be at the discretion of the officer on scene.

B. Deadly force applied with the patrol rifle will be done with great restraint and in accordance with the Use of Force Administrative Directive 110.002. Due to the very nature of patrol rifles and greater distances afforded, several factors must be considered by the officer:

1. Threat Identification
2. Penetration, Over-penetration, and Ricochet
3. Accuracy
4. Target Backstop
5. Safety & Weapons Handling

C. Patrol Rifles shall be utilized exclusively by only one officer. In order to ensure the greatest degree of effectiveness rifles will be zeroed to the individual officer without exception.

D. If the officer's vehicle is equipped with a patrol rifle mount, the rifle will be locked in the mount system. If the vehicle does not have a mount, the rifle must be locked in the vehicle trunk when the vehicle is unoccupied.

E. Storage or "Safe Condition"

Used when the weapon is taken off line for maintenance, stored, or taken into a building other than during enforcement action or authorized training.

1. Weapon is on safe.
2. Magazine is removed from the weapon.
3. Chamber is clear.
4. Bolt is locked open, or chamber flag inserted.



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F. "Vehicle Ready" or "Patrol Ready Condition"

Used when the rifle is placed in a patrol car. The rifle is made "vehicle ready" at an authorized loading barrel or other safe location. The rifle will be administratively unloaded and put into "safe condition" before transporting it back inside the police facility or range classroom.

1. Weapon is on "safe."
2. No round is in the chamber.
3. Bolt closed / Dust cover closed.
4. Loaded magazine inserted into the weapon.

G. "Tactical Ready Condition"

Used when the rifle is in the officer's possession and ready for immediate service. This change in condition may occur at any place, however, officers should do so in a safe manner.

Weapon is on "safe."

Round is loaded into the chamber.

Loaded magazine is inserted into the weapon.

Trigger finger is indexed.

*NOTE: Once the tactical situation is resolved, the officer will use a safe location to revert the rifle back to the "Patrol Ready Condition."

H. While at the police facility or firearms range, officers will only change the "condition" of the rifle at designated load/unload areas or at the direction of a supervisor or range instructor and never inside a building or in a manner that is unsafe.

I. If a patrol rifle is deployed by a plain clothes officer, the officer will be required to wear appropriate attire, such as a marked "raid jacket" that clearly identifies the individual as a police officer from both sides.

J. Patrol Rifles will only be deployed utilizing departmentally approved ammunition.

K. The general provisions of this policy are not inherently applicable to special issue rifles (i.e. MP5, Remington 700) utilized by the CRT.

V. PATROL RIFLE MAINTENANCE, COMPONENTS, AND CUSTOMIZATION

While the Patrol Rifles are individually purchased and owned, the department has both interest and standing regarding the modifications of Patrol Rifles and attached components if the weapons are to be utilized in a duty capacity. Therefore, the following shall be applicable to all officers and patrol rifles which are to be utilized in a duty capacity:

A. The minimum required equipment for individual patrol rifle purchase:

1. two – three working, high capacity magazines,
2. authorized sling,
3. cleaning kit,
4. sight adjustment tool (if needed),
5. lighting system (65 lumen minimum),
6. ammunition carry method/device for additional magazines,
7. back up iron sights if component optics are utilized,
8. optics must be parallax free, and
9. technical manuals for rifle and all other components (if necessary).

B. The minimum patrol rifle equipment for operational deployment shall consist of:

1. two functional 30 rd magazines,
2. authorized rifle sling,
3. authorized ammunition,
4. lighting system,
5. if component optics are utilized, back up iron sights are required,
6. means of carrying additional ammunition, and
7. a protective case, if stored in vehicle trunk.



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C. Officers are expected to maintain and keep their patrol rifles clean and operationally serviceable. Rifles are subject to inspection at any time, and will be inspected annually by a certified rifle armorer, at minimum.

D. All components utilized on patrol rifles must be approved by the Rifle Program Coordinator.

E. Any modifications to a patrol rifle (including adding approved components) must also be approved by the lead rifle armorer and noted on the officer's rifle data sheet. The rifle data sheets will be maintained by the lead rifle armorer.

F. At the discretion of the lead armorer, certain components may be added to the rifle by the individual officer, such as sighting or lighting systems, however, major modifications such as mounting free floating rail systems or functional repairs shall be conducted exclusively by a certified armorer.

VI. PATROL RIFLE TRAINING, ZEROING, & QUALIFICATIONS

A. Only officers who have successfully completed a departmentally approved Patrol Rifle Course (minimum of 24 hours) and who maintain current qualifications in accordance Administrative Directive 105.011 will be authorized to carry a Patrol Rifle.

B. Patrol Rifle training and qualifications will be conducted by departmentally approved and certified rifle instructors who have completed, at minimum, an approved 40-hr rifle instructor course.

C. Officers will be required to report to the rifle range and confirm their rifle zero semiannually, at minimum. A semiannual zero will consist of a minimum of 3-5 rounds shot from a distance of 50 yards with no more than a 3-inch variance from the point of aim. This process will be repeated for both optics and iron sights. A rifle qualification can substitute for the required semiannual zero.

D. Failure to zero a patrol rifle semiannually may result in an officer being removed from the rifle patrol program.

E. Officers should confirm a rifle zero when they feel it necessary. Circumstances requiring a zero confirmation prior to deployment in the field:

1. If the rifle has been turned into a departmental rifle armorer for service.
2. The rifle has had any type of operating part added, been modified, or if the gas system has been disassembled.
3. The department changes ammunition.
4. The officer had to transport the weapon in checked baggage such as when attending a school or conference and the weapon was out of the officer's control.
5. The rifle has been severely jolted as a result of being dropped from an extended height or from a motor vehicle accident.
6. The rifle was utilized for hunting or other personal use.

F. Officers will qualify annually with patrol rifles in accordance with Administrative Directive 105.011 Weapons Proficiency.

VII. PATROL RIFLE COORDINATOR

A. The Patrol Rifle Coordinator will be appointed by the Chief of Police, or designee, and be responsible for the oversight of the patrol rifle program, rifle training, and rifle qualifications.

B. The Patrol Rifle Coordinator will ensure accurate records are kept on each rifle that is operational deployed in the field as outlined in this policy.

C. The Patrol Rifle Coordinator will ensure that each rifle is inspected by a certified rifle armorer annually.



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POLICY: 106.001 – ISSUANCE OF UNIFORMS/EQUIPMENT TO POLICE PERSONNEL	CALEA: 1.2.2, 17.5.1, 22.1.6, 26.1.1,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

As representatives of the City of DeSoto, it is imperative that all employees maintain the highest standards of personal appearance at all times. Additionally, professional appearance has a direct impact on how citizens view their police department. This guideline has been developed to assist in that endeavor.

II. POLICY

All supervisory personnel will ensure employees under their command adhere to the standards of uniformity and appearance prescribed below.

III. PROCEDURES

A. General Statements

1. Officers have the option of wearing any article of the uniform approved within this policy. However, due to requirements of uniformity, only those items, brands and model numbers listed as approved may be worn as part of the uniform.
2. All items of uniform wear will remain neat, clean and in good repair.
3. To facilitate replacement of uniforms, employees will notify their immediate supervisor who will notify their immediate chain of command, in writing, including the quartermaster and Administrative Lieutenant. All requests will be made after the supervisor has made the determination that a need for replacement or repair exists.

B. Issuance - The following items shall be issued to sworn employees upon employment and replaced on an as-needed basis. Reserve officers will receive one shirt and pants provided by the department. Other Reserve equipment will be issued according to SOP 201.026.

1. Clothing

Three Short sleeve uniform shirts
Three long sleeve uniform shirts
Three pair uniform pants
Inclement weather gear
One black clip on tie
One uniform cap with rain cover
One cap badge and breast badge
One set of color tabs
One set of collar brass
One name plate



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2. Equipment

- One Sam Browne belt
- One handcuff case
- One holster
- One pair handcuffs
- One magazine holder with two magazines*
- One flashlight
- One A.S.P. with holder
- One OC Spray and holder
- One portable radio holder and radio
- One service automatic pistol*
- Four Sam Brown keepers
- Directives Manual login
- Traffic Law Book
- Patrol Services SOP Manual login
- Body Armor
- Taser (issued to newly hired sworn personnel beginning 01/01/12)
- *indicates not issued if a personally owned weapon is carried (see C.3 below) *

C. Alternate Items Approved for Uniform Wear

1. Officers may choose to purchase alternate items for uniform wear with permission from a Division Captain
2. The purchase, maintenance and replacement of such alternate items are the sole responsibility of the officer choosing to utilize these items.
3. Officers who purchase their own duty pistol/handgun must buy their own holster and magazine pouch/magazines for that pistol unless the weapon is of the same make, model, and caliber as issued by the Department. These officers must adhere to the following criteria for related gear:
 - a. Leather Duty Gear – Must be Safariland, plain/black. Holsters must be of the same style as issued holsters. Magazine pouches must be of the same style as issued magazine pouches. Officers can purchase open top magazine pouches that have some type of retention capability.
 - b. Web Duty Gear – Must be Blackhawk, Bianchi, Uncle Mikes (black in color). Officers can purchase open top magazine pouches (from the above brands) that have some type of retention capability.
 - c. Due to the ever-changing nature of equipment, employees must check with the department quartermaster to verify what current style(s) and brand(s) are issued by the department.

D. Replacement Uniform/Equipment

1. Uniforms and equipment will be replaced on the basis of need only.
2. Old uniforms and equipment may be required in exchange for each new item issued.
3. Employees should request the replacement of items by submitting a memorandum to their commanding officer identifying the item and quantity. Approved requests should be initialed by the commanding officer and forwarded to the supply supervisor.
4. All weapons shall be inspected annually by the employee designated by the Chief for that specific weapon. Any weapon determined to be unsafe shall be removed from service



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immediately until it can be returned to a safe useable condition. The officer will be issued a replacement weapon permanently or until their weapon can be repaired and verified to be in safe working condition.

E. Specialized Assignments - Some specialized assignments within the Department require that additional uniform items and equipment be supplied. These items are specified within departmental special operations manuals and are issued upon assignment to the specialized position.

F. Equipment Accountability – Upon Issue, all weapons (Firearm, Taser, Shotgun, Rifle ect..) will be documented by type, serial number, employee issued to, issuing employee and date. Periodically, at the direction of the Chief or his designee, the quartermaster shall initiate an inventory of issued equipment. At minimum he shall require confirmation of issued equipment serial or ID numbers and equipment condition. Any officer who is found to have lost, damaged, or otherwise rendered unusable any equipment through negligence may be required to reimburse the Department for the cost of the equipment.



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POLICY: 106.003 – WEARING DEPARTMENT UNIFORMS	CALEA: 22.1.6, 26.1.1, 41.3.4, 45.3.3,
Effective Date: 08/05/2020	Review Date:
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Related Directive(s):	
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Issued by: J. Costa, Chief of Police	

I. PURPOSE

As representatives of the City of DeSoto, it is imperative that all employees maintain the highest standards of personal appearance at all times. Additionally, professional appearance has a direct impact on how citizens view their police department. This guideline has been developed to assist in that endeavor.

II. POLICY

All supervisory personnel will ensure employees under their command adhere to the standards of uniformity and appearance prescribed below.

III. PROCEDURES

A. General Statements

1. Uniforms shall be worn only when on official or authorized duty, or to and from work, or an authorized off-duty assignment.
2. The Chief of Police shall have discretion to designate appropriate insignia.
3. Any sworn officer who is in an alternate duty status shall wear appropriate business office attire.
4. Civilian employees shall not wear any clothing or display any insignia, which could identify them as a sworn police officer.
3. Non-uniformed employees shall follow the City's dress code policy.
4. All items of uniform and equipment will remain neat, clean, and in good repair.
5. Faded, damaged or permanently disfigured uniform items shall be replaced as soon as possible.
6. Officers whose optional uniforms have been deemed unprofessional or unworthy to be worn on duty shall revert to wearing the traditional uniform until the optional uniform can be replaced.
7. All sworn personnel will keep at least one uniform at the Police Department for use in emergency situations, to assist with calls for service during a rapid deployment situation in which patrol elements are performing perimeter, or any time which their presence is needed in uniform.

B. Appropriate Wearing of Uniform Items and Equipment

1. Headgear

- a. Headgear must be worn squarely upon the head, not cocked to the back or side. The front bottom of the cap headband should not be more than one inch above the top of the eyebrows.



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b. Headgear will be worn during ceremonial events, and for traffic direction at funerals and similar occasions. For other duties, wearing headgear will be an option of the individual officer, unless otherwise directed by the supervisor.

c. Headgear will be optional on all off-duty assignments except funerals.

d. The cap badge will be affixed to the front center of the uniform cap.

e. Official DeSoto ball caps may be worn with the uniform during inclement weather and at the discretion and direction of the shift supervisor.

f. The cold weather headgear will consist either of the trooper style cold weather hat, a plain black toboggan with no insignia, or black toboggan with departmental logo.

2. Uniform Jackets

a. Rank insignia for sergeants shall be worn on the sleeve of the upper arm.

b. Rank insignia for officers with the rank of lieutenant or above shall be worn on the epaulets or collar if the jacket does not have epaulets.

c. Cloth badges shall be worn on outside garments

3. Uniform Shirt

a. The uniform shirt will be well pressed at all times.

b. Buttons will remain buttoned at all times, with the exception that the collar button will not be buttoned when the uniform tie is not worn.

a. No more than three pen/pencil combinations will be visible in the shirt pocket. The visible part of the pens or pencils will be gold, silver or black in color.

d. Badges, collar insignia, name plates, and buttons will be polished and not allowed to tarnish.

e. Shirtsleeves will remain rolled down at all times.

f. A black undershirt is required.

4. Shirt Badge

a. Shall be issued by the Department.

b. Officers may purchase and wear their own badge provided it is purchased through the police department from the police supplier.

5. Collar Pins

a. The Department shall issue silver (D.P.D.) collar pins for officers and gold for sergeants.

b. Collar pins shall be worn with the side of the pin even with front collar seam, parallel to the lower edge of the collar even with the seam.

c. Officers with the rank of lieutenant and above shall wear gold-tone rank insignia on the shirt collar in lieu of collar pins. Insignia will be centered between the top and bottom edge of the collar, with the outer edge of the insignia 1 inch from the front edge of the collar



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b. Exception: Motorcycle Officers have the option of wearing or not wearing color brass while operating a motorcycle.

6. Shoulder Insignia

a. Designation of certain uniformed functions will be by insignia to be worn on the epaulets of the shirt.

b. Approved shoulder insignia are as listed below:

Color	Function
Green	Patrol
Red	Traffic
Black/Red/Gold	SRT
Gold & Black	C.I.D.
Yellow & Green	SRO
Black & Blue	Honor Guard

7. Award Bars

a. Departmental award bars issued are to be worn over the right uniform shirt pocket, centered over the name plate and aligned as closely and evenly as possible.

b. They are to be worn with a maximum of three to a row, side by side, one on top of another.

8. Name Plates

a. The Department shall issue the approved nameplate.

b. The nameplate shall be worn over the right shirt pocket flap, centered as closely and evenly as possible above the pocket seam.

9. Special Insignia

a. The Firearms Instructor Pin, Certified Crime Prevention Specialist Pin, Accreditation Pin, SRT Pin, Motorcycle Wings or any Pin approved by The Chief of Police, when awarded shall be worn on the right side of the uniform centered above the awards bar.

b. For non-uniformed personnel, the Accreditation Pin may be worn as a lapel pin.

10. Other Awards and Insignia

a. Service bars

(1) Service bars may be worn on the left sleeve of the long sleeve shirt, centered above the top of the cuff or centered 2" inches from the top of the cuff to the bottom of the first service bar and two (2.5) inches from the inside seam to the edge of the service bar.

(2) Each bar shall represent five years of service with the DeSoto Police Department.

(3) Service bars shall be gold in color.

(4) Service bars will be worn only with the standard Class "A" uniform.

11. Uniform Tie



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- a. The Department shall issue the approved uniform tie and are worn at officer discretion with the standard long sleeve top. (Ties are not to be worn with short sleeves.)
- b. The tie shall be worn with the long-sleeve shirt at funerals and other ceremonial occasions.
- c. Tie tacks or bars, if worn, will not be gaudy in appearance or offensive, worn centered between the third and fourth buttons from the top.

12. Uniform trousers

- a. Uniform trousers will be well pressed at all times.
- b. The front crease of the trouser should break upon contact with footwear. The trousers will not be excessively long or excessively short.
- c. No items (e.g., wallet, checkbook, comb, handkerchief, etc.) will be seen protruding from the pockets.

C. Non-issued Uniform Items/Personal Items

1. Socks

- a. Black socks will be worn with low top shoes and uniform trousers.
- b. White socks may be worn with uniform trousers and boots if the socks are not visible.
- c. Black or white low quarter socks will be worn with the optional uniform shorts. After January 1, 2012, only black socks are approved.

2. Shoes/boots

- a. Shoes/boots shall be black in color, and of a military style, plain rounded toe.
- b. Shoes must be either:
 - (1) Military style, or
 - (2) "Athletic"-style shoes. Sports shoes must have black leather tops and black rubber soles, or
 - (3) Boots must have rounded toes and conventional walking heels. They must not have visible stitching or design.
- c. Footwear shall be kept free of dirt and mud. They shall be kept neat, clean, and polished.

3. Jewelry

a. Earrings

* Female Officers will be allowed to wear earrings of a stud style only. They should not come below the ear lobe or be of a style, which would likely cause injury to the officer should the officer attempt to subdue an unruly prisoner.

* Male officers will not be allowed to wear earrings while in uniform or on-duty in any capacity, unless on undercover assignment.

b. No officer will wear necklaces or other neck jewelry that is visible while in uniform.

c. Rings will not be outlandish or gaudy in appearance while in uniform.



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d. Excessive jewelry will not be worn while in uniform. The employee's immediate supervisor will determine excessiveness.

4. Makeup shall be conservative and shall not present a gaudy appearance.

5. Knives and prohibited weapons

a. No knife of any description shall be carried where all or any part of said knife is visible and offensive to the public.

b. No other weapons or restraints shall be carried other than those approved by the Chief of Police.

6. Sunglasses

Sunglasses, if worn, shall be conservative in style and color and will not present a gaudy or outlandish appearance.

7. T-shirts and body armor

a. T-shirts worn by uniformed personnel will be black where exposed between the collar and top button.

b. A black turtleneck may be worn under the long sleeve uniform shirt, provided the turtleneck is of a solid black color. If the officer chooses to have "DESOTO POLICE DEPARTMENT" monogrammed on the collar, the monogramming must be white and must appear on the left side of the collar. The collar must be rolled down so as not to extend above the collar of the uniform shirt.

c. The Department will provide body armor to all sworn Officers. Exposed portions of body armor will be kept free of dirt and perspiration stains at all times.

D. Specialized Uniforms

Officers, who are assigned to specialized units; or to specialized temporary assignments, may be issued a specific uniform (tactical).

E. Optional Uniform Shirt

1. The Blauer Street Gear pullover style shirt is the approved optional uniform shirt. Officers may continue to wear the Bratwear pullover style shirt as long as they are in good condition. These shirts are available in short and long sleeve. A cloth badge will be sewn onto the shirt, above the left pocket.

2. A patch with the word "POLICE" will be sewn onto the right side of the shirt, parallel to the badge. The patch will be 5-5/8" x 1-7/8".

3. The officer's name will be on a patch that is sewn on the front side of the shirt centered just below the word police. The patch will be 1" in height, the officer's name will be in white letters and supervisor's name will be in gold letters.

4. The DeSoto Police patch and the tactical patch are worn in the same manner as the standard issued uniform shirt.

5. Sergeant chevrons are worn in the same manner as the standard issued uniform shirt. Lieutenant or higher rank will have cloth rank insignia sewn on the shirt collar.

6. Departmental service and meritorious bars will not be worn with the optional uniform shirt.

7. Thermal undergarments and a black turtleneck undershirt may be worn during inclement weather with the long sleeve uniform top. No undergarments to extend beyond the shirt sleeve.



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8. Black t-shirts shall be worn with the short sleeve uniform shirt.

9. Black BDU pants or shorts may be worn with the optional uniform shirt.

F. Optional Uniform Trousers

1. Department approved black BDU pants.

2. Web/nylon gear may be worn in place of leather.

3. Trousers may be bloused.

4. Only black belts will be worn with the optional uniform trousers.

G. Optional Uniform Shorts

1. Department approved black uniform shorts.

2. Web/nylon gear may be worn in place of leather.

3. Only the optional uniform shirt may be worn with the black uniform shorts.

4. Only black belts will be worn with the black uniform shorts.

H. Leather Gear

1. Leather gear to include Sam Brown, holster, magazine holder, handcuff case, ASP baton carrier, CS gas carrier, and keepers, will be issued by the department and are smooth black leather.

2. Sam Brown belt buckle will be worn with current issue leather gear. Upon replacement, employees will be allowed the choice of a Velcro belt with or without a buckle. An employee may choose to replace their belt at any time with a buckle less version at their own expense.

3. Leather gear may be worn while wearing the standard issued uniform.

I. Web/Nylon

Web/nylon includes the same equipment as leather gear. This gear may be worn with standard issue uniform.

J. Foot Gear

1. Solid black footwear, either approved boots or approved black athletic type shoes, with round toes is authorized.

2. Footwear must be clean and polished at all times.

3. Shoe covers may be worn during inclement weather.

4. Black socks must be worn with the standard uniform trousers or with the BDU, when wearing low quarter shoes. White socks may be worn with written medical approval.

5. Black or white low quarter socks will be worn with the optional uniform shorts. After January 1, 2012, only black socks are approved.

K. Bicycle Uniform



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The department issued bike uniform will be worn during bike team deployment. This includes a helmet and gloves. Unless an operation (surveillance, etc.) requires civilian clothing.

L. Motorcycle Uniform

1. Department issued standard uniform shirt with the appropriate metal buttons and rank insignia. (Exception: Lieutenant or higher rank will have cloth rank insignia sewn on the shirt collar).
2. Nametags must be worn.
3. Service and meritorious bars are optional.
4. Neither the "DPD" on shirt collars nor the tie is required.
5. Only Department issued trousers will be worn.
6. Department-approved helmets will be worn.
7. Department issued boots will be worn.
8. Department-approved jackets will be worn.
9. Motorcycle officers may wear the optional BDU pants and optional uniform shirt.

M. Uniform Shoulder Patches

The departmental issue patch will be worn centered on the left and right shirt sleeve ½ inch below the shoulder seam.

2. Uniform members of the SRT will wear the departmental issue Tactical Patch centered on the right shirt sleeve and ½ inch below the shoulder seam.
3. Uniform officers in the Traffic Unit may wear the Motorcycle winged wheel patch. The patch must be centered on the right sleeve and ½ inch below the Desoto patch.

N. Ice Cleats

1. The Department provides Ice Cleats to wear with the Officer's standard duty boot/shoe. These Ice Cleats are to provide the Officer with extra traction in icy conditions. They are to be worn OUTDOORS only and shall not be worn inside any complainant's residence, business, or City of DeSoto building, except under the most exigent of circumstances.



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POLICY: 106.004 – PLAIN CLOTHES ATTIRE	CALEA: 22.1.6
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive specifies appropriate plain-clothes attire for personnel who are not required to wear a uniform because of temporary or permanent job assignment or classification. The directive also explains procedures related to the clothing allowance reimbursement program.

II. POLICY

All supervisory personnel will ensure employees under their command adhere to the standards of uniformity and appearance prescribed below.

III. DEFINITIONS

- A. Business Dress - for purposes of this directive business dress for men consists of a suit or sport jacket, shirts with a tie, matching dress pants, belt, and dress shoes or boots; business dress for women consists of conservative dresses, suits, skirts, slacks (other than jeans), and dress shoes or boots.
- B. Business Casual Dress - for purposes of this directive, business casual dress for men consists of shirts with a collar that will accommodate a tie. Slacks (other than jeans) will be worn with a belt and dress shoes or boots; business casual dress for women consists of conservative dresses, suits, approved departmental shirts with the police department logo, skirts or slacks (other than jeans), and dress shoes or boots.

IV. PROCEDURES

A. General Statements

1. Officers and civilians who work in plain clothes shall do so in a manner that is complimentary to the individual and generally acceptable to the business community.
2. Commanding officers may allow other clothing to be worn as required by the nature of the duty to which the employee is assigned.

B. Standards of Dress

1. The normal minimum standard of dress for all DeSoto Police Department personnel is business casual dress as defined in this directive.
2. Men will wear business dress while attending court, formal meetings at City Hall with the public and management, and all formal occasions.
3. Civilian employees may dress in casual wear on Fridays. Casual wear must be clean and neat in appearance. The below clothing is not appropriate wear:
 - a. Shorts
 - b. T-shirts
 - c. Sleeveless shirt for men
 - d. Sandals



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- e. Sweat Pants/Shirts
- f. Earrings for men
- g. Visible body piercing(s), (other than earrings for women)

C. Special Assignments - Officers assigned to a special assignment will coordinate with their supervisor as to the appropriate dress.

D. Criminal Investigations Division - C.I.D shall conform to the business casual or business professional dress Monday through Thursday. Approved casual wear is acceptable on Fridays unless a formal event (court, etc.) requires business dress.

1. C.I.D shall wear collared button-down shirts in either short sleeve or long sleeve. The shirts shall not be of an extravagant color or design. The pants shall be in the form of slacks at a base minimum in the style of Dockers.
2. C.I.D shall wear shoes or boots that are able to hold a shine.
3. C.I.D. shall wear a matching belt to the style of business casual dress uniform worn.
4. The DeSoto Police Department logo is not required on business casual dress shirts.

E. Training Attire

1. While attending training, all members of the Department represent both the DeSoto Police Department and the law enforcement profession. Attire shall be consistent with that of a professional pursuing his or her education.
2. This policy shall apply to department in-service training and all other schools, unless otherwise specified.
3. Jeans are permissible for in-service training at the agency and for other training as pre-approved. Jeans must be neat and clean in appearance. Shorts, t-shirts or faded jeans are not permissible.

F. Clothing Replacement/Acquisition

1. Damaged uniforms while in the line of duty shall be replaced by the Department. Example: torn shirt while effecting an arrest.
2. Approved Purchases
 - a. Each year, as dictated by budget, CID Officers will be informed of the dollar amount allotted for that year (if any) for clothing purchases. The uniforms may be purchased by the individual and a receipt turned in to the Administrative Assistant for reimbursement.
 - b. All purchases must be made through the quartermaster for patrol style uniforms only.
 - c. Unauthorized purchases will not be reimbursed.

V. SPECIAL CONSIDERATIONS

Members of the Department may participate in Casual Dress days designated by the Chief of Police. These days routinely occur on each Friday and/or specifically announced occasions. If casual dress is not specified, it may include golf-type shirts, sweaters, and acceptable jeans. T-shirts are not appropriate wear.



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POLICY: 106.005 – HAIR LENGTH, STYLES AND BODY MODIFICATION	CALEA: 26.1.1
Effective Date: 08/05/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This order is intended to clarify hairstyles and lengths that are considered proper for sworn and/or uniformed personnel within the DeSoto Police Department. Additionally, it will clarify the department stance on body modifications, including tattoos, piercings, brandings, and other body modifications.

II. POLICY

It is common practice and legally permissible for a police department to require employees meet certain uniform dress standards and this necessarily implies that the entire appearance of uniformed personnel is important to the duties to be performed. To facilitate a professional appearance, reasonable hair regulations are established, considering contemporary standards, neatness, safety and uniformity.

III. PROCEDURES

A. General Statements

1. All employees shall conform to the specific standards of grooming that apply to their position.
2. The hair shall be evenly graduated, particularly at the temples, so it does not present an excessively bushy appearance when the uniform cap is worn, and in such styles that it will not interfere with wearing of the cap.
3. The hair must be so styled and cut that the uniform cap can be worn squarely on the head with the front bottom of the band not more than 1 inch above the top of the eyebrows.
4. Hair must be so cut and styled that it will at no time extend below the top of the eyebrows when the cap is not in place and must be entirely concealed when the cap is worn.

B. Male Employees

1. Hair
 - a. May be worn in contemporary styles, but may not extend over the uniform shirt collar at the back of the neck when standing with normal head posture.
 - b. Hair must be neat with respect to being:
 - i. Tapered, blocked or squared
 - ii. Combed and clean
 - iii. Cut and combed to not extend more than 2 inches in length from the side of the head



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- iv. Cut and combed so that it will not cover the ear
- v. Must be of a naturally occurring hair color

2. Sideburns:

- a. May not extend beyond the bottom of the ear lobe.
- b. Must be neatly trimmed and the hair shall not exceed 1 inch in length

3. Moustaches

- a. May be extended no further than ½ inch beyond the corner of the mouth.
- b. Must be neatly trimmed and cannot extend or straggle over or below the upper lip.
- c. Waxed or twisted moustaches are not allowed.

4. Facial Hair

Facial hair is not permitted:

- a. Below the top of the upper lip,
- b. On the chin
- c. On or under the lower lip, or
- d. On the side of the face below the ear lobe or on or under the jaw

** An exception will be made for a documented Medical Condition. The request must be approved by the Director of DeSoto Human Resources.

C. Female Employees

1. Sworn Employees, On Duty

Hair

- a. Shall not be worn longer than the back-shoulder seam of the uniform shirt, if cut (styled) that way
- b. Must be controlled by barrettes or other means in such a manner that it does not blow about and obscure vision
- c. Must be worn gathered in a bun or other similar fashion if the style does not conform to this order

2. Non-sworn Employees On Duty

Hair shall be:

- a. Neat, clean and well-groomed
- b. Present a professional appearance

3. Hair must be of a naturally occurring hair color



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D. Non-Uniformed Officers

Officers assigned to other than uniform duties (undercover, plain-clothes investigation, etc.) may deviate from these regulations at the discretion of the Chief.

E. Body Modifications

All employees shall adhere to this standard whether uniformed, plain clothes or civilian. Body modification includes, but is not limited to: tattoos, scarification, or branding. Body modification that is offensive, inappropriate or unprofessional includes, but is not limited to those that are:

- Racist
- Violent
- Sexually suggestive or explicit
- Inconsistent with the mission of the police department
- Undermine the city or department values
- Illegal or gang activity or symbols that undermines the purposes of law enforcement
- Illustrations, references, symbols, acronyms or the like that denigrate the United States, State of Texas or the DeSoto Police Department

Body modification will be regulated in the following manner:

Any visible modification that depicts or represents an idea or theme that is offensive, inappropriate or unprofessional shall be covered.

If the disapproved modification is on the arms, it will be covered by a solid black sleeve or regulation long sleeve uniform shirt. If the modification is on the legs, the regulation uniform pants will be worn. The only exception is that the modification is small enough to be covered with a bandage or approved black ankle socks.

Modification of the head, face, neck, lips, mouth, ears, eyelids and hands are prohibited. This includes any modification that cannot be covered by the standard Class "A" long sleeve uniform. Additional modifications that are prohibited include:

- Tongue splitting or bifurcation
- Nose or facial piercing
- Abnormal shaping of the eyes, ears or nose
- Gauging of the ears or lips
- Abnormal filing of the teeth
- Dental jewelry or unnatural capping of the teeth

Exemptions:

Standard sized ear piercings are exempt from this guideline. Professional style permanent makeup and wedding ring tattoos are exempt from this guideline. Procedures medically necessary because of illness, deformity, or injury and performed by a licensed physician shall not be considered body modification for the purpose of this policy.

If an employee chooses to obtain or currently has a body modification and the modification is in an area that would be visible, the employee must follow the guidelines set forth in this policy.

It is highly recommended that any Body Modification that is made after the enactment of this policy is approved by the Body Modification Committee. The Chief of Police reserves the right to compel any sworn employee to cover any body modification that is deemed not to conform to this policy.



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Earrings, makeup, hairstyles and facial hair policies as addressed in Admin Directive 106.003 and 106.005.

The department reserves the right to require employees to conceal their modification if deemed necessary to comport with evolving community standards, attitudes or beliefs. This policy and its exceptions do not grant permanent approval to display any modification subsequently deemed unacceptable for display and employees may be required to cover them at any time.

Visible piercings will be prohibited except for ear piercings for female employees who must follow Admin Directive 106.003 and 106.005.

Civilian Personnel

Civilian office personnel must conform to the City of DeSoto Human Resources Policy Manual 12.12- Dress Code and Uniforms.

Court Testimony

Officers who attend county or federal court and have modifications that are approved in this policy must have tattoos covered by wearing their Class "A" long sleeve uniform or business suit that covers the modifications. This does not apply for testimony in municipal court.

Body Modification Committee

The Body Modification Committee will be made up of the executive staff of the police department. The Committee Chair will be the Assistant Chief of Police. The other members will consist of the following:

The Support Services Captain

The Patrol Captain

Any other persons assigned by the Chief

Tracking of Body Modification

The DeSoto Police Department will create a system to track individual Body Modification that is in the areas that will be exposed to the general public. The Police Department will not track body modification that is covered by the uniform. Once the officer has a modification that will require approval, that officer will submit the Body Modification Form, along with a picture of that modification, to the committee chair. The approved form is located in PowerDMS under forms. The committee chair will send that form and picture to the rest of the committee members to seek their approval or disapproval recommendations. The recommendations are then sent to the Chief of Police within one week of initial submittal for approval. If there is disapproval, the reason given will be articulated on the form. There is no appeal on the decision from the Chief. The approved form will be maintained in the Chief's Assistant Office. That form, along with a photograph of the area exposed, will be maintained in the officer's personnel file for the duration of the officer's employment with the department. A copy of the approval or disapproval will be sent to the requesting officer. The officer is strongly encouraged to bring a copy or a description of the body modification to be approved prior to work being done. The employee form can be tentatively approved prior to the modification happening and the end result photographed upon completion. Deviations from the prior approval will require a second approval.



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POLICY: 106.006 – MILITARY COURTESY	CALEA: 26.1.1
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive provides appropriate guidelines for behavior relative to customary honor and courtesy during special ceremonies and in respect for the American flag.

II. POLICY

All supervisory personnel will ensure employees under their command adhere to the standards of behavior and appearance prescribed below.

III. PROCEDURES

A. Military Courtesy for the American Flag and National Anthem - As members of the police profession and as loyal Americans, we honor the flag of our country. We show this on public occasions by rendering the customary honors and courtesy due the colors of our country.

1. During the playing of the National Anthem:

- If the flag is present, stand erect, face the flag and salute with the right hand, leaving the left hand down at the side.
- If the flag is not present or in sight, face the music and follow above procedure.

2. If the flag is being posted or passing in review stand erect, face the flag, and salute with the right hand, leaving the left hand down at the side.

B. Removal of Headgear

- During Prayers and Court - When duties permit, employees shall remove the headgear at events where invocations or prayers are offered, in courtrooms, and at all times when proper decorum should be maintained.
- Funerals - When duties permit, employees shall show proper respect at funerals by removing the headgear and placing it over the left chest when passing the casket and as the hearse and family cars pass.



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POLICY: 106.007 – DEPARTMENT ISSUE BODY ARMOR	CALEA: 17.5.1, 22.1.6, 41.3.5, 41.3.6,
Effective Date: 08/06/2020	Review Date: 04/05/2023
Revised Date: 04/06/2021	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive provides officers with guidelines for obtaining body armor.

II. POLICY

It is the policy of the DeSoto Police Department to maximize officer safety through the use of body armor in conjunction with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound, basic safety procedures.

III. PROCEDURES

A. General Statements - While body armor is designed to protect against handguns only, studies have indicated that the use of armor not only saves lives, but can also minimize injuries from traffic accidents and other trauma situations.

B. Issuance of Body Armor - The DeSoto Police Department provides body armor for each sworn member of the agency.

C. Departmental Specifications - All body armor shall meet all requirements of the National Institute of Justice Standard 0101.03 (or current edition). It shall be at least Type II or Type IIA (high velocity 357 magnum, 9mm, .40 cal.) as defined in that standard and shall afford protection to the torso front, torso back, and sides. Vests meeting this standard provide protection from all ammunition issued by the Department for duty use.

D. Maintenance of Records Pertaining to Body Armor - The quartermaster will maintain all records related to the officer's body armor. It is suggested the quartermaster maintain all information regarding the manufacturer of the vest, model number, serial number of vest, and date of manufacture.

E. Care and Maintenance of Body Armor

1. It shall be the responsibility of the officer to ensure that the garment is cared for properly. Officers should refer to the manufacturer's directions for correct care and maintenance procedures.

2. It shall be the responsibility of the officer to periodically inspect their body armor. The officer should look to determine if edges of the fabric in the ballistic panels are fraying, or if the stitching is starting to unravel. Stains or discoloration may be evidence of exposure to bleach, excessive sunlight, or chemicals that could reduce the ballistic resistant properties of the armor. Body armor that shows excessive wear should be replaced.



F. Replacement of body armor

1. Any vest that is obviously in poor condition, e.g., damaged or deteriorating ballistic panels, should be replaced. National research has concluded that ballistic vests that are properly cared for can last in excess of ten years without losing their ballistic properties. Vests issued by this agency will be replaced as needed, based upon the condition of the vest.
2. Replacement of all or part of the vest is at the Department's option with cost paid by the Department.
3. The officer's immediate supervisor should be contacted regarding any request to replace damaged or deteriorating panels or vests.

G. Wearing of Body Armor

1. All uniformed personnel shall wear their department issued body armor while on-duty.
2. All plain clothes personnel shall wear their department issued body armor while engaged in enforcement activity or when on uniformed assignment.
3. The issued body armor shall be worn during off-duty uniformed employment and plain clothes employment which requires a law enforcement function.
4. Administrative personnel who are in uniform are exempt from the mandatory wearing of the department issued body armor.
5. Officers working in an office setting are not required to wear body armor while working at their desk however they shall have their issued body armor vests readily available at a moment's notice.



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POLICY: 106.008 – IDENTIFICATION CARDS	CALEA: 17.5.1, 22.1.8
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive is designed to provide a uniform procedure for the issuance and retrieval of identification cards for all departmental members and certain other city employees.

II. POLICY

It is the policy of the DeSoto Police Department to strictly control the issuance of any identification card that would associate the bearer of the card to the City of DeSoto and particularly to the DeSoto Police Department.

III. PROCEDURES

A. Police Department Members

1. No police identification or photo card shall be issued without the signed authorization of the Chief of Police.
2. New police members and members needing replacement identification cards or photo cards due to loss or wear will obtain a completed identification card from the Staff Assistant. The Chief must sign the card. Once processing has been completed, one photograph of the employee will be in the member's personnel file.
3. All departmental members will receive an identification photo card.
4. Upon termination or suspension from the Department, the employee will turn in the identification and/or photo card(s) to the Staff Assistant. The returned card will be placed in the terminating member's departmental personnel file.
5. Student Intern - Any high school or college student participating in an approved internship program will be issued a special student intern card. The student intern identification card must be kept on the intern at all times while at any police facility or in the field with a police department employee.

IV. REQUESTS TO REVIEW IDENTIFICATION

Any time an officer or employee, in the performance of their duties, is requested to provide identification, they will provide their department issued identification card when safe to do so and without delay. Officers, while on duty or off-duty carrying departmental approved firearms, are required to carry their departmental badge and identification card. This will exclude officers working in an undercover capacity.



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POLICY: 106.009 – LINE INSPECTION PROCEDURES	CALEA: 17.5.2, 26.1.1, 26.1.4, 35.1.6, 53.1.1,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive outlines procedure for inspections utilized by the Department to compare the expectation of agency performance, policies and procedures with actual performance, policies and procedures.

II. POLICY

It shall be a policy of the Department to conduct inspections to ensure that employees are acting in concert with department requirements in areas such as personal appearance, use and maintenance of equipment, and adherence to department policies and procedures.

III. DEFINITIONS

- A. Line Inspection - Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected.

IV. PROCEDURES

A. Responsibilities:

1. Captains shall ensure line inspections are conducted in their respective divisions. Captains and/or Lieutenants may conduct random inspections at any time.
2. Sergeants are responsible for:
 - a. A daily visual inspection of equipment, uniforms and overall fitness for duty.
 - b. Accomplishing the actual inspection and completion of appropriate forms monthly.
 - c. A physical inspection of the following items is required during a line inspection:
 - (1) Weapon – should be clean and functional during a dry fire.
 - (2) Ammunition – weapon and extra magazines shall have authorized ammunition.
 - (3) Leather gear- includes: gun belt, holster, magazine pouch, cuff pouch, CS gas pouch, and baton pouch. Leather gear should be clean and in good shape, free from tears or wearing that will be subject to failure during a struggle.
 - (4) Portable radio – functional and free from mechanical defects.
 - (5) Body armor – Armor should be worn by uniformed patrol, and the carrier should be free from tears and the straps should be able to hold vest in place.
 - (6) Asp Baton – should be functional and free from mechanical defect and rust.
 - (7) OC Spray – Should be functional and in date.
 - (8) Handcuffs – functional and free from rust.
 - (9) Uniforms should be checked for proper fit, wear and cleanliness.
 - (10) Alternate uniforms (shorts/BDU/Bratwear) should not be faded and insignias should be pressed and easily readable.



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- (11) Accessories – patches, approved brass buttons, rank insignia and awards should be inspected for wear and tear and replaced if not acceptable.
- (12) Footwear – Leather Boot should be cleaned and polished; Tennis type footwear should be all black, free from company trade mark, clean and shined if leather.
- (13) Hat – should be free from wear and tear, should be in original form and brass should be free from excessive wear and tarnish. Insure proper badge is displayed.
- (14) Jacket/Rain Gear – should be free from excessive wear and reflective marking should retain effective night time reflective quality.
- (15) Division vehicles and corresponding equipment
- (16) Department ID is in possession and free from defect.
- (17) Texas Driver's License – in possession, current and valid address
- (18) Personal Hygiene – Officer should present a clean and professional appearance includes hair style and facial hair.

- d. Identify items that did not meet minimal departmental requirements.
- e. Follow-up on monthly goals, behaviors, etc. specified and discussed with individual employees monthly to ensure appropriate corrective action has been made.
- f. Completion of Monthly Performance Reports, Performance Improvement Plans, memorandums, etc. to ensure documentation of more serious deficiencies identified through the inspection process or the failure of an employee to take corrective actions as instructed by a supervisor.
- g. Officers who fail to take appropriate corrective action(s) to address deficiencies identified during the inspection process within the specified time frame are subject to departmental discipline.

B. Frequency of Line Inspections

- 1. Line inspections will be conducted at a minimum of each month for Patrol and at least quarterly for all other agency components.
- 2. Inspections may be conducted more frequently if determined necessary by supervisory personnel of a specific unit or at the direction of the division captain.

C. Documentation

- 1. Sergeants will complete the Line Inspection and Vehicle Inspection portion of the Monthly Performance Report, documenting any deficiencies.
- 2. A rating of SS or OS will require a comment in the provided space.
- 3. Corrective Action will be documented in the Goals for Next Review portion of the Performance Report.
- 4. If an oral or written counseling was complete it will be noted in the Reprimands portion of the Monthly Performance Report.
- 5. If the officer fails to correct the deficiency by the subsequent monthly review, a performance improvement plan shall be initiated and memoranda will be forwarded through the officer's chain of command.
- 6. Written Reprimands, DML or Suspensions will only result after an administrative review has been completed and forwarded through the officer Chain of Command. This action will be documented in the appropriate area on the Performance Report.



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7. Administrative Reviews will be initiated when officers fail to respond to direction within prescribed time frame or do not complete a performance improvement plan satisfactorily.
8. Continued indifference to the deficiency shall be addressed in employee's performance evaluation and may result in progressive discipline.



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POLICY: 106.010 – SURRENDER OF AGENCY OWNED PROPERTY	CALEA: 17.5.1
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The directive specifies the procedures for returning agency owned property upon termination of employment with the Department.

II. POLICY

Any person leaving the employment of the Department is required to return agency owned property which was assigned to their care and custody.

III. PROCEDURES

A. General Statements

1. All City owned equipment and uniforms, with the exception of issued building keys and the employee's identification card shall be returned to the Quartermaster.
2. Building keys and the employee's identification card must be returned to the Staff Assistant.
3. The Police Supply Officer will check each piece of equipment to ensure all items are accounted for.
4. Payment for any lost or missing equipment may be required of the employee concerned prior to receiving a final paycheck.
5. All items must be clean and in good repair when returned to the custody of Quartermaster. Any cost incurred in relation to repair or cleaning may be the responsibility of the terminating employee.

B. Responsibilities

1. Quartermaster

- a. Determine if all items issued to the employee are accounted for.
- b. Notify the Staff Assistant, in writing that all items are accounted for or identify items that were not returned.
- c. Ensure all items returned are physically and operationally ready for re-issuance.

2. Staff Assistant

- a. Determine all police building keys previously issued to the employee have been returned to the Department.



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b. Notify the City Accounting Department that all issued equipment has been returned to the custody of the City or provide the City Accounting Department a list of items damaged or missing. Notification must be made in writing.

3. Terminating Employee

a. Return all issued equipment and uniforms in clean and working order.

b. Return equipment in a timely manner and at the convenience of both the employee and the Quartermaster or the Staff Assistant.



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POLICY: 106.011 – LOST OR DAMAGED CITY PROPERTY	CALEA: 17.5.1, 17.5.2,
Effective Date: 08/05/2020	Review Date:
Revised Date: 03/12/2021	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive serves to identify the person and or unit responsible with the upkeep and readiness of departmental equipment issued for the performance of law enforcement duties.

This directive is also designed to identify the circumstances under which lost or damaged City issued equipment will be replaced at Department expense, and circumstances under which the loss or damage will be reimbursed to the City by the employee responsible for the equipment.

II. POLICY

The Department issues its personnel the equipment necessary to complete assigned tasks. The City of DeSoto has a considerable investment in this equipment, and it is expected that employees will exercise due care in its maintenance, care and storage. However, there will be times during the execution of an employee's duties that may cause damage to or loss of that equipment. Below are guidelines, which will be applied to each incident of loss or damage in making the determination whether the equipment will be replaced at Department expense or employee expense.

III. DEFINITIONS

A. Careless or Negligent Acts or Omissions - Actions which are either deliberate or accidental and are a failure to use a reasonable amount of care to prevent a loss or damage to City minor apparatus and equipment.

B. Equipment and Minor Apparatus - Includes but is not limited to uniforms, hand tools, two-way radios, computers, ticket writers, cell phones and/or other gasoline/diesel or electrical motor driven equipment supplied by the City of DeSoto for the delivery of public services.

IV. PROCEDURES

A. General Statements

Equipment readiness is the responsibility of Unit Supervision. Each supervisor should inspect and insure that agency equipment assigned to their unit is in proper working condition. Each supervisor shall be held accountable for agency equipment damaged or found inoperable where no explanation has been given.

All employees are responsible for exercising sound judgment and care in the maintenance, operation, and use of any minor apparatus or equipment.

B. Reporting Loss or Damage to Equipment

1. Damaged Equipment or Lost



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- a. Employee will notify on-duty supervisor and will submit a memorandum with the detail of the incident. The effected employee will include any witness information as well as service numbers if equipment was lost or damaged during a call for service.
- b. The on-duty supervisor will obtain a damaged property report and notify the effected employee's chain of command as well as the quartermaster by email with the details of the damage or lost equipment.
- c. Users must report lost or stolen electronic devices/equipment immediately to Information Technology so that the device can be deactivated or remotely locked or wiped. For stolen equipment, a police report is required and the Risk Manager must be notified by the next business day.
- d. The employee's supervisor will complete an administrative review in accordance with Administrative Directive 108.001.
- e. Notification must be made to the employee's supervisor at the time the damage is caused or the property is lost or as soon as practical. The employee must also complete any online reporting for the agency without delay. If the employee fails to report the incident in a timely manner, and there are no extenuating circumstances for the delay, a second review will be initiated and discipline could occur. If the employee is incapacitated or hospitalized, the employee's supervisor will initiate the administrative review.

C. Reimbursement

The amount of reimbursement, if any, will be determined upon review of the administrative investigative report.

D. Discipline

Any discipline will be based upon the employee's actions and in accordance with administrative directive 108.002



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POLICY: 106.012 – USE OF TOBACCO	CALEA: 26.1.1
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

Members of the DeSoto Police Department are subject to the guidelines and rules outlined in the City policy and the Department directive.

II. POLICY

The City of DeSoto recognizes the hazards to health and environment created by the use of tobacco products. Out of concern for the health, safety and well-being of its employees and the general public, it is the goal of the City of DeSoto to maintain a tobacco-free environment.

III. DEFINITIONS

- A. Municipal Facilities - Any building or structure owned or operated by the City of DeSoto.
- B. Tobacco Products - Any product, tobacco based, including smokeless tobacco, used for the purpose of smoking, dipping, or chewing. This definition shall also include cigars, pipes, snuff and chewing tobacco.
- C. Vehicle - Any car, truck, bus or van, owned or operated by the City of DeSoto, used for conveying persons, supplies, equipment, etc.

IV. PROCEDURES

- A. Smoking and the use of smokeless tobacco products (dip, chew) are prohibited within any municipal facility of the City of DeSoto.
- B. It shall be the responsibility of Building Services to place signage reading "No Smoking" - City of DeSoto Ordinance No. 86-7-22" at the main entrance of all municipal facilities.
- C. Person(s) desiring to file a complaint against a violator of this policy may do so without fear of retaliation by contacting the Department Head/Division Manager over the employee(s) involved in the alleged violation. It shall be the responsibility of the Department Head/Division Manager to attain resolution of the complaint. The complaint shall be kept confidential.
- D. Applicability - This policy shall apply to all employees who are employed by the City of DeSoto, volunteer their services to the City, or perform services for the City as salaried employees of other agencies or municipalities. It shall also apply to any member of the general public obtaining access to any municipal facility of the City of DeSoto.

V. SPECIAL CONSIDERATIONS

Statements in this section of the directive are directed to all employees of the DeSoto Police Department.



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- A. Members of this Department shall not smoke nor use any form of tobacco while making any public contact, in both on-duty and extra duty police related employment situations. This includes any time the officer engages in functions open to public view, such as traffic direction, crowd control, accident investigation, and offense investigation.
- B. All employees are allowed breaks as authorized by City of DeSoto Rules and Regulations. No special smoking breaks will be allowed for any departmental members.
- C. Any police vehicle purchased after June 1, 1998 will be deemed a tobacco free vehicle. Use of tobacco products, including smokeless tobacco, is prohibited in these vehicles.



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POLICY: 107.001 – USE OF AGENCY OWNED VEHICLES	CALEA: 17.5.1, 17.5.2, 41.3.1, 41.3.2, 41.3.3, 70.1.2, 70.4.1, 70.4.2,
Effective Date: 08/05/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive specifies the circumstances and requirements of appropriate agency owned vehicle use.

II. POLICY

In the interest of safety, to expedite response to calls for service and to protect the City from possible costly civil claims, the use of agency owned vehicles is restricted.

III. PROCEDURES

A. General Statements

1. Agency vehicles used for patrol will be conspicuously marked and must be equipped with operational emergency lights and a siren except for those authorized by the Patrol Captain. Conspicuous markings shall readily identify such vehicles as law enforcement agency vehicles from every view and from a long distance, even at night.
2. Markings, if used, should include exterior mounted emergency lights (such as those mounted on rooftop light bars), the agency's name, the emergency telephone number, and reflective materials placed on the sides and rear of the vehicle, such as reflective striping, lettering, or decals.
3. Those vehicles not conspicuously marked will be equipped with emergency operation lights and siren if they are used in any patrol of traffic enforcement.
4. Agency vehicles primarily used in prisoner transport will be equipped with a safety barrier.
5. The use of city vehicles by non-sworn personnel who do not customarily operate agency vehicles is prohibited, unless the employee's supervisor grants prior approval.
6. All vehicles will be checked out by accessing the Key Watcher lock box. No vehicle will be operated by an employee of the DeSoto Police Department without having been properly checked out. Employees shall only check out their assigned vehicle(s) unless otherwise authorized by a supervisor.
7. Vehicles assigned to a single employee are not required to be checked out.
8. In accordance with State Law, department members will use seat belts when operating any department vehicle.
9. Vehicles shall be secured when parked unattended.
10. Equipment that is not specifically assigned to a vehicle must be removed if the vehicle is to be parked overnight or at the end of a shift. The only exception will be where it is necessary



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to leave an article in the car because of the nature of a meeting, other contact, overnight lodging or assigned to a single employee.

11. When a vehicle is left for service, or anywhere non-agency personnel have access to the vehicle interior, the shotgun and any EMS equipment must also be removed.
12. The following is a list of equipment to be stored in each vehicle used for patrol:
 - a. 4 Traffic cones
 - b. 1 box of flares
 - c. 1 First aid kit
 - d. 2 Disposable thermal blankets
 - e. 2 pair of rubber/latex gloves
 - f. 1 Fire extinguisher
 - g. 1 Pair Leg restraints
 - h. 1 Sharps container
 - i. Spare tire/jack/lug wrench (except 90 series)
 - j. 1 U. S. DOT HAZMAT Guide
13. Officers will inspect vehicles at the beginning of each shift to ensure that required equipment is present, in sufficient quantities and working order.
14. Officers will inspect the vehicles at the beginning and end of each shift for any new damage as well vehicle readiness to be operated safely for patrol purposes. Areas of concern would include the following:
 - a. Tires
 - b. Brakes
 - c. Safety restraints
 - d. Critical engine fluids (refer to owner's manual if replacing fluids)
 - e. Fuel levels
 - f. Emergency lights and sirens
 - g. Radio equipment
 - h. Video Recording equipment
 - i. Radar equipment
15. In addition to above listed equipment, a supervisor's vehicle will have the following items:
 - a. Crime scene tape
 - b. Breeching tool
 - c. Tire deflation deployment system
 - d. Shield (Corporal & Sergeant)
16. At the beginning of each shift, then again prior to transport and after transport of prisoners, officers will inspect the vehicle to be sure it is clear of contraband.
17. Officers will note any deficiencies in equipment, operational readiness, or damage on forms provided and returned to shift supervisor each Month.
18. Employees who observe a warning light illuminated on the vehicle dash will notify their supervisor, the Quartermaster and the Professional Services Sergeant. (Check engine, Maintenance required etc.)
19. Vehicles whose status does not allow for safe operation will be taken out of service. E-mail requests will be forwarded to Quartermaster and copied to the Professional Services Sergeant. The vehicle will be transported to the shop for repairs.



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20. Officers should replace any used items by the end of shift if possible and notify the Quartermaster by email. Equipment not able to be immediately replaced will be requested via email and forwarded to the Quartermaster and the Professional Services Sergeant.
21. The majority of our agency owned vehicles are shared with other employees therefore, It is incumbent upon each employee to maintain the cleanliness of any an agency owned vehicle under their control.

B. Take Home Cars

1. Certain vehicles operated by the Department are used during other than normal business hours for the purpose of conveying personnel and/or equipment to and from the homes of designated individuals. The Chief of Police will determine assignment of a take home vehicle.
2. Individuals authorized to take departmental vehicles home after their normal hours of work will comply with City of DeSoto Personnel Policies and Procedures.
3. No alcoholic beverages are to be consumed or carried in department vehicles unless such action can be directly related to departmental business.
4. While operating a take home vehicle, officers will monitor the radio, volunteer to respond and assist on emergencies. If possible, the on-duty supervisor will be contacted before responding.
5. No unauthorized weapons will be carried in department owned vehicles unless such action can be directly related to departmental business.
6. Take home vehicles are to be utilized solely for the purpose of transportation to and from the work site and to conduct business while on duty. Take home vehicles are not to be used to conduct personal business while off duty. Any use other than work related will require prior authorization.
7. No passengers other than City of DeSoto employees are permitted without authorization from at least a Police Captain.
8. Passengers in Agency Owned Vehicles Are Restricted to the Following:
 - a. On duty sworn officers of the DeSoto Police Department,
 - b. Departmental employees required to use or ride in such vehicles in the line of duty and then only as needed to perform those duties,
 - c. Employees of other departments transported to perform a specific task,
 - d. Other City of DeSoto employees when their transportation is necessary to conduct official business,
 - e. Persons who are in custody of a DeSoto Police Officer, or who are being transported because of a duty related activity (motorist assist, etc.),
 - f. City of DeSoto Communications personnel as a part of their authorized orientation or continued training,
 - g. Police Officer Recruits as scheduled by the Training Coordinator,
 - h. Persons specifically approved for transport by a command rank officer, or
 - i. Civilians who have been authorized to ride as observers.



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POLICY: 107.002 – PURSUIT DRIVING	CALEA: 1.2.7, 41.2.1, 41.2.2, 41.2.3,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive outlines the procedures, guidelines, and restrictions related to pursuit driving. Statements in this Directive do not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall any provisions protect the driver from the consequences of his/her reckless disregard for the safety of others.

II. POLICY

Operation of a police vehicle as an emergency vehicle, whether in high-speed pursuit or in response to an emergency call, is one of the most dangerous activities that can be engaged in by a police officer. The police vehicle is a potential deadly weapon and high-speed driving is often a life-or-death situation. State Law granting legal authority for emergency vehicle operation is found in V.C.S. Article 6701d, Uniform Act Regulating Traffic on Highways, Article II, and Section 24(b)-(f). Officers are to carefully weigh the objectives with the risks to be taken before engaging in any pursuit.

III. DEFINITIONS

- A. Marked Vehicles - for purposes of this policy, marked vehicles are those clearly distinguishable as police vehicles by means of equipment, markings and color, and include designated vehicles that may not be equipped with overhead lights.
- B. Primary Officer - The first officer to initiate the pursuit.
- C. Pursuit - an active attempt by a law enforcement officer on duty in a patrol car to apprehend one or more occupants of a moving motor vehicle, providing the driver of such vehicle is aware of the attempt and is resisting apprehension by maintaining or increasing his speed or by ignoring the law enforcement officer's attempt to stop him.
- D. Unmarked Vehicles - For purposes of this directive, unmarked vehicle are those vehicles without distinctive markings or colors that identify them as police vehicles. Such vehicles include those assigned to administration, and investigations.
- E. Termination of the Pursuit - Termination of the pursuit shall be defined as the total abandonment of the pursuit. Officers, when told to terminate a pursuit, will turn off their emergency lights and siren, reduce speed to legal limits and return to normal duties.

IV. PROCEDURES

- A. Decision to Pursue - Every time an offender flees from an officer, the officer is faced with the decision whether or not to pursue the offender. In making that decision, the officer must consider the following:
 - 1. Nature of the offense committed by the offender.
 - 2. Extent to which the offender may be identified.
 - 3. Present ability of other officers to apprehend the offender.
 - 4. Knowledge of previous activities of the offender.
 - 5. Traffic conditions existing at that time.



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6. Direction of travel, i.e., toward or away from densely populated areas, through school zones, etc.
7. Roadway and weather conditions.
8. Age of the offender, i.e., inexperienced juvenile driver versus adult driver.
9. The condition of the police vehicle.
10. The condition of the offender's vehicle.
11. The driving skills of the officer involved. Officers should know their driving abilities and should not exceed them.

B. Required Notifications

1. The primary officer initiating a pursuit shall broadcast that fact as soon as possible. The officer should make every effort to broadcast:
 - a. The reason for the pursuit.
 - b. Location of the pursuit.
 - c. Direction of travel.
 - d. Description and license plate of vehicle being pursued.
 - e. Description of the person(s) in the vehicle.
2. In addition to the above, the officer shall also advise that the fleeing vehicle is engaging in evasive actions such as running without headlights, intentional collisions with the police unit or other vehicles, or driving on the wrong side of the road, etc.
3. Dispatch is responsible for notifying the Shift Supervisor on duty of the fact that a pursuit is in progress

C. Control of the Pursuit/Control Supervisor

1. Control Supervisor should be designated on every pursuit; one Field Supervisor will be the Control Supervisor.
2. Field Supervisor Responsibilities:
 - a. Shall intervene and terminate any pursuit where the risks of continuing the pursuit outweigh the nature of the violation.
 - b. Is individually responsible for ordering termination of any pursuit that he feels does not meet the criteria for continuing. Officers and supervisors have considerable discretion on whether to continue or terminate a pursuit.
 - c. Shall respond to the termination point of all DeSoto Police Department initiated pursuits and will be responsible for controlling police actions at the scene and ensuring all reports are completed accurately.

D. Continuation/Termination of the Pursuit

1. A decision to continue or terminate must be based on all available known facts and must be constantly re-evaluated as conditions or circumstances change.
2. An officer's decision not to pursue or to terminate a pursuit that has been started will not be subject to review or discipline.
3. Police officers are accountable for their actions and individually bear the responsibility to terminate a pursuit at any time it becomes excessively dangerous to the officers or innocent citizens.
4. If at any time the pursuing police units encounter hazardous traffic, or other conditions, which substantially increase the risk of death or serious injury to innocent citizens the pursuit must be terminated unless the known violations are of sufficient gravity to outweigh the risks involved in continuing the pursuit.

E. Safety Guidelines



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1. No more than three police units will be actively involved in the pursuit unless authorized by a field supervisor.
 - a. The primary (first) pursuing police officer will attempt to keep the fleeing vehicle in sight.
 - b. When cover officers are authorized to participate, officers will remain a safe distance behind the primary police vehicle. Cover units should, whenever possible, take over radio communications.
 - c. When additional DeSoto officers are authorized to be involved, each officer will maintain a safe distance between his/her vehicle and the next pursuing vehicle.
2. When a pursued vehicle goes through red lights, stop signs or major intersections, the pursuing police vehicles are to slow down or stop before going through the intersections as necessary for safe operation.
3. Use of red lights and siren in pursuits is mandatory.

F. Equipment Failures

1. In any event, an officer should terminate his pursuit if any emergency equipment on the unit stops working, especially if an officer is operating an unmarked unit.
2. Pursuit will also be terminated at any time it appears that a defect has developed in the police vehicle which would in any way affect the safe operation of that vehicle, including loss of any emergency equipment.
3. Pursuit will be terminated at any time brake fade is sufficient to create a hazard. It must be recognized that all vehicle brakes, particularly if any of them are of the drum type, are subject to serious brake fade when the brakes are applied at high speeds. It is probable that even one severe application of the brakes at high speed will cause sufficient brake fade to make it impossible to make a normal stop for some time thereafter.

G. High Speed Pursuits - The following orders and instructions apply in pursuit driving when the pursued vehicle is operating at high speed, and it has become probable that the pursued driver is deliberately fleeing.

1. Pursuing police vehicles should not attempt to pass or pull beside the fleeing vehicle.
2. The primary pursuing officer will continue to follow the fleeing vehicle at his discretion, but must maintain sufficient space between the police vehicle and the pursued vehicle to give the officer an opportunity to avoid an accident if the pursued vehicle suddenly stops or performs an unexpected maneuver.
3. Remember and expect police vehicle brakes will fade badly after even one or two high-speed applications.

H. Tire Deflation Equipment and Deployment

1. The purpose of deploying tire deflation equipment is to safely end pursuits in order to minimize the risk of injury or damage.
2. Tire deflation equipment will be available in a designated supervisor's vehicle and will normally only be deployed by supervisors. Only those officers who have received training in the use of the tire deflation equipment will deploy it. The tire deflation equipment will be deployed only with the permission of the shift supervisor or a higher-ranking officer. The supervisor will make the decision to deploy tire deflation equipment on the basis of ending or preventing pursuits to avoid the dangers associated with pursuits. This decision will be made on a case-by-case basis. The deployment can be made whether the pursuit is a Desoto Police Department pursuit or other jurisdiction's pursuit.
3. Only department provided and authorized equipment will be used. This equipment will be stored in the manufacturer's provided carrying case. Supervisors will be responsible for checking and maintaining the equipment in their vehicles.



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- a. After each use, the equipment should be thoroughly inspected for damage. Spikes should be replaced and unit repaired per the manufacturer's instructions.
4. The safety of officers, citizens, and violators should be of the utmost concern, and careful planning is essential before deploying this equipment.
 - a. The tire deflation equipment shall not be deployed on the following vehicles: Vehicles with less than four wheels (motorcycles, all-terrain vehicles, etc.), vehicles with more than two axles (semi-trucks, trailers, etc.), public transportation vehicles (buses, motor coaches, vans, etc.), vehicles transporting hazardous materials.
5. The deployment location should allow for proper deployment and provide as high a degree of safety as possible.
 - a. Natural barriers that can provide protection for the officers should be utilized if possible.
 - b. An adequate line of sight to the approaching pursuit must be available.
 - c. Patrol vehicles will be parked in such a manner to provide additional warning and protection without blocking the pursuit. Patrol vehicles will have all emergency lighting activated.
 - d. Deployment should be set far enough ahead of the pursuit to allow for adequate setup time. A rushed deployment is ineffective and dangerous.
 - e. The deploying officer(s) will provide information on location and readiness to the pursuing officers. There shall be no deployment if the pursuing officers do not receive this information.
 - f. Target vehicle information must be sent from the pursuing units to the deploying officer(s). A visual confirmation by the deploying officer(s) should be made to reduce the possibility of error.
6. The deploying officer(s) shall deploy the equipment in accordance with the manufacturer's recommendations.
 - a. The deploying officer(s) shall not wrap the rope around the hands/arms or maintain any contact with the equipment while the vehicle(s) are driving over it.
 - b. After deployment, officer(s) should immediately seek cover and protection.
 - c. The deploying officer(s) are responsible for securing the equipment immediately after use. This will include searching the area and collecting all loose spikes, repairing the equipment, replacing missing spikes, and storing the equipment.

The use of the Stop Stick will require an Administrative Review any time they are deployed. When deployed during a pursuit, the manner of use will be described in the Pursuit Review. If the Stop Sticks are deployed, and not associated with a pursuit, an Administrative Investigation/Review will be completed and forwarded through the chain of command for review as outlined in Administrative Directives 108.001 and 109.007.

I. Prohibited Practices

1. These practices are prohibited in any pursuit. Members will not become involved in an ongoing pursuit unless so assigned by proper authority.
 - a. Roadblocks
 - b. Ramming
 - c. Forcing pursued vehicle off roadway



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- d. Shooting at pursued vehicle, unless authorized by Department's Deadly Force policy see Administrative Directive 110.002.
- e. DeSoto officers are prohibited from pursuing against the flow of traffic as well as any pursuit where the offender flees against the flow of traffic.

2. Marked and Unmarked Units

- a. Unmarked units and marked units without overhead lights shall not become involved in pursuits unless there are compelling and articulable reasons why a violator must be apprehended and there is not fully marked units close enough to initiate the traffic stop.
- b. Any unmarked units that may become involved in a pursuit will cease pursuit whenever a marked unit and backup unit join the pursuit.

3. In pursuing motorcycles, safety of the pursuing vehicle as well as the pursued will be of prime importance. We will not attempt to pursue motorcycles off the streets, alleys, or highways. Drivers of pursuit vehicles must always be aware that the rider of a pursued motorcycle may fall from the motorcycle with the pursuing vehicle presenting a serious hazard.

4. Officers of the DeSoto Police Department will not engage in motor vehicle pursuits based solely on any traffic offense or Class C misdemeanor, with the exception that a person/vehicle suspected of DUI may be pursued consistent with the Use of Force Policy.

J. Inter-Jurisdictional Pursuits

1. Inter-Jurisdictional Pursuit Agreement - The DeSoto Police Department has entered into an inter-jurisdictional pursuit agreement with several other area law enforcement agencies. This agreement provides regulations and guidelines to be followed when either a pursuit begins in DeSoto and leaves our city limits or another agency pursues a violator into DeSoto. This Inter-Jurisdictional Pursuit policy is to be adhered to by all officers.

2. Pursuits Originated by Other Agencies

- a. DeSoto units will assume a backup role in pursuits conducted through our jurisdiction by other law enforcement agencies.
- b. Pursuits by other agencies through our jurisdiction terminate for DeSoto Officers at the city limits, unless authorized by a supervisor to proceed outside of our jurisdiction.
- c. If another agency requests our assistance in their pursuit, dispatch will obtain all known information and charges pending against the driver.
- d. Once the field Supervisor is informed of charges by Communications, a decision shall be made on the continuation of the pursuit by DeSoto units outside our jurisdiction. In any event, as other jurisdictions join the pursuit to assist the originating agency, DeSoto units shall cease their participation and return to the city to resume their normal patrol duties.

K. Post Pursuit Reporting

1. Required Reports

- a. An Incident Report will be created to document each pursuit not resulting in another report such as arrest or offense report. It will be the responsibility of the primary pursuit unit to complete this report.



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b. A Vehicular Pursuit Cover Report shall be completed by the field Supervisor and attached to all appropriate reports whenever a pursuit is initiated or involves DeSoto police units and regardless of whether an arrest was made.

(1) One Vehicular Pursuit Cover Report shall be completed per pursuit.

(2) If more than one officer is involved in a pursuit, each officer's name shall appear in the report.

c. All officers involved in the incident shall complete supplemental reports.

2. Required Information

- a. Incident characteristics
- b. Date and day of week
- c. Time of day; degree of daylight
- d. Location initiated and terminated
- e. Nature of the area (i.e. residential, commercial, highway)
- f. Duration of pursuit
- g. Travel/road conditions
- h. Speed(s)/speed limit(s)

3. Outcomes of pursuit

- a. Terminating event (arrest, escape, accident)
- b. If tire deflation equipment was deployed, this must be documented in the post pursuit report. The effectiveness of the equipment, deployment locations and deploying officer information must be included.
- c. Charges filed, traffic and criminal
- d. Accident results, if applicable (vehicle/property damage, personal injuries, fatalities)
- e. Third parties affected and how

L. Review and Submission of Reports

- 1. The field Supervisor will review all appropriate reports to insure the adequacy and accuracy of the information.
- 2. In completing the Vehicular Pursuit Cover Report the supervisor shall review the pursuit, tactics used and application of department policy concerning the pursuit.
- 3. At a minimum, the review shall contain copies of related reports, radio tapes-wave files, video tapes, and any digital recordings.
- 4. The Vehicular Pursuit Cover Report and all accompanying documentation shall be submitted for an administrative review to the Patrol Captain.
- 5. All pursuit reports shall be filed and maintained by the Professional Standards Unit. The Professional Standards Unit will prepare a yearly summary of all pursuits. The summary will include of analysis of any problem areas identified, which indicate a need for further training, or an adjustment of written directives or procedures.

M. The Chief of Police or his designee will complete an annual analysis of pursuit reports.

N. Training Regarding Pursuits - The Department will provide or ensure training in pursuit driving to all recruit officers. Refresher training will be provided to officers during scheduled in-service training periods or more often if needed because of changes in law/policy; or if some incident indicates a need for training.



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POLICY: 107.003 – INTERJURISDICTIONAL PURSUIT POLICY	CALEA: 2.1.2, 41.2.2,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

In furtherance of a standardized policy throughout the Metroplex area, the following inter-jurisdictional pursuit policy has been developed and implemented.

NOTE: Any agency may choose to decline involvement in an inter-jurisdictional pursuit at any time the agency believes the pursuit places the lives and property of both the public and/or the officers involved at undue risk.

II. POLICY

All officers will adhere to this policy if they become involved in a pursuit that leaves the city limits of DeSoto or if another agency pursues a violator into DeSoto.

III. PROCEDURES

A. Notifications

1. Before entering another jurisdiction, or as soon as practical, the pursuing agency will notify the other agency of the following information:

- a. A pursuit has entered or is about to enter their jurisdiction.
- b. The location and direction of travel.
- c. The primary offense for which the vehicle and occupants are wanted.
- d. The vehicle license number and complete description of vehicle and occupants.
- e. The number and description of pursuing units as well as their relative location to the vehicle being pursued.
- f. Whether or not assistance is needed.
- g. When applicable, notify agency when:
 - (1) The pursuit is leaving their jurisdiction boundaries,
 - (2) The pursuit has been discontinued, or
 - (3) The pursuit has ceased and of the ending location.

2. Communications personnel will make notification.



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B. Control of the Pursuit - The initiating agency will have control and be responsible for the pursuit. OTHER AGENCIES WILL NOT PARTICIPATE UNLESS REQUESTED TO ASSIST.

C. Number of Units Involved

1. A total of no more than three vehicles from the combined jurisdictions will be involved in any pursuit. At least one of the three should be a supervisor.
2. One additional unit from the current respective jurisdiction may trail the pursuit by keeping the pursuit in sight to assist officers if needed.

D. Prohibited Practices - During a pursuit involving more than one agency, the following practices are prohibited:

1. The intentional use of roadblocks designed to stop the pursued vehicle.
2. Intentional bumping or ramming of the pursued vehicle.
3. Intentionally forcing the pursued vehicle off roadway.
4. Pursuing a vehicle the wrong way on a one-way street or the wrong way on a divided roadway.
5. Shooting at pursued vehicle (unless authorized by department Deadly Force Policy).

E. Responsibilities of the Initiating Agency

1. Arrest and custody of the persons charged.
2. Arraignment of arrested persons.
3. Disposition of any passenger.
4. Disposition of arrested person's vehicle.
5. Coordination of all reports, citations, and criminal charges.

F. Responsibilities of Agency Having Jurisdiction at the Point of Termination

1. Reporting of any traffic collision(s) that occur as a result of a pursuit.
2. As a matter of professional courtesy, a supervisor from the agency where the pursuit terminated will respond to the location of termination so that he/she may be informed of pertinent information regarding the chase.



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POLICY: 107.004 – SPECIAL PURPOSE VEHICLE	CALEA: 41.1.3
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive establishes guidelines for the use of special purpose vehicles controlled by the Department.

II. POLICY

Only those persons who have an official use for and are trained in the appropriate and proper use of a specific special purpose vehicle are authorized to utilize such vehicles.

III. PROCEDURES

A. Any unit of the Department that has or uses a special purpose vehicle shall establish guidelines for the specific use and operation of that vehicle. The guidelines must include at a minimum, the following:

1. A statement of the objectives of the vehicle's operation or usage;
2. Instructions, limitations and conditions of use;
3. Procedures for authorization for use of the vehicle in various situations, if permitted;
4. Required qualifications and training for personnel assigned to operate the vehicle;
5. Designation of the position within the Department or specific person responsible for the condition and maintenance of the vehicle;
6. A list of equipment to be maintained in the vehicle or for the vehicle;
7. A list of persons authorized to utilize the vehicle.

B. Special Purpose Vehicles utilized by the Department

1. General Statements - The DeSoto Police Department owns and operates several special purpose vehicles. Special purpose vehicles and the guidelines governing their use are identified herein.

- a. Each of the vehicles will be assigned to a particular unit whose activities necessitate its use.
- b. Responsibility for daily maintenance, upkeep and cleanliness is assigned to the supervisor of the unit to which the vehicle is assigned.
- c. Each of the vehicles will be serviced regularly by equipment technicians employed or contracted by the City for that purpose.



d. The specific vehicle is limited in use by departmental personnel for authorized activities of the Department and is operated only by the unit to which it is assigned unless authorized by a Division Commander, Chief of Police, or his designee. Approval for use will be determined by justification for need. Specialized equipment assigned to vehicles is limited to use by departmental members with formal training in familiarization and practical application of the specific equipment.

2. Designated Special Purpose Vehicles

a. The Tactical Van and RDV are unmarked vehicles and are assigned to the Tactical Team. The objective served with the van includes but is not limited to use for deployment of persons and equipment to incidents requiring a tactical response. Each member of the Tactical Team is qualified to operate both vehicles. Specialized equipment assigned to the vehicles includes:

- (1) Breaching tools
- (2) Ladders

Use of the Tactical van/RDV is restricted to Tactical Team members only and for no other purpose unless authorized by the Tactical Commander/Team Leader or staff member of the rank of Lieutenant or higher. No special training is required to operate either vehicle. The Tactical Commander/Team Leader from the department is responsible for the condition and maintenance of both vehicles.

b. The Incident Command/Hostage Negotiations Vehicle is primarily used in support Hostage Negotiators who have responded to the scene of a hostage/barricaded person incident. It may be utilized at any major incident in which a command post is deemed necessary by the incident commander. The vehicle may also be utilized by CRT as a supplement vehicle in any operation that requires additional equipment or personnel beyond the capacity of the Tactical Van.

1. The Incident Command Vehicle may be called into service by any on-duty supervisor acting in the capacity of Incident Commander.
2. The Incident Command Vehicle may be operated by any member of the Department, who are normally authorized to operate Department vehicles, once authorized by the supervisor requesting the vehicle.
3. The Incident Command Vehicle is assigned to the Crisis Negotiations Team. The CNT Commander shall be responsible for the condition and maintenance of the Incident Command Vehicle.
4. The Incident Command Vehicle should not be utilized as a pursuit vehicle. Although equipped with emergency lights and siren, the vehicle is not designed to be driven in extreme situations. Any use of the vehicle other than its intended use to house negotiators and incident commanders is prohibited unless authorized by a member of the Department's Command Staff.
5. The Incident Command Vehicle should always be placed in a strategic location away from an active scene or incident to facilitate the freedom of movement of personnel utilizing the vehicle.
6. The Incident Command Vehicle does not require any specific/specialized training in order to operate. However, due its size and construction, a spotter is required when backing the vehicle and caution must be taken when traversing crowded neighborhood streets.
7. The Incident Command Vehicle should have all relevant materials such as forms, white boards, manuals and utensils to facilitate effective record keeping and written communication needs.



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c. The Mobile Command Post is designed to assist incident command personnel at scene of major police incidents or potential incidents. These types of incidents include but are not limited to; hostage/barricaded persons, SRRG incidents, festivals and large gatherings such as football games, and natural and man-made disasters.

1. The command post is housed with the DeSoto Fire Rescue. Fire personnel have primary responsibility for maintenance and the operational readiness of the vehicle.

2. The command post may be requested by the incident commander at the scene of a critical incident when the vehicle's presence would aid in scene management. Regarding pre-planned events, the command post should be reserved for use with as much advanced notice as possible. All requests should be routed to the Assistant Fire Chief.

3. Members of the SRRG SRT Hostage Negotiator Team are authorized to deploy the vehicle provided they have attended the 8 hour mandated training provided by the Fire Department.

4. The mobile command post will be equipped with appropriate police radios, a pole-mounted camera, and appropriate computers and monitors for dispatching and tracking officers.



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POLICY: 107.005 – EMERGENCY RESPONSE	CALEA: 41.2.1, 61.2.2,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

To establish parameters for officers to operate emergency vehicles with emergency lights activated while the siren is not, without sirens and emergency lights, and with siren and emergency lights.

II. POLICY

There are certain situations where the need is present for officers to expedite their response to a particular scene or call, but not to the point it is necessary or practical to activate all emergency equipment on the vehicle. The state Transportation Code allows operators of police vehicles to operate without activating all emergency equipment in certain situations (TC 546.004). [An example would be a burglary in progress where the use of a siren to respond may alert the suspect(s) in the offense.] Historically, many officers trying to rush to a scene that does not elicit a Code 3 response do so over posted speed limits. The potential for accidents and/or danger to the public is enhanced by these higher speeds of police vehicles running with no emergency equipment activated. The ability to use emergency lights in these situations will greatly enhance vehicle visibility to the public and therefore, decrease the chances for accidents with/by police vehicles. The officer may use the following procedure:

III. PROCEDURES

A. CODE 1 - Officers responding to calls that do not require an emergency response will respond Code 1 Officers responding Code 1 will obey all traffic laws and posted speed limits.

B. CODE 2

1. If it is necessary for an officer in a marked, fully equipped police vehicle to respond to cover an officer or expedite an emergency response to a call where the use of a siren may not be necessary or practical, the officer may activate emergency lights only in order to arrive at the scene as quickly and safely as possible. This type response will be known as Code 2.
2. The officer must notify dispatch of his/her Code 2 response. (Officers should always be alert to other officers that may also be responding Code 2.)
3. Officers running Code 2 will drive no more than 15 mph over the posted speed limit unless inclement weather conditions make it impossible or impractical. If the situation arises that the officer needs to drive more than 15 mph over the posted speed limit, he/she must upgrade to Code 3.
4. When approaching intersections with traffic control devices, officers must upgrade to a Code 3 response (by activating siren) to safely proceed through the intersection signal light or stop sign. If the officer has a stop sign or red light against him/her, he/she will come to a stop before proceeding safely through the intersection. After passing



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through the intersection, the officer may downgrade back to Code 2 if it can be done safely.

5. While en-route Code 2, if the situation becomes safe, officers will downgrade to Code 1 driving the posted speed limit and obeying all traffic laws.

C. CODE 3

1. When calls for emergency service require an immediate response by a police officer it may be necessary for an officer to activate his/her red lights, and siren in an effort to warn motorists that an emergency vehicle needs immediate right-of-way. Officers responding Code 3 will adhere to all procedures as defined above in Code 2 response.
2. This Directive does not relieve the police vehicle operator from the duty to operate the vehicle with appropriate regard for the safety of all persons or the consequences of reckless



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POLICY: 107.006 – REGULATION OF TRAFFIC STOPS BY UNMARKED UNITS	CALEA: 41.2.1,
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE:

In an effort to provide better police protection to our community in the areas of running red lights, road rage, and littering all unmarked police vehicles will be equipped with red lights and siren. In most cases unmarked vehicles are operated by plain-clothes police officers. The following procedures will be followed to protect the integrity of the organization, reduce liability, and to maintain the confidence of the citizens.

II. PROCEDURES

A. Traffic Stops

1. Follow radio procedures for marking out on traffic.
2. Activate pocket recorder on all traffic stops.
3. Plain-clothes officers (officers not in a police uniform) must request a marked police unit to respond to their location.
4. Plain-clothes officers will immediately present the violator with their picture identification and badge while verbally identifying themselves as a DeSoto Police Officer.

B. Prohibited Practices

1. These practices are prohibited in any pursuit, unless authorized by the Department's Use of Force Policy. Members will not become involved in an ongoing pursuit unless so assigned by proper authority.
 - a. Roadblocks
 - b. Ramming
 - c. Forcing pursued vehicle off roadway
 - d. Shooting at pursued vehicle (unless authorized by Department's Deadly Force policy).
 - e. Pursuits against the flow of traffic.
2. Marked and Unmarked Units
 - a. Unmarked units and marked units without overhead lights shall not become involved in pursuits unless there are compelling and articulate reasons why a violator must be apprehended and there is not a fully marked unit close enough to initiate the traffic stop.



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b. Any unmarked units that may become involved in a pursuit will cease pursuit whenever a marked unit and backup unit join the pursuit.

c. Officer(s) operating an unmarked unit may respond to pursuit termination location in order to assist in the on-going investigation or apprehension of suspects. Officer must adhere to all traffic laws and Administrative Directives.

d. For complete pursuit policies refer to A. D. 107.002. All guidelines apply to unmarked vehicles.

3. In pursuing motorcycles, safety of the pursuing vehicle as well as the pursued will be of prime importance. We will not attempt to pursue motorcycles off the streets, alleys, or highways. Drivers of pursuit vehicles must always be aware that the rider of a pursued motorcycle may fall from the motorcycle with the pursuing vehicle presenting a serious hazard.

C. Inter-Jurisdictional Pursuits – Refer to AD 107.003

D. Post Pursuit Reports – Refer to AD 107.002



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POLICY: 107.007 – VEHICLE REQUIRING REPAIR	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive outlines appropriate action to be taken in the event a city owned vehicle is in need of repair.

II. POLICY

Practical management of departmental vehicles requires that each vehicle is kept in service or available for service as much of the time as possible.

III. PROCEDURES

A. Wrecker Service Required for Disabled Vehicle - In the event that the disabled vehicle cannot be driven to a location for needed repairs, the following procedures should be used to obtain wrecker service:

1. Notify the on-duty shift supervisor and get authorization prior to towing the vehicle.
2. Contact City of DeSoto authorized wrecker service to request the vehicle be towed to City of DeSoto vehicle maintenance center. Police vehicles needing repair will not be towed to the Police Department.
3. It shall be the vehicle operator's responsibility to remove equipment from the vehicle that should not go to the maintenance center; i.e., shotgun, binoculars, radar, etc.
4. The vehicle operator shall leave on the dash of the vehicle written information for shop personnel on repairs needed.

B. Disabled Vehicle/No Wrecker Required - Vehicle operators taking a vehicle to the Shop, during other than normal business hours, are responsible for:

1. Notifying a supervisor,
2. Removing the appropriate property, and
3. Complete written information on needed repairs for shop personnel making repairs. This information shall be left on the interior dash of the vehicle.
4. The on-duty supervisor will document the downed vehicle by email to the Quartermaster, cc to the Administrative Lieutenant
5. Vehicle status will be recorded on status board.

C. Safety Considerations

1. Vehicles should be delivered to the City of DeSoto vehicle maintenance facility anytime an officer or supervisor feels the operating condition of the vehicle is questionable. A written request shall be completed and placed on the dash of the vehicle to alert maintenance personnel to the area of concern. This shall include, but is not limited to vehicles that have been involved in the following:

- a. Lengthy high-speed pursuits,



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- b. Bottoming out, or
- c. Curb strikes.

2. Written requests completed under these circumstances should indicate "safety inspection required after (curb strike, lengthy pursuit, bottoming out, etc.)", and will not necessarily require an immediate completion of a damaged equipment or accident report.

3. This requirement is implemented as a safety precaution for the protection of other operators. Failure to report damage to police vehicles is a serious safety concern to the Department and for officers who are next to drive the car. Failure to report damage or possible damage to vehicles may result in disciplinary action.



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POLICY: 107.008 – INFECTIOUS AND COMMUNICABLE DISEASED	CALEA:
Effective Date: 08/06/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

There has been growing concern among police, fire, and medical personnel about the possibility of contracting an infectious disease through patient contact. Of primary concern to law enforcement personnel are the diseases AIDS and Hepatitis. The purpose of this order is to provide information regarding communicable diseases and precautionary measures that officers should take when coming in contact with persons who may be infected with a communicable disease.

II. POLICY

In any circumstance where a DeSoto Police Department employee is known or suspect to have been exposed to a communicable disease in the scope of their employment, the incident will be immediately reported to the employee's supervisor and to the Risk Management Department of the City within 24 hours of occurrence. If the exposure is in the form of blood/bodily fluid exposure, request will be made to Dallas County Health and Human Services to have the source tested.

III. DEFINITIONS

A. AIDS - a blood borne disease which attacks the body's immune system. When a person is sick with AIDS they are in the final stages of a series of health problems caused by a virus (germ) that can be passed from one person to another chiefly during sexual contact or through the sharing of intravenous drug needles and syringes. The AIDS virus attacks a person's immune system and damages the ability to fight other disease. Without a functioning immune system to ward off other germs the person now becomes vulnerable to becoming infected by bacteria and other viruses and malignancies which may cause life threatening illness such as pneumonia, meningitis, and cancer. There is presently no cure for AIDS or vaccine to prevent AIDS.

B. Hepatitis B - an infectious disease of the liver. Moreover, the Hepatitis B virus occurs in the blood of infected people in much greater density than does the AIDS virus. Safety measures, which inhibit the spread of Hepatitis B, operate very efficiently to prevent infection with AIDS.

C. Other Infectious Diseases - shall include all infectious diseases which pose a bonafide occupational risk of exposure. Includes but is not limited to syphilis, gonorrhea, herpes, tuberculosis, measles, influenza, meningitis, and other transmittable diseases, which are likely to cause injury or death.

D. Exposure - According to Texas Administrative Code, Title 25, Part 1, criteria which constitutes exposure depends on the type of illness carried by the source. For purposes of this policy, a general "rule of thumb" is that an exposure occurs if any of the following occurs between employee and source: unprotected mouth-to-mouth resuscitation, puncture with contaminated needle/item, ingestion of fecal matter, splatter of body fluids into the eye, nose, or mouth, significant contamination of an open wound or non-intact skin with blood or body fluids. For further information, see TX Administrative Code, Title 25, Part 1, Chapter 97, Subchapter A, Rule 97.11.

E. Source – The person to whom the employee is exposed.

IV. PROCEDURES

A. High Risk Groups



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1. AIDS - The following groups of people can be considered high risks for contracting or having AIDS:

- a. Sexually active homosexual and bi-sexual men with multiple partners.
- b. Present or past abusers of intravenous drugs.
- c. Persons with hemophilia or coagulation disorders.
- d. Any combination of the above.

2. Hepatitis B - The population groups at high risk of infection with Hepatitis B are the same groups at high risk for AIDS.

B. Transmission

1. AIDS - AIDS is spread by sexual contact, needle sharing, or less commonly, through blood or its components. The occurrence of the syndrome in hemophilia patients and persons receiving transfusions provides evidence for transmission through blood. It may be transmitted from infected mother to infant before, during, or shortly after birth. The AIDS virus dies within minutes of exposure to air.

2. Hepatitis B - The highest risk for contracting the disease is drug users who share needles, male homosexuals, and health care personnel who handle blood or blood contaminated secretions of patients. Hepatitis B is frequently more severe than Hepatitis A and general recovery takes longer. Hepatitis B virus can live in dried blood/body fluids up to 7 days.

C. Precautions for Preventing On-duty Infection - The precautions specified below should be adhered to routinely regardless of whether the persons involved are known to have AIDS or Hepatitis.

1. Good hygiene is the best protection against infection. Officers should habitually wash their hands with liquid or granular soap and warm water after coming into contact with any person's blood or body fluids. Personnel should operate under the assumption that any blood-soaked crime or accident scene is contagious.

2. Personnel must take care to prevent contact of open skin lesions (cuts, abrasions, dry skin, etc.) on their exposed extremities with blood or other body fluids from any person.

3. When the possibility of exposure to blood or contaminated body fluid exists the following precautions should be followed:

a. Latex gloves should be worn when handling blood specimens, blood soiled items, body fluids, excretions and secretions, as well as surfaces, materials, and objects exposed to contamination from them. Gloves must be disposed of in a properly marked biohazard bag after one usage.

b. Leather gloves are not an effective barrier against viral contamination. If leather gloves are worn in a crime scene, latex gloves must be worn underneath.

c. Gowns, masks, and eye coverings are provided by the Department and should be worn when clothing may be soiled by body fluids or blood, or when procedures are being performed which may involve exposure to blood or body fluids.

d. Exposed skin must be washed immediately and thoroughly after removing gloves, gowns, and masks, and after leaving the presence of persons who have or who are suspected of having communicable diseases.

e. Personnel sometimes fail to realize that the clothing donned as a safety measure becomes contaminated. If latex gloves are worn after leaving the scene, they can contaminate the police vehicle and anything else the officer touches. Similarly, the protective clothing or the uniform worn at such a scene can spread contamination. Removing such clothing and disposing of, or cleaning it properly is mandatory.

f. Sharp items (needles, knives, glass, and other sharp items) must be handled with care to prevent infection from accidental cuts or punctures. Keep needles and other sharp items in puncture resistant properly labeled containers until disposed.

NOTE: Sharps Containers for needles and specimen containers for other objects are provided in each vehicle for safe storage and disposal of these items. The containers are marked as biohazard materials. Non-evidentiary items must be taken to a police station and placed in a biohazard container for disposal. The Property Section will not accept biohazard materials unless the items are evidence related to a major personal injury crime.



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D. Special Implications for Police Procedures

1. Precautionary measures are always appropriate with individuals who are in, or appear to be in, high-risk groups. Such precautions would include the full use of defensive and verbal control techniques to minimize physical involvement with such subjects.
2. Mouth-to-mouth resuscitation
 - a. The risk of AIDS infection and Hepatitis B from this source appears to be very low. Because there is a possibility (even though a low level one) that communicable diseases can be transmitted during mouth-to-mouth resuscitation, manual CPR masks will be supplied to members of the Department.
 - b. Resuscitation equipment known or suspected to be contaminated with blood or other body fluids should be thoroughly cleaned and disinfected after each use. Disposable CPR shields should be discarded after use.
3. Searches - Department personnel should exercise extreme care when conducting searches of persons believed to be in the high-risk group or vehicles or premises in which they may be arrested. The main hazard to be prevented during the search procedure is accidental cut or puncture by syringe, needle, razor blade or other sharp instrument.

E. On-Duty Injuries

1. Any employee who has received a needle stick puncture wound, who has been bitten, or who has received any other injury which could cause exposure to an infectious disease should do the following:
 - a. Encourage the wound to bleed by applying pressure around the wound and "milking the wound."
 - b. Wash the area thoroughly with liquid or granular soap and hot water.
 - c. Seek medical attention immediately.
 - d. Notify his immediate supervisor
 - e. Complete an Employee Injury Report. A copy of this report must be sent to Risk Management within 24 hours of the incident. If the exposed employee is unable to complete these reports, this responsibility resides with the employee's supervisor.
 - f. Complete an Affidavit In Any Fact. This form is provided by the supervisor and should be completed by the affected employee. Notarize the form and fax it immediately to Dallas County Health and Human Services, Attention: DCHHS PSW Coordinator at (214) 819-6095.
 - g. If the source is taken to a hospital, clinic, or jail, complete the Request to Test Source. This form is provided by the supervisor and should be completed by the affected employee, immediately after exposure. Deliver the completed form at the hospital/clinic/jail where the source is transported. It is recommended that the officer be tested at the same facility as the source. Fax a copy immediately to Dallas County Health and Human Services (DCHHS), Attention: DCHHS PSW Coordinator at (214) 819-6095.
 - h. For all exposures, regardless of whether the source is transported to jail, taken to the hospital, or released at the scene, the Affidavit In Any Fact should be completed.
 - i. If the source is NOT taken to a hospital, clinic, jail, or mental health facility, DCHHS is extremely limited in their ability to test the source. Officers should make every effort to take the source to a hospital, clinic, or mental health facility to be tested.
2. It is important to obtain medical attention in the aftermath of any actual or potential exposure to AIDS or Hepatitis.
3. Within five days of knowledge of exposure to HIV or Hepatitis infection, the employee must undergo blood testing to establish a baseline result. The employee will be periodically retested at intervals in accordance with recommendations of the U. S. Surgeon General.
4. With regard to protection from infection of Hepatitis-B virus, any department employee whose job duties may require working with persons in custody can request that the department provide either a Hepatitis-B vaccination or blood test for current immunity. If the employee requests the test for current immunity and the test show no current immunity, the employee may then request the vaccination. Requests for the immunity test or vaccination should be routed through the employee's chain of command. (Refer to Administrative Directive 112.014)



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F. Decontamination

1. If contamination or potential contamination occurs, the department member will decontaminate his person, any equipment involved, and the area. This process involves at least two steps. Both steps must be performed to adequately protect all members and the public. These steps are:
 - a. Disinfect the affected area with a suitable disinfectant in order to kill any microorganisms that may still inhabit the area.
 - b. Flush the contaminant and other material from the affected area.
2. In cases in which a member is potentially contaminated, the member shall at earliest possible time wash the area with liquid or granular soap and warm water, even if gloves were worn, scrubbing briskly for at least 15 seconds. Members shall then wash the area with a disinfectant, following the manufacturer's instructions, if hand-washing facilities are not available.
3. Clothing which is contaminated will be removed as soon as possible.
 - a. Washable clothing should be washed separate of other items in warm water and a 1:10 part bleach/water solution. The action of washing the clothing twice in an ordinary washing machine in the bleach and water solution is sufficient to disinfect clothing. Clothing should then be dried in an automatic dryer or by hanging in the sun. The washing machine should be disinfected by running the washer one cycle with ONLY the bleach and water solution.
 - b. Optionally, suitable clothing may be dry-cleaned. The dry cleaner must be notified of the possibility of contamination.
 - c. Water-resistant clothing can be immediately washed with a disinfectant soap or disinfectant detergent and water to remove the contaminated material.

4. Equipment

NOTE: Latex gloves will be worn at all times when washing equipment.

- a. Washable equipment which is contaminated will be cleaned by washing with warm water and low-sudsing detergent and subsequently washing in a solution of one-part household bleach to ten parts water. The solution should be allowed to stand on any stain for 30 seconds. Pure bleach or extremely strong concentration should not be used due to the possible release of hazardous fumes.
- b. Equipment that cannot be washed with soap and water may be cleaned by wiping down with the item with a 1:10 bleach/water solution.
- c. Equipment that cannot be immediately cleaned may be sprayed with a special surface covering disinfectant until a more thorough cleaning can be accomplished.

G. Training - The Department will provide its employees with periodic education and training concerning HIV, Hepatitis B, and other infectious diseases. The Sergeant in charge of training will ensure that training received is documented for each employee.

At a minimum, the training will address:

1. Mode of HIV transmission;
2. Methods of prevention of HIV transmission;
3. Behaviors that are potential risk for HIV infection;
4. Potential HIV-transmission behaviors that are in violation of Texas criminal laws;
5. Information related to the use of infection control supplies provided by the Department for such purpose; and
6. Departmental policy regarding the confidentiality of medical information.

H. Infection Control Supplies - The Department provides proper infection control supplies to include first-aid kits and clean-up kits. These kits will contain all items required by state law and are placed in areas of potential need. First aid and clean-up kits will be readily accessible by being clearly identified, within easy reach of personnel and stored in containers that are easily opened. Kits will be assessed periodically by appropriate personnel, to determine replacement need based on use, expiration date or other factors. Employees are also responsible for ensuring that first aid and clean-up kits within their work area or work vehicle are adequately stocked with usable and appropriate items.



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I. Confidentiality of Medical Information - All Police Department employees will comply with the confidentiality requirements regarding medical information of any person, including employees, volunteers to the Department, crime victims and arrestees, as required by City of DeSoto Procedure. Department personnel who receive information regarding the medical status of detainees shall keep the information confidential. Failure to adhere to policy regarding confidentiality of this information could result in both civil and criminal liabilities. Release of any medical information will be in compliance with the following City procedures.

1. The City of DeSoto will strictly enforce the privacy of health records and will exercise the necessary and customary precautions so that unauthorized dissemination of information about an employee or client's status regarding AIDS or HIV infection shall not occur except to those staff who have a legal need to know.
2. Disclosure of any information except as required by law must not be made unless the express written consent of the individual is obtained. (The Texas Health and Safety Code requires that written consent specify certain individuals or certain classes of persons to receive the information.)
3. The City of DeSoto will comply with all laws, rules, or regulations promulgated by the Texas Department of Health regarding reporting of AIDS and other infectious disease cases.
4. Members of the jail staff request all persons to complete a screening form at the time of book-in to assist in determining potential health risks. The information provided by the arrestee may or may not be reliable regarding their health status. Any information obtained through the form is strictly confidential and may only be released to another person or agency upon approval of the detainee, upon order of an appropriate court, or as directed by state law.

J. Mandatory HIV Testing of Certain Persons

1. In certain circumstances mandatory testing of persons suspected of exposing a peace officer, or jailer, to communicable diseases, including HIV infection, can be ordered. A request for mandatory testing of suspected persons could be made by an employee under the following circumstances:
 - a. The exposure was experienced in the course of the officer's, or jailer's, employment;
 - b. The officer, or jailer, believes that the exposure placed them at risk of a reportable disease, including HIV infection; and
 - c. The officer, or jailer, presents to the Department or health authority a sworn affidavit that details the reasons for the request within 72 hours of the incident.
2. Requests for mandatory testing are to be submitted through standard injury reporting procedures. Prior to mandatory testing being ordered, the Texas Department of Health, or its designee, must determine that the exposure occurred in a manner determined capable of transmitting a reportable disease, including HIV.
3. If probable exposure is determined, the health authority, or designee, shall follow specific procedures developed by the Texas Department of Health. The suspected source person will receive confidential written notice of the order to be tested, the factual basis for ordering the test and the right to refuse to be tested. If the source refuses to be tested the person is also advised that such refusal may result in a court determination of the necessity for testing. The court may order the source person to be tested. After testing is completed the health authority, or designee, will inform the claimant (officer or jailer) and the source person of the test results and possible need for medical follow-up and counseling services. The officer/jailer will be notified of the testing results within 48 hours.

K. Workers' Compensation Provisions

1. City procedure requires normal reporting procedure within 24 hours for Workers' Compensation claims of any incident that could result in exposure to HIV/AIDS. In addition, state law requires that a sworn affidavit of the date and circumstances of the exposure be provided by the employee within 72 hours of the incident if the employee desires Workers' Compensation benefits.
2. Questions about Workers' Compensation provisions should be directed to Risk Management.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

L. On-scene Clean-up of Blood and Body Fluids

1. It shall be the responsibility of the DeSoto Fire Department to remove or disperse blood, body fluids, or other bodily material from the scene of an emergency where they were called to respond for service.
2. Automotive vehicles and other surfaces contaminated with blood or body fluids that are incapable of being decontaminated shall be posted with a red placard which reads, "Danger: Bio-Hazard." It shall be the responsibility of the Fire Department to warn police officers and employees of towing services of the danger of blood contamination of the vehicle or area around the vehicle.
3. Blood/body fluid contaminated clothing and other personal effects removed from a patient in the process of patient care shall be carefully placed in a red bio-hazard bag and transported to the hospital (1) either with the patient in the MICU or (2) by a fire or police vehicle, after clearing the scene.
4. Removal of Blood from the Ground or Paved Surface
 - a. Blood on outside public property, i.e., the ground, pavement, parking lots, roadways, sidewalks, parks, etc., shall be removed by the Fire Department.
 - b. If the contaminated public property involves a police investigation or crime scene, fire department shall not begin any clean-up efforts until directed to do so by the police officer in charge. If the police investigation will be lengthy and the police have secured the scene, Fire Department units may clear the call and return later for clean up at the request and direction of the Police Department.
5. Removal of Blood from Inside a Public or Private Building - Clean-up of blood inside a public or private building, or blood that otherwise soils surfaces and articles that are porous and will require professional cleaning shall not be the responsibility of the Fire Department. If the general safety of the public is at risk by the blood contamination, Fire Department personnel shall notify the DeSoto Health Department and remain on the scene until relieved by a representative of that department. Before clearing the scene, Fire Department personnel shall offer, if circumstances are appropriate, the property owner or resident, counseling regarding personal safety around a blood contaminated area.
6. Blood Contamination at a Food Vendor - If a blood contamination is located in an occupancy that serves the public as a food vendor, i.e., restaurant, school cafeteria, etc., the Fire personnel shall notify the DeSoto Health Department and remain on the scene until a representative of the Health Department arrives and relieves them. Release of the incident scene back to the occupant shall then become the responsibility of the Health Department, provided the Police Department is not controlling the scene.

V. PROCEDURES FOR HEPATITIS B VACCINATION

A. OSHA Guidelines - Regulations issued by OSHA pertaining to occupational exposure to blood borne pathogens (29 CFR, Part 1910.1030) include the provision of HBV vaccine to employees. While municipal law enforcement agencies are not under Federal OSHA's jurisdiction, the OSHA regulation will most likely be upheld as the standard of practice for employee protection against occupational exposure to blood borne pathogens.

B. Purpose of Vaccination

1. Because of the nature of their work, police officers, jailers, ID Techs, etc., have an increased risk of exposure to HBV. This increased risk results from potential contact with body fluids in the course of their duties. Individuals with whom they come into contact may be at increased risk of hepatitis infection. Crime investigation and collection of evidence may also be associated with potential exposure to infectious body fluids.
2. The risk experienced by the individual will be dependent on his or her frequency of skin and mucosal contact with infectious body fluids.

C. Vaccination Procedures

1. Pre-vaccination Serologic Screening

- a. This procedure identifies the immunity status of the individual prior to consideration for vaccination. This procedure will not be performed as a routine part of this vaccination program. The relatively low prevalence of HBV exposure in this population results in pre-vaccination serologic screening being inefficient in terms of overall costs. There is no adverse consequence of administering vaccine to a



previously exposed individual. Therefore, all individuals who voluntarily agree to participate will be vaccinated.

b. An individual may give a history of prior HBV infection; immunity to HBV could be present in such a case, eliminating the need for vaccination. Or, an individual may request serology testing prior to vaccination to avoid being vaccinated if immunity can be demonstrated. Prior to the administration of vaccine, the presence of antibody to core antigen (anti-HBV) will be assessed in these specific cases as evidence of prior HBV infection. Acquired immunity is uncommon in the general population. A City of DeSoto paramedic will evaluate the test result to determine the need for HBV vaccination.

2. Adverse Reaction to Vaccine

a. Adverse reactions to the MSD HBV vaccine are uncommon. Soreness, pain, or tenderness may be experienced at the injection site following each vaccination. In addition, headache, fatigue, fever or nausea may be experienced following each vaccination.

b. The availability of hypersensitivity treatment is mandatory during vaccination procedures.

3. Vaccination Protocol

a. Informed Consent Procedure - Individuals designated for participation in the HBV infection prevention program will receive instruction on HBV infection, including sources of exposure and potential health consequences of infection. This instruction will occur prior to vaccination.

b. Participation in all aspects of the HBV vaccination program is voluntary. Upon completion of all academy or basic orientation training, higher risk personnel are given the opportunity to participate in the program. Informed consent (release of authorization) will be required of those who choose to participate. An individual may refuse to participate in the vaccination program prior to or during the vaccine series. In this case, the individual will date and sign the informed refusal form indicating his or her decision. The employee may choose to participate at a later time by notifying their immediate supervisor.

c. The informed consent form will include the following information:

a. Benefits and potential risks of HBV vaccination;

b. The vaccination procedure and post-vaccination serology testing;

c. A statement concerning the individual's allergies, (including yeast) current medications, and previous reactions to immunizations, if any;

d. A statement concerning the presence of immune dysfunction or hemodialysis treatments.

4. Type of Vaccine

a. The HBV vaccine used in this program is currently recommended for use by recognized medical standards.

b. The manufacturer's recommendation for HBV vaccination will be followed at all times

5. Administration of Vaccine

a. Primary vaccination consists of three (3) doses of vaccine, with the second and third doses given 1 and 6 months, respectively, after the first dose. The vaccine can only be administered by the three-dose series. The series of three doses results in sufficient immunity in over 90% of vaccinated adults.

b. All vaccines will be administered by the intramuscular route in the deltoid muscle.

c. If the vaccination series is interrupted after the first dose, the second dose should be administered as soon as possible. An increased time interval between the first and second doses will not significantly affect vaccine effectiveness.

d. The third dose acts as a booster dose. The time interval between the second and third doses should be at least two (2) months. If only the third dose is delayed, it may be administered at the earliest convenience.

e. These vaccination procedures will be followed for each individual unless as directed by a DeSoto Paramedic.

6. Dosage - Dosage will be administered as recommended by current medical standards for the particular vaccine and is based on the age of the recipient.



7. Contradictions

- a. Administration of other vaccines will not alter the HBV vaccination sequence. The effectiveness of HBV vaccination is not affected by the administration of other vaccines at or around the time of the HBV vaccination.
- b. Pregnancy or lactation is not considered contraindications to HBV vaccination.
- c. Individuals receiving dialysis or with compromised immune systems may require a higher vaccine dose. The recommendations of a physician will be followed for these individuals.

8. Confirmation of Immunity

- a. Serologic testing of immunity status will be conducted at 6-8 weeks following administration of the third dose of vaccine. Measurement of antibody to HBV surface antigen (HBsAg) will be used to determine immunity status.
- b. Individuals demonstrating a lack of immunity following the third dose of vaccine will be candidates for revaccination.
- c. An individual who fails to demonstrate adequate immunity upon completion of the standard vaccination series may elect not to receive additional doses of vaccine. In this case, the individual will date and sign the informed refusal form indicating his or her decision.
- d. If the individual is determined to be non-immune by serology testing, an additional dose of vaccine will be administered and serology testing will be repeated at one month following this dose.
- e. If immunity is demonstrated following this repeat single dose, then response to vaccination can be assumed. If nonimmunity persists then up to two more additional doses may be administered, with repeat serology testing one month after each additional dose.
- f. An individual who did not undergo serology testing within six months of the last dose of vaccine, and who subsequently fails to demonstrate immunity, should receive one additional dose followed by repeat serology testing one month later. (The individual tested more than six (6) months after receiving the third dose of vaccine may not demonstrate immunity by serology testing, but may nevertheless have adequate immunity).
- g. The individual who persistently fails to demonstrate immunity should be considered at risk for HBV infection. They will be counseled regarding this risk by the employer. Lack of HBV immunity will affect post-exposure preventive procedures.
- h. Once immunity is attained, additional booster doses or repeat serologic testing is not necessary. However, immunity to HBV infection may not persist indefinitely following primary immunization.



POLICY: 108.001 – ADMINISTRATIVE INVESTIGATIONS	CALEA: 4.2.1, 4.2.2, 4.2.3, 12.1.2, 26.1.4, 26.1.5, 26.1.8, 26.2.1, 26.2.2, 26.2.3, 26.2.5, 26.3.1, 26.3.2, 26.3.3, 26.3.4, 26.3.5, 26.3.6, 26.3.7, 26.3.8, 43.1.1, 82.3.5,
Effective Date: 08/06/2020	Review Date:
Revised Date: 08/03/21	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. POLICY

The DeSoto Police Department is committed to high standards and will go to the extreme to avoid ethical conflicts or the appearance of ethical conflicts. All employees of the Department share the responsibility of maintaining our reputation. Employees who tolerate misconduct are, in effect, condoning and participating in this conduct and may share the consequences.

Any person who believes any DeSoto Police Department employee has been involved in improper conduct or has a criticism of Department services has the right to make a complaint, as provided in this directive. These persons can expect such complaints to be thoroughly and objectively investigated by the Department.

All investigations will be in accordance with Texas Local Government Code Chapter 143, City of DeSoto Local Civil Service Code, City of DeSoto Human Resources Policy and Procedure Manual.

II. PROCEDURES

A. OBJECTIVES OF ADMINISTRATIVE INVESTIGATIONS

1. The public has the right to expect efficient, fair, and impartial law enforcement. Therefore, any misconduct by Department employees must be detected, thoroughly investigated, and properly adjudicated to assure the maintenance of these qualities.
2. The Department is often evaluated and judged by the conduct of individual employees. It is imperative the entire organization is not subjected to public censure because of misconduct by a few of its employees. When an informed public knows its Police Department honestly and fairly investigates and adjudicates all allegations of misconduct against its employees, this public will be less likely to feel need to raise a cry of indignation over alleged incidents of misconduct.
3. Employees must be protected against false allegations of misconduct. This can only be accomplished through a consistently thorough investigative process.
4. Personnel who engage in serious acts of misconduct, or who have demonstrated they are unfit for law enforcement work, must be removed for the protection of the public, the Department, and the Department's employees.
5. The Department is constantly seeking to improve its proficiency and the efficiency of its employees. Occasionally, personnel investigations disclose faulty procedures that would otherwise have gone undetected. These procedures can then be improved or corrected.

B. INVESTIGATING ADMINISTRATIVE COMPLAINTS

1. Responsibilities
 - a. The Internal Affairs Unit will be responsible for coordinating and/or performing the investigation function. This will include:

- (1) Recording, registering, and controlling the investigation of complaints against employees;
- (2) Supervising and controlling the investigation of alleged or suspected misconduct within the agency; and
- (3) Maintaining the confidentiality of the investigation and records.

b. The Internal Affairs Unit will report directly to the Chief of Police and is responsible for ensuring the investigation function is conducted according to department policy.

C. TYPES OF COMPLAINTS TO BE INVESTIGATED - The scope of this directive shall include but not be limited to any incident listed below which involves employees of the DeSoto Police Department.

1. Allegations of misconduct, including criminal misconduct
2. Death of a prisoner
3. Death or serious bodily injury of any person
4. Use of force against any person
5. Discharge of firearm
6. Investigations of harassment
7. Other incidents, as directed by the Chief of Police
8. All alleged or suspected violations of statutes, ordinances, Department rules, regulations, orders, directives, or procedures by employees of the Department shall be handled in accordance with the procedures contained in this directive.

D. CLASSIFICATION AND ASSIGNMENT OF INVESTIGATIONS

1. Administrative investigations will be classified according to the nature of the incident or misconduct alleged. This classification will be used in determining which unit of the Department will be responsible for the investigation.

2. Class I Incidents

a. Class I incidents include the following.

- (1) Serious misconduct, including criminal misconduct, on the part of any employee of the Department
- (2) Death of a prisoner
- (3) Death or serious bodily injury of any person as a result of any police action
- (4) Allegations of unnecessary force
- (5) Discharge of a firearm (provided such discharge was not for training, hunting/recreation, ballistic examinations, or the destruction of an animal AND no hit or near miss of a human being resulted)
- (6) Complaints in the form of notice of intent to sue
- (7) An allegation of civil rights violations, discrimination, or racial profiling.
- (8) Other complaints or incidents as directed by the Chief of Police.

b. Class I incidents will normally be investigated by the Internal Affairs Unit.

3. Class II Incidents

a. Class II incidents include the following.

- (1) Harassment
- (2) Discourtesy
- (3) Inappropriate behavior
- (4) Failure to take prompt and/or effective police action
- (5) Minor misconduct
- (6) Improper police procedures

b. Class II incidents will normally be investigated by the chain of command of the involved employee; however, the Internal Affairs Unit will, at the request of the investigating supervisor, review and assist in the investigation of any Class II incident. Responsibility for the investigation will remain with the employee assigned.

c. In accordance with Tex. Local Govt. Code 143, all reported complaints within 180 days from the date of incident will be investigated with a disposition of that case. If an incident is reported and is outside the 180-day limitation, that case will still be reviewed to see if policies need to be updated or training is needed for personnel. The department will not sanction an officer outside of the 180-day limit unless there was a criminal act that took place and the statute of limitations has not expired.

E. RECORDING COMPLAINTS

1. Citizen Complaints

a. It is the obligation of every employee of this Department to treat citizen complaints seriously and to afford any person making a complaint a courteous and professional response regardless of the apparent validity or nature of the complaint.

b. Any person or persons may file a complaint against any employee(s) of the Department.

c. If the person making the complaint is intoxicated or otherwise impaired, initial information will be taken and a second interview will be scheduled for a later date.

d. All complaints against the Department or employees of the Department, including anonymous complaints, shall be investigated. Written complaints from employees and or citizens should be notarized. Non-sworn complaints or anonymous complaints shall not be afforded less weight merely because the complainant has not sworn to the allegation or the complainant is unknown. Any anonymous complaint received and found to have merit will be signed by the Chief of Police who will then become the complainant.

e. Police Department employees at all levels should attempt to satisfy the public's questions and concerns immediately; however, should the complainant continue to express dissatisfaction, may cause the complaint to be documented by contacting the Internal Affairs Unit or any police supervisor.

f. A person wishing to file a complaint involving an employee or make a criticism of police services during regular office hours shall be referred to the Internal Affairs Unit.

g. Complaints filed during other than normal business hours when Internal Affairs personnel are not available should be directed to an on-duty supervisor.

(1) The on-duty supervisor shall document the complaint in the departments online portal and shall notify the Internal Affairs Unit by email.

(2) If the complaint would be classified as a Class II incident, the supervisor may take the complaint themselves and begin the investigation/review immediately. Any resolution or action taken should be documented on the Internal Affairs Module and a finding recommended.

(3) If the complaint would be classified as a Class I incident and requires immediate attention, the Internal Affairs Unit should be called out.

(4) If a supervisor is not immediately available, the employee notified of the complaint shall take the complainant's name, address, phone number, and nature of the complaint and forward that information to a supervisor or the Internal Affairs Unit.

h. If the complainant indicates an unwillingness to come to the Department or identify themselves, the complainant shall be notified that they may contact the Internal Affairs Unit by telephone during office hours to discuss the matter. Any

employee notified of a complaint shall forward the complaint to the Internal Affairs Unit.

F. REPORTING REQUIREMENTS

1. Any incident, which falls within the scope of this directive, must be reported in the departments Blue Team portal for administrative review, via chain of command, to the Internal Affairs Unit.

2. The following criteria shall govern completion of the Internal Incident Report/Use of Force Report.

- a. Allegations of Misconduct - A Blue Team Report shall be completed any time the Department is notified of an act of misconduct, including criminal misconduct, on the part of any employee. The employee/supervisor receiving the complaint shall ensure the Blue Team report is completed as soon as possible after notification.
- b. Death of a Prisoner - An Administrative Review shall be completed any time a person dies while in custody of the DeSoto Police Department or while confined in the City of DeSoto Jail. The Jail Supervisor or ranking officer at the scene shall ensure the report is completed as soon as possible after the incident.
- c. Death or Serious Bodily Injury - An Administrative Review shall be completed any time an employee of the Department is involved in the death or serious bodily injury of any person and/or when an employee of the Department is killed or seriously injured by another person. The supervising officer at the scene shall ensure the report is completed as soon as possible after the incident.
- d. Use of Force - A Use of Force Blue Team Report shall be completed any time an employee uses non-lethal force, other than mere guiding, holding, or handcuffing, to detain any person, effect an arrest, or subdue a resisting subject. The primary officer will initiate the report and forward to their chain of command for review.
- e. Discharge of Firearm - An Administrative Review shall be completed any time an employee discharges a firearm, either on-duty or off-duty, provided such discharge was not for training, hunting, recreation, or official ballistic examinations. All accidental discharges shall be reported. The immediate supervisor of the employee involved shall ensure the report is completed as soon as possible after the incident.
- f. Other Incidents - Any Administrative Review that is initiated by policy (Use of Force, Pursuit, Lost or Damaged Property, Employee Injury, Fleet Accident, etc.) will be completed prior to the end of that employee's tour of duty and submitted to their supervisor for review. If there are extenuating circumstances for the delay (employee hospitalized due to injury), the review will be started by the employee's supervisor and that circumstance will be listed in the narrative of the report. If the employee fails to complete any reporting prior to the end of their scheduled shift without prior approval, discipline outside of the original review could occur.
- g. All administrative reviews, when completed, will be sent to Internal Affairs for status and retention.

G. NOTIFICATION OF SUPERVISORY PERSONNEL - Upon receipt of any Administrative Review, the Internal Affairs Unit will notify the Chief of Police or his designee, and a determination will be made as to whether an investigation is required and who will be responsible for said investigation.

H. CONTROL LOGS AND STATISTICAL REPORTS

1. Blue Team / IA Pro Software

a. The Internal Affairs Division maintains the Blue Team/IA Pro software program that houses all internal/administrative reviews for the agency. The Chief of Police, Assistant Chief of Police, the Internal Affairs investigator and any personnel assigned by the Chief of Police are the only personnel with full access to the contained information.

b. Each incident recorded in the Index shall be assigned a permanent tracking number within the program.

d. Every sixty (60) days the Internal Affairs Unit shall verify every incident or complaint recorded has been handled in accordance with this directive and shall follow up any unresolved incident or complaint immediately. Unexcused failure to handle the recording or investigation of any incident shall be cause for discipline.

e. The Department will comply with valid requests through the Open Records Act and with orders from a court of competent jurisdiction.

2. Employee Disciplinary Retention Records - Internal Affairs Unit shall maintain an Employee Disciplinary Record on all current and past employees. These records will contain documentation of the initiation, investigation, and disposition of internal affairs investigations of alleged misconduct by law enforcement officers.

3. As used in the record descriptions for this group, the terms "formal discipline" is disciplinary action above the level of a written reprimand. The term "informal discipline" is disciplinary action below the level of a suspension.

4. Retention periods for this records group date from the completion of the investigation.

5. Documents that are removed or expunged from internal affairs investigations records or personnel files pursuant to procedures established in state law are exempt from the destruction request requirement. The retention periods are as follows:

Records of investigations of law enforcement shooting incidents, which result in death or injury to any person, including a police officer	Permanent
Records of investigations that result in sustained formal discipline	15 Years
Records of investigations that result in sustained informal discipline or of investigation's whose findings are inconclusive	5 years, provided a 1-year infraction free period proceeds the date of destruction
Records of investigation's whose findings are not sustained, unfounded, or exonerated	3 Years
Written complaints and records of oral complaints received from the public concerning the conduct of law enforcement officers that does not lead to an internal affairs investigation, retention, and determination not to initiate an internal investigation	2 Years

6. These files will be available to review by the following personnel:

- a. Chief of Police
- b. Assistant Chief of Police
- c. Captains
- d. Internal Affairs Officer
- e. Employee listed on record

- f. Employee's supervisors
- g. If a subpoena is issued for records, the procedure will be followed:
 - 1. Chief of Police will be contacted and advised of the subpoena
 - 2. The IA investigator will contact the City Attorney as soon as possible and advise them of the subpoena
 - 3. The IA investigator will compile the requested documents and send to the City Attorneys office for further disposition.
 - 4. The possibility exists that the IA investigator will be summoned to court, with the entirety of the records, to conduct an In-Camera interview with the judge. The judge will then decide as to what documents are allowed.

7. The Employee Disciplinary Record shall include the following information.

- a. Employee name and number
- c. Tracking Number
- d. Date of report
- e. Name of complainant, if any
- f. Disposition of investigation
- g. Disciplinary action taken, if any

I. INTERNAL AFFAIRS INVESTIGATION PROCESS

1. Upon determination by the Chief of Police or his designee that an investigation will be conducted the Internal Affairs Unit will assign a tracking number. A record of the incident will be made in the Blue Team/IA Pro software program. The Chief of Police will, in writing, direct the IA investigator to investigate and return a finding to the Chief of Police

a. Whenever a report of an internal affairs investigation is entered in the Blue Team reporting module, the employee involved and their Division Captain shall be notified in writing within twenty-four (24) hours, unless the Chief of Police determines the notification should be delayed for good cause.

b. Said notification shall include a copy of the Blue Team initial report; a written statement of misconduct alleged (this may a copy of the citizen compliant or the Blue Team initial report), a written statement of the employee's rights and responsibilities relative to the investigation and the possibility of a non-disclosure agreement.

2. The assigned investigator shall make every effort to interview the complainant, the employee under investigation, witnesses, and any other person whose statement could assist in the just resolution of the case.

3. Taped interviews, especially regarding Class I incidents, may be obtained from employees, the complainant, and witnesses. The decision to obtain formal taped interviews versus memoranda and other reports is to be based on a reasonable and practical assessment of the seriousness, nature, and complexity of the allegation. The IA investigator also has the right to video tape interviews.

4. The Chief of Police shall have the authority to order an employee to submit to chemical or other tests or photographs that may assist in an Internal Affairs investigation/administrative review. Any chemical, medical test, or other test/procedure required by the Chief as a part of the investigation will be at the agency's expense.

5. The DeSoto Police Department has the following expectations of employees and will afford every employee under investigation the following rights:

a. Every employee is required to establish and maintain a working knowledge of all applicable laws and ordinances in the City of DeSoto and State of Texas, as well as the rules, regulations, policies, and procedures of the City, Police Department, or any division thereof. In the event of improper action or breach of discipline, it will be presumed the employee was familiar with the law, policy, rule, regulation, or procedure in question.

b. Any interview of the employee shall be held at a reasonable time in relation to the employee's work schedule, unless the circumstances of the situation require expediency

or delay. If the employee is required to be subject to interview outside of their duty time, they will be compensated for their time.

c. The employee shall completely and thoroughly answer all questions concerning the case as asked by the investigator. Failure or refusal to answer any questions or to take any test or to be photographed constitutes grounds for disciplinary action, including dismissal from the Department, as conduct prejudicial to good order and insubordination.

(1) Any employee may be compelled to stand in a lineup for identification purposes.

(2) Investigations, due to their nature, may require the submission of financial disclosure statements by employees under investigation. Only the Chief of Police may order such disclosure statements.

J. INVESTIGATION REPORTS

1. All incidents assigned for administrative investigation will be documented in the Internal affairs module (Citizen Complaint, Use of Force, Pursuit, Fleet Accident, Injury.)

2. All investigative reports, to the extent possible, will include sufficient information to reach a reasonable conclusion as to the actions of any involved employee of the Department.

K. REVIEW PROCESS

1. Supervisor/Internal Affairs Review

a. Incidents Investigated by Internal Affairs – incident investigated by Internal Affairs will be reported directly to the Chief of Police.

b. Incidents Investigated by Line Supervisor - Upon completion of the investigation, the investigating officer shall forward all documentation up the chain of command and ultimately will be sent to Internal Affairs for disposition.

1. Each member of the chain will render his recommendation regarding final disposition of the case. In addition, each member of the chain will render an opinion of what action, if any should be taken to correct any sustained allegation of misconduct or violation of policy. The opinion will be based on the DeSoto Police Department's Discipline Matrix. The supervisor will consider any mitigating and aggravating circumstances when making their opinion.

2. Recommendations from all affected employees' supervisors must be in the office of the Chief of Police no later than ten (10) working days from the date received by the division commander. If a supervisor will be absent from duty for an extended period of time (vacation, training, etc.), the review process will not be delayed but will be forwarded to the next level. Review of alleged employee misconduct or criticism of Department services should be completed in an expedient manner.

2. Findings

a. Upon review of any administrative investigation regarding a citizen complaint or allegation of misconduct, supervisors/Internal Affairs will recommend a finding on each allegation according to the following list:

(1) Sustained: Discipline Appropriate: The evidence tends to support the allegation of misconduct.

(2) Not Sustained: There is insufficient evidence either to prove or disprove the allegation of misconduct.

(3) Unfounded: The evidence tends to disprove the allegation of misconduct.

(4) Exonerated: The evidence tends to support factual occurrence, but conduct does not appear improper.

(5) Misconduct Not Based on Complaint--Sustained: The evidence tends to support misconduct, which was not alleged in the complaint.

(6) Policy/Training Failure: The evidence tends to support a finding of improper or conduct that may not have been consistent with policy. The investigation of specific complaints against departmental personnel that result in a finding of "Sustained" or "Policy Failure" may indicate a need for training rather than disciplinary action. The Chief of Police will make final determination of the appropriate response.

b. Upon review of a use of force incident, supervisors will render findings relevant to the following aspects of the incident.

(1) Whether the force used was

- a. Within policy
- b. Out of policy
- c. Accidental

(2) Any relevant tactical considerations

- a. Drawing and exhibiting firearms, if applicable.
- b. Firing of weapon or application of force
- c. Tactics prior to the use of force
- d. Tactics during and following the use of force

(3) Any relevant training considerations

(4) The quality of supervision prior to, during, and after the incident

(5) Any relevant discipline considerations

(6) The post-incident investigative processes and quality

c. Upon review of any other incident investigated administratively, the review process (chain of command) will result in:

(1) A recommendation to the Chief of Police as to whether the conduct under investigation was within policy or out of policy, and

(2) A recommendation, if appropriate, for corrective action.

3. The Chief of Police will make final disposition of the investigation within five (5) working days, or as soon as possible, of receipt of supervisory recommendations.

a. The Chief of Police will provide written notification to the complainant and the affected employee of the final disposition of the investigation within five (5) working days of that disposition.

b. A copy of the Chief's letter will be placed in the investigative file. The file will then be returned to the Internal Affairs Unit.

c. The chain of command/Chief of Police will use the departments disciplinary matrix to guide them in making recommendation, final or otherwise, for investigated incidents.

d. The Chief of Police has the ultimate authority on discipline decisions within the department.

e. The Chief of Police retains the right to make decisions outside of the discipline matrix based on the severity of the infraction.

f. The Chief of Police retains the right to discipline, up to and including the termination of probationary employees for violations of policy and is not required to use the matrix for assessing discipline.

4. If the final disposition requires formal discipline, the Chief of Police will meet with the affected employee and the IA investigator for a pre-determination meeting. That meeting will allow the employee to tell their version of what happened directly to the Chief of Police. The following will then take place:

a. The Chief will consider what the employee stated in formulating a discipline decision.

b. The Chief, upon hearing new information, can require the IA investigator to review the new evidence and make a supplement to their report, or

c. Make a final determination on discipline based on the interview and IA Report

L. COMPLETION OF THE INVESTIGATION

1. All investigations will be completed within thirty (30) working days of assignment. The Chief of Police may extend the thirty-day time limit in exceptional cases.

2. Upon completion of the investigation of a citizen complaint, the complainant shall be notified that the investigation has been completed and the disposition of the case, in accordance with Tx Loc Gov Chapter 143 (disclosure of personnel file material).

M. CONCURRENT INVESTIGATIONS

1. Certain incidents will require, in addition to the administrative investigation, an investigation by units of Internal Affairs Unit, Traffic Unit, or the Criminal Investigation Division.

a. The DeSoto Police Department's traffic unit may work traffic accidents involving City of DeSoto vehicles at the discretion of the on-duty supervisor. Depending on the severity of the accident an outside agency may be called to assist or take over the investigation. Any charges to be filed will be done by the agency working the accident.

b. Criminal Investigation Division

(1) In general, the Criminal Investigation Division will conduct a criminal investigation into any incident, other than traffic-related, which occurs in the City of DeSoto and results in the death or serious bodily injury of any person.

(2) The Chief of Police may, at his discretion, request an outside agency to conduct the investigation.

(3) Any felony charges, which result from such investigation, will be referred to the grand jury.

2. The Chief of Police has the authority to order a criminal investigation of any allegation of wrongdoing instead of, or in addition to, an administrative investigation.

a. An important distinction needs to be made between administrative and criminal investigations. The courts have consistently held that the people who are the subject of administrative investigations have different rights and responsibilities than people under criminal investigations.

b. The purpose of an administrative investigation is to determine whether the conduct or act was consistent with Department policies and procedures or whether criticism of police services is accurate. In *Garrity v. New Jersey*, the U. S. Supreme Court has held refusal by employees under administrative investigation to answer questions or otherwise cooperate with the investigation as grounds for disciplinary action, to include dismissal.

c. Department employees may assume, unless advised otherwise, the Department's investigation of allegations is an administrative investigation. This policy applies only to administrative investigations, which will be conducted in accordance with this directive, whether initiated internally or as a result of citizen complaint.

d. In accordance with *Garrity v. New Jersey*, administrative investigators will have access to any evidence, including statements, obtained in a criminal investigation against any employee, however, criminal investigators will not have access to evidence or statements during an administrative investigation after a compelled statement is received from the subject employee.

e. Any employee who is a suspect in a criminal investigation or is under arrest will be informed of all rights afforded to any person subject to a criminal investigation.

f. The imposition of discipline by the Department, in whatever form, shall in no way preclude a further sanction imposed against an employee in subsequent criminal or civil proceedings. Any sanctions imposed in criminal or civil proceedings against an employee of this Department shall not preclude the imposition of administrative sanctions.

3. The Criminal Investigation Division officer assigned to any investigation involving alleged criminal conduct on the part of an employee shall maintain close liaison with the District Attorney's office throughout the investigation. This liaison may include legal advice from the prosecutor and assistance in case preparation.

N. CONFIDENTIALITY OF INVESTIGATIONS AND FILES

1. All matters related to administrative investigations shall be kept in the strictest confidence. To this end, all employees of the Department shall take those measures necessary to ensure the integrity and confidentiality of all documents and other records in any way associated with the reporting, investigation, or resolution of misconduct complaints.

2. All records of complaints and administrative investigations are confidential and shall not be released without the prior approval of the Chief of Police. Copies of the completed administrative investigations will not be released to anyone except on the issuance of a lawful order, authority of the Chief of Police, or upon the advice of the Department Legal Advisor.

3. All employees having any responsibility for the initiation, investigation, review, or resolution of such administrative matters shall ensure the integrity of files or other records, when such records are within their custody.

O. REMOVAL FROM LINE DUTY ASSIGNMENTS

1. The Chief of Police, or the Internal Affairs investigator at his discretion, may reassign an employee from a line duty assignment or place the employee on administrative leave pending the outcome of an administrative investigation and/or review in order to protect the employee and/or the community's interests.

2. Any employee, whose action(s) or use of force in an official capacity results in the death or serious bodily injury of another, will be removed from a line duty assignment, pending the outcome of an administrative review.

3. During periods of reassignment or administrative leave, the circumstances will be evaluated to determine whether post incident debriefing, counseling, or other services may be beneficial to the affected employee's wellness.

P. STATISTICAL REPORTS

1. An annual report summarizing the number and types of investigations conducted, including dispositions, will be prepared by the Internal Affairs Unit and forwarded to the Chief of Police.

2. The Internal Affairs Unit will prepare an annual summary of administrative investigations for dissemination for public and Department personnel.

III. DISCIPLINE MATRIX – The following will be the resource for supervisors and administrators to use in determining fair discipline for its members.

DeSoto Police Department Disciplinary Matrix

When misconduct results in or there is a strong likelihood that it will result in serious bodily injury or death, the Chief of police may determine the amount of disciplinary action, regardless of the listed disciplinary options. The Chief of Police shall have the right to terminate a probationary officer for any act of misconduct.

Level	Description	Examples of Violations	Presumptive Discipline		
I	Single minor policy violation Minimal negative impact on Department image or operations	<ul style="list-style-type: none"> • Seatbelt violation • Non-criminal traffic infractions • Low-speed at-fault traffic collision without injury • Rude comments, gestures, or lack of courtesy • Tardiness • Clothing or uniform violations • Failure to respond to radio • Failure to properly maintain issued equipment or gear • Loss or damage of low value property of City or public • Loss of Badge • Failure to advise of address or telephone change 	Consider prior 3 years for Level I		
			1st violation: Oral Reprimand- 1 Day Unpaid Suspension	2nd violation: Written Reprimand- 2 Day Unpaid Suspension	3rd violation: 1- 3 Day Unpaid Suspension
II	Repeated minor policy infraction More than minimal negative impact on Department image or operations, relationships with other officers, or the community	<ul style="list-style-type: none"> • Repeated violations from Level I • Property damage/loss of department property • Preventable at-fault collision with minor injury • Unauthorized leave • Failure to have secondary employment approved • Late submission of report • Using Dept. equipment during secondary employment without prior authorization • Failure to follow proper procedures in recovery or collection of evidence • Improper recovery of found or abandoned property • Improper storage or release of property • Failure to follow procedures for preliminary or follow-up investigations • Absent without leave or permission • Failure to appear in court or lack of preparedness for court • Failure to identify self to civilian • Unauthorized ride-a-long • Sleeping on duty • Improper pursuit without injury or damage • Failure to follow chain of command or obtain supervisor's approval • Failure to ensure functional recording equipment 	Consider prior 5 years for Level II		
			1st violation: Written Reprimand -2 Day Unpaid Suspension	2nd violation: 1-3 Day Unpaid Suspension	3rd violation: 3 - 5 Day Unpaid Suspension
III	Major policy infraction Pronounced negative impact on Department operations, relationships with other officers, or the community	<ul style="list-style-type: none"> • Repeated violations from Level II • Loss of gun • Insubordination • Prohibited secondary employment • On leave without authorization • Accidental discharge of weapon • Failure to secure firearm on or off duty • Failure to take police action while on duty • Failure to submit a report • Failure to make required arrest • Improper search, seizure, or entry • Failure to upload recording without documented technological issue • Failure to take appropriate action as a supervisor • Failure to provide appropriate scene supervision • Unauthorized or improper dissemination of Department information • Leaving assignment without permission • Purchase or consumption of an intoxicant while on duty • Failure to perform assigned duties as a supervisor 	Consider prior 10 years for Level III		
			1st violation: 1-3 day unpaid suspension	2nd violation: 3-5 day unpaid suspension	3rd violation: 5-10 day unpaid suspension

Level	Description	Examples of Violations	Presumptive Discipline		
IV	Major misconduct Significant negative impact on Department operations, relationships with other officers, or the community Actions contrary to core City values or involve substantial risk of public or officer safety	<ul style="list-style-type: none">• Repeated violations from Level III• Preventable at-fault collision with significant injury• Improper use of force or failure to intercede with no injury• Failure to obey non-exigent order• Carrying an unauthorized firearm or ammunition• Arrest without probable cause• Unauthorized or improper dissemination of investigation information or documents• Loss of evidence• Improper storage or release of evidence• Unauthorized or improper use of criminal history databases	Consider prior 10 years for Level IV		
			1st Violation: 5-7 Day unpaid Suspension	2nd Violation: 7-10 Day unpaid suspension and/or reduction in rank	3rd Violation: 10 Day unpaid suspension - Indefinite Suspension
V	Misdemeanor criminal conduct or severe misconduct Major negative impact on Department operations, relationships with other officers, or the community Includes conduct that could effectively disqualify an officer from continued employment as a law enforcement officer	<ul style="list-style-type: none">• Repeated violations from Level IV• Improper use of force or failure to intercede resulting in injury• Misdemeanor criminal act not resulting in physical injury• Ethical misconduct• Cheating on tests or other assignments• Deliberate weapon discharge outside use of force policy that does not endanger self or others• Failure to assist another officer while on duty• Failure to report an accident• Failure to report firearm discharge	1st Violation: 10 - 14-Day unpaid Suspension and/or reduction in rank or Indefinite Suspension		2nd Violation: 14-Day unpaid suspension and reduction in rank - Indefinite Suspension
VI	Felony criminal or severe misconduct Demonstrates serious lack of integrity, ethics, or character and includes conduct that would disqualify an officer from continued employment as a law enforcement officer	<ul style="list-style-type: none">• Repeated violations from Level V• Deliberate weapon discharge outside of use of force policy that endangers self or others• Preventable at-fault collision resulting in serious injury or death due to gross negligence or violation of pursuit and response-to-calls policies• Abuse/misuse of authority• Obstructing or hindering a criminal or internal affairs investigation• Felony criminal act• Revocation of TCOLE Peace Officer License• Working secondary employment while on City time• Failure to obey order in exigent circumstances• Untruthfulness or intentional misrepresentation in reporting• Harassment or discrimination of a protected class	1st Violation: 14-Day unpaid Suspension and reduction in rank - Indefinite Suspension		

The examples listed above are not absolute for the categories listed. It is understood that a charge may be more or less severe than the example given above based on the particular circumstance of the event. Those circumstances will be included on the applicable report.

The listed examples are to be used as a guide for categorizing levels of severity.

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AT A GLANCE:

Number of violations	Level I (Consider prior 3 years)	Level II (Consider prior 5 years)	Level III (Consider prior 10 years)	Level IV	Level V	Level VI
1st	Oral Reprimand - 1 Day unpaid suspension	Written Reprimand - 2 Day unpaid suspension	1-3 day unpaid suspension	5-7 day unpaid suspension	10 - 14 day unpaid suspension and/or reduction in rank or Indefinite Suspension	14 - Day unpaid suspension and reduction in rank - Indefinite Suspension
2nd	Written Reprimand - 2 Day unpaid suspension	1-3 day unpaid suspension	3-5 day unpaid suspension	7-10 day unpaid suspension and/or reduction in rank	14 - Day unpaid suspension and reduction in rank - Indefinite Suspension	
3rd	1-3 day unpaid suspension	3-5 day unpaid suspension	5-10 day unpaid suspension	10 Day unpaid suspension - Indefinite Suspension		

DISCIPLINE FOR EACH LEVEL OF VIOLATION

Aggravating and Mitigating circumstances can be used in either increasing or reducing the discipline for a violation. If using these circumstances, those factors must accompany and be detailed in the report so that executive staff can make a final determination based on all factors.

Mitigating	<ul style="list-style-type: none"> • “Substitution Test” – could this have happened to anyone else in the same circumstance (e.g., system, policy, or training issue)? • Receptive to correction/displayed proper attitude • Efforts were made to correct the problem • Lack of intent 	<ul style="list-style-type: none"> • Acts would not have come to light without self-report • Member new to the assignment • Prior work history, such as positive evaluations and/or work performance, or voluntary, advanced, job-related training • Minimal or lack of prior disciplinary history relative to the officer's years of service
Aggravating	<ul style="list-style-type: none"> • High degree of operational impact • Unreceptive to correction (attitude) • Uncooperative with investigation • Dishonesty on the part of the officer • Delayed report or attempted cover-up • Loss or damage to city or private property • Injury, harm, or endangerment of a member of the public or an officer • The existence of an actual and demonstrable legal or financial risk to the Department or the City (including, but not limited to, cases involving allegations of civil rights violations, unlawful search and seizure, excessive use of force or unlawful detention or arrest) • Speed (in vehicular accidents) 	<ul style="list-style-type: none"> • Bias- or harassment-based action • Supervisory or command rank, length of time in position • Constitutional implications • Intentional act or lack of due regard • The officer's prior disciplinary history • Criminal conviction of the involved officer arising out of the underlying event • Prejudicial conduct regarding race, color, creed, national origin, ancestry, gender/sex (including pregnancy, childbirth, or caregiver status), sexual orientation, age, religion, political affiliation, physical or mental disability, military status, marital status, or other protected classifications • Harassment or retaliatory conduct

Note: This directive does not prohibit any supervisor from initiating appropriate supervisory action involving incidents occurring in the normal course of supervisor/ subordinate relations.



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POLICY: 108.002 – ADMINISTRATION OF DISCIPLINE	CALEA: 22.1.2, 26.1.4, 26.1.5, 26.1.8, 26.3.7, 26.3.8,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

Members of the DeSoto Police Department are subject to the guidelines and rules outlined in the City Personnel Policy, the Local Government Code Chapter 143, and this directive.

II. POLICY

Discipline shall be administered in a fair and impartial manner.

III. PROCEDURES

A. Philosophy of Disciplinary Action

1. While it is desired that every employee strives to achieve the highest level of job performance and conduct possible, it is the responsibility of each employee to maintain at least the standard level of job performance and conduct which is acceptable to their supervisor.
2. When the personal conduct or performance of an employee falls below a desirable standard, supervisors should point out deficiencies to the employee at the time they are observed. Immediate disciplinary action may occur whenever it is appropriate and in the best interest of the City. Whenever possible, the practice of progressive discipline should be applied. An employee should be given warning with time to correct unacceptable behavior prior to disciplinary action, but such a warning is not a prerequisite.
3. While the procedures outlined below are to be followed whenever possible, they are not in any way intended as a limitation on the City's right to take any form of a disciplinary action, including dismissal, when deemed appropriate.
4. Discipline will be administered equally throughout the City, without regard to race, color, religion, sex, national origin, age or handicap.

B. Basis for Disciplinary Action

Any employee of the City may be disciplined for unsatisfactory job performance, unsatisfactory attendance or any conduct or behavior prohibited by Federal, State, or local law, City Charter, City Code, Personnel Policies and Procedures or departmental policies, procedures and directives.

C. Supervisory Responsibility

1. One of the primary tasks of a supervisor is the administration of discipline. Discipline can be positive or negative; it may involve encouragement, inspiration, training, or imposition of negative sanctions. It has as its immediate purpose the channeling of individual effort into effective and productive action.



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2. The exercise of positive discipline requires foresight and planning rather than merely reaction. It involves an evaluation of the human factor which, when combined with proper training, motivation, and recognition of individual and group effort, results in self-discipline.
3. Discipline may range from a warning, where the immediate effect is on the individual, to termination, where the positive result is in the reassurance of other employees of unacceptable limits of misconduct. In each case, care must be exercised to make the proper choice in obtaining a desired and just result.
4. In the administration of discipline, a supervisor or manager must consider the totality of the circumstances surrounding the allegation of misconduct. The decision must resolve the legality and appropriateness of the action with consideration of the individual's interest and the probable effect of the disciplinary action upon the attainment of department objectives.
5. To be effective, discipline must be fair in its application and follow within a reasonable time of the act, which it is intended to correct. Therefore, there must be a prompt resolution of discipline cases.

D. Supervisory Authority

1. All supervisors have the authority to commend, deliver a verbal reprimand, reprimand in writing, and initiate remedial training and to suspend an employee with pay. The Chief of Police, Assistant Chief of Police, and Captain(s) must be notified immediately when any employee is involved in an incident, which requires an immediate suspension with pay pending a further review of the circumstances.

NOTE: Suspension with pay is not a disciplinary action, but is intended to remove the employee from the work environment until such time a determination can be made of further action.

2. All supervisors may recommend suspension without pay as a part of the disciplinary process. However, only the Chief of Police possesses the authority to suspend or authorize uncompensated duty of police officers.
3. The authority to demote or discharge an employee lies with the Chief of Police.

E. Levels of Discipline

1. Discipline recommendations will be in concert with the departments Discipline Matrix that is outlined in AD 108.001. Levels of disciplinary action shall include, but are not limited to, any of the following:

a. Documented Oral Counseling:

- (1) An employee may receive a Documented Oral Counseling when unsatisfactory job performance, misconduct or an attendance problem occurs which has minimal consequences and is not associated with any previous misconduct by the employee.
- (2) A Documented Oral Counseling does not require written presentation to the employee, but should be documented by the supervisor and kept within the Department for performance evaluation and record keeping purposes. (Documented Oral Counseling)
- (3) A Documented Oral Counseling may not be appealed. However, an employee who disagrees with the counseling action may discuss the basis of disagreement with their supervisor, with the purpose of resolving the disagreement. Should a Documented Oral Counseling be given to the



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employee in written form, the employee may submit a written response/rebuttal to be attached to the Documented Oral Counseling.

b. Written Reprimand

(1) An employee who demonstrates conduct or behavior detrimental to the effective and efficient operations of their department and/or City or who does not maintain satisfactory attendance may receive a Written Reprimand.

(2) A written reprimand shall be presented and a copy given to the employee indicating the following:

a. The specific act(s) by the employee, which demonstrated the unacceptable conduct/behavior or attendance records which, is unsatisfactory.

b. That such an act(s) must not be repeated.

c. What further action will result if the employee repeats the misconduct or fails to correct unsatisfactory attendance.

(3) The written reprimand shall be signed by the employee to acknowledge its receipt and that it is going into the employee's personnel file.

(4) The employee may submit a statement presenting their version of the facts relevant to the action for attachment to the Written Reprimand.

(5) A Written Reprimand becomes a part of the employee's permanent Personnel File. Therefore, the Department will forward a copy of the document to the City Human Resource Department for record keeping. An employee may attach a statement of response/disagreement with the Written Reprimand to be filed.

c. Decision Making Leave

(1) Once an employee has been warned concerning job performance, attitude while on duty, or any type of directive violation a supervisor may request the employee to take a Decision-Making Leave Day.

(2) The supervisor will discuss this action with the Division Commander. If agreed upon, the appropriate documentation will be placed in the employee's file.

(3) The intent of this action is to give the employee time to reflect on the direction that they wish to take.

(4) This action gives the supervisor another step in the positive interaction with the employee prior to any type of sanction that would adversely affect the employee.

d. Performance Improvement Program

(1) When the job performance of an employee falls below an acceptable standard the supervisor shall point out the problem to the employee providing the following in writing:



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- a. The specific unacceptable deficiency in the employee's performance;
- b. The necessary improvement;
- c. The period of time in which improvement must occur (30-90 days);
- d. What further consequences will result if the employee fails to show satisfactory improvement;

(2) Both the employee and the supervisor should sign the PIP. The employee should understand that their signature indicates receipt of the document only, not necessarily agreement of its contents. If the employee refuses to sign, the supervisor should have a witness sign that a copy was given to the employee. The original PIP shall be maintained within the Human Resources Department, with a copy given to the employee, and one maintained within the Police Department.

(3) If the employee fails to demonstrate the necessary improvement as required upon completion of the Performance Improvement Program, or immediately upon failure to fulfill the conditions of such a program, the options available to the Chief of Police are demotion, transfer or dismissal. The identification of an employee performance deficiency, and subsequent placement in a Performance Improvement Program may not be appealed by an employee. However, an employee may submit a statement presenting their version of the facts relevant to the action, for attachment to the Performance Improvement Process Program.

e. Agreed to Suspension

(1) Any officer who demonstrates a pattern of misconduct or absenteeism, or who has committed a willful violation of policy, procedure or supervisor's order may receive a suspension

(2) This action will be utilized when the officer demonstrates an acceptance of his/her actions and wishes to work with the administration. This action is viewed as a positive step and may include remedial training

(3) The officer(s) involved must agree to accept uncompensated duty.

(4) The agreed to suspension will be in accordance with TX Local Government Code Chapter 143, Civil Service.

(5) TLC Chapter 143 allows for the Chief of Police, as a part of this process, to allow the effected officer the opportunity to use a portion of their accrued vacation time in place of suspension time. This option only rests with the Chief of Police and is at that their sole discretion.

f. Suspension

(1) Any employee who demonstrates a pattern of misconduct or absenteeism, or who has committed a willful violation of a policy, procedure or supervisor's order may receive a suspension.

(2) A suspension results in time off without pay. An employee may be suspended without pay for a period of not less than half a day or more than



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thirty calendar days or in accordance with Civil Service law (for sworn personnel).

(3) A suspension becomes a part of the disciplinary record maintained in the official Employee Personnel File and will be purged from the file in accordance with City of DeSoto Policy and or State Law.

(4) A suspension may be appealed.

g. Demotion

(1) The demotion to a lower rank may only be used in the disciplinary process for sworn supervisory personnel.

(2) A demotion to lower rank may be appealed.

(3) Sworn personnel should refer to Local Government Code 143.

h. Dismissal

(1) A dismissal is the final step in the disciplinary process and results in termination of an individual's employment with the City.

(2) A dismissal will be initiated as a Memorandum or Proposed Dismissal unless otherwise approved or initiated by the City Manager as an Immediate Dismissal, and may be based upon deficiencies or performance, conduct, behavior or attendance, depending upon the severity and/or history of the problem.

(3) All dismissal actions shall be exercised under the scope of the City Manager's direction or authority, which has been delegated to the Chief of Police.

(4) Absolutely no explicit or implied right to continued employment is intended, or shall be interpreted to exist, in the City's Personnel Policies and Procedures.

(5) A dismissal may be appealed.

i. Appeal Process

NOTE: Employees should refer to City Procedure Disciplinary Action for specific response and/or appeal procedures. Sworn employees should also refer to Local Government Code 143.

(1) All appeals and all decisions rendered in response to appeals must be in writing.

(2) An employee who chooses to appeal may have a representative assist, accompany or represent him/her at any step during the appeal process.

(3) The City Human Resources Department will aid at any time.

(4) Time limits may be extended or shortened at any or all steps, if both parties agree. The City Human Resources Department must document such changes.



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(5) In the event the last day of a time limit falls on a weekend or a City holiday, the time limit shall be extended to the next working day.

(6) An appeal not responded to by either the Department or the employee within the time limits prescribed at each step shall be considered a violation of this procedure.

(7) If the employee is in violation, they shall have their appeal voided and barred from re-submittal.

(8) If the Department is in violation, the employee's appeal will be forwarded to the next level.

(9) Except as specifically allowed by the City Manager, a probationary, temporary, seasonal, or part-time employee may be disciplined or dismissed without being afforded the right to respond or appeal.

J. DISCIPLINE MATRIX – The department shall incorporate a discipline matrix when determining the disposition of violations of policy. This matrix is outlined in AD 108.001 – Administrative Investigations. The purpose of the matrix includes:

1. The members of the department will be on notice of the possible discipline outcomes for specific violations
2. The department supervision and administrators will be able to fairly administer or recommend discipline for violations that are alike or similar in nature.
3. The matrix allows for discipline to be administered fairly and consistently, understanding that there will be a need to be flexible based on the particular circumstances of the infraction. The flexibility will be based on:

a. Aggravating Circumstances – the alleged infraction can have a harsher discipline if the employee has been disciplined previously for like infractions or if the seriousness warrants that outcome.

b. Mitigating Circumstances – the alleged infraction is found to be not as serious or was caused by outside influences outside of the employees' control. This will be taken into consideration for a less-harsh outcome to the officer.

4. The matrix will be maintained and can be changed as particular laws, statutes or expectations change for the agency.

5. The Chief of Police retains their right to step outside of the Discipline Matrix to issue discipline consistent with Tex. Loc Govt Chap. 143 and City of DeSoto policy.

6. The Chief has the right to take immediate action on probationary officers, up to and including termination, based on the circumstances as presented to them.



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POLICY: 108.003 – GRIEVANCE PROCEDURE	CALEA: 3.1.2, 22.4.1, 22.4.2, 26.1.6,
Effective Date: 08/05/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This order establishes and identifies the procedures through which any member of the Police Department may formally bring a grievance to the attention of the Chief.

II. POLICY STATEMENT

An important element of a sound personnel system is the existence of a formal method that allows employees to resolve their grievances with management fairly and expeditiously. Good management practices recognize that a carefully designed grievance process can help to reduce personnel dissatisfaction, improve morale, identify problems in the organization, and increase the positive perception employees have of the organization.

Employees are encouraged to discuss grievances with their Immediate Supervisors through the chain of command to resolve differences outside the Formal Grievance Process.

NOTE: For purposes of this Administrative Directive the words "Grievance and Appeal" may be used interchangeably.

III. PROCEDURES

Grievance Procedure:

Grievance or appeal procedures available for sworn personnel include:

Appeal to the Civil Service Commission as set out in Local Government Code Chapter 143.010, .015, .034, .052, .053; and .054. and

b. Appeal through the city grievance procedure outlined in City of DeSoto "Human Resource Policies Manual" Section 15.

Grievance procedures available for civilian (non-sworn) personnel are through the city grievance procedure outlined in City of DeSoto "Human Resource Policies Manual" Section 15.

Civil Service employees -

Grievances filed by civil service employees may include but are not limited to, work-related disputes, transfers, and job assignments.

For matters regarding the appeal of an evaluation, promotion, demotion, or suspension, refer to Chapter 143 (subsections .034, .053, .054, .082c) of the Texas Local Government Code.

Non-civil service employees - Refer to City of Desoto "Human Resources Policy Manual"



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Note: The Civil Service Director shall coordinate all Civil Service Appeals and the Human Resource Director shall oversee grievances (outside the scope of Chapter 143.) that move beyond the Chief of Police.

Appeals and Grievances Definitions:

A. An appeal is a process whereby employees may dispute disciplinary actions at or above the written reprimand level. Employees may appeal disciplinary actions through this process.

B. A grievance is a process whereby employees may grieve or complain regarding inconsistent or unlawful treatment, inconsistent interpretation or application of City or department policies, procedures or practices, and retaliation. Employees may file grievances through this process.

IV. GRIEVANCE/APEAL RECORDS:

All Records of Desoto Police Employee Grievances shall remain on file in the Office of the Chief of Police.

Due to the sensitivity of these records, access shall be pursuant to the Texas Open Records Act, Local Government Code Chapter 143, and the employee's wishes.

V. ANNUAL ANALYSIS OF GRIEVANCES:

Grievances present an excellent vehicle for discovering Department problem.

Once each year the Internal Affairs Sergeant along with the Command Staff shall review all Employee Grievances to ascertain corrective actions or changes, if any that may be taken. The Chief of Police will provide a documented annual analysis of grievances, policies and procedures. If through the annual analysis, the Chief observes a trend in filed grievances, issues with current policies or procedures, steps may be taken to update policies, validate current procedures and minimize the causes of such grievances in the future.



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POLICY: 108.004 – USE OF FORCE INCIDENT RESPONSE	CALEA: 4.2.2, 22.1.2, 26.3.6, 26.3.7,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive outlines the actions and procedures to be followed in the investigation and documentation of use of force incidents.

II. POLICY

Over the past few years, the number of lawsuits directed against police departments and their employees has increased significantly. In part, this is due to changes in the judicial attitudes concerning liability and interpretation of 42 USC 1983. This particular statute, while it addresses federal civil rights violations, has been applied repeatedly to police practices in local jurisdictions. Vicarious liability should be an issue of concern to all police officers. In order to protect the Department and its employees, certain types of incidents involving the use of force, death, and bodily injury need to be handled as thoroughly and expeditiously as possible.

The integrity of the police department is never so critiqued as following an incident involving an officer involved shooting or an incident that results in death or serious bodily injury. As such, the Department recognizes the need to respond to such incidents in a professional manner and so as to maximize to the extent possible the wellbeing of all involved persons.

III. DEFINITIONS

A. Deadly Force

Force that is intended or known by the actor to cause, or in the manner of its use or intended use, is capable of causing death or serious bodily injury.

B. Officer Involved Shootings

1. Any situation where an officer fires a weapon while in performance of their duties;
2. Any situation where an officer is fired upon by another person;
3. Accidental discharge of weapons while in performance of duties;
4. The above apply to on or off duty situations and regardless of the jurisdiction.

C. Serious Bodily Injury - As used in this policy, serious bodily injury is defined as injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

D. Vicarious Liability - The responsibility for the actions of someone entrusted with the powers or authority to act on one's behalf.

IV. PROCEDURES:



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A. Involved Employee

1. As soon as possible, the employee shall:
 - a. Determine the physical condition of an injured person and render first aid when appropriate;
 - b. Request necessary medical aid;
 - c. Notify Dispatch of the incident and location and request that a supervisor respond.
2. The employee shall remain at the scene, unless injured, until the arrival of an on-duty supervisor. The on-scene supervisor shall have the discretion to instruct the employee to respond to another more appropriate location.
3. The involved employee, upon arriving at the location designated by the on-scene supervisor or investigator, should be taken to a limited access area. The employee shall not discuss the case with anyone, except:
 - a. Supervisory personnel,
 - b. Assigned investigators,
 - c. An attorney/representative for the employee.
4. Discharged weapons shall be protected and submitted to the appropriate department investigator or Identification personnel. Every firearm discharged during an employee involved shooting shall be held for mechanical and ballistics examination. A replacement from stock will be issued until the employee's weapon is returned. All officers present at the time of the shooting will have their weapons and magazines inspected and, if necessary, have their weapons held for ballistic examination.
5. An employee involved in any incident which results in the discharge of his/her firearm at another person, death of a person, places a person at risk of death, or serious bodily injury may be requested, to submit to an immediate blood and/or urinalysis test as part of the initial criminal investigation.

If the employee refuses the Criminal Investigation Division request, Internal Affairs Unit is not prohibited from requesting these tests in order that the administrative investigation is not inhibited by the absence of these test results.
6. Photographs of the involved employee shall be taken, if possible, in the standard uniform or attire in which the employee was dressed when the incident occurred.
7. The employee's immediate supervisor shall, as soon as possible, ensure the Use of Force report is submitted as prescribed in Administrative Directive 110.002 Use of Force
8. The employee shall be available at all times for administrative interviews and statements regarding the case and shall remain subject to recall to duty at any reasonable time, after reasonable notice.
9. Any statement (written or verbal) requested of the officer shall be subject to a Garrity Warning if part of an Administrative Investigation.

B. Duties of On-duty Supervisor

1. Proceed immediately to the scene and ensure the following:
 - a. Necessary medical personnel are en-route for injured person(s).
 - b. Provide assistance to the involved employee(s).



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- c. The scene is protected.
- d. Any involved weapon is secured.

2. Ensure the following individuals have been notified:

- a. Investigator(s)
- b. C.I.D. Sergeant
- c. P.I.O.
- d. Internal Affairs Unit
- e. C.I.D. Captain
- f. Patrol Division Captain
- g. Assistant Chief of Police
- h. Chief of Police
- j. Any necessary or appropriate investigative support personnel

3. Assign officers to remove and restrict unauthorized personnel from the scene.

4. Ensure that involved employees and witnesses are separated and instruct them not to discuss the incident prior to the arrival of investigators.

5. Assign an officer to record the names and badge numbers of all employees at the scene, including all additional employees arriving to assist in securing the scene, investigate the incident, or provide support for involved personnel. A single-entry point into the restricted area should be established, if possible, and a log will be made of those employees who enter the restricted areas.

6. Stay at the scene until the scene is secured and all physical evidence is collected and all personnel are removed or relieved.

7. Upon the arrival of the officer or supervisor in charge of the investigation, the Patrol supervisors will respond to the needs of the investigating officer or supervisor by continuing to secure the incident scene and keep any unauthorized persons out.

8. In the case of death or serious bodily injuries:

- a. The employee(s) involved shall be placed on administrative leave with full pay and benefits pending the results of the post-incident investigation;
- b. Arrange as soon as possible for peer support or other counseling.
- c. The chaplain on call will be notified and will be responsible for contacting the next of kin;

9. Ensure all evidence is left in place, if possible. There may be reasons to remove a weapon or other evidence, such as safety (hostile crowd), or to protect it from destruction/loss (weather). Do not clean or unload a weapon, handle it in such a way that fingerprints are lost, or have multiple officers touch it.

10. Establish a location manned by a Public Information Officer away from the immediate crime scene for the press.

C. Duties of Employees not involved in the Incident

1. Uninvolved employees will not go to the scene of the incident without approval of the supervisor who was assigned. Employees, who do respond, will not leave the scene without notifying the assigned supervisor of their name and badge number. All employees responding to the crime scene should be prepared to compile a detailed supplement.

2. Only personnel necessary to the criminal administrative investigation, securing the scene and the involved officer's chain of command should respond to the scene.



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3. All officers at the scene of the incident will refrain from making evaluative or judgmental comments about the employee's actions or justifications to or around members of the public or press.
4. All employees and supervisors at the scene, if deemed necessary by the investigative supervisor, will be available for debriefing interviews and prepare supplements prior to the end of their tour of duty.
5. All evidence, ESPECIALLY WEAPONS, should be left in place. There may be reasons to remove a weapon or other evidence, such as safety (hostile crowd), or to protect it from destruction/loss (weather). There is no reason to clean or unload a weapon, handle it in such a way that fingerprints are lost, or have multiple officers handle it.

D. Duties of the Criminal Investigative Division

1. The Crimes Against Persons Investigator will conduct a criminal investigation when;
 - a. Any DeSoto police employee is seriously injured or killed in the performance of police-related duties;
 - b. Any person is injured or killed as a result of a DeSoto police employee discharging a firearm, acting in the performance of police-related duties or within the scope of employment as a DeSoto police employee while on or off duty;
 - c. Any person is seriously injured or killed as a result of the use of any physical force used by a DeSoto police employee while on or off duty.
 - d. Any person is seriously injured or dies while in the custody of DeSoto police employees;
 - e. Any time an employee is fired upon, but is not injured.
2. The investigation will be conducted in accordance with the standard procedures for C.I.D.
3. Officers shall have all of the rights of any citizen under investigation, including but not limited to the right to counsel.

E. Duties of Internal Affairs Unit

1. Internal Affairs Unit shall be responsible for conducting administrative investigation of every incident defined in this policy. Internal Affairs may request assistance from whatever source is deemed appropriate in completing the investigation. The investigation shall be conducted as an Administrative Investigation to determine whether the conduct was consistent with Department policy and procedure.
2. The administrative investigation will be subordinate to any criminal investigation in progress. Administrative investigators will have access to all evidence obtained through the criminal investigation, but criminal investigators will not have access to evidence obtained through the administrative investigation.



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POLICY: 108.005 – DUTY RELATED ACCIDENT REVIEW PROCESS	CALEA:
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive outlines the process for reporting duty related motor vehicle accidents and duty related non-motor vehicle accident/injuries to the department for review.

II. POLICY

In an effort to reduce the number of accidents/injuries involving departmental members, the DeSoto Police Department has established an Accident Review Process. This process is designed to identify the preventable factors involved in an incident on or off-duty in a city vehicle or in an on-duty non-vehicle related accident/injury and to emphasize the importance the Department places safety.

The Department will make every effort to deal fairly and impartially in identifying those accidents, which were, preventable by the employee involved.

III. DEFINITIONS MOTOR VEHICLE INCIDENTS

A. Chargeable - An incident will be chargeable if the employee violates a traffic law and that violation caused or contributed to the cause of the accident/incident, the employee violates a safety rule or department procedure and that violation caused or contributed to the cause of the accident, or if the employee's act was one of negligence or omission which the employee could have reasonably been expected to avoid thus preventing the incident.

B. Non-chargeable - An accident/incident will be non-chargeable if the employee has not: violated traffic laws; safety rule or department procedure; and did reasonably attempt to avoid the accident.

IV. PROCEDURES MOTOR VEHICLE ACCIDENTS

Documentation and Review of Accidents

A supervisor will be notified and respond to the scene and follow the City Vehicle Accident Checklist. All forms and required activities will be completed prior to the effected employee leaving the Department. However, if the employee is injured and is unable to give his/her version of events the accident information will be forwarded as requested. The employee's statement will be obtained at later date. The completed forms will be faxed or interoffice mailed to the City of Desoto's Risk Manager. The originals will be reviewed by, and forwarded through, the normal chain of command to the Internal Affairs Office to be filed.

V. PROCEDURES NON-MOTOR VEHICLE ACCIDENT/INJURY

Documentation and Review

Any employee who suffers a work-related accident/injury is required to report the incident to their immediate supervisor as soon as possible but no later than the end of their current shift. The supervisor



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will complete a report of injury report which must contain the employee's account of how the accident/injury occurred. This form will be faxed or inter-office mailed to the City of Desoto's Risk Manager. The original will be reviewed filing.

NOTE: The affected employee only has 72 hours in which to report an on-duty accident/injury or they risk having any possible workman compensation benefits denied.



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POLICY: 108.006 – EMPLOYEE PERFORMANCE EVALUATIONS	CALEA: 34.1.2, 35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive provides procedural guidelines in the performance of personnel evaluations.

II. POLICY

The DeSoto Police Department utilizes personnel evaluations to ensure the best use of employees. Evaluations assure that each employee is aware of their supervisor's performance expectation and assists the Department in dealing with problems promptly and fairly. Evaluations are done once a year on all employees.

III. DEFINITIONS

- A. Core Standards- the Core Standards are the core values which this department subscribes to and what all overall performance is judged by.
- B. Mission Statement: "Excellence, one contact at a time".
- C. Vision Statement- "To become the standard for law enforcement excellence"
- D. Performance - Something done or performed; actions taken or omitted with regard to specific tasks or assignments.
- E. Employee Annual Performance Review – Annual measurement by the employee's supervisor of the workers on-the-job performance of assigned duties.
- F. Core Standards Application - Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.
- G. Civil Service Employee - Any employee whose appointment to the Department and whose continued employment with the Department is governed by local and state civil service law.
- H. Civilian Employee - Any employee whose appointment to the Department and whose continued employment with the Department is not governed by local or state civil service law.
- I. Employee - An employee of the Department, whether sworn or civilian.
- J. Field Training Notebook – a file containing all existing data regarding the performance of duty and conduct of a probationary appointee. This file is designated "RESTRICTED" and shall only be accessible to the employee involved and those employees who have a legitimate established need to know.
- K. Probationary Appointee – Every position initially appointed to the Department shall be required to successfully complete a probationary period as follows:
 - 1. Civil Service Employees – All civil service employees shall serve an eighteenth- month probationary period (non-certified) and/or twelve-month period (certified) in accordance with state law.
 - 2. Civilian Employees – Shall serve a six-month probationary period.
- L. Field Training Coordinator – The Coordinator is responsible for the overall supervision of the field-training program.
- M. Satisfactory Service – Acceptable performance of duty as a member of the Department when none of the following conditions apply:
 - 1. Any disciplinary action during the probationary period resulting in suspension.



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2. Any pending investigation which may result in a disciplinary action of suspension or termination.
 3. Any recurring periodic evaluation of Needs Improvement or Unsatisfactory during the probationary period.
- N. Performance Improvement Program (PIP) - The PIP is a written tool for the employee and supervisor to document, track, and correct unsatisfactory performance.

IV. PROCEDURES

A. General Procedures

1. A performance evaluation of each employee is conducted annually and documented at the beginning of each year starting in January. This includes Reserve Police Officers.
2. Annual employee performance evaluations are kept and contained digitally on the shared folder of the police computer network system. The time period to be considered is stated in writing on the performance rating form.
3. Any employee whose performance is deemed needs improvement / unsatisfactory will be notified immediately. Supervisor will;
 - a. Identify the unsatisfactory performance on a Performance Improvement Plan (PIP); and
 - b. Define what actions should be taken to improve the performance to a satisfactory level.
4. The quality of performance evaluations conducted by supervisors will be considered in evaluating their supervisory skills. Supervisors are required to evaluate their employees monthly and/or often as necessary to capture performance. Performance evaluations for each employee will be kept digitally on the department shared folder file. Each supervisor will have read and write access to their assigned staff within their division.
5. Supervisors will receive periodic performance evaluation training including training at supervisory/management schools and staff enhancement training.

B. Sworn and Non-sworn Employees

1. Performance Measurement Forms

- a. All performance ratings for sworn and non-sworn personnel will be completed on reporting forms approved by the Chief of Police. The current performance evaluation form is called the "Employee Annual Performance Review". This one form will capture sworn and non-sworn employee performance for the year. Employees will be evaluated based on department Core Standards and the applications of those standards.
- b. At the first of the year, the employee will be provided the following by his/her supervisor, also known as an "employee packet";
 1. Employee Performance Planning Core Standards (Form A), Employee Core Standards Application (Form C), Specific Goals (Form E), and Annual Performance Review Receipt (Form F). All of these forms are either signed by the employee and a supervisor, or by both.
 2. If the employee is currently on a Performance Improvement Program (PIP) and/or being placed on a PIP at the beginning of the review period, the PIP forms will need to be signed and dated by the employee and



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supervisor. The PIP forms will be included with the signed and dated employee packet.

- c. Each Employee Annual Performance Review (Form B) must be reviewed and signed by the affected employee, employee's supervisor, and Chain of Command as it applies to the employee's assignment.

2. Due Date

Performance reviews are to be updated every 6 months. The first review should be completed by the end of the third week of July. The second review should be completed by the end of the third week of January of the new review year. The final report "Employee Annual Performance Review" (Form B) should be completed and signed by the employee and the Chain of Command by the end of the third week of February of the new review year.

3. Routing the Final Report "Employee Annual Performance Review"

Forms are to be completed and copied and routed as follows:

- a. The original to the Civil Service Director to be maintained in the Civil Service file,
- b. One copy to the rated employee, and
- c. One copy to be retained by the Chief of Police and filed in the employee's permanent departmental personnel file.
- d. Each performance review report must be reviewed and signed by the rater's supervisor.

D. Grievances

1. If an employee believes they have received an unfair or incorrect Performance Review, they should first discuss the evaluation with their supervisor during the initial performance review. The employee being rated may make written comments on the evaluation form as to the reason the evaluation is unfair or incorrect. These comments shall become part of your personnel file.
2. The person doing the rating of the employee cannot be ordered to change the evaluation they have given an employee under them.
3. If the person being rated does not agree after a review with the raters, they may then request to meet with the next person in their chain of command. This may be done up to the Chief of Police if the person being rated disagrees with the evaluation after each review. The person being rated will not go directly to the Chief of Police, but must follow the chain of command.
4. Matters such as performance rating are not subject to the grievance and are not appropriate for the City's Problem-Solving Procedures.

E. Employee Counseling

Supervisors are responsible for counseling each employee under their direct supervision at the conclusion of the rating period regarding the following:

1. Results of the performance evaluation just completed;



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2. The level of performance expected, rating criteria or goals for the new reporting period; and
3. Career counseling on promotion, specialization goals, job rotation, or training requests. Supervisors should forward information regarding training requests and interests to the Training Coordinator. (Refer to the departmental Administrative Directive 105.006 Career Development).
4. The Supervisor should be prepared to substantiate ratings at the unsatisfactory level, to advise the employee of unsatisfactory performance, and to define actions that should be taken to improve his or her performance. If unsatisfactory performance continues, this information should be included in the evaluation report at the end of the 90-day period. Some flexibility concerning the 90-day period is allowable if the spirit of the standard is observed.

V. PROBATIONARY EMPLOYEE TRACKING SYSTEM PROCEDURES

A. General Considerations

1. A probationary employee in the Field Training Program shall receive a written performance evaluation report on a daily basis. See Department Field Training Program Manual for procedure and paper flow process.
2. A quarterly written evaluation shall be done on every sworn entry-level and Reserve officer probationary employee. The quarterly evaluations are to be submitted by first-line supervisors to the FTO coordinator up the Chain of Command by interoffice memorandum.
3. Criteria used for performance evaluation are specific to the assignment of the employee during the rating period.
4. Any Personnel Performance Notes indicating outstanding or unsatisfactory performance ratings must be accompanied by explanatory comments.
5. Each performance evaluation report shall be reviewed and signed by the rater F.T.O. and supervisor.
6. Each employee will review and sign the information contained in the Evaluation Reports. The employee's signature is not indicative of agreement with the evaluation contents, but does indicate that they have been read and are understood by the employee.
7. Certain information noted in the evaluation reports may be subject to release through an Open Records request.

B. Employee Evaluation System

1. Civil Service Employees
 - a. Background Investigators will process applicants in the following manner:
 - a. Civil Service Exam
 - b. Physical Fitness Test
 - c. Preliminary Interview
 - d. Background Investigation
 - e. Conditional Job Offer
 - f. Polygraph Examination
 - g. Medical Examination
 - h. Psychological Examination
 - i. Oral review Board



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j. Final Review and Job Offer

b. Once the employee is assigned to a Field Training Officer, Daily Observation Reports (DOR) will be completed by the FTO. The DOR serves as the scheduled evaluation for that training period. Completed forms become part of the employee's permanent training file.

c. Once the employee has successfully completed the Field Training Program, the employee will be assigned to a Watch. The employee's watch supervisor will evaluate the employee Bi-monthly until the ending of their probationary period. All Bi-monthly reports will become part of the employee's permanent training file.

d. A minimum of two weeks prior to the end employee's probationary period the Field Supervisor shall prepare a written summary for the Chief of Police. The summary will include a recommendation as to whether the Department should retain the probationary appointee or if the appointee should be terminated.

e. The written summary shall reflect any disciplinary action taken against the employee during the probation, the total number of sick days used, and any incidents of oral or written counseling on record.

2. Civilian Employees

a. The City of DeSoto Department of Human Resources process applicants for civilian positions. A limited pool of applicants is referred to the appropriate police department unit for final selection and probationary appointment.

b. The employee's supervisor, as scheduled during the six-month probationary period, will complete appropriate evaluations.

c. Completed forms, with the exception of evaluations in the Field Training Program, become part of the employee's permanent file maintained by the Human Resources Department. A copy is in the employee's departmental personnel file.

d. A minimum of two weeks prior to the end of the employee's probationary period the employee's supervisor shall prepare a written summary for the Chief of Police. The summary will include a recommendation as to whether the Department should retain the probationary appointee, or if the probation should be extended, or if the appointee should be terminated.

e. The written summary shall reflect any disciplinary action taken against the employee during the probation, the total number of sick days used, and any incidents or oral or written counseling on record.

C. Responsibilities

1. Field Training Coordinator

a. Responsible for overall management of the probationary employee tracking system.

b. Ensure that Field Training Manuals are distributed as needed for each probationary employee.

c. Determine and prepare review schedules for each probationary employee.



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- d. Coordinate any meetings among probationary employee supervisors as needed to determine whether continued employment with the Department is advisable and appropriate.
- e. Schedule remedial training for problems identified with probationary employees that may be corrected.
- f. Ensure that all completed Probationary Performance Evaluations are entered into employee records and appropriately filed.
- g. Coordinate assignment and attendance of personnel who have been identified as needing remedial or corrective training. Assignment to this training will be based on problems identified through supervisory review of Personnel Performance Notes or through Probationary Employee Evaluations.



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POLICY: 108.007 – LAWSUITS INVOLVING DEPARTMENT PERSONNEL	CALEA:
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive specifies requirements for reporting lawsuits involving department personnel, which in some way influence or have potential effect on agency operations.

II. POLICY

Any civil action or lawsuit of any kind involving departmental personnel which could have a specific impact on department operations either directly or because of the effect on the individual employee's job performance must be reported to the Chief of Police.

III. PROCEDURES

A. General Statements

All files and information pertaining to legal actions filed by or against departmental personnel will be compiled and retained in the City Secretaries Office at the direction of the Chief.

B. Notification

1. Any member named as a party in a lawsuit, either as defendant or plaintiff, shall notify the Chief's office via memorandum through the appropriate chain-of-command within five days after service or knowledge of the suit.
2. The notification shall be made either by memorandum or by submitting a copy of the lawsuit as served.
3. If the lawsuit is filed by the Department member, an explanation shall accompany the notification stating a brief background of the suit and any specific details which could impact the departmental member's work status or could potentially conflict with the member's assignment or activities in the Department.



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POLICY: 108.008 – PERSONNEL EARLY WARNING SYSTEM	CALEA: 4.2.4, 22.1.7, 35.1.9,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. Purpose: To assist supervisors in identifying employees whose performance warrants review and, where appropriate, intervention in circumstances that may have negative consequences for the employee, the department, and/or the community at large.

II. Policy: The Early Warning System (EWS) is designed to track incidents indicating potential risk to the employee, the department, and/or the community at large. The EWS shall be used as a means to identify and assess employee performance as it relates to potential risk behaviors and to intervene when appropriate.

A. Initiation of a review

- Whereas all forms and information used for the EWS must be reviewed by the respective division commanders, the division commanders will be responsible to initiate a review based on current patterns found in the material listed in section B.
- The division commanders will prepare an EWS report (for the respective division) for the Chief of Police on an as-needed basis. For each employee identified in the report, the commander will provide an individual report detailing the specific numbers and types of incidents that triggered the early warning system, as well as a synopsis of each event. Additionally, for the time period involved, the individual report will include awards made to the employee as well as a review of activity to include arrests, citations and other pertinent information. These reports will be in the form of an inter-office memo. The reports will not draw any conclusions nor make any determinations. A report alone shall not be the basis for disciplinary action.
- At each staff meeting, EWS reports of non-supervisory employees will be reviewed. The purpose of the review will be to determine if the employee should be removed from the list, require additional monitoring, or be referred for follow-up.
- Should a supervisor appear on an EWS report, this review will be conducted by the Command Staff. When a division commander's name appears on the list, the review will be conducted by the Assistant Chief and the Chief of Police.

B. The events listed below will be monitored by the EWS for reporting requirements of conduct and behavior. Cumulative totals of four incidents from the following categories within a six-month period will be cause for a division commander to initiate an EWS Report:

- Complaint/Inquiry Reports
- Motor Vehicle Accidents
- Sick leave abuse (each incident, regardless of number of days per incident will count as "1")
- Use of Force Reports
- On-Duty Injury
- Loss or damage to departmental property

C. The Internal Affairs investigator will conduct an annual evaluation of the EWS, the investigator will forward his findings to the Chief of Police in the form of an inter-office memorandum. The evaluation will specifically review the following:

- The relevance of the parameters used for the EWS; and



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2. The records of employees referred in the previous year to determine if those employees should be subject to continued review. This report will be reviewed at the staff meeting following the completion of the evaluation.

D. The roles and responsibilities of the supervisors are as follows.

1. All supervisors are to directly monitor the performance and behavior of personnel under their command on a daily basis.
2. All supervisors are to use and may access the EWS database on an as needed basis to monitor the performance of their employees.
3. Supervisors are to offer their insight on EWS reports during review.
4. Supervisors play a crucial role in the EWS in that they serve as role models of expected department norms, behavior and performance. It is important that supervisors use the EWS in such a way as to maintain employee trust and to prevent unintended consequences. At the same time, supervisors must ensure recommendations, referrals, and follow up are fulfilled.
5. The division commanders are to initiate EWS reviews and compile initial reports. Inasmuch as division commanders serve as first-line supervisors to specific individual employees, they also fulfill the roles noted above.
6. The immediate supervisor of any employee who is referred or to be monitored will be responsible for follow-up. The supervisor is to meet with the employee and discuss the reasons for the referral/monitoring. The employee is to be encouraged to offer insight into the noted incidents. The officer may add to the supervisor's report or prepare a supplemental report noting agreement, disagreement, or appropriate personal comments. The officer's additional comments must be made within forty-eight hours of this meeting. The supervisor will prepare a report in the form of an inter-office memorandum outlining what was discussed at the meeting. The report will contain specific recommendations (see section E) and be forwarded up the chain of command.
7. The supervisor is to meet with the Command Staff to discuss the report and other relevant information. This meeting may occur at the next staff meeting if appropriate. The purpose of this meeting is to decide what actions are warranted (see section E). The report will then be forwarded to the Chief of Police for final disposition.
8. Upon final approval from the Chief of Police, the immediate supervisor will be responsible for ensuring that the recommended action is taken and that a final report is completed at specified intervals or upon completion of the recommended action.

E. Recommended actions may include:

1. No further action is necessary nor is there a need for corrective measures;
2. Further monitoring or supervisory ride-alongs;
3. Require that the employee attend and participate in department authorized training which addresses the appropriate areas (e.g., inter-personal communications, anger management, coping with stress, etc.);
4. Remedial training in a specified area;
5. Reassignment or transfer;
6. Referral to a department authorized and supplied mental and/or medical health professional or agency; or
7. Increased supervisory performance evaluations at specified intervals for a specified time with performance/behavior goals specified and agreed upon.

F. The Employee Assistance Program shall be available and utilized as part of the EWS.

G. Records Maintenance

1. All reports prepared and maintained as part of the EWS will be securely maintained in the office of the Chief of Police (excluding the EWS database maintained by the division commanders)
2. No EWS document or report is to be kept in an employee's personnel file unless it becomes part of a disciplinary action.
3. Access to the EWS file, which will be maintained in the office of the Chief of Police, may only be authorized by the Chief of Police, Assistant Chief of Police, or a division commander.



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4. The EWS database will be purged after eighteen months.



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POLICY: 109.002 – PERSONNEL DIVERSIFICATION PLAN	CALEA: 31.2.1, 31.2.3, 31.4.5,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The DeSoto Police Department is committed to being responsive to, and representative of, the diversity of our community. We will actively work toward the goal of increasing the number of qualified minority employees so the composition of the Department is representative of the community. The Department is committed to maintaining a recruitment and selection process in which all elements provide all applicants with an equal and fair opportunity to compete for employment.

II. OBJECTIVES

- A. To increase the percentage of minority employees by the Department to a level consistent with minority representation in the community.
- B. To maintain (or increase as necessary) the percentage of female employees at a level consistent with the female representation in the community.
- C. To accomplish these objectives without reducing Department selection standards or reducing the quality of the Department's workforce.
- D. To review this plan and hiring results on an annual basis with the Chief of Police.

III. PLAN OF ACTION

- A. In order to improve community and police relationships, the Department will:
 - 1. Increase solicitation of minority participation in Department sponsored programs such as neighborhood crime watch and the citizen's police academy.
 - 2. In reviewing complaints against police personnel, the Department personnel should be aware of minority group concerns, and seek methods to improve relationships with such groups during police contacts.
 - 3. Actively train officers in minority relations, to identify "hate crimes", and family violence and will participate in regional and/or national recognized reporting systems.
- B. In order to improve diversification class recruiting and hiring, the Department will:
 - 1. Pro-actively recruit qualified protected group applicants by sending recruiters to minority-dominated areas or schools within and outside the department service area.
 - 2. Utilize minority employees in recruiting activities when applicable.
 - 3. Use department-recruiting literature which depicts women and minorities in police roles.



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4. Ensure hiring qualifications and practices are non-discriminatory.
 5. Conduct required psychological examinations in the hiring process designed to help identify applicants who exhibit biases against minority or protected groups to the extent that the biases would adversely affect job performance.
 6. Closely review all complaints regarding the recruitment or selection process, to ensure all candidates were treated fairly.
- C. Specific timetables will be designed if necessary. These will be in writing and approved by the Chief of Police. Timetables for recruiting and hiring activities will be specific to the current advertised entrance examination.
- D. The plan will be administered by the hiring/recruiting officers assigned to the special programs' division. Assistance will be provided on an as needed basis by the human resources department for the city.

IV. PLAN EVALUATION

- A. The Personnel Diversification Plan and supporting personnel data will be reviewed mid-year after the civil service entrance exam with the Chief of Police. Any changes or revisions to the plan will be made at that time.
- B. The review should include at least hiring actions, recruiting actions, and, any adverse impacts on minorities within the review period.

NOTE: The DeSoto Police Department is governed by Texas Local Government Code, Chapter 143 also referred to as State Civil Service. Sections 143.021, 143.023, 143.024, 143.025, 143.26, and 143.027 specifically state how entry level positions will be filled. This state law must be adhered to in its entirety. This law, however, has no relevance on how the Department recruits entry level police recruits



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POLICY: 109.003 – PERSONNEL FILES: CONTENT/ACCESS	CALEA:
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The directive specifies type of documentation held in personnel files and the procedure through which individual employees may review their own personnel file and specifies restrictions for release of information.

II. POLICY

Official employee files are maintained in the Human Resources Office. Any department member may review his or her personnel file upon request.

III. PROCEDURES

A. Personnel Medical Records and Pre-Employment Reports

1. Certain documents of a highly confidential nature, i.e., pre-employment polygraph reports, medical reports, psychological reports, etc., will be stored in a separate secured file in the office of the Human Resources and the Police Department Background Investigator's Office.
 - a. Documents that are by law prohibited except for law enforcement purposes are kept in the Background Investigator's office e.g. criminal histories and driver license information.
 - b. Original personal history statements and preliminary polygraph questionnaires are also kept in the Background Investigator's Office.

B. Administrative Files in Office of the Chief

1. Personnel files that are kept by the Staff Assistant to the Chief will include copies of employee's application, personal history statement, TCOLE information, evaluations, letters of commendation and reprimand, current physical address, contact numbers, etc.
2. Files are periodically purged as directed by current records retention schedules mandated by state law.
3. Access to these files is restricted to the employee and those persons who have a legitimate established need to know.

C. Review of Personnel Files

1. Employees are encouraged to personally inspect their personnel file on an annual basis.
2. The review must be made during standard business hours.
3. Any member who reviews a file must complete the File Review Log in Personnel. The Log will contain:
 - a. The date of the review
 - b. The file reviewed, and
 - c. The name of the person reviewing the file.



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- d. Designation indicating if the file was removed from the Personnel Department area. (Removal must be authorized)
- 4. No personnel file may be taken out of the Personnel office unless authorized by one of the following:
 - a. Director of Personnel
 - b. City Manager
 - c. Court Order
- 5. Employees must request in writing to the Administrative Assistant to the Chief of Police, if they do not wish for their physical address to be published on the supervisor's personnel roster.



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POLICY: 109.004 – ACCESS TO RECORDS SECTION FILES	CALEA: 82.1.1, 82.1.6,
Effective Date: 08/05/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

- I. **PURPOSE** - The procedures within this standard ensure the accessibility of Central Records to Field Operations personnel at all times.
- II. **POLICY** - In order to ensure critical information contained within stored departmental records is available to Field Operation's personnel as needed, provisions have been made to allow specific supervisory personnel to access these records in the absence of Records Section personnel.
- III. **PROCEDURES**

General Statements

A. During hours when Records personnel are on-duty, requests for information from archived files in the central record system shall be made to members of the Records Section. However, all authorized personnel have access to digitally archived information through network computers that have an RMS license. A regular check of passwords, access codes, and other security devices will maintain the integrity of the records system. Desoto has an automated system for verifying passwords and access codes to prevent unauthorized access.

1. Employees with access to these files will be prompted by the system and will be required to update their password every 90 days or they will be locked out of the system.

B. When record's personnel are not on duty, specific personnel are authorized to access Central Records information. Members of the Department who have a legitimate need for information during these times must contact:

1. Records Supervisor – if unavailable they may contact a secretary assigned to the Records Division.

C. Original files will be stored in the Records Section and may not be removed from the Records Section and may only be copied for official use.

D. No data base files shall be compiled by any member unless approved and maintained as a part of the Department's normal operations.

E. Due to the sensitive nature of criminal and investigative files, all areas of storage will remain locked and not accessible unless authorized by assignment or proper request to Records supervisor or supervision in the investigative units.

F. Computer files generated by the Department will only be accessed on a need to know basis by personnel who have been given the authority to do so by assignment.



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G. Files that exist in the system known as the "400" will be backed up daily by Information Technology. These files cover Department computerized records up to December 1999.

H. System Records dating from January 2000 to December 2005 are backed up Monday through Friday by Records Personnel. OSSI records are backed up daily by SWRCC personnel.

I. Personal Computer users shall backup all relevant information that is kept on their assigned computers. Back up disks should be kept in a fire proof/water proof safe located in Records.

J. Due to the volume of information that is stored on Department computer, software that is not absolutely necessary and authorized by the City of Desoto IT section shall not be installed onto any City computer.

K. An Audit will be conducted annually by the administrative assistant to the Chief to ensure the following:

1. Only persons authorized have access to Department records have active passwords and/or access codes.
2. All identified unauthorized software will be removed.
3. A list of all violations and the computers primary user will be forwarded to the Chief of Police.



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POLICY: 109.005 – RELEASE OF DEPARTMENT FILE INFORMATION	CALEA: 82.1.1
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This order provides general guidelines pertaining to the release of information from departmental files and records. The order addresses files maintained by the Records Section and personnel files maintained by the City Personnel Department.

II. POLICY

Information release is governed not only by internal rules, but also by Federal and State statutes, court decisions and Attorney General's opinions. Some information is restricted from dissemination, other is required to be disseminated, and the release of still other information is left to the discretion of the Department.

III. PROCEDURES

Note: Employees should also refer to Administrative Directive 103.002 and 109.004 for information regarding News Media Relations and Records Standard Operating Procedures for information regarding File Searches.

A. Accident Reports

Portions of traffic accident reports are Open Records and may be released to anyone who can provide the appropriate information as required by Texas Transportation Code.

1. All information on the original report may be released, but we will not release photographs except on court order.
2. The Records Section has established charges for processing copies of traffic reports as authorized by state law.

B. Case Files and Arrest Reports

1. Case Files and Arrest Reports will be made available to persons within the provisions of the Texas Public Information Act or under the direction of an opinion from the Attorney General's Office. Questions regarding the release of specific information shall be directed to the cities Legal Advisor.

EXCEPTION: Any information requests regarding offenses involving sexual assault shall be directed to the Criminal Investigation Division Supervisor who will determine the exact information to be released on a case by case basis.

2. Members of the Department will not discuss cases which have been submitted to the District Attorney's Office with anyone except the victim unless such discussion is specifically



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approved by the City Attorney or a member of the District Attorney's staff, or if required by Court Order.

3. Information from case or arrest files may be released to other law enforcement agencies. It will be the responsibility of the person releasing such information to ascertain the person to whom the information is to be released is a bona fide member of a law enforcement agency and that there is a "need to know."

C. Training Records

1. The departmental Training Coordinator maintains training Records.

2. Portions of the Training Records may be released as directed by the Open Records Act, however, internal memorandums and recommendations may be withheld.

a. Any court order purporting to require release of training documents or any City Attorney opinion authorizing such release must be submitted to the Chief of Police for review and approval.

b. For any non-judicial related release, the Chief of Police should make the authorization.

3. It should be remembered that release of information is different from review of information. Any employee may review his or her own training record. Reviewing another's training record is limited to immediate chain of command or the existence of a genuine "need to know" such as an Internal Affairs investigation.

D. Personnel Records/Administrative Investigation Records

1. Personnel records are maintained by the City Human Resources Division. Administrative Investigation files are maintained by the Internal Affairs Division of the Police Department.

2. Release of information from any personnel file must be approved by the Records Management Officer of the City of DeSoto.

3. The affected department member will be notified of any release of information from their personnel file by means of a copy of the Release of Information from Personnel File form.

4. A copy of the court order, subpoena or other documentation requiring the release of information will be placed in the personnel file of the affected department member.

5. Authorization Form for Release

In order to ensure compliance with legislation dealing with personnel files, a form has been developed for both the acknowledgments of receipt of information, which might go in the file, and acknowledgment of the employee's right to supplement derogatory information with a written response.

a. If it becomes necessary for information from a department member's personnel file to be released due to a court order, subpoena or other lawful reason, a Release of Information from Personnel File form will be completed by the person viewing or copying the information.

b. The completed form will be placed in the personnel file of the affected department member and become a permanent part of the file.

6. Release of Administrative Investigation Files Information



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- a. All records of complaints and administrative investigations are confidential and shall not be released without the prior approval of the Chief of Police, his designee or by employee whose file is being requested.
- b. Copies of the completed administrative investigations will not be released to anyone except on the issuance of a lawful order, authority of the Chief of Police, or upon the advice of the Department Legal Advisor.



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POLICY: 109.006 – PROCESSING OF POLICE REPORTS	CALEA: 11.4.1, 82.2.1, 82.2.2, 82.2.3, 82.2.4,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive provides a narrative of the correct flow of field generated police reports and establishes the appropriate point of review, correction and dissemination.

II. POLICY

One of the essential duties of a police officer is the proper and timely submission of required reports regarding his actions and functions while on duty. Adherence to the procedures outlined below is necessary for a uniform and efficient system of report submission and correction.

III. PROCEDURES

A. Incident Documentation

Responding officer will complete appropriate report forms in the following categories.

1. Citizen reports of crime
2. Citizen complaints
3. Citizen requests for services when:
 - a. An officer is dispatched
 - b. An employee is assigned to investigate
 - c. An employee is assigned to take action at a later time
4. Criminal and non-criminal cases initiated by law enforcement officers
5. Incidents involving arrests, citations or summonses

B. Case/Incident Numbering

Whenever an officer is dispatched on a call for service, or when an officer-initiated activity will result in the generation of any report, a sequential file number will be assigned automatically by the computer aided dispatch system. Only one file number will be assigned to any incident and all documents relating to a specific incident will reference that file number.

C. Field Reporting

1. A supervisory review shall be made of all field reports to ensure the report is complete and accurate. The officer's immediate supervisor shall make the initial review.
2. Any report requiring a correction will be returned to the originating officer.



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D. Reports Review

1. Any reports generated in RMS as a result of a call for service or other officer activity will be reviewed for accuracy and completeness by the on-duty supervisor throughout the watch.
2. Handwritten reports will only be utilized in situations when the computerized versions (RMS) are unavailable. Handwritten reports are then placed into the records mail receptacle.
3. Each work day, Record's personnel will retrieve this paper work for review and preliminary entry.
4. Record's personnel will then submit offense/information reports to the criminal investigation section supervisor. Offense/Information reports will be submitted to the appropriate division (CID, Code Enforcement, Community Policing, etc.) All arson reports will be assigned to and sent to the City of DeSoto Fire Marshal.
5. Each supervisor or his designee will review each offense and assign or suspend it according to its solvability.
6. The report is then forwarded to the section secretary who makes a copy of assigned offenses, then returns original back to records for storage.
7. Record's personnel will physically separate all juvenile records from adult records in the permanent files.

E. Preparation of Cases for Prosecution

1. During the routing of Case Reports to the District Attorney's office for prosecution, review of cases for sufficiency will be conducted by the investigating officer's immediate supervisor.
 - a. The case report criminal history sheet will serve as identification and notification to the District Attorney that a habitual offender is a party to the offense and will be accompanied by any request for assistance in further case preparation.
2. The secretary to the Criminal Investigative Division Commander will maintain a log of all cases submitted to the District Attorney's office for prosecution.
3. Completed "original cases" will be forwarded to the District Attorney's Office. One copy will be sent to records with original case notes, as well as original supporting documentation. A second copy will be kept in the units filing system for easy access. These copies will be kept for two years.
4. Discarded copies of cases will be stored and or destroyed in compliance with applicable retention laws as prescribed by the State of Texas.
5. Cases declined or dismissed from prosecution will be reviewed and documented by the Criminal Investigations Supervisor and then returned to the filing officer via the officer's chain of command for review by the officer and his/her supervisor.

G. Report Narratives and Supplements

All reports and supplements will be directly entered into the RMS using desktop or laptop patrol car computers.



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H. Warrant and PC Affidavits

All Warrant and PC Affidavits will be created on the forms provided by CID, which will be loaded onto all patrol computers in a "read only" format. Officers will complete Warrants and PC Affidavits on all arrests, where applicable. The Officer will save the completed Warrant and PC Affidavit as follows:

- a. The Officer will name the document beginning with the service number, followed by "WPC," followed by the author's last name. (For example, 04-0565WPCSmith).
- b. The Officer will save the document in the Warrants/PC Affidavits Folder located on any of the patrol computers.

I. Protective Orders

Emergency Protective Orders will be prepared by the Municipal Judge and distributed to patrol personnel and dispatch personnel by the patrol division secretary. Full protective orders received by the department will be routed to the patrol secretary for distribution to the patrol division and dispatch.



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POLICY: 109.007 – ADMINISTRATIVE REPORTING PROGRAM	CALEA: 4.2.4, 11.4.1, 11.4.3, 15.2.1, 17.2.1
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The directive identifies the types of administrative reports generated by the agency and the responsibilities associated in the production and dissemination of these reports.

II. POLICY

The Administrative reporting program is designed to ensure that information regarding daily operational activities is communicated to all appropriate areas of the Department and to those agencies or City departments outside the immediate structure of the Police Department.

III. PROCEDURES

Administrative Reports include the following:

A. Monthly Comparison of Activity

1. Compares the following activities on the basis of the current month/previous month/same month previous year and the current year/same period previous year:

- a. Calls for Service
- b. Actual Part I Index Crime
- c. Part I Index Crime Cleared
- d. Adult Arrests
- e. Juvenile Arrests
- f. Total Accidents:
 - Fatality
 - Injury
- g. Part II Index Crime

2. The report is utilized to track key indicators of department activity critical to budgetary and manpower allocation planning.

3. Prepared by Records Section Specialist

4. Prepared Monthly

5. Distributed to Command Staff Personnel.

B. Daily Activity Sheet

1. Records Personnel prepare this report.

2. This report is used by Records Personnel to reconcile offenses, incidents, accidents and arrests reported versus reports that have been submitted by department personnel.



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3. Records Personnel notifies the Patrol Commander of any missing reports

C. Monies taken In by Records

1. A monthly summary of monies accepted by departmental personnel for the following:
 - a. File Search
 - b. Special Search
2. Prepared by a designated member of the Records Division.
3. Prepared by Section.
4. Prepared monthly.
5. Distributed to the Chief of Police

D. Summary and Crime Comparison Year to Date

1. Comparative summary of all field activity and investigative efforts based on year to date figures for the current and immediately prior year. The information is utilized in strategic planning by all agency components and for public release in response to statistical inquiries. The December report serves as a cumulative annual statistical report.
2. Prepared by the Records Supervisor.
3. Prepared monthly.
4. Distributed to all Command Staff personnel, the Public Relations Officers and for general distribution via the Department electronic mail.

E. Staffing Levels

1. The staffing level report is a comparative summary by position of the number of authorized and actual employees. The report further divides the positions by assignment to Administration, Patrol, and Criminal Investigation Division. The report serves as the Department's position management summary to assist in determining vacancies and to facilitate recruiting, selection and training schedules.
2. Prepared by the Administrative Assistant to the Chief of Police
3. Prepared upon request.
4. Distributed to all Command Staff Personnel upon request.

F. Hot Sheets

1. The Report is a written entry of significant events and incidents of potential interest to the Chief.
2. Prepared by on-duty supervisors and logged in the Hot Sheet folder on the Department Server.
3. Prepared for the Chief or his designee.



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G. Use of Force

1. Will be written per incident to document agency personnel's use of force causing bodily injury, serious bodily injury or death.
2. Prepared by affected employee.
3. Prepared for employee's chain of command.

H. After Action Reports

1. Document significant agency activity relating to civil disturbances, natural or man-made disasters, hostage/barricaded persons, and hazardous warrant service.
2. Prepared by supervisor in charge of agency response.
3. Prepared for Command Staff.
4. Used for training purposes by affected personnel in order to evaluate performance and procedural issues.

I. Annual Statistical Summaries

1. These types of reports include Internal Affairs Investigations, Employee Grievances, Training Records, and Use of Force Incidents. These reports are used to identify potential areas of concern for the agency.
2. Prepared by Internal Affairs Investigator and Training Coordinator.
3. Prepared for Command Staff and for placement in the Annual Report.

J. Annual Training Summaries

1. These reports include agency personnel, training topics, and total number of agency training hours. These summaries are used by Command Staff to identify agency training deficiencies and/or strengths. These reports can also be used to substantiate the department's commitment to address areas of concern shown by statistical analysis.
2. These summaries also include all legal updates and firearms re-qualifications, less than lethal use of force training etc.
3. Prepared by the Training Coordinator.
4. Prepared for the Command Staff and for placement in the Annual Report.

K. Budget Reports

1. The DeSoto Police Department utilizes two forms of budget reporting. One report is located in the citywide Annual Budget Report (Fund 101-06-10 FY (year of budget) Expenditure Detail). The report details the approved departmental budget approved by the City Council for the corresponding year. Line items are identified along with salaries. The second report is the internal form created through the Chief's office in which each line item is identified and all expenditures are recorded. This form details the beginning balance and the ending balance as funds are depleted.
2. Prepared by the office of the Chief of Police.
3. Prepared for Command Staff.



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L. Budget Request

1. Budget requests prepared by personnel responsible for a budget line item within the department forwarded to Division Captains. The Division Captains will then prepare budget requests to assist the Assistant Chief and Chief of Police with agency budget preparation.

M. Goals and Objectives

1. Goals and Objectives of the department should be a compilation of personal, divisional, and departmental effort to set the direction for the department.
2. All personnel that are interested have authority to assist in writing the goals and objectives of the department.
3. Agency supervision is required to input goals and objectives from their unit or division.
4. Goals and objectives will be evaluated quarterly and discussed in Staff Meetings to be disseminated to all personnel by supervision.

N. Employee Performance Evaluation

1. Employee performance evaluations are completed semi-annually for all personnel within the department. The evaluation serves to address training needs, deficiencies in performance as well as personnel strengths. These reports assist the department with training goals and objectives.
2. The supervisor of each person completes performance evaluations.
3. Performance evaluations are forwarded up the chain of command for approval and placed in personnel file folders.
4. The DeSoto Police Department FTO Manual covers performance evaluations for Recruits.

O. Activity Reports

1. These reports include monthly updates from Criminal Investigations, Traffic, Crime Prevention, and Officers assigned to an outside agency task force.
2. These reports are used to substantiate the existence of these specialized positions.
3. Affected personnel prepare these reports.
4. These reports are prepared for the Command Staff and for use in the Annual Reports.

P. Holding Facility Inspection Reports

1. Public Service Officers on a daily basis complete these reports. They include inspection of the fire detection alarm, panic alarm, and basic inspection of the facility for sanitation, weapons, contraband, required equipment and supplies, and holding facility population.
2. Reports are submitted to the Jail Supervisor for review and retention.
3. Temporary Holding Facilities will be inspected on a monthly basis for required equipment and supplies and cleanliness.

Q. Agency Property/Evidence Inventory



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1. The designee of the Chief of Police completes this report.
2. The report is completed at the time of transfer of Property/Evidence Custodian duties.
3. The report is completed when the integrity of the Property/Evidence Room is in question.
4. The report is also completed when a new Chief of Police is appointed.
5. In the absence of any of the above listed events, the report will be completed semi-annually.
6. The Property/Evidence room will be observed for cleanliness and orderliness on a monthly basis. This inspection will also include random inspection of evidence to insure property tracking and placement.

R. Inspection Test of Emergency Generator

1. This inspection is completed weekly by a computer automated controlled system.

S. Crime Prevention and Community Concerns

1. These reports are used by command Staff to address areas of concern brought to the attention of the department by members of the community or other City departments.
2. The Crime Prevention Officer will complete a quarterly report that details areas of concern brought to his or her attention. This report will be forwarded to the Command Staff.
3. Any officer that is alerted by citizens or City personnel will enter the concern into the appropriate district folder. The appropriate supervisor then may enter the concern as a directed patrol.
4. Officers attending Home Owner Association or similar type organizational meeting will forward any concerns to their Division Captain who will forward the information to Crime Prevention and Command Staff.

T. Line and Equipment Inspections

1. These reports are completed on a weekly or monthly basis by supervision to ensure that personnel and equipment are ready for duty.
2. The supervisor will note any deficiencies in order to be addressed properly.
3. Deficiencies that are not corrected will be documented and addressed by proper chain of command.
4. Personnel deficiencies that are not corrected shall be noted on affected personnel evaluations.

U. System Monitoring

1. An Accreditation Calendar has been created through the use of Microsoft Outlook. It is the responsibility of each division or unit supervisor to monitor this calendar and archive relevant documentation as required by the DeSoto Police Department Administrative Directives.
2. The Accreditation Manager will ensure that time sensitive documents are properly archived and required activities are being fulfilled in accordance with the rules,



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regulations and policies that affect the DeSoto Police Department. The Accreditation manager insures that all reports are completed and distributed in accordance with this directive on a monthly basis. A request will be submitted to each supervisor or position responsible for the dissemination of each report as necessary.

3. Failure to comply with requests for required reports will be forwarded to the Command Staff. Failure to submit required reports would be reflected on their evaluation.

V. Analytical Reports

Any analytical report will be forwarded to each person, unit or division which the report may affect or assist in any way.



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POLICY: 109.008 – SEX OFFENDER REGISTRATION	CALEA: 82.3.5,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive identifies the responsibilities of the Department in registering Sexual Offenders residing in the City and required notification of the general public.

II. POLICY

Texas Civil Statute Art. 6252-13c.1 outlines the requirements for the registration of certain sexual offenders.

III. DEFINITIONS

A. 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.

B. Released - discharged, paroled, or placed in mandatory supervision.

IV. PROCEDURES

A. Reportable Convictions or Adjudication - The following require registration:

1. Convictions of Penal Code Violations

- a. Section 21.11 Indecency with a child;
- b. Section 22.011 Sexual Assault;
- c. Section 22.021 Aggravated Sexual Assault;
- d. Section 25.02 Prohibited Sexual Conduct;
- e. Section 21.08 Indecent Exposure, 2nd Conviction;
- f. Section 43.05 Compelling Prostitution
- g. Section 43.25 Sexual Performance by a Child;
- h. Section 43.26 Possession or promotion of Child Pornography;
- i. Section 20.04-(a) (4) Aggravated Kidnapping, if done with the intent to sexually abuse or violate;
- j. Section 30.02 (d) Burglary, if done with the intent to sexually abuse or violate;
- k. Conviction for an attempt conspiracy, or solicitation of offenses named in a, b, c, d, f, g, h, j, or l listed above.

2. Adjudication of delinquent conduct based on one of the above listed offenses, or two violations of indecent exposure;

3. Deferred adjudication of a violation of one of the above offenses

4. A reportable conviction or adjudication under the laws of another state for an offense containing elements that are substantially similar to the above offenses; or, the second conviction under the laws of another state that are similar to the offense of indecent exposure.



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5. A reportable conviction or adjudication occurring on or after September 01, 97 for any offense containing elements that are substantially similar to the elements of any of the above listed offenses.

6. An adjudication of delinquent conduct based on a violation of one of the offenses named in a, b, c, d, g, h, j, or i listed above; or for which two violations of the offense of indecent exposure are shown.

B. Persons Required to Register with the Department

A person who has a reportable conviction (as listed above) or adjudication shall register with the Department or verify that registration has been done by a court pronouncing a sentence of imprisonment, deferred adjudication, community supervision, juvenile probation, fine or other disposition; if that person resides or intends to reside in the City of DeSoto for more than seven days.

C. Responsibilities

1. The Person Required to Register Must:

- a. Register as a Sexual Offender with our Department not later than 7 days after the person's arrival in the City of DeSoto; or
- b. Verify with the DeSoto Police Department that registration has been accomplished by a court pronouncing sentence or by a penal institution not later than the 7th day after the person's arrival in the City of DeSoto, and that the registration information is correct; and
- c. Notify the DeSoto Police Department of any change of address, not later than the 7th day before the intended change.

2. Court Responsibilities - On the day a court pronounces a sentence of imprisonment, deferred adjudication, community supervision, juvenile probation, fine or other disposition for a person who is subject to registration under the Sexual Offender Registration law, the court shall:

- a. Certify that the person was informed of his/her duty to register,
- b. Complete the registration form for the person and send the form to:
 - (1) The Department of Public Safety, and
 - (2) The assigned penal institution OR
 - (3) To the local law enforcement agency where the person being registered expects to reside.

3. Penal Institution Responsibilities

- a. On the 7th day before the date on which a person who will be subject to registration is due to be released from a penal institution, or on the day that notification is made (if less than 7 days) the penal institution shall send the person's completed registration form to the Department of Public Safety and to the municipality where the offender is to reside.
- b. If the person is to be released to the supervision of the pardons and paroles, the Department of Public Safety will notify the municipality or county where the registered person is to reside.

4. DeSoto Police Department/Sex Offender Liaison Responsibilities

- a. Register Sexual Offenders with our agency as directed by Texas Civil Statute on forms provided for this purpose by DPS.
 - (1) The Sex Offender Registration Form (CR-35), upon completion will be disseminated to Texas Dept. of Public Safety Sex Offender's information will be updated in Records Management System (RMS) for access by Patrol.



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(2) The Sex Offender Registration Receipt (INT-14) must be given to the offender as proof that he/she has complied with the provisions of this statute.

b. The Department provides offender registration, by appointment, during normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

c. When a person comes to the police dept. to register under the provisions of this statute, the Sex Offender Liaison, Criminal Investigative Division P.S.O, will be contacted and will complete the appropriate DPS forms, photographs and fingerprints necessary for registration.

5. DeSoto Police Department Criminal Investigative Division P.S.O Responsibilities

a. Sex Offender Liaison personnel are responsible for the filing, maintenance, and distribution of Sexual Offender Records for the Department. Files are kept in a secured filing cabinet within the offices of the Criminal Investigative Division area.

b. The Sex Offender Liaison will forward the registration form, fingerprints, and photographs of all registering defendants, to the Texas Department of Public Safety no later than the third day after the person registers with the Department.

c. Record any information from persons registered of any reported change of address and notify the Department of Public Safety of the intended change of address not later than 3 days after the change of address was reported.

d. If a person registered in the City of DeSoto, notifies the Department that he/she is moving to another municipality or county within Texas, Records Section shall also send notification to the Department of Public Safety and the law enforcement agency within that municipality or county.

e. If the DeSoto Police Dept. receives advance written notification that a person has been advised to register with our Department, such notification will be forwarded to the Sex Offender Liaison in charge of registration.

D. Notifications

1. Public Information

a. The Department will notify the public of the defendant's intention of residing within the City of DeSoto, via the City of DeSoto's website who:

(1) Have a reportable conviction or adjudication occurring on or after Sept. 1, 1970 and;

(2) Offense was not a violation of Prohibited Sexual Conduct (Incest)

(3) Have a reportable conviction or adjudication occurring on or after Sept. 1, 1970 and;

(4) The victim of your offense was a child under 17 years of age, EXCLUDING offenders who;

(a) Receive deferred adjudication for a violation of Prohibited Sexual Conduct (Incest) Section 25.02

(5) Receive a conviction for a violation of Sexual Conduct (Incest) Section 25.02 Penal Code

b. Notification to the public must be made within 8 days after the Department initially receives the registration form.

c. Public may also gain notification of offenders residing within the City of DeSoto via Texas Department of Public Safety website.

d. Information to be included in the website profile is:

(1) The person's age and gender,

(2) A brief description of the offense for which the person is subject to registration; and

(3) The municipality, street name, and zip code number where the person intends to reside.



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NOTE: Texas Civil Statutes prohibit release of the following information:

Defendant's social security number
Defendant's driver's license number
Defendant's telephone number, and
Anything that would identify the victim of the crime

e. Information to be included in the public notice for Adult & Juvenile defendant's:

(1) The person's name, date of birth, race, sex, height, weight, hair/eye color, shoe size, other names used, registrant street name, registering offense, date of conviction/adjudication, sex and age of victim, punishment received, date of discharge, supervision status, expiration of duty to register, name of probation/parole officer, phone number, registering agency name/phone number.

(2) Excluded from public release for Adult and Juvenile defendants: Court disposition, cause number, State Identification Number (SID), FBI number, numeric address, social security number, driver's license number, telephone number, anything that would identify the victim of the crime.

2. Notification to the School District - In any instance where the victim of the person registering is younger than 17 years of age, notice must be sent to the superintendent of public/primary schools in the municipality where the offender intends to reside.

a. Notification of the superintendent of schools will be made by mail to the district office.

b. Information to be included in the notice to the school superintendent is:

(1) The person's age and gender,

(2) A brief description of the offense for which the person is subject to registration; and

(3) The municipality, street name, and zip code number where the person intends to reside.

NOTE: Texas Civil Statutes prohibit release of the following information:

Defendant's photograph
Defendant's social security number
Defendant's driver's license number
Defendant's numeric street address
Defendant's telephone number
Anything that would identify the victim of the crime

3. Sex Offender Liaison is responsible for preparing notices for the public as well as the Superintendent and Administrators of all Public, Private and Primary schools within the City.

E. Failure to Register is a felony and may result in the revocation of your supervision if you fail to initially register, to notify authorities when you change your address, to verify registration information or to maintain registration requirements as required under Chapter 62, Code of Criminal Procedure.

F. Release of Information - Requests for registered offenders must be in writing, requests will be forwarded to the Sex Offender Liaison. A copy of the original written request will be placed in each of the Offenders file. The original request will be retained by the Sex Offender Liaison.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 109.009 – RETENTION OF DEPARTMENT RECORDS	CALEA: 43.1.2, 82.1.3,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive is a portion of the Records Retention Schedule established by the Records Management Program for the City of DeSoto and generally addresses those types of records maintained or generated by the Police Department.

NOTE: All police records are to be maintained within the Police Department or in designated storage areas.

II. POLICY

Every original record created within a municipality in the State of Texas belongs to the State and falls under State retention codes. The Department will adhere to those laws established by the State and subsequently by City ordinance regarding the retention of specific classifications of documents generated within the Department.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 109.010 – TRAINING RECORDS	CALEA: 33.1.6, 33.1.7, 82.3.5,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive identifies the administrative record keeping tasks related to the training function.

II. POLICY

It is the policy of the DeSoto Police Department to keep complete and accurate training records on all employees. This practice ensures employees receive adequate levels of training and that State requirements for specific training are met.

III. PROCEDURES

A. Maintenance of Training Records

1. Employee Records

a. The Training Coordinator is responsible for ensuring the training records of individual employees are updated following the employee's participation in any training program.

b. Employee training records will be updated to show:

- (1) Date(s) of the training
- (2) Name of the course
- (3) Certification received, if any
- (4) Continuing education credit received, if any
- (5) Performance and/or test scores, if any

2. Course Records

a. The Training Coordinator maintains training records for each course taught at, or by, the Department. Training records include the following:

1. Course content;
2. Names of course attendees;
3. Type of training; and (i.e., roll call, in-service, or departmental training)
4. The name of the school or agency that provided the training.

B. Employee Review of Training Records

The Training Coordinator will provide (upon request) a computerized list of all training attended by individual employees either to the employee or to the employee's supervisor. The individual employee should review the list to ensure its accuracy. The employee should review the list with his/her supervisor, and use it as a guide for career development activities.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 110.001 – USE OF DISCRETION	CALEA: 1.2.7,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive establishes general guidelines for the use of officer discretion in determining the levels of enforcement to be utilized in various situations.

II. POLICY

Officers of the DeSoto Police Department shall reasonably use the discretion vested in their position and exercise it within the law. The principle of reasonableness shall guide the officer's determinations. The officer shall consider all surrounding circumstances in determining whether any legal action shall be taken.

III. PROCEDURES

A. General Statements

1. Consistent and wise use of discretion based on professional policing preserves good public relations and retains the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that at times a word of advice, rather than arrest, may be a more effective means of achieving a desired end.
2. It is not possible to clearly delineate discretionary examples for every situation. Therefore, officers must diligently interpret every situation before acting and must be sensitive to departmental values relating to enforcement action. All decisions must be tied to articulable reasons grounded in legal principles, professional judgment, and fairness.
3. Within his discretionary decision making an officer has the option to physically incarcerate an individual, book and release, issue a citation and release, file a case at large (in limited circumstances), or provide a verbal warning with no further action. In any circumstance the actions chosen shall be consistent with ordinances and codes of the City of DeSoto and any other applicable law.

B. Considerations in Determining the Application of Discretion

The following considerations should be used as a guide for the officer in determining the various levels of enforcement available; keeping in mind that it is virtually impossible to list all situations an officer will encounter.

1. Lack of Positive Identification - If an officer cannot establish with reasonable certainty, the true identity of an offender either by direct evidence or by reasonable secondary verifications, physical incarceration may be justified. The mere presence of identification does not establish positive identity. Conversely, the absence of identification does not justify incarceration where reasonable efforts by the officer can verify identity.



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2. Confirmation of Current Warrants - Legal requisites of a warrant currently allow the officer no latitude other than incarceration. Consideration may be given to the time of service, in order to avoid extended incarceration.

3. Probability of Failure to Appear - The probability that a suspect will fail to appear for scheduled court appearances may lead an officer to utilize incarceration rather than other alternatives. Strong probability that a suspect will fail to appear justifies incarceration. However, to the extent that the officer feels that appearance will be honored, other alternatives to incarceration should be utilized (depending on the degree and class of offense). Primary indications of likelihood of appearance would be:

- a. Defendant has an established residence within the State of Texas
- b. Defendant has established reasonably permanent employment within the State of Texas
- c. No known past history of failure to appear for legal process

4. Risk of Continuation of the Offense - The likelihood of the violation continuing without substantial police intervention may justify incarceration. However, where extenuating circumstances exist and the officer feels non-incarceration alternatives will provide equivalent safety to the complainant, that alternative would generally be preferred.

5. Degree of Cooperation of Defendant - The quality and type of interaction generally forthcoming from reasonable law-abiding citizens in similar situations is a factor to be considered. Non-cooperation, in and of itself, will not substantiate incarceration. Non-cooperation to the extent of resistance or to a point where other determinates exist will indicate incarceration.

6. Felony Offenses - All on-view felony offenses will substantiate incarceration or case being filed at large (in extenuating circumstances).

7. Suspect in Additional Felonies - A situation where an offender is detained initially for one offense but is a developing suspect in additional concurrent offenses of equal or greater importance, or interest to the law enforcement officer or agency is a factor to be considered. This alternative may be utilized when conditions normally would not warrant such action if known factors lead the officer to believe that probable cause will soon be established substantiating the arrested person's involvement in other felony offenses. This should only be used with prior supervisory review.



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POLICY: 110.002 – USE OF FORCE	CALEA: 1.2.2, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.2.1, 4.2.4, 4.3.1, 4.3.2, 4.3.4, 41.1.4,
Effective Date: 08/05/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

It is recognized that there are varying degrees of force that may be justified depending on the dynamics of a situation. In each individual event, lawful and proper force is restricted to only that force necessary to control unlawful resistance in order to achieve lawful objectives and/or prevent further physical attack against the police officer or any other persons.

Reasonable, Proportional and Necessary Force-. Officers shall use physical force only when it is objectively reasonable, necessary, and proportional to effectively and safely resolve a conflict. Force may only be used if and only if doing so is aligned with the Department's mission of preserving life and minimizing physical harm. In furtherance of these principles, officers may use reasonable, proportional force necessary to:

- Lawfully arrest, detain, or search an individual;
- Overcome active physical resistance;
- Prevent escape of an individual who the law enforcement officer has probable cause to believe has committed a serious crime;
- Defend oneself or others from active and actual physical danger;
- To prevent an individual from engaging in acts of self-harm.

II. POLICY

It shall be the policy of the DeSoto Police Department that all officers must respect and preserve human life at all times. All employees will hold in highest regards the sanctity of life and will take all actions to preserve life and minimize physical harm. Police officers of the DeSoto Police Department shall use only that amount of force necessary to lawfully and properly neutralize an unlawful assault or, that which is necessary to overcome resistance by a person being taken into custody. Officers of the DeSoto Police Department are permitted to react with the appropriate level of force based upon the actions of the suspect and in accordance with provisions of this Directive. Copies of this Directive will be issued to each newly hired sworn officers and instruction on its contents will be provided to them prior to being authorized to carry a weapon. The Confrontational Continuum in this Directive will be used as a general guideline in making use of force decisions.

III. DEFINITIONS

- A. Active Aggression - Active aggression includes physical actions/assaults against the officer or another person with less than deadly force (i.e. advancing, challenging, punching, kicking, grabbing, wrestling, etc.).
- B. Defensive Resistance - Any action by a subject that attempts to prevent an officer from gaining control of the subject (i.e., pulling/pushing away, resistance to handcuffing, etc.)



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C. Passive Resistance - Any type of resistance where the subject does not attempt to defeat the officer's attempt to touch or control the subject, but still will not comply with verbal and physical attempts of control (i.e., dead weight, doesn't respond to verbal commands, etc.).

D. Reasonable Belief - Reasonable belief is a belief that would be held by an ordinary and prudent man in the same circumstances as the actor.

E. Serious Bodily Injury - Any injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

F. De-Escalation- Refers to a range of integrated strategies and tactics used by officers to lower the intensity of potentially volatile situations with the aim to reduce the necessity or level of force required for successful resolution while ensuring officer and public safety is optimized. It improves an officer's ability to manage people by enhancing tactics and skills to establish contact, build rapport and gain influence to achieve a police objective.

IV. SEARCHING

In non-custodial arrest situations where officers have reasonable belief that a suspect is potentially armed with a weapon or contraband or poses a threat to the officer, the officer may use the rear finger lock searching technique, or other reasonable searching techniques, to maximize officer safety and minimize suspect resistance. The arresting officers in custodial arrest situations will search all prisoners for weapons and contraband after completion of handcuffing and prior to placing the prisoner in the squad car for transport.

V. LEVELS OF FORCE

Law Enforcement Officers are permitted to use the degree of force that is reasonably necessary to accomplish their lawful objectives and to overcome any unlawful resistance. It should be noted that this continuum is not intended to be linear, but rather open and dynamic. Because resistance can begin anywhere on the continuum, officer response can begin anywhere on the continuum that represents an objectively reasonable response. This progression of force is depicted in the following force continuum:

A. LOW LEVEL

1. Officer Presence: Officer presence is the identification of the police officer's identification of their authority brings forth the assumption that the public must obey a lawful order.

2. Verbal Direction/De-Escalation: The most basic defensive measure available to an officer is their verbal skill. Verbal direction is used to persuade a subject to cooperate with lawful orders. "Talking" a subject into compliance avoids the inherent dangers of a physical confrontation in which the officer or subject may be injured. DE-ESCALATION. Prior to using physical, non-deadly and/or deadly force, and when safe to do so, all DeSoto officers should use proper de-escalation techniques to decrease the likelihood that officers will resort to force and to increase the likelihood of cooperation between officers and members of the public. To accomplish the foregoing while exercising sound officer safety principles, employing de-escalation skills must not result in abandoning proper tactics. When possible, DeSoto officers shall employ effective communication techniques to engage with individuals who are not compliant, with orders, by establishing rapport, using the appropriate voice intonation, asking questions and providing advice to defuse conflict and achieve voluntary compliance before resorting to force options

3. Escort Compliance Techniques: Escort compliance techniques are used when verbal direction/commands are not effective and there is noncompliance with lawful orders. They



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include escort control techniques strength techniques, and pressure points utilized to control passively resistant subjects. While these techniques may inflict pain, they generally have little or no potential for injury.

B. INTERMEDIATE LEVEL

1. Soft Empty Hand Control: Soft empty hand control techniques are designed to control defensive resistance. They may be used when verbal commands are not effective and there is noncompliance with lawful orders. They include strength techniques, joint locks, pressure points, and light knee strike/distraction techniques. While these techniques may utilize pain compliance to gain control, they generally will not cause any form of bruising and have little or no potential for causing injury to the subject.

2. Chemical Spray / X26 TASER / Pepper Ball SA200 and SA10: A less lethal response may be necessary to achieve a lawful objective when a subject is defensively or actively resistant or exhibits violent or potentially violent behavior that threatens the safety of others and attempts to subdue the subject by lesser means of persuasion, escort compliance techniques, and/or soft empty hand control techniques have not been or reasonably appear unlikely to be successful. This level includes the use of departmentally issued CS/OC spray, the use of the X26 TASER (both drive stunning and probe engagement), and the use of Pepper Ball SA200 and SA10 (both skip firing and direct engagement). The use of these options requires officers to be certified prior to field deployment. When practicable, a warning should be given to the subject advising that continued noncompliance will result in the deployment of a less lethal option.

C. HIGH LEVEL

1. Hard Empty Hand Control: Hard empty hand control techniques are designed to repel and control a subject's active aggression, but can be used to control defensive resistance when lower forms of control have failed or when the officer believes lesser forms of control will fail. These techniques include the use of punches, kicks, elbows, knee strikes, etc.

2. Expandable Baton: The expandable baton may be utilized when hard empty hand control methods have failed, are not possible, or is necessary and reasonable under the circumstances. The expandable baton allows officers to defend themselves or others in situations where the use of lethal force may not be justified. When the use of the baton is warranted, officers will attempt to impact subjects per training and policy avoiding such areas as the head, neck, sternum, spine, groin, and kidneys unless the use of lethal force is justified.

3. Impact Devices: Impact devices bridge the gap between the use of less lethal devices such as the SA200 and X26 TASER and the use of firearms to control an assailant. Impact devices allow officers to defend themselves or others in situations where the use of lethal force may not be justified and can be initiated from a safe distance from the subject. Impact devices include the 12 Gauge Bean Bag Projectile, and 37/40MM Specialty Impact Munitions used by the SRT. These munitions shall be used consistent with policy and training and are to be utilized only by certified personnel.

D. LETHAL FORCE

1. Firearms: The levels of force are described for the purposes of providing Officers guidance in complying with the department's Use of Force Policy:

- a. Officers shall use only that level of force necessary to lawfully and properly neutralize an unlawful assault or overcome resistance by a person being taken into custody.
- b. A variety of factors impact an Officer's determination of the appropriate level of force necessary to control a situation. Because use of force does not occur in



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a vacuum, it is impossible to list all factors that go into an officer's decision. However, factors dealing with officer/subject age, size, relative strength, skill level, injury/exhaustion, and the number of officers versus the number of suspects are reasonable for an officer to take into consideration when determining the appropriate use of force for a given situation.

- c. Each individual situation is different and may require an officer to immediately initiate a higher level of force on the continuum to control or overcome unlawful resistance taking all factors into consideration.

E. Anytime any degree of force is used and an injury is reported or suspected, appropriate medical assistance must be rendered or sought. Emergency medical service personnel should be called to the incident scene or to the jail at the time the chance of injury is known. In cases of directly exposing a suspect to chemical agents (OC/CS/CN), emergency medical personnel shall be called to the scene to evaluate the suspect's condition.

F. Prohibited Practices

1. Any chokehold, stranglehold, Lateral Vascular Neck Restraint or any tactic that restricts breathing, or any hold that involves the reduction of blood flow in the carotid artery to the brain and any other technique used to cause unconsciousness or unresponsiveness is expressly prohibited, unless lethal force is justified.
2. The use of pressure point or pain compliance techniques are prohibited unless an officer has been instructed in and has passed the Department's endorsed Defensive tactics training course taught by a certified instructor.
3. Officers who have completed a Department endorsed course of instruction taught by a certified instructor may use OC/CS devices, chemical agent munitions, diversionary devices, Pepper Ball Launching Systems, and the X26 TASER.
4. At no time are four-point restraining techniques (hog tying) authorized for use by officers, jailers and employees of the DeSoto Police Department.

VI. USE OF POLICE IMPACT WEAPONS

A. Uniformed officers may carry the department issued A.S.P. baton, after completion of the department sanctioned course of training. Re-certification for baton use will be held at least every two years.

B. The baton or extended range baton munitions shall be used only when a lesser degree of force has proven futile in overcoming resistance by an arrestee or in protection from an assault by any subject. Intentional targeting of the head, neck/throat, back/ spinal area, and groin are prohibited unless the use of lethal force is justified.

C. Officers are prohibited from carrying the following impact weapons:

1. Slapper
2. Saps
3. Weighted Gloves
4. Knuckles
5. Other similar type weapons

VII. USE OF FLASHLIGHT



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The department issued or approved flashlight is not intended for use as an impact weapon and shall only be used as such when no other adequate means is available and in keeping with Section II of this Directive or when lethal force is justified.

VIII. CHEMICAL WEAPONS

Chemical Agents: OC/CS dispensing devices such as personal issue OC/CS spray, MK-9 OC dispensing device, and the Pepper Ball Launching Systems. While it is recognized that OC is not a "chemical" agent, but a derivative from the common pepper plant, it is listed as a chemical agent for simplicity.

Chemical Munitions: include CS/OC/CN chemical dispensing munitions which deploy chemical agents by means of hand tossed canisters or fired from 12 gauge or 37/40mm launchers.

A. To minimize injury to suspects, officers and others or to avoid property damage, the use of a chemical agent may be necessary in circumstances where other methods of control or apprehension would be ineffective or more dangerous. Officers must understand the limitations of chemical agents and that once used, they may have adverse effects on officers as well as suspects.

B. Chemical munitions shall not be used in riots, demonstrations or other civil disorders, except under the direction of a lieutenant or above, SRT Commander, SRRG Commander or his designee.

C. Oleoresin Capsicum (OC) Spray is a powerful inflammatory agent derived from cayenne pepper. It is packaged in a pressurized aerosol spray. It has been demonstrated that when pepper spray is used to subdue a potentially violent or violent person, the likelihood of continued resistance by the person is lessened, thus lessening the chance that an officer or the suspect will be injured. OC Spray is NOT, under any circumstances, to be used as "punishment" or as a coercive tool once an individual is under control and under restraint.

D. After completion of the department approved course of training, officers of the DeSoto Police Department of the rank of Lieutenant and below shall carry OC/CS Spray while in uniform. Carrying of OC/CS Spray by Captains and above is optional. Only the OC/CS Spray issued by the department shall be carried. During training, individual officers may choose to be subjected to an exposure of OC/CS Spray in a controlled setting. Exposure to the spray is not required.

E. Use of chemical agents shall be considered a use of force at the level of Non-Lethal Response on the Confrontational Continuum. An officer who is justified in using chemical agents against a person is not automatically precluded from using greater force against that person if the officer reasonably believes greater force is necessary and is justified to control unlawful resistance or to prevent further physical attack against the police officer or any other person(s).

1. Generally, chemical agents shall not be used on a person who is under restraint.

2. Under most circumstances chemical agents shall not be used on subjects who are handcuffed unless the persons are resisting to the point that lesser control measures have failed.

F. Chemical agents and/or Munitions shall not be used indiscriminately. An officer shall not deploy chemical agents on the mere anticipation of violence or resistance unless the officer can articulate a threat to his or a third person's safety (e.g. statements by the subject that he intends to resist or assault, agitated or aggressive behavior, size, strength, intoxication factors, etc.). Time permitting, the subject should be verbally advised that he would be exposed to chemical agents if he/she resists or continues combative actions. Indiscriminate use of chemical agents and/or munitions shall be considered unnecessary force.

G. Ideally, OC/CS Spray should be used from a distance of four to six feet and directed to the intended target's face. A one to two second burst should control most persons. Officers shall use only the amount necessary to stop a subject's physical aggression. Officers using OC/CS Spray outdoors



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must use caution to avoid spraying other officers who may be near the subject. Officers may wish to warn other officers they are about to use OC/CS Spray by shouting "Pepper" in a loud voice. After spraying a subject, allow 5-10 seconds for the majority of the OC/CS Spray to disperse before moving in on the subject for handcuffing.

H. Persons who have been exposed to chemical agents should be moved to an area that is well ventilated with fresh air, preferably outside. The subject should be verbally reassured that the effect of the spray is temporary and they should relax and take deep breaths. Officers will call emergency medical personnel to the scene of a suspect who has been directly exposed to chemical agents. Persons who have been exposed to chemical agents shall be transported to the Jail as soon as practicable. Persons who have been exposed to chemical agents will recover in 15-30 minutes simply by flushing the exposed areas of the body with cool water. Upon arrival at the Jail, the subject may be allowed to rinse affected areas of the body if, in the opinion of the arresting officer, it is safe to allow the subject to do so. No ointment or lotions of any type should be applied since this will only trap the chemical agent. If symptoms from the exposure to chemical agents persist for more than 45 minutes, seek medical attention for the subject.

I. Officers who have in custody a person that has been exposed to chemical agents shall clearly advise jailers, medical personnel and other officers PRIOR to these personnel coming into physical contact with the person in custody.

J. Prisoners at higher risk:

1. Several "common denominators" have been found following the investigation of in custody deaths of combative prisoners.

- a. These characteristics include intoxication (alcohol or drug), violent or bizarre behavior, upper body obesity and/or the prisoner being restrained in the prone position.

- b. There have been several incidents where prisoners exhibiting one or more of these symptoms has suddenly died while in police custody.

2. Upon the arrest of a person exhibiting these traits, whether or not chemical agents were applied, and the arresting officer shall closely monitor the prisoner until the prisoner is released to the custody of the jail staff on duty.

3. A prisoner who is exhibiting a combination of the above characteristics shall not be left unattended and the arresting officer shall notify the jail staff.

4. A Use of Force Report shall be completed any time chemical agents or the PepperBall launching Systems are used on an individual.

5. The OC/CS Spray canister issued to uniformed officers shall be carried on the Sam Browne belt in the issued carrier. Canisters of OC/CS Spray shall not be left in patrol cars nor exposed to extremes of temperatures that could cause the pressurized canisters to burst.

6. Canisters of OC/CS Spray shall be replaced whenever the canister will not effectively deliver the product, upon expiration of the manufacturers recommended shelf life, or upon a malfunction of the canister.

IX. USE OF LETHAL FORCE

The value of human life is immeasurable in our society. Police officers have been delegated the awesome responsibility to protect human life and property and apprehend criminal offenders. The apprehension of criminal offenders and protection of property must at all times be subservient to the protection of human life. The officer's responsibility for protecting human life must include his own.



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As long as members of the public are victims of violent crimes, and officers in the performance of their duties may be confronted with deadly force, it will remain necessary for police officers to be properly armed for the protection of society and themselves.

The general policy of the DeSoto Police Department regarding the use of firearms or other deadly force by police officers, on or off duty, is that an officer will discharge his weapon at another person only when they are legally justified and in keeping with department policy. In the event any use of force by an officer results in the death or serious injury of an individual, that officer will be removed from line duty assignment pending completion of administrative review of the incident. The following specific guidelines are set forth as a means of assisting police officers in reaching the proper decision when faced with such decisions:

A. DeSoto Police Officers are permitted to fire their weapons only under the following circumstances:

1. At an approved target at an approved firing range.
2. For practice or recreational shooting in any area where firing a weapon would be safe and would not be in violation of the law.
3. In order to destroy any animal, with prior supervisor approval, that appears to be suffering from an apparent fatal wound or sickness. Officers must make every reasonable attempt to locate and receive permission from the animal's owner and after ensuring that the firing of the weapon will not endanger any person or other property.
4. At any animal that is obviously mad or vicious and cannot otherwise be prevented from killing or seriously injuring any person.
5. In self-defense or in defense of another person from what reasonably appears to be the use or imminent use of deadly physical force, or in immediate danger of serious physical injury.

B. An officer is not justified in the use of deadly force to protect themselves or others from assaults, which are not likely to result in death or serious bodily injury.

C. Shots shall not be fired on mere suspicion that a crime, no matter how serious, was committed or on the mere suspicion that the person being pursued committed the crime. Therefore:

1. Shots may be fired at another person to effect arrest or to prevent the escape from custody of a person who is known to have committed a felony involving the use of a deadly force; and
2. In attempting to escape by the use of a deadly weapon or otherwise poses a present, significant threat of death or serious bodily injury, or would create a substantial risk of another person being killed or seriously injured; and
3. The action is necessary to prevent escape from jail and all other means of apprehension have been exhausted or would obviously be unsuccessful if attempted; and
4. A verbal warning, where practical, has been given.

D. Justification for the use of deadly force must be limited to what reasonably appears to be the facts known or perceived by an officer at the time he/she decides to use such force. A fact that is unknown to an officer at the time of an incident, no matter how compelling, cannot be considered in later determining whether the shooting was justified.

E. Reducing the Risk of Death



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1. Regardless of the nature of the crime or the legal justification for firing at the suspect, officers are reminded that their basic responsibility is to protect the public. Officers are instructed to be particularly cautious when firing under conditions that would subject innocent bystanders to substantial danger.
2. In the extreme stresses of a shooting decision, an officer may not have the opportunity or ability to direct his shots to a non-fatal area. To require him to do so could increase the risk of harm to himself or others.
3. DeSoto Police Officers are not permitted to fire their weapons under the following circumstances:
 - a. Warning shots shall not be fired to induce the surrender of any person or for any other reason.
 - b. Shots shall not be fired at persons who have committed only a misdemeanor or traffic violation.
 - c. Shots shall not be fired merely to prevent the destruction or theft of property.
 - d. Shots shall not be fired to halt any person who simply runs away to avoid arrest.
 - e. When it appears likely that an innocent person may be hit by the shot.

F. Reasons for the Use of Deadly Force

An officer is equipped with a firearm to defend him-self, or others, against deadly force and when it reasonably appears necessary to affect the arrest of an escaping or fleeing felon. When an officer uses a firearm, it must be with the realization that the death of some person may occur, not necessarily with the intent that such will be the result.

G. Shooting at Fleeing Misdemeanants

Officers shall not intentionally use deadly force to affect the arrest of a misdemeanorant.

H. Shooting at Vehicles

1. Officers shall not fire at moving vehicles except in self-defense, the defense of another police officer, or of another person.
2. The assumption that a fleeing vehicle is a deadly weapon and may cause injury to another officer or citizen is NOT justification to use deadly force, whether displayed toward the vehicle or at the driver or occupants.

I. Use of Police Vehicles

DeSoto Police Officers shall not attempt to deliberately collide with, or pull in front of, pursued vehicles, nor shall they use the police vehicle to force any other vehicle off a roadway, unless necessary to preserve life and minimize physical harm to others.

J. Surrender of Weapon

Officers are strongly discouraged from ever surrendering their weapons to anyone who may be holding someone as a hostage or is a suspect in criminal activity. Each officer involved, based upon the circumstances that surround the incident must make the ultimate decision.

X. REPORTING USE OF FORCE



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A. A Use of Force Report shall be completed whenever force is used to detain, effect an arrest or subdue a resisting subject as required in Paragraph C below.

B. Use of Force Report shall be completed per Officer. If more than one officer is involved, each officer shall enter a report. All officers involved in the incident will be documented in the report. The involved officer shall be responsible for notifying his supervisor as soon as possible after using force to apprehend or subdue a subject.

C. A Use of Force Report shall be completed in any of the following circumstances.

1. When using any degree of force or physical restraint which, by the nature of its use, causes, or has the likelihood to cause bodily injury, serious bodily injury, or death (The mere drawing of the weapon, baton, or CS Gas is not interpreted as use of force).
2. When the officer purposely strikes, either with personal weapons or impact weapons, or uses a chemical agent, Pepper Ball Launching System, or pain compliance techniques.
3. When an officer causes bodily injury, or a complaint of bodily injury, resulting from any type of police action involving a physical confrontation.
4. When a canine is used to physically subdue a subject.
5. Should any question arise as to the appropriateness of completion of the Use of Force report, the Watch Commander or supervisor shall make the final decision on duty.
6. A Tactical Operation Report will stand as adequate documentation for tactical operations.
7. Whenever an employee discharges a firearm, in any law enforcement capacity other than training or recreational purposes.

D. Duty to Intervene- If reasonably possible under the circumstances, it shall be the duty of all sworn personnel present at any scene where physical force is being applied to either stop, or attempt to stop, another employee from using physical force that is clearly; being inappropriately applied or is no longer required. Officer(s) shall immediately report their observations to a supervisor as soon as safely possible.

E. The following situations will not require the completion of a Use of Force Report.

1. When no force is employed.
2. When the subject is not injured, complains of no injury and no greater restraint other than mere guiding, holding, or handcuffing was employed.
3. When the subject was injured prior to the arrest and/or confrontation and complains of an aggravation of a pre-existing injury resulting from the mere guiding, holding or handcuffing. These circumstances shall be explained in detail in the arrest/offense report.
4. When the subject is accidentally injured after the arrest or confrontation, i.e. trips falls, etc. These circumstances shall be explained in detail in the arrest/offense report.
5. When the subject intentionally injures himself. These circumstances shall be explained in detail in the arrest/offense report.
6. When an employee discharges a firearm for training or recreation.



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POLICY: 110.003 – PRISONER SEARCH POLICY	CALEA: 1.2.3, 1.2.8, 70.1.1,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The directive provides guidelines for conducting prisoner searches in specific situations.

II. POLICY

All persons taken into custody shall be searched as thoroughly as is possible by the arresting officer for their protection and to prevent the loss or destruction of evidence. All searches shall be conducted in a professional and courteous manner.

III. PROCEDURES

A. Searching Prisoners of the Opposite Sex

1. Whenever an officer of the same sex as the prisoner is present at the time of the arrest, they will conduct the search of the prisoner prior to transporting. If an officer of the same sex as the prisoner is not present, then the search shall be conducted as thoroughly as is judged appropriate by the arresting officer.

2. Depending on the circumstances and the necessity for the thoroughness of the search, officers having to search persons of the opposite sex shall consider the following options:

- The use of a metal detection device
- Use of an on-duty officer of the same sex of the prisoner
- Calling in an off-duty detention officer, police officer or trained office personnel of the same sex of the prisoner.

3. If necessary, a non-sworn employee of the same sex as the prisoner may be utilized, after training, to assist with prisoner searches.

B. Strip Searches

1. Judicial decisions specifically allow for searches of arrested persons. It is sometimes necessary for officers to initiate a very thorough body search of a person arrested. The need for such a search is determined on an individual basis depending on the circumstances surrounding the crime, the prior record of the prisoner, and the probable cause as interpreted by the arresting officer and a supervisor, who must approve the search.

2. A strip search is not permissible prior to arraignment where the subject has been arrested for traffic or a petty offense except where there is a reasonable belief the subject is carrying a concealed weapon or controlled substance, or the subject is a parolee or offender currently serving a sentence in any correctional facility, or the subject is under arrest for driving under the influence of drugs.

3. Requirements/Notifications



- a. Permission - No strip searches shall be conducted by officers without permission of a supervisor. Written documentation shall include specific information, which clearly identifies the actions, or circumstances that will establish reasonable belief and or probable cause that establishes the need for the strip search. This information will be forwarded with the arrest/offense documentation.
- b. A strip search necessitates the removal of all clothing from an arrestee so a visual inspection can be made of all areas of the prisoner's body where evidence or contraband could be concealed.
- c. The strip search of a prisoner is conducted by a sworn officer or jailer of the same sex as the prisoner.
- d. If possible, two officers of the same sex as the prisoner are to be present at such a search. In the absence of a second officer a non-sworn employee of the same sex of the prisoner will be present as a witness to the search.
- e. A strip search is conducted in a secure and private area. Care will be taken to insure such a search is not open, even partially, to the view of any persons other than those conducting the search.
- f. Every effort will be made to minimize the discomfort and embarrassment of a prisoner during a strip search. However, officers will have as their primary concern the efficient, effective and safe completion of the search.

C. Body Cavity Searches

1. The physical intrusion into body cavities of subjects being searched is not permitted.
2. If foreign items are visible inside body cavities (rectum, penis or vagina), or if there is probable cause to believe that such items exist therein, the officer must obtain either a signed voluntary consent to search or a warrant authorizing the body cavity search.
3. After consent or a warrant is obtained, the prisoner will be secured and transported to a hospital where a physician will be requested to remove the known or suspected items.
4. Officers should be aware that the physician does not have to respond to the request to perform the search. X-ray of the individual may be considered an option.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 110.004 – VOLUNTARY CONSENT TO SEARCH	CALEA: 1.2.4
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s): Voluntary Consent to Search form	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive establishes agency guidelines controlling the search and seizure of property and persons when related to a voluntary consent to search.

II. POLICY

To prevent the suppression of evidence, support the Constitutional rights of citizens and maintain public confidence in police operations, all officers must have a sound working knowledge of legal requirements associated with a voluntary consent to search.

Although consent may be verbal or written, officers are advised that written consent will, most likely, strengthen their case at trial.

III. DEFINITIONS

Consent to Search - a search conducted pursuant to consent, made without a warrant and without probable cause to obtain a warrant. The consent must be freely and intelligently given by an appropriate party and the search must be limited to the specified terms of the consent. A consent search may be authorized by a third party who shares common control or authority of the premises or items to be searched.

IV. PROCEDURES

A. General Statements

1. When an officer believes the search of a specific person, area, a vehicle, etc. is appropriate but probable cause to obtain a search warrant does not exist the officer may choose to request a voluntary consent to search. The consent may be verbal or written.

2. The voluntary nature of a person's consent to search is based on the totality of the circumstances at the time of the request. The officers involved and the prosecutor for the case(s) has the burden of proving that consent to search was given voluntarily, knowingly and intelligently.

B. Required Notifications - The officer must inform the person being asked to consent that they have the right to refuse permission for the officer to conduct the search.

C. Limitations of Use

1. A search being conducted based on a voluntary consent to search, will immediately cease if the consent is withdrawn. Seizeable items discovered during the search, but before withdrawal of consent should be seized.

2. A search being conducted based on a voluntary consent to search will immediately cease or will be confined to newly established limited areas if conditions



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of consent change before or during the search. Seizable items discovered during the search, but before limitations of consent should be seized.

3. While conducting the search, officers must ensure that the physical proximity of the person granting consent does not deny them the opportunity to request that the search cease or to redefine limitations of the search.

D. Form Routing

1. If a search is conducted with a signed voluntary consent to search form and no evidence is confiscated the searching officer will forward the completed form with an incident report.

2. If a search is conducted with a signed voluntary consent to search form and the evidence found results in an arrest, the completed consent to search form is submitted as evidence.



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POLICY: 110.005 – SEARCH WARRANT REQUIREMENTS	CALEA: 74.3.1,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive addresses administrative procedures for obtaining and executing search warrants and provides the legal background and authority for their execution.

II. POLICY

The Fourth Amendment of the United States Constitution, as applied to the States through the Fourteenth Amendment, Texas Code of Criminal Procedure (Chapter 18) governs the law and establishes the parameters under which search warrants may be issued and executed.

"The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized." U.S. Const. Amend. IV

DEFINITIONS

A. Probable Cause is the sum total of layers of information and the synthesis of what police have heard, what they know and what they have observed as trained officers. Each individual layer of information is not to be weighed; rather the laminated total of the facts available is the source of the justification for the issuance of a warrant.

Probable Cause is a flexible, common sense standard. It merely requires that the facts available to the officer would warrant a person of reasonable caution in the belief that certain items may be contraband or stolen property or evidence of a crime; it does not demand any showing that such belief be correct or more likely true than false. A practical, non-technical probability that incriminating evidence is involved is all that is required.

The Probable Cause Affidavit in support of the application for the search warrant must set out reliable information that is not stale as to why the Magistrate or Judge should believe that the contraband or evidence of a crime would be found in a particular location. The information can be based on personal observations of the Affiant (Officer) or the Affiant can rely on information provided to him by fellow Officers. Government Investigating Agents/Officers are entitled to a presumption of credibility. The information may also be based on hearsay if there is evidence showing the sources veracity and basis of knowledge. Conclusory statements and generalizations alone are not sufficient to establish Probable Cause.

B. Curtilage (The Curtilage Doctrine) the curtilage is afforded the same Fourth Amendment protections as is the home. The curtilage questions should be resolved with particular reference to four factors:

The proximity of the area claimed to be curtilage to the home, whether the area is included within an enclosure surrounding the home, the nature of the uses to which the area is put, and the steps taken by the occupant/resident to protect the area from observation by the general public. The DeSoto Police Department does not suggest that combining these factors produce a finely tuned formula that, when mechanically applied, yields a 'correct' answer to all extent-



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of-curtilage questions. Rather, these factors are useful analytical tools only to the degree that, in any given case, they bear upon the centrally relevant consideration-whether the area in question is so intimately tied to the home itself that it should be placed under the home's 'umbrella' of Fourth Amendment protection.

C. Description the warrant must describe the person or the place to be searched and the items to be seized with particularity. The warrant clause of the Fourth Amendment categorically prohibits the issuance of any search warrant except one particularly describing the place to be searched and the persons or things to be seized. The manifest purpose of this particularity requirement is to prevent general searches. By limiting the authorization to search to the specific areas and things for which there is Probable Cause to search, the requirement insures the search will be carefully tailored to its justifications, and will not take on the character of a wide ranging exploratory and indiscriminate search.

D. Exigent Circumstances exist when there is Probable Cause for the search and or seizure and:

1. Evidence is in danger of destruction.
2. Safety of the Officers or the general public is at risk.
3. Police are in hot pursuit; or
4. Suspect(s) likely to flee before Officers can get a warrant.

Factors considered by the Fifth United States Circuit court of Appeals in determining exigency:

1. Degree of urgency and amount of time necessary to obtain a warrant.
2. Reasonable belief that contraband is about to be removed.
3. Possibility of danger to Police Officers guarding site where contraband is to be removed while search warrant is obtained.
4. Information those individuals in possession of contraband are aware that Police have been alerted to them.
5. Contraband can be readily disposed of.

III. PROCEDURE

A. Requirements

1. The Affiant (Officer/Investigator) who drafts the Probable Cause Affidavit and the Search Warrant shall have these documents reviewed and approved by the respective Supervisor, Division Commander and or any other competent authority prior to presenting the Affidavit and Search Warrant to a Magistrate or Judge.
2. Whenever feasible the Affiant should seek the signature and authorization for the Affidavit and Search Warrant from a Magistrate or Judge from a Court of Record.
3. In the event the Affiant anticipates future or probable prosecution of the criminal case in the Federal Judicial system the Affiant should present the Affidavit and Search Warrant to a State District Judge.

B. General Statements

1. The execution of all search warrants shall be proceeded by an operational briefing requiring the presence of all participating personnel.
2. Prior to the execution of a search warrant the Lead Investigator or Officer and their respective Supervisor shall formulate a written Operational Plan detailing the specifics of the operation, target analysis (suspect assessment, weapons assessment, sight assessment and information assessment), personnel assignments, communications and risk analysis of critical factors.

The Operational Plan would also list emergency telephone numbers for fire, ambulance, closest hospital emergency room facilities and emergency medical



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rescue services, CareFlight, etc. The CRT Commander, a Division Captain, Assistant Chief or the Chief of Police must approve the Operational Plan. The Operational Plan will be distributed to all participating personnel for their review and input.

3. The DeSoto Police Department Crisis Response Team will execute all high-risk search warrants where there is a probability that the suspect(s) will resist with the use of weapons.

4. Generally, only peace officers including Federal Law Enforcement Officers will participate in the execution of a search warrant. Other persons such as the legal advisor, members of the District Attorney's office, technical experts, etc. may be requested to assist if their presence would enhance the success of the operation.

5. The officer in charge shall take appropriate measures to ensure the safety and security of all Officers, the items sought, and any persons at the scene of the warrant execution.

6. Officers shall make every effort possible to inflict as little damage as possible to the premises and property.

7. Officers shall use the least amount of force necessary to secure the premises.

C. Notifications

1. After a search warrant has been issued by the appropriate Magistrate, and prior to executing the search warrant, the officer in charge shall notify the on-duty Watch Commander.

2. The officer in charge shall notify communications personnel of the planned operation and make arrangements for any needed special communications channels.

D. Entry

1. The Search Warrant will be executed in strict compliance with the Operational Plan that was devised, discussed and approved during the Operational Briefing prior to the execution of the Search Warrant.

2. Officers shall enter the premises by the least forceful but safest means possible under the circumstances.

3. If the officer in charge observes exigent circumstances, which unreasonably jeopardizes the safety and security of any officer on the scene, the item(s) sought, or the persons in the area, officers shall enter the premises by the most efficient and effective means possible.

4. Officers upon first entering the building or other premises to be searched shall:

a. Locate and control the movement of all persons within the search perimeter,

b. Locate and control all items which could be used as weapons,

c. Identify and record all persons present at the location.

d. Request all persons not needed at the search scene to vacate the premises,

e. As soon as practical, display the search warrant and explain the reason for the search.



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E. The Search - As soon as the officer secures the building, all unneeded officers should leave the area. While conducting the search, all officers shall:

1. Diligently attempt to control and minimize damage to the premise and property.
2. Confine the search to places that could conceal the items sought.
3. Keep a record of the date and time, the areas examined, who examined them, the items seized, and where each seized item was found.
4. Safeguard all seized property to protect the chain of evidence.
5. Mark all seized items as evidence and deliver them to the Property/Evidence Room.

F. Arrest

1. In cases of combined warrants commanding both arrest and search. An officer shall arrest the person(s) named in the warrant.
2. Persons on the premises may be asked to identify themselves. However, refusal to do so does not constitute an offense UNLESS that person is already lawfully under arrest. An arrest may only be made pursuant to a violation of state law governing identification of citizens.
3. During the search, an officer may seize contraband or some other items not named in the warrant, which gives the officer probable cause to believe an offense has been committed. If contraband is located, the officer shall seize it. Arrests for possession of the contraband shall only be made with sufficient probable cause and statutory authority. If there is no applicable statutory authority authorizing an arrest without warrant, the officer shall take the appropriate steps to obtain an arrest warrant.



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POLICY: 110.006 – SERVING CITY ISSUED WARRANTS	CALEA: 74.1.3, 74.3.1,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive provides procedures to properly and in a timely manner enter or remove temporary and permanent computer warrant records issued by a municipal judge for Class A or B misdemeanor and felony charges. The directive also coordinates the activities related to warrant entry shared by Communications, the DeSoto Police Department, and the warrant section of the county sheriff's office having jurisdiction.

II. POLICY

The DeSoto Police Department seeks to ensure the accuracy and proper disposition of all records originating from or because of the activities of our personnel.

III. DEFINITIONS

A. Temporary Warrant - a warrant issued by the municipal judge for a Class A or B misdemeanor or felony charge which:

1. Is being held by the requesting officer in an attempt to serve the warrant, or
2. Has been entered in the statewide computer network by City of DeSoto Communications Personnel as a temporary file.

A temporary warrant is reevaluated for status after 72 hours, at which time it may be reentered by Communications at the request of the officer.

B. Permanent Warrant - a warrant signed by the municipal judge for a Class A or B misdemeanor or felony that has been entered into the statewide computer network by the county of jurisdiction.

C. Requesting Officer - the officer seeking issuance of the arrest warrant

IV. PROCEDURES

A. Supervisor Notification - Supervisors shall monitor the progress of such warrants through the system to ensure proper notifications are made for computer entry and removal.

B. Officer Attempts to Serve Warrant Immediately

1. The warrant may be served immediately providing the Officer retains the original warrant
2. If after an acceptable amount of time the warrant will be submitted to D.S.O.

C. Notifications of Computer Entry and Removal of Warrants



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1. The requesting officer must notify Communications personnel of their request for temporary computer entry
2. The requesting officer shall inform patrol personnel of the existence and status of the warrant through the departmental computer note file.
3. The following information is required for computer entry of the warrant:
 - a. The name and physical description of the suspect,
 - b. The warrant number,
 - c. The name of the requesting officer,
 - d. The charge and classification; and
 - e. Other information as requested by Communications

D. Responsibilities after Temporary Computer Entry

1. Communications personnel will send a teletype to the warrant section of the appropriate sheriff's department advising a warrant has been issued by the municipal judge for county charges at the request of the named officer.
2. The requesting officer shall deliver the original warrant to the warrant section of the appropriate county sheriff's department as soon as possible. The county then enters the warrant record in the computer as a permanent warrant.

E. Changes in Warrant Status

1. Changes such as warrant cancellation, arrest of the suspect, or withdrawal of charges shall be immediately communicated by Public Safety Communications teletype to the warrant section of the county sheriff with jurisdiction over the offense. Public Safety Communications will contact the county regarding a change in the warrant when:
 - a. they are notified to do so by the requesting officer; or
 - b. if they are aware of the arrest of the suspect
2. Notifications of change shall be made known to Public Safety Communications on all county warrants originating with the municipal judge, whether temporary or permanent.
3. The requesting officer shall notify without fail, all agencies or departments with an interest in the status change of the warrant.

F. Permanent Issuance of the Warrant

1. Initial computer entry by Public Safety Communications is for a 72 hour, temporary warrant. After 72 hours, the Texas Department of Public Safety notifies Communications of pending cancellation of the temporary warrant. Upon cancellation notification, Public Safety Communications shall:
 - a. Check to see if the county has made a permanent computer entry, and
 - b. Contact the requesting officer or, if unable to contact the requesting officer, their supervisor to verify the status of the warrant
2. If the warrant needs to remain active and the county has not entered it, another temporary computer entry is made by Public Safety Communications
3. If the county has made permanent entry of the warrant, the temporary warrant is removed from the computer and the warrant is handled as if it originated from the county of jurisdiction.



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POLICY: 110.007 – RESTRICTED INTAKE	CALEA:
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The directive defines the times and conditions when restricted intake into the municipal jail will be enforced.

II. POLICY

Restricted intake may be activated periodically as necessary to maintain the population of DeSoto City Jail at a safe and secure level.

III. PROCEDURES

A. Effect - Activation of this directive will result in limiting the incarceration of persons arrested by DeSoto police officers. Restriction will be based primarily on the charge to be filed against the suspect. Effective with activation of this directive, all Class C charges should be filed by issuing citations.

B. Charges not affected by this procedure include:

1. The suspect is being charged with one or more of the offenses listed below.

- a. Criminal Homicide
- b. Kidnapping/False Imprisonment
- c. Sexual Offenses
- d. Assault Offenses
- e. Arson
- f. Robbery
- g. Burglary of Habitation
- h. Theft of Vehicle/UUV
- i. Delivery or manufacture of a controlled substance
- j. Possession of a controlled substance - aggravated amount

C. Exceptions

1. A person to be charged with a felony grade offense not listed above may be incarcerated with Shift Supervisor approval. If Dallas County Jail is unable to accept transfer of the prisoner, the prisoner may be released with approval of the Shift Supervisor.

2. A person to be charged with Driving While Intoxicated may be incarcerated until they can be released to a responsible individual or until they are judged by the on-duty watch commander to be sufficiently recovered from the intoxication. Once approved by the watch commander, the prisoner will then be discharged via charges pending (DWI).

3. A person to be charged with Public Intoxication may be released if:



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a. The officer believes detention is unnecessary for the protection of the individual or other persons, AND the individual:

(1) is released to the care of an adult who agrees to assume responsibility for the individual; or

(2) verbally consents to voluntary treatment for chemical dependency in a program in a treatment facility licensed and approved by the Texas Commission on Alcohol and Drug Abuse and the program admits the individual

b. A magistrate determines the individual meets the requirements for release listed in (1) or (2) immediately above.

4. A person wanted by another agency may be arrested but is subject to release if not extradited by the other agency in a reasonable period of time.

5. A person wanted for parole violation or probation violation may be arrested if the original charge is one of those listed above.

6. A person may be arrested for family violence, violation of protective orders, or other offenses when, in the best interest of public safety, a custody arrest is necessary.

D. The Patrol Watch Commander and jail personnel may do the following to relieve the jail population when the jail becomes full.

1. Call local agencies to arrange pick up for their prisoner(s).

2. Transport any prisoner that cannot be picked up by a local agency on their warrant.

3. Contact C.I.D. supervisor if there is a prisoner that can be released Charges Pending.

4. Contact the arraigning judge on Class C charges if a prisoner may be given a City Court appearance date or time served.



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POLICY: 110.008 – SECURITY OF PRISONERS AT MEDICAL FACILITIES	CALEA: 70.3.2,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive provides procedures for prisoner security within a hospital or similar setting.

II. POLICY

It is the policy of the DeSoto Police Department to work cooperatively with any medical care or other emergency services provider that may come in contact with or be required to provide specialized services in the care or processing of a prisoner in our custody.

III. PROCEDURE

A. General Statements

1. The decision to release a prisoner needing medical attention or to assign an officer to accompany the prisoner to a medical facility will be made by the on-duty watch commander. The decision will be based on the nature of the charge, the availability of personnel, and the nature of the illness/injury.
2. Jail personnel will not be utilized to accompany a prisoner for medical treatment.

B. Officer Responsibilities

1. Any officer assigned to a prisoner, who requires admission to a medical care facility, is required to notify security for the facility immediately upon arrival.
2. Dependent upon the policies and procedures of the medical facility, the officer may be required to read specific guidelines provided by the facility in relation to the officers and/or the medical facilities duties in maintaining security of the prisoner.
3. The officer will be responsible for the security of the prisoner at all times.
4. The officer will stay with the patient/prisoner at all times during the stay to maintain the safety of the prisoner and others. If the officer is required to leave the patient/prisoner for any reason, another officer will be scheduled to stay with the patient/prisoner.
5. The prisoner will not be allowed to leave the patient room at any time without police escort and appropriate restraints.
6. The officer shall not assist or perform any direct/hands on medical treatment or care to a patient/prisoner.

C. Requests of Medical/Nursing Staff

1. Place a No Visitor placard on the door of the patient/prisoner's room.



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2. Remove all sharp containers and all sharp items from the patient/prisoner's room prior to patient/prisoner arrival.
3. Send only paper and plastic eating utensils to the room.
4. Instruct laboratory technicians to leave their needles and kits outside the room and take in only those items needed. All needles are to be accounted for before laboratory personnel leave the room.
5. Instruct pharmacy personnel to leave their medicine trays and supplies outside the room and take in only those items needed. All items are to be accounted for before pharmacy personnel leave the room.
6. All other personnel should ensure only necessary items are within reach of the patient/prisoner and account for all items prior to leaving the patient/prisoners bedside.

D. Procedures for Unusual Occurrences

1. Officers shall familiarize themselves with the emergency codes utilized by the individual hospital and the appropriate means of activating each specific code. These emergency codes include, but are not limited to:
 - a. Fire Emergency
 - b. Cardiac and Respiratory Arrest
 - c. Tornado Warning
2. Officers shall familiarize themselves with appropriate restraint methods in the event the patient/prisoner needs to be protected from injuring themselves or others.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 110.012 – LO-JACK	CALEA:
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This policy outlines the duties and responsibilities of the Police Department and the Public Safety Communications Department in responding to a stolen vehicle alert initiated by the Lo-Jack Network.

II. POLICY

Agency members will work cooperatively within the Department and among all law enforcement, state government and private entities involved in the Lo-Jack Network.

NOTE: Information about the Lo-Jack Network may be released to the media.

III. DEFINITIONS

A. Activation Signal - a five-digit reply code which appears on the Police Tracking Computer when an equipped patrol vehicle is within range of the signal. The code may be any combination of letters and numbers.

B. Activation Signal Test Code - an activation signal used for training and testing. The test kit code always begins with three zeros followed by two letters, for example 000DC, 000LH, etc.

C. Lo-Jack Network - a nationwide computerized network involving various law enforcement agencies, NCIC and the Lo-Jack Corporation which has been designed to assist in the identification, tracking, location and safe recovery of stolen motor vehicles. The network consists of a hidden transceiver installed in a motor vehicle, special receivers installed in patrol vehicles, a computer interface with the NCIC/TCIC system at Austin, and a series of radio transmitters located throughout the State. Activation and deactivation of the transceiver is accomplished by a five-digit code paired between NCIC/TCIC and the individual VIN number of the subscriber vehicle. When the stolen vehicle is entered into the State computer system, the transceiver begins to send a signal, which is relayed to patrol vehicles via the transmitters. Officers driving these specially equipped vehicles are able to receive the signal from the stolen vehicle and track it to its source. The Lo-Jack Network service is available to private individuals through their purchase of the transceiver unit. Lo-Jack Corporation provides all other equipment to the state and local governmental agencies involved in the program.

D. Lo-Jack Network Liaison - Program coordinator among the DeSoto Police Department, Public Safety Communications, and the Lo-Jack Corporation.

E. Reply Code - the five-digit code displayed on the Police Tracking Computer (PTC) screen when the system detects an activated transceiver signal. The Reply Code appears on the screen when the transceiver is within 4 to 5 miles of the police vehicle.

F. Transceiver - homing device hidden in the subscriber vehicle, which emits a signal when activated.

IV. PROCEDURES



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A. General Statements

1. Vehicles equipped with hidden transceivers do not necessitate any change in the Department's current procedures for reporting stolen or recovered vehicles. However, to ensure the success of the program it is important to submit stolen/recovered vehicle information to the State as soon as possible. This will be accomplished by prompt notification of Communications personnel.
2. It is not necessary for officers to know or to report to the State that the stolen vehicle is equipped with the Lo-Jack Network in order for it to be activated by the network since it is associated to the vehicles VIN number.
3. When assigned to a vehicle equipped with a tracking computer, officers will ensure that the equipment is turned on during their entire tour of duty.
4. Officers must receive specialized training before they can be assigned to a Lo-Jack equipped patrol vehicle. The manufacturer provides training.

B. Equipment

1. Lo-Jack equipment consists of the control display head, tracking computer and antenna system.
2. Lo-Jack is totally responsible for the installation and removal of their equipment.
3. Vehicle Maintenance
 - a. In the event a Lo-Jack equipped patrol vehicle is taken out of service for any reason, the control display head and the tracking computer will be removed.
 - b. Officers may do removal of the tracking computer and the display head. The equipment must be turned into the Patrol Watch Commander for storage.
4. Lo-Jack Component Maintenance
 - a. All equipment malfunctions will be immediately reported to the Lo-Jack Network Liaison who will perform or authorize the appropriate diagnostics testing.
 - b. The Network Liaison will contact the vendor concerning problems that cannot be corrected within the Department.

C. Field Procedures

1. Initial Reporting
 - a. Entering a stolen Lo-Jack vehicle into NCIC/TCIC will activate the Lo-Jack transceiver within that vehicle.
 - b. Communications Personnel will notify Lo-Jack Corporation if any problems are encountered during the entry procedure.
2. Alert
 - a. When a PTC receives an alert code, the officer will immediately contact Communications to make an entry and query the reply code into NCIC/TCIC.



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- b. Communications will receive a complete description of the stolen vehicle and an indication of its involvement in additional crimes (robbery, kidnapping, etc.) if any. This information will be transmitted to the inquiring officer.

NOTE: It is very important that the officer verify that the vehicle shows to be stolen. This will help ensure that the vehicle was not recovered from a previous theft, but not removed from NCIC/TCIC.

3. Initial Notifications

a. Communications Personnel will:

- (1) Notify other patrol units that a "Lo-Jack Hit has occurred" and the location of the track;
- (2) Send responding units to the designated radio channel;
- (3) Notify a patrol supervisor to respond to the area of the track;
- (4) Verify stolen with the originating agency;
- (5) Notify other jurisdictions if the track is expected to leave the City of DeSoto and enter their area of responsibility; and
- (6) Monitor the track in a support role.

b. Patrol Personnel will:

- (1) Keep Communications apprised of their location and the need for additional field units; and
- (2) Advise Communications if the track appears to be going into another jurisdiction (tracking of the Lo-Jack Signal is considered a "hot pursuit" and may be continued into other jurisdictions);
- (3) Continue to track the vehicle unless otherwise directed by a supervisor, or unless the track is taken over by another agency; and
- (4) Notify Communications and other responding units when and where the vehicle is located as this information is determined.

4. Vehicle Recovery

a. Communications Personnel will:

- (1) Notify NCIC/TCIC of the recovery as soon as it is confirmed by officers; and
- (2) Will ensure other responding units are aware of the recovery.

b. Patrol Personnel

- (1) Must consider every Lo-Jack related arrest as a felony high risk arrest and adhere to all departmental directives and procedures to help ensure safety;
- (2) Will include the PTC reply code in any related paperwork; and
- (3) WILL NOT RELEASE A RECOVERED VEHICLE TO THE VEHICLE'S OWNER AS LONG AS AN ELECTRONIC SIGNAL IS STILL BEING TRANSMITTED.



5. Special Recovery Situations

a. Signal from In a Building

- (1) Secure the building.
- (2) Upon receiving activation signal from a Vehicle, which appears to be radiating from within building or other enclosed area officers, will contact their supervisor and a member of C.I.D.
- (3) As a general rule, a search warrant should be obtained prior to entering the building unless exigent circumstances exist.
- (4) Probable cause for obtaining a search warrant is the activation of the transceiver, which gives the reply code and subsequent verification of the stolen vehicle information.

b. Pursuit Situations

The Lo-Jack Network is intended to reduce the incidence of pursuit situations in recovering stolen vehicles; however, if a pursuit occurs officers will follow current departmental directives regarding local and inter-jurisdictional pursuits.

c. Frequency Jamming

- (1) In the unlikely event a jamming device is being used, the PTC will recognize the device and begin to track it in the same manner as it would the stolen vehicle with two exceptions - there will be no reply code and the center dot on the relative bearing indicator will turn red.
- (2) In addition to any related vehicle recovery and arrest reports, frequency jamming should be documented on an incident report. Forward copies of all reports to the Lo-Jack Network Liaison.

d. Parked/Unoccupied Vehicle Recovery

- (1) Tracking officers will advise the responding supervisor of the situation.
- (2) The supervisor will determine if recovery or surveillance is appropriate.
- (3) Notify involved units of the decision to conduct surveillance.

D. Administrative and Supervisory Responsibilities

1. Field Supervisory Personnel

- a. Ensure proper tactics are employed;
- b. Ensure a minimum number of units are involved in a track;
- c. Ensure affected outside agencies are notified if the track leaves the City limits;
- d. Ensure all stolen/recovered transceiver vehicles are entered into NCIC/TCIC as soon as possible;



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e. Ensure information on transceiver equipped vehicles is broadcast to local and adjacent jurisdictions as appropriate; and

f. Ensure recovered vehicles are not released to the vehicle owner until the transceiver has been deactivated.

g. If a pursuit does occur, the responding supervisor will also serve as the controlling supervisor for the pursuit.

2. Lo-Jack Network Liaison

a. Coordinate initial and on-going training of field personnel;

b. Coordinate installation and maintenance of equipment;

c. Be available to answer Lo-Jack Network related questions from personnel and the public; and

d. Provide quarterly updates to the Chief of Police on the activity of the program, including successes and problems encountered.



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POLICY: 110.013 – CID CALLOUTS	CALEA: 83.1.1,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

In order to make efficient and effective use of departmental resources, the criteria contained in this directive will regulate call-out of Officers assigned to criminal investigations.

II. POLICY

CID may be called to any felony where collectable evidence is likely to exist and the collection exceeds an on-duty patrol officer's capability. In addition, supervisors may call CID to any felony scene where there is articulable reason to believe a technician is needed.

III. DEFINITIONS

Serious Bodily Injury - bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

IV. PROCEDURES

A. The types of calls to which CID may respond are as follows.

1. Homicides and attempts
2. Suspicious deaths
3. Accidental deaths, traffic and otherwise
4. Sexual assaults
5. Felony injury to a child, elderly individual, or invalid
6. Any assault which results in serious bodily injury
7. Aggravated robbery
8. Burglary of a safe
9. Burglary with extensive crime scenes or exceptional losses
10. Explosion causing bodily injury to any person or property damage.
11. Criminal mischief with a loss in excess of \$10,000.00
12. Police involved shootings and/or incidents involving serious bodily injury to any person

B. Investigators will not be called to:



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1. Misdemeanor property crimes,
2. Misdemeanor assaults, or
3. Crime scenes where it is known that the perpetrator(s) wore gloves, unless there is a need for specialized photography or other evidence collection work,

C. Responsibilities

1. Supervisory - Supervisors are directed to monitor CID call outs on their shifts to ensure the most appropriate use of available manpower is being accomplished.
2. Officers - In those cases in which the decision is made to call an investigator, officers will stand by to secure the crime scene until the investigator arrives.

D. Employee Safety

1. For the safety of investigators at the scene, the investigator may request that the officer remain at the scene until their work is complete.
2. If an officer anticipates that a safety problem may develop, they will either remain at the scene or request that a replacement officer be dispatched to the location.

E. The DeSoto Police Department will use C.I.D. Investigators for most crime scene investigations when requested by a Patrol Supervisor. Such as but not limited to;

1. Robbery with no injuries
2. Motor Vehicle Accidents with possible injuries or fatalities involved
3. Large burglary cases in which over \$10,000.00 dollars in property was stolen.

F. The I.D. County Dallas Technician will be called out by DeSoto C.I.D. on the following:

1. Homicides
2. Robbery committed at a bank or business that results in serious bodily injury.
3. Explosions causing injury.
4. All police involved shootings, which cause injury to any person.
5. Any major crime scene that a C.I.D. Supervisor deems a specialist in Crime Scene Search is needed.



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POLICY: 110.014 – COMPLETION OF REPORTS	CALEA: 1.2.5, 82.1.5, 82.2.1, 82.2.2, 83.2.6,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The directive identifies responsibilities for the completion, submission and approval of police reports.

II. POLICY

The timely accurate documentation of police action taken and information accumulated is an integral responsibility for all employees. Police reports, in their various forms, provide a future reference for past actions leading to arrests, prosecution and convictions of violators, statistical analysis for deployment, decisions, information for citizens and victims, crime trend analysis, manpower justification and numerous other applications. To meet these various needs the following policy has been created.

III. PROCEDURES

A. Completion of Hand-Written Reports

1. Although the majority of the Department's reports are computer generated some still need to be completed by hand. Any hand-written reports are to be completed on authorized forms and submitted for supervisory review before the end of the reporting officer's duty shift.
2. All completed handwritten reports will be turned in to the in-box on the appropriate Sergeant's desk for review. This includes but not limited to the following list of reports:
 - a. Citations
 - b. Instantor citations
 - c. Impounds
 - d. Standard Offense/Incident/Arrest
 - e. Supplemental
 - f. APPOW
 - g. Family Violence Packets
 - h. Property Report
 - i. Recovered Stolen Vehicle Form
 - j. Missing Person Form
 - k. Accident reports
 - l. Original PC affidavits
 - m. Original arrest warrants
 - n. Executed Municipal Warrants
 - o. CJIS Reporting Forms
3. The Sergeant is responsible for ensuring that the reviewed/approved reports are routed to proper destination before the completion of their shift.



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4. If the Sergeant is not available that shift, the reports will be approved by the shift's Corporal. If both are not available the reports will be submitted to the appropriate shift Lieutenant.
5. If an officer is required to work into another shift due to report completion, it is the responsibility of the officer to contact the on-duty supervisor when finished to get his/her paper work approved. Officers will not leave until each report is approved by a supervisor.

B. EXCEPTIONS:

1. Accident Reports may require follow up investigation due to injuries, etc. a late card will be completed stating the completion date attached to copy of the incomplete report.
2. Minor reports (i.e., criminal mischief and minor theft) may be held until the next day for completion if the officer is scheduled to work the following day. The report may be saved and submitted as "INCOMPLETE" in the RMS system. The report will contain as much information as was available at the time of the report.

C. Reports taken by phone

Officers, Investigators, Public Safety Officers and Records Clerks are authorized to take certain reports over the phone. This may done to expedite the information being forwarded for investigative purposes or if the complaining party has some type of prohibition in appearing at the Department or lives a prohibitive distance from DeSoto as to prevent the efficient and timely investigation of a criminal act.

D. Mobile Field Reporting Flow Chart and Submission Routes

1. Incident and Supplement

Completed by officer
Marked Ready to Submit (RTBS)
Sits in supervisor queue in a To Be Reviewed (TBR) status
Supervisor reviews report

2. If approved

Report goes through MOB2RMS and pushes into RMS
Notification of approval goes to authoring officer and report status is changed to Approved (APPD)

3. If Denied

Notification of Denial (DENY) is sent to authoring officer, with reason for denial. The Reason for Denial is made a permanent part of the record.
The officer must repair the faults of the report and re-submit as listed above

Note: Supplement reports will attach to the original Incident report within RMS

4. Field Contact

Completed by officer
Marked RTBS
Submitted
Instant status change to APPD

No supervisor approval

Goes through MOB2RMS and pushes into RMS



5. Mobile Arrest

Completed by officer
Marked RTBS
Submitted
Instant status change to APPD

No supervisor approval

- Goes to MOB2RMS and pushes through to RMS
- The report is linked to JMS/Booking by jail staff

6. Supplemental Reports

Supplement reports are to be completed by each officer who responds to a call for service in which they observe, overhear, interview, retrieve evidence or have any information that can be testified to in a court of law. This includes any supervisor that is called to an active scene to assist officers in any type of crime scene search, photos, determination of probable cause for arrest or any other type of decision.

Supplements to previous cases worked are expected to be completed on the day the new information is collected or action taken.

7. Case/Incident Numbering

Every incident documented by the computer aided dispatch (CAD) whether an officer is dispatched on a call for service or when an officer-initiated activity will result in the generation of a sequence number. A service number is generated any time an officer clears with any type of report. Only one file number will be assigned to any incident and all documents relating to a specific incident will reference that file number

8. Report Content and Format

- a. Citizens have a right to have a report made at any time. Regardless of how minor the offense or incident appears to the officer, it is important to the citizen. Officers should make every effort to obtain as much information as possible on any call the officer responds to.
- b. Employees are expected to stay current in report criteria. If change in format in reports, summonses or forms are necessary for procedural reasons, compliance with new instructions is expected.
- c. Officers are expected to make whatever preparation necessary to organize their report in a manner consistent with the typing format. The narrative portion of the report should be written in chronological order, without repetitive or rambling sentences. Short paragraphs are desired in order to break up the content appropriately.
- d. Abbreviations such as R/O, A/P, or R/P may be used but the abbreviation must be identified in the narrative as to what it refers to and must in every instance be accompanied by a name identifier.
- e. Example 1: Reporting Officer Fife (R/O) was dispatched to.... then later in the report..... R/O Fife interviewed..... or R/O fife then placed suspect Otis under arrest.....
- f. Example 2: Witness Floyd stated that he saw..... (DO NOT USE Witness #1, Witness #2 or Suspect #1 or Suspect #2 etc.) Always use names. If the same last names are involved use first initial last name or first name last name



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combinations as in: Witness A. Floyd corroborated what witness B. Floyd stated.

- g. Minimize pronoun usage (he, she, they, them, his, hers) and use name identifiers, especially when dealing with multiple parties in the report.
 - h. Identify property in the report and do not refer to it as item #1, item #2 etc. Identify location found or taken from do not just put a non-specific "taken from residence", be precise. Also include values etc. in the narrative.
 - i. Describe relationship of reporting person or complainant in the report. IE why are they the one we are talking to?
 - j. The primary officer at the scene (the one who completes the report) will name/identify all responding officers in their report narrative.
 - k. Document what was processed for prints or why something that could/should have been was not processed (door of vehicle was wet from rain, homeowner handled item, etc.)
 - l. All reports shall be accurate, detailed and complete. All information blocks are to be completed fully when the information is available. This prevents unnecessary research by records personnel. Each individual report narrative will contain the following:
9. Arrest report narratives – will establish probable cause for the arrest.
- a. Warrant and Probable Cause Affidavits – will be typed using a computer and on the form that is provided and approved by the CID Captain. These forms are stored under the offense service number and officer's name in Warrants-PC Affidavits folder. The narrative should provide enough factual information to establish sufficient probable cause to allow a magistrate to issue a warrant based upon the facts provided by the officer. It is not a lengthy or comprehensive narrative such as provided in the offense report narrative.
10. Offense/Incident Reports – all simple offense reports will be reported utilizing Mobile Field Reporting system.
- a. The offense narrative should contain all the facts relative to the offense/incident. The narrative should provide sufficient detail to the reader that the alleged offense is plainly obvious. Witness statements enhance the offense narrative by providing first hand detail which includes: excited utterances, observed actions taken by involved party's historical data, and other peripheral information that give possible insights to the what, the who, the how, the why and when necessary to successfully prosecute or adjudicate cases filed by the DeSoto Police Department. The attached service number for an offense report will be generated from CAD in dispatch and shall not be modified in any way.

E. Any supervisory officer may approve or deny any mobile field report.

- 1. Mobile field reports will be submitted to the To Be Reviewed queue and will be in a Read Only mode. Supervisors do not have the authority to make changes to the submitted report. If a report needs changes, the report must be denied and returned to the originating officer.



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F. Follow up Investigation

1. After the initial information is obtained at the scene there are often gaps or holes identified by the report officer in the information he/she has obtained through the preliminary investigation. Many times, the reporting officer will be required to continue to investigate in order to provide enough basic information for CID to begin their secondary investigation into alleged offenses.
2. Reporting officers are expected to continue to investigate and provide as much information and detail as possible during the tour of duty and as calls for service allow.
3. All actions taken by the reporting officer shall be documented in the initial offense or in a supplement report. This provides CID with information that will prevent duplication of effort and a reliable starting point for their investigations.
4. Whenever possible, reports should be followed through to their logical conclusion. Officers are not simply report takers, and shall pursue any obvious follow up, time permitting.

G. Preparation of Cases for Prosecution

1. The preparation of all cases whether with municipal, county, district or federal agencies begins with the shift supervisor and his/her review of all paper work being forwarded to records or CID. The successful prosecution and adjudication of offenses filed by the DeSoto Police Department depends heavily on the preliminary investigation and the quality of report submissions from field personnel. The importance of accurate and thorough field reporting cannot be emphasized enough.
2. Each offense that is prepared for prosecution in County, District or Federal Court will be reviewed by a CID Supervisor. This final review is vital to the successful prosecution and adjudication of cases filed by the DeSoto Police Department. This final review shall establish that the case to be submitted has been thoroughly investigated and all information required for filing is present with in the case. The case has established probable cause and provides adequate evidence to substantiate filing of said case.
3. The Criminal Investigative Division will maintain a log of all cases submitted to the District Attorney's office for prosecution. It is the responsibility of the submitting investigator or supervisor to ensure each case is logged prior to its transportation to the appropriate destination.
4. Completed "original cases" will be forwarded to the District Attorney's Office. One copy will be sent to records with original case notes, as well as original supporting documentation. A second copy will be kept in the units filing system for easy access. These copies will be kept for two years.
5. Discarded copies of cases will be stored and or destroyed in compliance with applicable retention laws as prescribed by the State of Texas.
6. Cases returned to the Department by the District Attorney's Office will be reviewed and the reason for the return will be documented by the Criminal Investigations Captain. If the CID Captain feels that it would be valuable for the filing officer to review the case then it will be returned via the officer's chain of command for review by the officer and his/her supervisor.
7. Cases returned for correction will be reviewed by the CID Captain or his designee and then forwarded to the appropriate supervisor. Cases will be corrected and refilled as soon as possible. The causation for the return shall be documented and remedies will be sent to the training section for future subjects in roll call or other types of training.

H. Review



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1. Officers are expected to review and correct all reports prior to submitting them for supervisory review. While some errors in reporting may be obvious, others can only be identified by the officer with first-hand knowledge of the situation. Failure to complete a thorough review may result in an officer's recall to the Department during their off-duty time in order to facilitate a timely filing of case reports with the District Attorney's Office. This situation is most serious in regards to arrest reports and associate offense reports, pc affidavits, and warrants generated for persons who have been arrested.
 2. All reports generated will be reviewed for accuracy and completeness by the on-duty supervisor as they are completed throughout the watch. They shall take whatever corrective action is necessary in order to assure that any report generated is as accurate and complete as possible. Supervisors will not leave prior to approving and forwarding or making some type of arrangement to deal with incomplete or unaccepted reports that needs correction.
 3. Officers will not be relieved from duty until all reports are complete and approved. Certain reports may be completed at a later date when necessary to retrieve supplemental information. However, reports generated due to an on-view offense and subsequent arrest must be complete and approved before an officer may end their tour of duty.
 4. Record's personnel who discover missing reports, incomplete reports, or unacceptable reports will contact the responsible supervisor. If the responsible supervisor is not available, then an on-duty Patrol Lieutenant or the Patrol Captain will be notified of the situation.
 5. Complete and error free reports will be submitted to criminal investigation division assignment.
 6. The CID Captain or his designee will review each offense for assignment or suspension according to its solvability. Serious offenses will be assigned to an investigator for immediate action to be taken. Reports that are received and are determined to be incomplete or have errors present that prevent proper filing or investigation will be documented and returned to the proper Shift Lieutenant in order that he/she may have the reports completed or corrected by the responsible supervisors and/or officer.
- I. Incidents Requiring Written Reports
1. For purposes of this directive, a written report includes an offense/incident report, arrest report and accident report. Call response log or MCT responses shall not constitute a written report.
 2. As a general rule, if action is taken or persons contacted, which may lead to future contacts or repeat occurrences, a written report should be made. Written reports are necessary in the following situations:
 - a. Citizen complaints
 - b. All criminal offenses (Part I and Part II)
 - c. Child abuse
 - d. Family violence incidents
 - e. Runaways
 - f. Missing Persons
 - g. Hate biased crimes
 - h. Violations of liquor laws on licensed premises
 - i. Unattended deaths
 - j. Attempted suicides, drug overdoses or APOWW
 - k. Assistance to other departments if the incident assisted meets the criteria established for a written report by the Department.
 - l. Any incident where a citizen is obviously upset and requests a report be made.
 - m. Any incident involving another governmental agency.



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- n. Any incident where it is believed that a complaint may result from the interaction between officers and the public.
- o. Any incident which police use of force occurred
- p. Any incident which requires a police investigation.
- q. Any incident in which an arrest is made, whether or not charges are filed, citation or summonses.
- r. Any incident wherein the amount of information received from the complaining party exceeds the capacity of the Call Response Log or MDT return.
- s. If there is any doubt in the officer's mind as to the need for documentation, a report shall be made. Officer discretion in this area shall not be abused. The fact that a citizen complainant does not wish to pursue prosecution, or any additional follow up, shall not relieve the officer of the responsibility to document a criminal or noteworthy event.

J. Report Destinations

- 1. Once a report has been reviewed by a supervisor, it will be routed to its' proper destination:
- 2. Offense/Incident reports will be forwarded by the MFR system to the Records Management System after supervisory approval
- 3. Arrest reports will be forwarded by the MFR system to the Jail Management System and RMS without supervisory approval.
- 4. Hand written reports will be forwarded to the Record's in-box at the Department mail station after approval by appropriate supervisor. Digital copies will be archived on the server.
- 5. Citations shall be placed into the Courts' in-box at the department's mail station.
- 6. Instantor citations will be attached to a copy of an arrest and then placed into the Court in-box.
- 7. Original impounds will be placed in the records in box for proper filing.
- 8. Accidents shall be placed in the Records' in-box. A copy of accident reports that are not complete due to needed follow-up will be forwarded to the Record's in-box with an approved late card attached.
- 9. PC affidavits and arrest warrants will be approved and returned to the Jail's in-box. Digital copies of the pc affidavits and warrants will be archived on the server.
- 10. Executed Municipal Warrants shall be placed in the Municipal Court routing box.



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POLICY: 110.015 – MUTUAL AID	CALEA: 2.1.2, 2.1.3, 2.1.4
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive provides general guidelines relating to our agency's jurisdiction and the provision and use of mutual aid.

II. POLICY

It is the policy of the DeSoto Police Department to work cooperatively with agencies in area jurisdictions to provide assistance to each other in the event a situation goes beyond the normal capabilities of the agencies involved.

III. PROCEDURES

A. Traffic Complaints

1. The DeSoto Police Department will notify other agencies only when we are prepared to file charges or take over the investigation of an incident if the other agency succeeds in apprehending the subject. We will not call other departments simply to report a speeding vehicle if we are not prepared to assume control of the subject or conduct the investigation of the incident.

2. As with any general policy, there may be exceptions to this; in those cases where a continuing violation, such as a possible DUI, may endanger other persons the other agency will be notified.

B. Inter-local Agreements (Mutual Aid)

1. The DeSoto Police Department may occasionally need the services of another agency (example; helicopter, bomb squad). If at any time a service is requested of another agency and the service will be provided in this jurisdiction, the following procedure will apply:

a. The requesting officer shall notify the Watch Commander via their chain of command.

b. The Watch Commander shall make the Chief of Police or Captain aware by Hot Sheet or Offense Report on all requests. The Chief of Police or Captain will approve major requests for assistance. If time is critical the Watch Commander may first contact the other agency to get units en-route, and then contact the Chief.

2. This same procedure shall be followed if another agency makes a request of DeSoto Police Department for manpower or equipment. The requests must be forwarded via the chain of command to the Watch Commander on duty.

3. In an effort to provide adequate communications between assisting agencies every effort will be made to provide the assisting agency with a portable radio in which



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they will be able to communicate with our officers. If a portable radio is not available the assisting agency will be provided a mobile telephone along with the phone numbers of on duty supervisors and the communication center.

C. Operations Outside City Limits of DeSoto

From time to time it becomes necessary for units from DeSoto to operate outside the city limits. In order to ensure officer safety, the following procedures shall be followed.

1. The officer in charge of any operation outside of our municipal city limits will ensure the local law enforcement officials in the area of operation are notified of:
 - a. The nature of the operation,
 - b. The number of officers involved,
 - c. If the officers are uniformed or non-uniformed,
 - d. What vehicles are involved, and
 - e. The expected duration of the operation.
2. If a single officer is involved, that officer shall cause the above to take place.
3. All operations, including surveillance and service of search or arrest warrants, will be reported to the other law enforcement officials unless such notification could jeopardize the operation or officer safety, or cannot be made due to time constraints that could affect the outcome of the operation.

D. Off-Duty Officers outside DeSoto Jurisdiction

If a DeSoto Police officer, in off-duty status and outside the DeSoto city limits, observes a criminal offense he will take no enforcement action unless the offense is a felony or there is the possibility of physical injury to a potential victim. No enforcement action will be taken on misdemeanor offenses outside of Dallas County. If an officer observes a misdemeanor offense, he should note what is taking place and contact the local agency to take the necessary action. The DeSoto Police officer may then serve as a witness for the state in any future prosecution.

E. Service of Legal Process in Foreign Jurisdictions

Under no circumstances will any officer of the DeSoto Police Department attempt to execute any arrest warrant/search warrant or other type of legal process in any foreign jurisdiction. For purposes of this directive, foreign jurisdiction is defined as any territory outside the legal borders of the United States, its possessions or territories.

F. Incident reports

The only time an incident report is needed for interlocal assistance is if the DeSoto officer has to take enforcement action, or any other significant event occurs where potential legal action against the department could arise.



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POLICY: 110.016 CJIS Security Policy	CALEA:
Effective Date: 1/4/2023	Review Date: 1/2/2025
Revised Date:	
Related Directive(s): 101.004, 110.017, 110.022, 406.002	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. Purpose:

To establish guidelines for use and security of the department-issued TLETS Terminal, Mobile Data Terminal (MDT) equipment and related CJIS information. Failure to comply with this policy can result in disciplinary action up to termination.

II. Policy:

It shall be the policy of the DeSoto Police Department to protect the integrity of the CJIS database and all data and information obtained through use of Mobile Data Terminals and/or hard-wired TLETS terminals by strictly following the procedures outlined in this policy.

III. Definitions:

1. TLETS Terminal – This term includes all computers (normally desktop) that have access, via wireless or hardwired network, to TLETS, TCIC, NCIC or any law enforcement database.
2. MDT -Mobile Data Terminal. This term includes all computers that have access, via wireless or hardwired network, to TLETS, TCIC, NCIC or any law enforcement database.
3. Secure location -This term includes the areas of the DeSoto Police Department that are not open to the public and accessible only by authorized personnel. This term also includes official police vehicles that are locked and/or attended by authorized sworn police personnel.
4. Non-secure location -This term includes all locations not defined as "secure location" above.

IV. Procedures:

1. CJIS, TLETS, TCIC and NCIC data shall be accessed ONLY from secure locations, as defined above.
2. Each person authorized to access Terminal/MDT 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; this training will be documented.
3. Maintain a roster and/or agency-issued credentials (officer badge, access card, etc) of authorized personnel with unescorted access into physically secure areas.
4. When transporting non-law enforcement personnel in police vehicles, officers will close the screen of the MDT or position it in a manner that will prevent unauthorized viewing of MDT data. TLETS terminal screens shall be positioned to prevent unauthorized viewing.
5. User/Operator List shall be reviewed annually and as needed; document when this was performed. Changes in authorized personnel (creating, activating, modifying, disabling & removing accounts) will be immediately reported to TCIC Training section.
6. All printouts of CJIS data shall be promptly filed with the corresponding incident records. Otherwise, such printouts should be promptly shredded; if not shredded, then incinerated. Disposal or destruction is witnessed or carried out by authorized personnel.
7. All storage media containing or used for CJIS data that is no longer used shall be secure-formatted using methodology that over-writes all data in three iterations or degaussed prior to disposal or release for reuse by unauthorized personnel; if no longer needed, media will be destroyed. Inoperable electronic media shall be physically destroyed. Sanitation or destruction is witnessed or carried out by authorized personnel.



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8. The Department shall keep a list of all MDT IDs and contact(s) so that devices can be promptly disabled, should the need arise.
9. All MDT's in a vehicle shall be locked/secured and the screen lid shall remain in the closed position when not in use.
10. The local CJIS network equipment shall be located in a physically secure location.
11. All law enforcement vehicles containing MDTs shall be securely locked when not in use.
12. All computers used for processing CJIS data shall have anti-virus software installed; all will have latest available updates for the operating system & anti-virus. MDT(s) shall have a personal firewall enabled
13. Employ a Formal Incident Response Plan. It shall be the responsibility of each authorized user to report any violations of this security policy up the chain-of-command and/or proper authorities.
14. No personal hardware (PC, laptop, etc) or software shall be allowed on the agency's TLETS network.
15. No publicly accessible computers shall be allowed on the agency's TLETS network.
16. The agency shall authorize and control information system-related items entering and exiting the physically secure location.
17. The agency shall establish a Security Alert and Advisories process.



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 110.017 – MOBILE DATA COMPUTER	CALEA: 81.2.4,
Effective Date: 08/05/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive provides specific procedural guidelines for the operation of Mobile Data Computers (MDC's). The guidelines are necessary to safeguard the integrity of the system and ensure CJIS compliance with NCIC/TCIC rules.

II. POLICY

The Mobile Data Computer (MDC) is an electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program and input sent to the data to the processing unit. The processor, more formally known as the central processing unit (CPU), has the electronic circuitry that manipulates input data into the information people want. The MDC is a tremendous asset to both Officers and Dispatchers. When this device is properly utilized it will help to expedite calls, improve safety, enhance service, increase officer efficiency, and promote suspect apprehension. This policy is intended to establish guidelines, which will enable Officers and Dispatchers to work together more effectively to accomplish these goals.

III. DEFINITIONS

A. Message Acknowledgement – is generated by the Network Control Processor (RNC) to notify the user that the radio transmission system completed the delivery of the radio message. "Trans OK" will appear on the bottom status line of the MDC.

B. Message Delivery Notification – is generated by the message switcher within the system to notify the user that the message has or has not been delivered through the switcher. These text messages will appear on the bottom status line of the MDC

C. Criminal Justice Information (CJI) – means any information that can be obtained through TLETS and/ or NLETS.

D. Criminal Justice Information Services (CJIS) – policies implemented by the Federal Bureau of Investigations (FBI) that promote security for the CJIS, specify who may access CJI, and how CJI is to be protected from unauthorized access.

E. Physically Secure Location – means a facility, a criminal justice conveyance, or an area, a room or a group of room within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems. For the purposes of this directive, a "physically secure location" includes the following:

1. A police department vehicle occupied by an authorized MCT user;
2. A locked and fully secured police department vehicle;
3. The secure areas of the police headquarters building;
4. The secure areas of the Desoto Town Center; and
5. Any location vetted and approved by the Chief that meet CJIS requirements.

F. A residence is not considered a physically secure location by the nature of this policy.



IV. PROCEDURES

A. General Guidelines and Limitations

1. Only personnel that are authorized by the Chief of Police or designee shall operate a MDC. The Chief reserves the right to alter or amend this policy due to assignment and/or job duties.
2. Authorized personnel will not be granted access to the system prior to receiving basic MDC training, applicable TLETS training and minimum CJIS security requirements. Training will be conducted by the assigned training Officer(s) and/or the records supervisor.
3. MDC units will be assigned to police vehicle units. Officers will be responsible for safeguarding the MDC and displayed information during the duration of their assignment while assigned to the police unit.
4. Officers may remove the MDC to take reports in the field or into the police station. The MDC shall only be operated in a physically secure location as defined above as they are not equipped with advanced authentication hardware.
5. The officer will be responsible for notifying their supervisor and special services regarding any repairs and/or issues with the MDC or the cradle.
6. Reports not completed in the field (or inside the police vehicle) can be submitted as "incomplete" and accessed and completed once inside the police station through Zuercher Suite or Mobile.
7. Transmission of data via Mobile Data Computer is limited to data described as "official" in nature. Official is defined as any act which is pertinent to a lawful police function. MDC messages are for the most part a matter of public record.
8. Access to computer databases is limited to queries, which are official in nature. There must be a right to know and a need to know.
9. The content of transmissions on the MDC shall comply with the same requirements as radio transmissions.
10. Violation of Sections IV. A. may result in termination of NCIC/TCIC service or other law enforcement tele-communications networks.

B. Message Restrictions/Inspections

1. Prohibited Transmission
 - a. Instructions regarding procedural operation of MDC's such as how to log on, how to run inquiries or commands for operating the MDC must not be broadcast by voice radio. This prevents unauthorized persons monitoring DPD voice frequencies gaining a working knowledge of our digital system. This policy does not prohibit giving voice instructions on the appropriateness of using the MDC to communicate with dispatch or supervisors in a particular situation.
 - b. Obscene, derogatory, racial, demeaning or sexual remarks shall not be transmitted.
2. Inspections



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- a. MDC messages are recorded and may be retained as official records of the Department.
- b. Inappropriate use of the MDC is prohibited.
- c. On-duty supervisors will be responsible for checking the status, position, and periodic location of all on-duty police units throughout the shift. Supervisors and Officers can utilize this function by accessing the AVL GPS system connected through MDC system software.
- d. Supervisors and Officers who discover that on – duty police unit with a MDC is not visible on the AVL system should immediately notify the Officer and/or Supervisor to make sure the MDC is properly logged on and connected.

C. Use and Safety Issues

1. An officer's first priority is the safe operation of the police vehicle. For this reason, officers are required to stop at a secure parking location when extended MDC usage is expected.
2. Each officer will be assigned a user name and password. The password will expire every 90 days prompting a new password. Once an officer logs onto a MDC, no other officer shall use that MDC without the first officer's knowledge.
3. MDC must be left on during the unit's tour of duty and shall be locked in the cradle. Each unit should have a key for the cradle. If the key is not attached to the key ring contact the special projects Sergeant.
4. All vehicles shall be locked when equipped with the MDC whenever an Officer is away from his vehicle for any extended period or whenever an Officer is out of sight of his unit. It is realized that there will be instances that this is not possible; however, care should be taken to minimize the amount of time the unit is left unsecured.
5. Officers or employees shall restrict any non-law enforcement personnel from viewing all information received via the mobile device. Care should be taken to ensure arrested persons and riders are not able to view restricted information. Use CTRL "B" to black out your screen or simply close it. Hit any key to make the screen visible. Your screen must not be visible to the public when you are away from your vehicle.
6. All MDC's are used by logging into the network by using a password chosen by each user. Each user is responsible for anything done on a MDC while signed on with the user's password. The system keeps an automatic log of all transactions made on each MDC by each user. For this reason, each user is responsible for making sure that their MDC is kept secure from unauthorized users and for making sure that the system is properly logged out of at the end of the users shift.
7. All MDC transactions which indicate wanted subjects, stolen vehicles, or stolen property etc. will be relayed and verified/confirmed by dispatch utilizing the regular police radio.
8. Vehicle stops made after MDC transactions indicate regional information will require the Officer to notify dispatch that the vehicle being stopped has regional attached.
9. Whenever a person or vehicle needs to be added to a call sheet i.e. suspect's name, license plate numbers at accident scenes, etc. The officer will be required to transmit the information directly to dispatch via the police radio.
10. MDC users must complete the required NCIC/TCIC training and adhere to all NCIC/TCIC rules and regulations.
11. All users will be responsible for reporting all damage found to the MDC unit as well as reporting any damage caused to the unit by the user. All damage will be reported to



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the user's immediate supervisor. Failure to report damage could result in departmental sanctions against the user.

12. If an employee has been approved by their chain of command to work from home using an MDC, the employee must obtain a computer locking cable from the Special projects Sergeant and sign an acknowledgement that they will take the proper steps to secure the MDC in compliance with CJIS requirement listed in this policy.

D. Free Form Message

1. Free form messages may be sent through the MDC system or to all on line terminals at the same time.
2. Messages sent through the system will be logged and the log maintained for thirty (30) days.

E. Warrant Confirmation for MDC Hits

1. Officer shall advise the dispatcher they have a possible wanted.
2. The dispatcher must check the subject/article to see if there is indeed an outstanding warrant or want.
3. The dispatcher must confirm the warrant with the originating agency.
4. An arrest will be made for the warrant only upon confirmation by the Dispatcher.



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POLICY: 110.018 – MOBILE DIGITAL VIDEO CAMERA SYSTEM	CALEA: 41.3.8, 61.2.2, 83.2.2,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The Department will establish clear guidelines for the use of mobile video camera systems.

II. POLICY

To ensure that as many encounters with the public and police activities as possible are recorded by the mobile video camera systems.

III. PROCEDURES

A. Operation:

1. Officers are responsible for understanding the proper use of the video camera system. Any questions should be directed to a patrol supervisor. A flash drive is issued to each patrol officer that contains the officer's log-in identification for the mobile video system. It is mandatory that officer's log-in with the flash drive (as detailed below) at the beginning of each duty shift.
2. Plug the Flash Drive into the USB slot into the DVR, which is located in the trunk of the unit. Go to the video monitor and hit the "T" button. Then press the FFWD button until the LOG-IN is selected. Then hit the "R" button. You will then remove the flash drive from the DVR.
3. To log out, simply hit the "T" button, FFWD until log out is selected and then hit the "R" button.
4. This Flash Drive is the property of the DeSoto Police Department. It has been issued to you for use in the L3 Mobile Vision Digital Video Camera System. It may be used for other department related activities. This device is not authorized for personal use.
5. These devices are only issued to Patrol Division Personnel. If, at any time, you are transferred to another division, this device shall be turned in for reissuance.
6. Officers are responsible for testing the video camera system prior to checking into service. Officers will document date and time at the beginning of each tour of duty. Any malfunctions or damage will be immediately reported to a patrol supervisor.
7. Officers will use the video camera system and microphone while they are on patrol, if their assigned vehicle is equipped with a video camera system.
8. All traffic stops, investigative stops, pedestrian stops or encounter, as well as pursuits will be recorded. In addition, officers may record any activity, which they believe to be of evidentiary value in criminal, civil, or administrative cases.



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9. It is the Officer's responsibility in all D.W.I. investigations to ensure that the traffic stop and field sobriety tests are within view of the video camera. Field sobriety tests should be conducted off the roadway and not between the patrol vehicle and the violator's vehicle. Therefore, the camera or the vehicle should be positioned in such a way as to capture the field sobriety tests. The officer should request, in writing to the Patrol Secretary, CID Secretary or a Records Secretary, that a copy of the video be burned to DVD. The notified Secretary will copy the video file and place it into property and complete an evidence voucher.
10. If the mobile video system is turned off incorrectly issues may occur which take the camera out of service. The camera system is to be set on "auto" at all times. This will allow the camera to turn on automatically when the vehicle is started and will turn it off approximately one (1) hour after the vehicle is turned off. The only time an officer should adjust the power switch on the trunk unit is if it is not in the "auto" position.
11. Officers will not disable, disrupt, tamper, or otherwise interfere with a required recording. The video and radio recording of all traffic stops must cover the entire event without dead spots caused by the officer disabling the equipment. Officer will wear and ensure that the microphone is on when exiting the vehicle on a traffic stop or pursuit, and that it is turned off at the end of the required recording.

Note: IF IT IS DETERMINED THAT AN OFFICER DISABLED, DISRUPTED, TAMPERED WITH, OR OTHERWISE INTERFERED WITH A REQUIRED RECORDING IT WILL BE CONSIDERED A CRIMINAL VIOLATION OF "TAMPERING WITH A GOVERNMENTAL DOCUMENT-P.C. 37.10

B. Malfunctions and Errors

When a patrol supervisor is informed of a system malfunction or error, they shall inform, in writing, the Professional Services Sergeant. The Professional Services Sergeant shall keep a log indicating the unit number, the specific malfunction or error and the action taken to correct the problem.

C. System Server Access

1. The following persons are considered System Administrators and have unlimited access to the video file server:
 - a. Chief of Police
 - b. Assistant Chief of Police
 - c. Patrol Division Captain
 - d. Criminal Investigations Division Captain
 - e. Professional Services Sergeant
2. All Department Supervision shall have view only access to the system server.

D. Security and File Storage

1. The server is located within the Records secure area. It is not accessible through the City of DeSoto intranet network. The system is protected by a WEP encryption, only MCT's which have been identified and loaded in the server will be allowed to communicate with the video storage server.
2. Video files shall be kept a minimum of three months. After three months the videos will be deleted. However, due to server space restrictions, certain small video files containing system tests can be deleted.
3. All videos that are activated by the trigger "Speed" shall be saved to the server.



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E. Supervisory Video Review - Patrol Division supervisors shall have access to the video server in order to complete officer video reviews. A web-link will also be made available for video supervisory review.



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POLICY: 110.019 – BODY WORN CAMERA/AUDIO RECORDER	CALEA: 41.3.8, 83.2.2
Effective Date: 08/05/2020	Review Date: 08/05/2022
Revised Date: 08/17/2021	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

To establish policy and procedures that protects the officer from false complaints and to ensure that officers interact with the citizens in a professional manner while performing their duties. Further, to establish procedures for the disposition of digital recordings.

II. POLICY

Body Worn Cameras (BWC) will be issued to all uniformed members of the department. Individuals working in a uniform capacity are expected to wear and utilize the body worn cameras while on duty or off-duty while working in a law enforcement capacity. The BWC will be worn, facing forward, on the front of the upper body not to restrict access to weapons or other equipment. Officers will ensure that the BWC is operational and worn in a location that will allow the best video recordings of citizen interactions. Investigators will have body worn cameras available to them and should utilize them as necessary. All Department issued Body Worn Cameras should only be activated for a legitimate law enforcement purpose. Additionally, only cameras purchased and owned by the City of DeSoto may be utilized by employees. All recordings made with department issued cameras are property of the City of DeSoto. All departmental members are expected to adhere to this policy. Violations may result in discipline up to, and including, indefinite suspension.

III. Definitions

Definitions related to this policy include:

ACTIVATE - Any process that causes the BWC system to transmit or store video or audio data in an active mode.

ADMINISTRATIVE PERSONNEL – Officers who are assigned to Administration or Command Staff. This may include the Chiefs, Captains, Administrative Sergeants and anyone else assigned by the chief of Police.

BWC – Body Worn Camera which will be either the AXON camera system or Vie Vu camera system.

BWC ADMINISTRATOR - EVIDENCE.COM system administrator(s) with full access to user rights.

AXON – The primary BWC currently authorized as a means of overt on-officer audio-video recording.

DOCKING STATION - A server with built-in cradles stations physically installed at the police department. The docking station simultaneously recharges the device while uploading all digitally encrypted data. The docking station then transfers the data to EVIDENCE.COM.

EVENT MODE - Activation of the AXON BWC, and active recording.

EVIDENCE.COM - Online, Web-based digital media storage facility. The virtual warehouse stores digitally encrypted data in a highly secure environment accessible to personnel based on security clearance. The warehouse also has a secure back-up network that is CJIS compliant.

INVESTIGATION – As it pertains to this policy, an investigation is any citizen contact that has a law enforcement purpose.

NON-UNIFORMED SWORN PERSONNEL – Those members of the department whose assignment is generally in the police station. They may include detectives, community services and CARE Team personnel.



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UNIFORMED SWORN PERSONNEL – Those members of the department who is in a police uniform, primarily assigned to the patrol division or SRO's.

VIE VU – a secondary BWC currently authorized as a means of overt on-officer audio-video recording. Personnel typically assigned a Vie Vu are reserve officers, jailers, animal control officers and Code Enforcement.

IV. PROCEDURES

A. What to record - Unless it is unsafe, impractical to do so or a mechanical issue that impedes the use of the device are present, uniformed officers will activate their BWC during any investigation as defined by this policy. Some examples may include, but are not limited to:

1. All traffic stops
2. Pedestrian Stops
3. Investigative stops
4. All family violence calls
5. All interactions with citizens that officer deem important or necessary to preserve
6. Interviews
7. Interrogations
8. Pursuits
9. Use of Force Incidents
10. All Searches

B. Non-Uniformed Sworn Personnel are not expected to have their BWC on their person while conducting business in their respective offices. The officer will have a BWC assigned to them and are expected to have access to them while on-duty. If they are called to a scene while on duty, they will retrieve their BWC and activate it prior to beginning their investigation. If an officer gets called out from their residence after hours, they must retrieve their BWC, along with any other equipment, prior to arriving on-scene and beginning their investigation.

C. Administrative Personnel – Administrative Personnel will be assigned and have access to a BWC. There are few times administrative personnel are in the field but will make every attempt at having the foresight to have one available if they are in a situation that would require its use. The Internal Affairs Sergeant will make every effort to record all complaints filed with that office.

B. When to begin recording

1. Officers shall activate BWC prior to approaching potential violators and complainants.
2. Officers shall activate BWC prior to arriving at a family violence call. This will prevent failure to record activities due to officer's attention being diverted to violator/witness/victim contact upon arrival at scene.
3. Officers shall activate the BWC anytime a Miranda warning is administered and/or an oral statement is taken from a suspect or witness. In order to maintain the admissibility of the statement, Officers taking oral statements shall do so in accordance with CCP Art. 38.22.
4. Officers shall activate the BWC any other time they deem necessary to preserve conversations or information that occurs during their time on duty.
5. An employee who does not activate a BWC in response to a call for Assistance/Service will be required to explain, in writing, to his/her supervisor upon request, the reason for not activating the camera.
6. BWCs shall not be activated in the secured areas of the Police Department except when conducting official business/investigations.

C. Discontinuing a recording

1. Officers may mute Axon BWC recordings in the following circumstances:
 - a. When speaking or conferring with other officers.
 - b. During administrative activities, while processing citations, discussing tactical situations and performing other administrative duties.



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2. Outside of an investigation as it relates to this policy, officers shall not use the BWC recording functions to record any personal conversation of or between another department member or employee without the recorded members/employee's knowledge or permission.
3. Employees who are issued a Vie Vu do not have the ability to mute a recording. In this circumstance, the recording will be active for the entire investigation.

D. Disposition of daily video recordings

1. Officers are responsible for preserving their BWC recordings. The video recorders will only hold approximately a shifts worth of video and must be downloaded at the end of each shift if not sooner. On occasion it may become necessary to download the video recorder multiple times during a shift depending on circumstances. Officers who use the Axon BWC, shall dock their BWC using the departmental docking station located in their respective job assignment areas (patrol, CID or Administration). This will facilitate the automatic uploading of videos into evidence.com.

2. The Vie Vu BWC will be downloaded via the patrol desktop computers in the station. Employees should consult the download guide located at each computer for detailed instructions for download. The downloads will be stored by employee assignment on the server and will be automatically disposed of, per the retention periods in this policy, and via the camera (both camera systems) software if that video has not been tagged with an offense or administrative investigation. Additionally, each employee will tag each video, using either the VIEVU client software or Evidence.com, any and all videos that correspond to an incident for which a report has been generated. Specifically, the tag shall be the service number of the report, and it shall be entered into the "Case Number" column for each qualifying video.

3. All stored video recordings can be accessed and reviewed by supervisory personnel as needed. Supervisors are expected to review recordings on a monthly basis and discuss their findings, if any, with each individual officer.

4. All supervisors are expected to review no less than two available random videos, per assigned officer, from the previous month for review. If a violation is found, the supervisor is expected to follow the policy on Administration of Discipline. If a training issue is found, the supervisor will ensure that the training issue is resolved appropriately as per AD 105.002.

5. All Axon BWC video is stored on the Evidence.com secure cloud-based storage. All Vie Vue video is stored on the departmental server that is on a double redundancy server.

E. Public/Officer Access

1. The public will have access to all body worn camera files as allowed by the Texas Public Information Act and other applicable law.
2. All information deemed releasable will be done so through the department records section via open records request, or otherwise allowed by law. No employee will release audio or video recordings without proper authorization.
3. The employee is entitled to access and review the recording(s) before being required to make any statement concerning an incident they are involved with.

F. Equipment

1. All equipment malfunctions, replacements or repairs will be handled through the Special Projects Sergeant. The Special Projects Sergeant will also be the BWC Administrator. All malfunctions, as soon as practicable, should be reported to the affected officer's chain of command, the Special Projects Sgt., and the quartermaster, and a replacement sought. In the event of damage to or loss of a camera, the event will be documented as damaged/lost property in the Blue Team application by the affected officer and his/her



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chain of command, and a replacement shall be sought through the Special Projects Sergeant and/or the quartermaster. In the event of a camera malfunction not believed to be due to damage, the Special Projects Sergeant will document the camera and associated problems and seek a remedy. The employee should be given a replacement body worn camera if one is available.

G. Supervisor Responsibilities

1. Supervisors will ensure officers utilize the BWC according to policy.
2. Supervisors are to review recordings as directed by the Chief of Police and/or his designee.
3. Supervisors shall ensure videos, or other electronic evidence, related to critical incidents are uploaded to Evidence.com.
4. When an officer is incapacitated and its safe and practical, a supervisor will retrieve the Axon camera from the involved officer(s) at the scene. The supervisor will be responsible for ensuring the camera is docked and data uploaded into Evidence.com.
5. Supervisors may have the ability to immediately resolve citizen complaints by reviewing video captured by the BWC. In those circumstances where a complaint is resolved with no further action needed, supervisors shall add an additional category of citizen complaint to the video and make appropriate notes in the notes section of Evidence.com.
6. A supervisor may not review recordings for the sole purpose of searching for violations of department policy or law not related to a specific complaint or incident without the consent of the Chief of Police.

H. Training – All personnel will be trained in the use of the Axon or Vie Vu BWC systems prior to being issued for field use.

I. Exceptions to this policy – the department understands there are certain circumstances when an officer does not have a departmental BWC available to them. It would be unreasonable to expect the officer to not take a law enforcement action only because they did not have a BWC in rare circumstances. Some examples of those times include, but are not limited to, the following:

- a. Personnel in transit to or from their residence and is confronted with an incident that requires immediate action
- b. Incidents where it is not feasible to retrieve a BWC in an emergency situation

J. Retention Schedules – The department has two retention schedules. One for each camera platform currently used, Axon and Vie Vu.

- a. AXON Retention Schedule – videos in Evidence.com will never be set for deletion if they are attached to a case with a number. Videos not attached to a case will have the below schedule:

Uncategorized	3 Years	Unrestricted
Accidents	3 Years	Unrestricted
APOWWS	3 Years	Unrestricted
Arrest	3 Years	Unrestricted
At Large-CID	3 Years	Unrestricted
Citizen Complaint	3 Years	Unrestricted
Contact/No Offense	3 Years	Unrestricted
Critical Incident	3 Years	Unrestricted
FOIA Request	3 Years	Unrestricted
Offense	3 Years	Unrestricted
Pending Review	3 Years	Unrestricted
Restricted Accidental	90 Days	RESTRICTED
Sex Offender	Until Manually deleted	Unrestricted



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TASER Download	3 Years	Unrestricted
Traffic Stop	3 Years	Unrestricted
Training/Test	90 Days	Unrestricted

- b. VIE Vu Retention Schedule – videos that are recorded by Vie Vu equipment will have to be moved to the departmental server manually by the property room technician, per this policy, if needed for case filing. Videos left on the departmental server and not moved will follow this retention schedule:

Arrest	180 Days
Contact	180 Days
Interview	180 Days
Other	180 Days
Report	180 Days
Ticket	180 Days
Vie Vu – Ok to Delete	90 Days



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POLICY: 110.020 – USE OF DEPARTMENT DIGITAL CAMERA	CALEA: 83.2.2,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

To establish policy and procedures for the use of department issued digital cameras and the disposition of captured media.

II. POLICY

Digital cameras will be made available to Officers to document crime scenes.

III. PROCEDURES

A. Taking Photographs

1. Officers will take photographs as follows:

- In accordance with SOP 201.010 (Family Violence)
- In accordance with SOP 300.002 (Crime Scene Responsibilities)
- In accordance with SOP 201.016 (Processing Crime Scenes)
- Any other circumstances covered by departmental directives, or when the Officer concludes photographs are necessary to document something of evidentiary value.

B. Disposition of Digital Photographs

1. Officers will download all digital photographs into the Photo/Audio Evidence Folder located on any of the patrol computers as follows:

- The Officer will follow the published written instructions for downloading digital photographs from the digital camera onto one of the patrol computers. The instructions will be made available to each Officer and will be posted in the report writing room for reference.
- Digital Photographs will be downloaded from the camera and saved into the "Photo/Audio Evidence" Folder located on any one of the patrol computers. The photographs will be consolidated into a single folder and named by departmental issued service number (i.e. 04-004565). All relevant audio recordings will be stored within the same folder, as outlined in Administrative Directive 110.019.
- In addition to saving the photographs into the "Photo/Audio Evidence" Folder, the Officer will also burn a copy of the photos (and relevant audio recordings) onto CD in accordance with the published written instructions. The CD will then be placed into evidence.
- These photographs will be collected from the shared folder daily by the Property/Evidence Officer and placed on the server (with the exception being weekends and holidays) where they will be stored for a period of no longer than 6 months. After 6 months, the Property/Evidence Officer will be responsible for archiving the contents of this folder by some medium, such as



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CD. This information will then be kept in the Property Room as evidence, and in accordance with State law.



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POLICY: 110.021 – PROPERTY AND EVIDENCE	CALEA: 83.2.3, 84.1.1, 84.1.2, 84.1.4, 84.1.6, 84.1.7,
Effective Date: 01/31/2023	Review Date:
Revised Date: 2/8/2023	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

In the course of law enforcement business, it becomes necessary to handle property belonging to non-law enforcement personnel. Depending on the property's nature and use, this directive provides guidance in the handling and disposition of non-agency owned property.

II. POLICY

All property obtained by any means by the Department will be maintained and disposed of as directed by departmental procedure and applicable law. These procedures related to the storage and maintenance of property have been developed to ensure that evidence in custody of the Department can be properly secured and stored, readily retrieved, and that any changes in custody have been properly and fully documented.

III. DEFINITIONS

- A. Abandoned Property - Property, which is unwanted by the owner and has been left, discarded.
- B. Chain of Evidence - The continuity of the custody of physical evidence - from time of original collection to final disposal - which may be introduced into a judicial proceeding.
- C. Confiscated Property – Property confiscated by law enforcement personnel which is believed to have been stolen or which is contraband.
- D. Contraband Property – Property which is in and of itself illegal to possess (examples: marijuana fireworks, etc.) and for which no criminal charges are to be filed.
- E. Found Property – Property, which is deemed, abandoned on public streets, rights-of-way, or private property. This property is usually recovered by the law enforcement agency or is turned over to the law enforcement agency by citizens.
- F. Impounding Officer – The member of this Department who initially receives the evidence and initiates the chain of custody. The member may be a patrol officer, investigator, public safety officer, crime scene technician, etc.
- G. Physical Evidence – Any substance or material found or recovered in connection with a criminal investigation.
- H. Property Custodian – the agency member accountable for control and maintenance of all evidence accepted by or stored in the Department's property/evidence room.
- I. Property Room – The area of Department facilities utilized to store evidence and property in care and custody of the Department

IV. PROCEDURES

A. Property Receipt and Control

1. General Guidelines

- a. All in-custody and evidentiary property obtained by employees into agency control shall be:



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- (1) Logged into agency records as soon as possible before the end of shift;
- (2) Placed under the control of the Property Section before the impounding officer ends their tour of duty;
- (3) Identified through the proper forms as to the circumstances by which the property came into agency possession;
- (4) Accurately described and quantified. All items of value must be listed and all drugs counted or weighed.
- (5) Properly labeled and packaged for storage; and
- (6) All drugs, guns, videotapes, CD's, and DVD's must be packaged separately with the same voucher.

b. Before placing any item of property into agency control, the impounding officer shall attempt to identify and notify the owner or custodian of the item for release in the field, unless the item is needed for or being held as evidence, or the nature of the property prohibits its release.

c. Each item of property submitted to the Property Unit for storage or processing will be reviewed by a Property Custodian to ensure the item is properly packaged and that the item is individually accounted for on the accompanying Voucher. If the Property Custodian cannot account for the identity of each item submitted, the impounding officer will be notified of the problem and requested to correct the Property

B. Property Vouchers

1. DeSoto Police Department Property Vouchers

- a. The Property Voucher shall be completed for all items seized or retained by the Department. The completed form in its entirety is to be submitted, along with the item(s) of evidence, to the Departmental Property Custodian for storage in the Property Room, unless the item is too large for storage in the Property Room, or because of its nature cannot safely be stored in the police building.
- b. After the Property Custodian has verified that all items submitted are properly accounted for on the Property Voucher, the custodian, using the Property/Evidence Module in RMS will complete the Property/Evidence Voucher Transfer, assign PR# to the voucher, accept the voucher, assign storage and print bar code labels for each item. The custodian will then prepare a file folder for the voucher and then file the report and folder in the property/evidence records area.

C. The Property Room

1. Security

- a. Only members of this Department authorized by the Chief of Police may enter the Property/Evidence Room. These persons include:
 1. Property/Evidence Personnel
 2. Division Captains
 3. Assistant Chief of Police
 4. Chief of Police
 5. Property Supervisor



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6. Persons designated by the Chief of Police to conduct or assist in specific inspections or inventories, or to assist the Property Custodian. These persons must be accompanied by the Property Custodian at all times while in the Property/Evidence Room.

- b. The Property Custodian shall keep a log, which identifies each person entering the Property Room, the date and time that they entered and the date, and time that they left the secure area.
- c. Non-secure areas are available for impounding officers to prepare property/evidence for storage and to complete necessary paperwork.
- d. Any employee who enters the Property Room without appropriate authorization is subject to disciplinary action. Written notification of a violation of this order shall be sent, through the Chain of Command, to the employee's immediate supervisor by the Property Custodian and/or the Acting Property Custodian.

D. Inspections

- 1. A supervisor not normally associated with the Property Unit shall:
 - a. Conduct an annual audit of property and evidence.
 - b. Conduct a semi-annual review of policy/procedure adherence.
 - c. Unscheduled inspections as ordered by the Chief of Police.
 - d. Produce a memorandum summarizing the results of the inventory shall be forwarded to the Chief.
- 2. An audit of all property/evidence shall be conducted anytime the person assigned responsibility for the property/evidence control function is transferred or replaced. The inventory shall be conducted jointly by the newly appointed property custodian and a commanding officer assigned by the Chief for this purpose.
- 3. Storage of Evidence Requiring Added Security
 - a. The Property Custodian shall assign a storage location to each type of evidence and record this information on the Property Voucher.
 - b. Evidence requiring added security, to include money, precious metals, jewelry, gemstones, firearms, narcotics and dangerous drugs shall be stored in separate locked areas within the Property Area.
 - c. Perishable items shall be stored in a secure refrigerated area, or other suitable container.
 - d. Items, which are considered bio-hazardous materials, must be properly packaged before being stored in the Property Room. These items must be marked with biohazard labels (provided) and are stored in a designated area.
 - e. DWI Blood Specimen Kits shall be stored in the secure refrigerator located in evidence processing area located outside the Property Room.



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E. Disposition of Property/Evidence

1. General Procedures

a. Methods of Disposal

1. Release
2. Destruction
3. Auction or other City of DeSoto Use
4. Donation to Charity
5. Assumption for Departmental Use

b. Documentation of Disposal

- (1) Regardless of the method of disposal, the Property Voucher for each item of property removed from inventory will be marked to indicate the date of disposal, and the method of disposal, the individual taking custody of the item (if other than the Property Custodian) and the person authorizing disposal.
- (2) The release must list each item separately and must be signed by the member of the Department releasing custody and the individual or agency taking custody.
- (3) In the case of destruction of property, the member of the Department authorizing destruction and the Department member participating or assisting in the destruction must sign the release.

c. Control of Property Disposal

- (1) The timely and appropriate disposition of evidence is extremely important to the efficient management of evidence, the integrity of evidence security and the effectiveness of prosecutorial efforts. The Property custodian will conduct on-going monthly reviews of property and evidence to determine if the items in custody may be legally disposed of. The Property Custodian of the Property Unit is authorized to cause ongoing disposal (destruction, auction, etc.) of all items stored in the Property Unit for a period of time over six months if the items are not being held as evidence.
- (2) Ongoing immediate disposal of property is authorized for those items where common sense and good judgment indicate no bonafide reason to retain the articles. (Examples are: rocks, beer cans, old clothes, etc.) The disposal of such items shall be documented.
- (3) The evaluation for disposal will be conducted through computer records. Investigators will be periodically contacted by the Property Custodian to determine the status of specific items of property being held.
- (4) Items identified for destruction will be pulled from the normal storage areas and placed into an area designated for disposal. The Property Custodian will empty the disposal area on a monthly basis. Items in the area will be released, transferred to the City Warehouse, destroyed, etc.
- (5) Property Release Authorization - Upon the determination by an impounding officer or the assigned investigator that an



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item of property or evidence no longer needs to be held in police custody, that impounding officer shall immediately notify a Property Custodian that the item can be released from police custody or disposed of in the appropriate manner. Notification to the Property Custodian shall be accomplished through Inter-departmental Memorandum. The officer/employee authorizing release shall notify the owner of the property (if known) to make arrangements with the Property Custodian to pick up the items.

2. Found Property

- a. The impounding officer must complete a Property Voucher. The impounding officer shall attempt to identify and notify the owner of the property to take possession of the property unless the property is contraband. If the property is released prior to being placed in the evidence room or locker the release information will be completed by the releasing officer and signed by the person taking possession of the property. The property voucher will then be forwarded to the Property Custodian.
- b. If the owner cannot be contacted for release of the property in the field, the property shall be properly packaged and marked by the impounding officer and submitted to the Property Unit for storage.
- c. The Property Custodian shall forward written notice (certified mail) to the owner's last known address, indicating that the property is in police custody and should be claimed within 90 days from the date impounded.

After the property has been held for 30 days, if owner unknown, or 90 days if owner known and certified letter mailed, without a claim of rightful possession, it shall be destroyed (no value), disposed by auction or donated to charity.

- e. Found Property of very limited value such as old clothes, broken toys, etc. should be left in the field for disposal by the finder, unless the item is a safety hazard. If the item is a safety hazard, and the officer cannot remove the item, Communications should be notified to request the appropriate city department to remove the item.

3. Recovered Property

- a. Authority to confiscate property believed stolen is found in the Code of Criminal Procedures, Article 18.16, Preventing the Consequences of Theft. Under this article "All persons have the right to prevent the consequences of theft by seizing any personal property which has been stolen and bringing it, with the supposed offender, if he can be taken, before a Magistrate for examination, or delivering the same to a Peace Officer for that purpose. To justify such seizure, there must, however, be reasonable grounds to suppose the property to be stolen, and the seizure must be openly made and the proceedings had without delay."
- b. Property recovered as stolen, or which meets the above criteria, will be evaluated to determine whether it constitutes evidence and whether prosecution of a known offender is possible. This determination will be made by the impounding officer or authorized supervisor.
- c. Stolen property that is not being held for evidentiary purposes will be released when:



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- (1) The officer authorizing release completes a Property Voucher and forwards it to the Property Custodian; and
- (2) The officer authorizing the release advises the owner to contact the Property Custodian to make an appointment to take custody of the item(s).

d. In cases where the owner cannot be determined and the property is not being used for evidence, it shall be treated as abandoned and, after holding for 30 days, will be subject to disposal.

4. Evidence

- a. All property seized and held, as evidence will be retained in the custody of the Police Department until the case is disposed of and all appeals exhausted.
- b. Under absolutely no circumstances shall property or evidence be retained by officers.
- c. During a monthly computer inventory of evidence in Department custody, the Property Custodian will identify property, which may no longer need to be retained. The Property Custodian will bring this property to the attention of the Operations Captain. The officer or the supervisor will decide if the evidence/property should be retained or may be released from custody.

(1) When it is deemed appropriate to release evidence, the rightful owner, if able to be found, shall be notified by the Property Custodian.

If the property is of value and no rightful owner can be determined, the item(s) shall be treated as abandoned property.

5. Contraband and Weapons

- a. Under no circumstances will contraband be released for public auction. They shall be forfeited or destroyed pursuant to the Code of Criminal Procedure.
- b. In some cases, weapons may be offered for sale at restricted auctions, but only upon specific authorization by the Chief.
- c. In cases of weapons seized or obtained from unstable or mentally deficient persons, those weapons will be disposed of following a municipal court property hearing. The hearing will be requested by the property officer and the seizing officer may be called to testify.

6. Items of Historical Value

Occasionally, evidence may be recovered that has significant historical value. Such items may include rare weapons and/or other evidence. The Chief of Police shall make a final determination whether to destroy or hold these types of items.

7. Voluntary Release of Weapons and Ammunition

The Department will, upon request of the owner, accept weapons and/or ammunition for destruction. Upon accepting custody of the weapon, the



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impounding officer shall complete a Property Voucher. The weapon must be checked for stolen. These weapons may be destroyed without a court order.

8. Disposition of Firearm Seized from Certain Persons with Mental Illness (Pursuant to Sec. 18.191, CCP) - Officers who seize a weapon under Sec. 573.001 Health and Safety Code, and not in connection with an offense involving the use of a weapon or an offense under Chapter 46, Penal Code, shall:
 - a. Obtain the last known address of the person's closest immediate family member as identified by the person or reasonably identifiable by the department.
 - b. Immediately provide the person with a written copy of the receipt for the firearm and a written notice of the procedures for the return of the firearm. Officers shall use the Field Receipt form to comply with these requirements.
 - c. Turn the firearm into the Property Room for disposition.

The Property/Evidence Custodian shall, as soon as possible, but no later than fifteenth (15th) day after the date the person was taken into custody under Sec. 573.001 Health and Safety Code, provide written notice of the procedure for the return of the firearm to the last known address of the person's closest immediate family member. This notice shall be sent by certified mail, return receipt requested, and indicate the date by which a request for the return of the firearm must be received by the department.

The Property/Evidence Custodian, or departmental designee, shall contact the court in the county having jurisdiction over the commitment proceedings and request information regarding the disposition of the case. This shall be done no later than thirty (30) days after the firearm was seized.

Within thirty (30) days of determining the disposition of the case, the Property/Evidence Custodian shall determine whether the person can/cannot lawfully possess a firearm under 18 U.S.C, Sec. 922(g).

a. For persons who can lawfully possess a firearm, the Property/Evidence Custodian shall:

- (1) Verify eligibility by conducting a check of state and national criminal history record information; and
- (2) Provide written notice to the person by certified mail that the firearm may be returned to the person and that the person may lawfully possess the firearm.

b. For persons who cannot lawfully possess a firearm, the Property/Evidence Custodian shall:

- (1) Provide written notice to the person by certified mail that the person:
 - (a) Is prohibited from owning, possessing, or purchasing a firearm under 18 U.S.C. Sec.922(g)(4);
 - (b) May petition the court that entered the commitment order for relief from the firearms disability under Sec. 574.088, Health and Safety Code; and
 - (c) May dispose of the firearm in a manner authorized by law.

The Property/Evidence Custodian who receives notice that a person cannot legally possess a firearm may dispose of the person's firearm by;

a. Releasing the firearm to the person's designee, if:

- (1) Verify the designee's eligibility by conducting a check of state and national criminal history record information;
- (2) The person provides a copy of a notarized statement releasing the firearm to the designee; and



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- (3) The designee provides an affidavit confirming that the designee;
 - (a) Will not allow access to the firearm by the person who is under a mental commitment order; and
 - (b) Acknowledges the responsibility of the designee and no other person to verify whether the person has reestablished the person's eligibility to lawfully possess a firearm; or
 - (c) Releasing the firearm to the department for disposition in a manner authorized by law.

If the Property/Evidence Custodian receives authorization from the person releasing the firearm to the department, or the firearm is unclaimed after one hundred and twenty-one (121) days after sending notice, as indicated above, he/she may (by following departmental procedures) have the firearm sold by a person who is a licensed firearms dealer under 18 U.S.C. Sec. 923. The proceeds from the sale of the firearm, less the cost of any fees associated with the sale, shall be given to the owner of the seized firearm. A firearm seized under this section may not be destroyed or forfeited.

F. Field Release of Property

1. The general policy of the Department is to release property/evidence at the scene of an incident to the complainant/owner whenever practical. The intent is to avoid unnecessary waste of personnel time and to ensure the expedient return of property to its owner. See exceptions below. Any time property is released to an owner/victim or other law enforcement agency in the field, the release must be fully documented in the offense/incident report.
2. The below listed categories of property/evidence will be released in the field upon reasonable identification of the owner/complainant unless the articles are needed for further evidentiary processing. When an item related to an offense is released or destroyed in the field to the owner/complainant, the release must be fully documented in the offense/incident report.
 - a. Property/evidence related to burglary and theft
 - b. Recovered motor vehicles, unless the vehicle needs to be processed for fingerprints or other evidence.
 - c. Property/evidence related to municipal court offenses (all City cases)
 - d. Property/Evidence related to criminal mischief or reckless damage offenses will be released to the complainant or simply left at the scene.
 - e. Alcoholic beverages
 - (1) Related to Public Intoxication or Minor in Possession should be left in the custody of a third person (of legal age), with the prisoner's/offender's consent. If this is not possible, the alcoholic beverage should be destroyed in the field, and the empty containers discarded. Effort should be made to photograph the containers using Polaroid or digital cameras and attaching the picture to the audit copy of the citation.
 - (2) Alcoholic beverages related to DWI charges should be left in the suspect's vehicle and listed on the case report unless the DWI is related to a felony assault or homicide.
 - (3) Very large quantities of alcoholic beverages possessed or transported in violation of the Alcoholic Beverage Code may be seized.
 - f. Found Property of very limited value such as old clothes, broken toys, etc. should be left in the field for disposal by the finder, unless the item is a safety hazard. If the item is a safety hazard, and the officer cannot remove the item,



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Communications should be notified to request the appropriate city department to remove the item.

3. The following items may not be released in the field and will be taken into police custody pending court order or release by the assigned detective or field officer:
 - a. Illegal weapons,
 - b. Narcotics/drugs,
 - c. Instruments used in a crime of violence,
 - d. Items requiring a forensic report,
 - e. Contraband (anything illegal in itself to possess),
 - f. Forged or counterfeit instruments,
 - g. Stolen credit cards,
 - h. Items which would normally be released in the field, but cannot be because the owner/complainant cannot take possession, and

Motorized vehicles, which require further processing (If a vehicle is impounded for evidentiary purposes) C.I.D. will be notified. Do not complete a Property Voucher. Do not notify the Property Unit.

G. Property Holds

1. Impounding Officer shall:

- a. Obtain approval from supervisor or CID personnel.
- b. Document reason for hold in all associated reports (i.e. offense/incident, supplement, arrest, impound, and property reports).
- c. Contact CID in writing, in person, or voice mail with an explanation for the need of hold on said property.

H. Withdrawal and Return of Property

1. At times it is necessary for an employee to remove property from the property room for later return. These circumstances include court, viewing by possible owners, the District Attorney's Office, transfer to the lab for processing, etc. It is imperative that the chain of custody be maintained in these circumstances.
2. Any time an item of property or evidence is removed from the Property Room, the employee taking custody of the item shall sign the chain of custody log on the Property Report or sign an electronically generated signature form or sign using the electronic signature pad.
3. In the event that the item is being released to another person, such as the DA's Office, lab, etc. the person taking custody from the transporting officer shall sign the appropriate receipt for the article. The signed receipt must be returned to a Property Custodian to document transfer custody of the item. The following form will be utilized:
 - a. DeSoto Police Department Property Receipt or an electronically generated signature form.

I. Use of Narcotics for Training or Undercover Purposes

From time to time there is an established need for officers to remove narcotics from Property/Evidence custody to use for training purposes or to conduct undercover operations. In these situations, the following guidelines will apply:

1. Property/Evidence will only release narcotics that are no longer needed for evidentiary purposes.



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2. Officers will only request the minimal amount of drugs needed to accomplish the training exercise or undercover operation.
3. Narcotics used for training purposes will only be released with prior written approval of the officer's lieutenant or above. The officer must be licensed by DEA and DPS to legally possess and store Schedule I or Schedule II controlled substances as defined by Chapter 481 of the Texas Controlled Substances Act.
4. Narcotics used for undercover operations will only be released with prior written approval of the Chief of Police.
5. The officer accepting custody of the narcotic substance will sign the chain of custody log on an electronically generated signature form or sign using the electronic signature pad.

The narcotics will be weighed and/or counted at the time they are released to the officer and at the time they are returned to the custody of Property/Evidence personnel. The substance will also be field tested at the time of release and return, if possible. Weight and testing will be done with both the officer and the Property/Evidence custodian present.

7. If there is any significant change in weight and/or number, the officer must submit a detailed memo explaining circumstances resulting in the discrepancy. The memo will be immediately forwarded to the Office of the Chief of Police through the officer's chain of command.

J. Auxiliary Property Procedures

1. Marking and Depositing Property/Evidence
2. Handling of Property Found in Pawn Shops
 - a. "Written Hold Form"
 - (1) A "hold" is placed on any stolen item in possession of a pawnshop.
 - (2) A "Written Hold Form" shall be completed by a member of CID and shall be given to the pawnshop. The "Written Hold Form" must identify the pawn transaction and the property. The "hold" is effective for up to 120 days and may be extended by submitting a subsequent hold.
 - (3) The pawnshop will, in most cases, retain custody until final disposition is complete.
 - (4) It may be necessary to, under certain circumstances, seize the property and place it in the property room until disposition by the courts is made.
 - b. Notification of Complainant
 - (1) The CID member placing the "hold" is also responsible for notifying the complainant in the offense that the property has been recovered.
 - (2) If the offense occurred outside of DeSoto, the originating agency is notified and a copy of the police report is requested. The complainant is notified as soon as possible.



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c. Options for Final Recovery of Property.

Upon notification of the complainant or out of town police agency, the options for recovery of the property include:

- (1) The complainant may reimburse the pawnshop for the actual amount of the loan (no finance charge) and the merchandise may be picked up immediately;
- (2) The complainant may bargain with the pawnbroker for a lesser amount and if an agreement is reached, the merchandise may be returned immediately; or
- (3) The complainant may request a property hearing in a court of jurisdiction and present evidence of proof of ownership for the property. The judge then decides on the "greater right to ownership" and cash monetary amounts due to either party.

3. Procedures for Convenience Store Cameras and Video Cameras

- a. The officer responding to a robbery call at a convenience store will determine if the store camera has obtained photographic or video evidence.
- b. If photographic or video evidence has been obtained:
 - (1) It is the responsibility of the store management to remove the CD, DVD or cassette from the camera and to give the item to the officer.

The officer will properly package the CD, DVD or cassette, complete the necessary forms and submit the item as evidence to the Property Unit.

V. General Guidelines for packaging and submission

- A. Any item seized by the DeSoto Police Department which is or may be related to an offense must be entered into evidence under the guidelines in this directive to ensure admissibility into court. An accurate account of chain of custody must be maintained for items to be presented as evidence in court.
- B. Evidence shall never be left unsecured. If more than one county charge is to be filed the charges will be filed under separate numbers. Property Vouchers and Evidence Tags should reflect the property related to the specific case filed.
- C. Any item, which needs to be processed as evidence, must come to the Property Unit first. The item will be released to CID after it has been placed in the Property inventory.
- D. The Property Voucher and a written request must accompany items that need to be fingerprinted by CID.
- E. Any Property/Evidence from a business, which is related to a shoplifting case, should be left with the store. It is the store's responsibility to maintain and present evidence in court.
- F. Documents such as signed confessions, or consent to search in which evidence is found shall be treated as evidence and should be stored in the evidence room. A photocopy of the original document must be forwarded to the Records Section by the officer/detective taking the confession along with a supplement report.



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G. General rules for submission

1. All property shall be properly marked and packaged by the impounding officer before placing it in a property locker.
2. Items shall be labeled with the service number, Grp/Bag#, item number, date, and officer's initials. This shall be done by using the evidence labels provided, or by using a Sharpie.
3. All loose or small items should be placed in a plastic bag, paper sack, or envelope specifically provided for this purpose. These items should be labeled with the Grp/Bag# and the item number.
4. The Property Custodian shall check the evidence lockers and temporary storage areas daily.
5. The Property Custodian shall not accept items from the Jailers that were not returned to a prisoner, unless the owner of the property can't be located and the item could be sold at auction. The Jailer shall submit a memorandum to their immediate supervisor. Large items such as purses or backpacks, that the Jail doesn't accept, will be accepted by the Property Custodian for Safekeeping.

H. General rules for completing the property voucher

1. Enter your property when you are entering your offense, if you have 20 items, that is 20 entries. Make sure you CLICK THE EVIDENCE BOX FOR EACH ENTRY SO IT PUTS A CHECK MARK IN THE BOX.
2. After your report is approved, start your Voucher
3. Click on the VOUCHER icon, Click on ADD, enter Case #, Category, Case Officer, seized by, Date & Time, Seized Location, stored by, Date & Time, Locker, verified by, submitted by, Date & Time, Local Status, Offense Code, Click on SAVE. You will be asked if you want to enter property now, click YES.
4. CLICK ADD, the left-hand corner will have Grp/Bag #, TAB ONE TIME, this will take you to Item #, TAB ONE TIME (this is so the # will be auto populated correctly). CLICK ON THE CLASSIFICATION BUTTON, WHICH SHOULD BE HIGHLIGHTED; IF IT ISN'T IT IS BECAUSE YOU DIDN'T PUT THE CHECK MARK IN THE EVIDENCE BOX WHEN YOU INITIALLY ENTERED YOUR PROPERTY (SEE 1 ABOVE). When you click on the CLASSIFICATION BUTTON, you will see the initial entries that you made, click on your first entry, HIT THE SPACE BAR (YOUR ITEM WILL BE HIGHLIGHTED IN YELLOW), CLICK ON TRANSFER. When you click on TRANSFER, the property is correctly transferred to the VOUCHER AND THE PROGRAM RETURNS YOU TO ADD ADDITIONAL PROPERTY OR IF YOU ONLY HAD ONE ITEM, YOU CAN NOW PRINT YOUR VOUCHER BY CLICKING ON THE PRINTER ICON.
5. IF YOU HAVE 10 OR 20 MORE ITEMS, YOU CLICK ADD the left hand corner will have Grp/Bag #, TAB ONE TIME, this will take you to Item #, TAB ONE TIME, it will fill in 2 for your second item, CLICK the CLASSIFICATION BUTTON, CLICK ON YOUR SECOND ITEM, HIT THE SPACE BAR (YOUR ITEM WILL BE HIGHLIGHTED IN YELLOW), CLICK ON TRANSFER. DO THIS FOR EACH ITEM YOU HAVE, IF YOU HAVE 10 ITEMS, DO IT 10 TIMES, IF YOU HAVE 20 ITEMS, DO IT 20 TIMES. THIS IS THE ONLY WAY TO TRANSFER YOUR PROPERTY CORRECTLY TO THE VOUCHER
6. Items listed on the Property Report shall be identified as Item 1, Item 2, Item 3, etc. and as Grp/Bag # and Item # if the entry is any Grp/Bag# after Grp/Bag#1.
7. All drugs, guns, videotapes, CD's and DVD's must be packaged separately with the same voucher.



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I. General rules for storage

1. Any items placed in the Bicycle rack must have a Property Voucher completed and a tag must be attached to the item. The impounding Officer should place the Property Voucher in the property drop box.
2. The impounding officer shall place the item on the bike rack and secure and lock the item with the chain and lock on the rack.
3. Do not place motorized vehicles on the Bicycle rack.
4. No flammable or otherwise combustible materials will be placed into the property room. Refer to SOP 505.009

J. General rules for items to be submitted to DPS, S.W.I.F.S., D.S.O. or F.C.S. Lab

1. Any item, with the exception of DWI blood samples, submitted to the lab must be sealed with evidence tape and must have a completed submission form attached.
2. All narcotics taken from a suspect on one charge may be placed on one submission form.
3. If possible, the items should be placed in the envelopes provided.
4. If there is more than one suspect on a case, all suspect names must be listed.
5. Any evidence from murder, sexual assaults, aggravated assault, and suicide cases shall be submitted to a lab to be determined by the District Attorney of the Department.

VI. ALCOHOL

A. General procedures

Limited storage space makes it impossible to keep every can or bottle of alcohol seized.

Alcohol related to Public Intoxication or Minor in Possession should be left in the custody of a third person (of legal age), with the prisoner/offender's consent. A property receipt is to be completed.

Alcoholic beverages related to DWI charges should be left in the suspect's vehicle and listed on the case report unless the DWI is related to a felony assault or homicide.

Very large quantities of alcoholic beverages possessed or transported in violation of the Alcoholic Beverage Code may be seized.

Coolers and other containers will not be accepted unless the alcohol and the container are recovered stolen property.

Empty bottles or cans without evidentiary value other than as evidence of an alcohol related offense would not be accepted.

If it is necessary to take possession of any illicit alcoholic beverage for any reason cited by Section 103.03 of the Alcoholic Beverage Code, the impounding employee shall complete a "Property Voucher" The "Property Voucher" must identify each item seized, the address where seized and the name of the person from whom it was seized.

B. Tagging

Cans and/or bottles shall have initials, date, and service number and Grp/Bag# and Item # affixed either by tape or marker.

Beer kegs should be tagged with provided tags



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C. Property voucher

The Property Voucher should note:

- Brand name
- Quantity of containers
- Size of can or bottle
- Estimated volume of contents

Example:

1 - 200 ml bottle of Royal Crown whiskey ½ full

2 – 12 oz. Cans of Coors beer - full

D. Storage

Beer Kegs should be placed in the holding area of the Sally Port.

E. Disposal

Dispose of evidence upon notification of the investigating officer or authorized supervisor, or upon case adjudication.

Beer Kegs are photographed and released to the distributor as soon as possible.

VII. BICYCLES

A. General Procedures

1. Check the bicycle for serial number, owner engraved ID, etc. Bicycle serial numbers are usually on the front frame area or under the pedal casing. Short numbers (G028812) are usually model numbers (Girls, manufactured February 1988, Model 12). Longer numbers (HC6699852) are more likely the serial number.
2. Serial numbers should be checked through the computer for reported stolen. If it is determined stolen, notify the owner. Release the bike in the field whenever possible or advise the owner to contact the Property Unit to schedule a release time.

B. Tagging

If the owner cannot be determined or cannot be contacted, a property tag must be completed and affixed to the bicycle.

C. Storage

The tagged bicycle should be chained and locked to the bicycle rack. A completed Property Report must be routed to the Property Unit through the normal paperwork system.

D. Disposal

Found bicycles that remain in our custody for 30 days without a claim of rightful ownership shall be subject to auction or for donation to a charity.



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VIII. BIOLOGICAL EVIDENCE/BLOOD

A. General Procedures

1. Caution: The "aids" virus has a short life span when exposed to air. However, hepatitis can live for hours or even years in the open air. The virus was shown to live even after freezing or thawing. Don't take chances, use safeguards provided by the Department. Biological evidence can cause serious illness if not handled properly. Always use gloves, and when possible, face protection.
2. The Property Section will not accept biohazard materials unless the items are evidence related to a major personal injury crime.
3. Sharp items (needles, knives, glass and other sharp items) must be handled with care to prevent infection from accidental cuts or punctures. Keep needles and other sharp items in puncture resistant properly labeled containers until disposed of by the Property/Evidence Unit.
4. "Sharps Containers" for needles and specimen containers for other objects are provided in each vehicle for safe storage and/or disposal of these items. The containers are marked biohazard materials.
5. The Property Unit will not accept syringes. If they are considered evidence in a major personal injury case, they should be photographed, then disposed of in the containers provided. Any liquid from a syringe that needs to be analyzed should be transferred to another container.
6. Non-evidentiary biohazard items must be taken to a fire station and placed in a biohazard container for disposal.

B. Packaging

1. Rape evidence will be collected at Parkland Memorial Hospital, Dallas.
2. Clothing from either the victim or the suspect or linens shall be packaged separately in brown paper sacks and listed separately on the Property Voucher. Each article of evidence must be described, i.e. color, type, etc.
3. Blood or wet stained items shall be air-dried before packaging in brown paper sacks.

C. Submission

Evidence should be given directly to the Property Custodian for secure refrigerated storage or proper storage for air-drying. If Property Custodian is not on duty, call-out should be initiated.

D. Storage

Items will be stored in a designated area within the property Room.

E. Disposal

Upon adjudication of the case or upon determination that the items are no longer needed as evidence, all bio-hazard materials will be placed in bio-hazard containers and transported to one of the fire stations for destruction with other bio-hazard wastes.



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IX. CASH/PAPER MONEY/COINS

A. General Procedures

Cash and coins provide the greatest possible challenge to an officer's integrity by a suspect. In order to avoid any potential problems, specific guidelines for protecting all employees from citizen complaints have been established. Checks will be handled differently.

B. Packaging

1. Money must always be packaged separately. If money is recovered with a purse, wallet, or other property, it shall be removed, counted, and placed in a sealed plastic bag.
2. Sort all bills by denomination. With another employee present, count bills. Have the witnessing employee recount.
3. Place the funds into plastic bag and seal. Both the primary officer and the witnessing employee shall initial the bag.
4. If special handling is required (items having historical or collectable value), this should be noted on the currency pouch as well as the Property/Evidence Voucher.

C. Property Voucher

The voucher must indicate the total amount of money and the total quantity of each denomination EXAMPLE: 1 \$20 bill, 2 \$5 bills, and 6 \$1 bills. Total \$36.

D. Submission

The sealed and initialed bag and the Property Voucher should be secured in a property locker.

E. Storage

The Property Custodian will store cash in the property room vault. Large amounts will be deposited in the city special account. (if the cash has some historical or collectable or evidentiary value it will be maintained in the property room vault until it is released from the custody of the department)

F. Disposal

1. When held by a search warrant, a court order is required for release.
2. Asset Seizure - release requires a court order and the approval of CID
3. Stolen or embezzled - CID shall send a notice to the owner to pick up the cash within 30 days. A second notice will be sent after 15 days. The funds will remain on deposit with the City for a minimum of 30 days, after which the money is deposited in the City's General Fund for its use.
4. Safekeeping - will be released upon request and proof of identification.
5. Found - will be returned to the owner upon proof of ownership and identification. If the cash is not claimed, after 30 days, it is transferred to the City's General Fund. It is not returned to the finder.
6. Evidence - reviewed on a case by case basis. Release or return will be based on applicable legal codes.



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X. CHECKS

A. General Procedures

1. The check should be handled very carefully, so as not to destroy fingerprint evidence.
2. The impounding officer shall place the check in a plastic bag.
3. Photocopy both sides of the check. Submit the photocopy to Records.
4. The impounding officer must complete a Property Voucher. The Voucher must include:
 - a. Owner - should be listed as account holder name and address
 - b. Description - Check number, bank and account number
 - c. Multiple checks shall be listed as separate items.
5. Forgery affidavits shall be forwarded through the chain of command to CID with the offense report.

XI. EXPLOSIVES

A. General Procedures

Explosives may not at any time under any conditions be submitted to property. The employee shall not bring flammables into any departmental facility.

B. Tagging

Items such as automobile batteries should be marked with an Evidence Tag.

C. Submission

The completed Property/ Evidence Voucher should be forwarded to the Property Unit.

D. Storage

1. Batteries must be tagged and placed in a designated area of the holding area of the bicycle rack. A tag must be attached.
2. The impounding officer should make their supervisor aware of any known or suspected volatile substance that must be stored as property or evidence. The supervisor will determine appropriate storage or destruction by:
 - a. Contact the Department's property custodian
 - b. Contact the Fire Department.

E. Disposal

Disposal of volatile materials and acids will be considered on a case by case basis and in agreement with environmental laws.



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XII. FINGERPRINTS

Fingerprints are to be appropriately marked to show the date, location lifted, service number and person lifting the prints. Fingerprints will be attached to the Offense Report or Supplement Report.

XIII. FIREARMS/PELLET GUNS/AIR GUNS

A. General Procedures

Guns must always be unloaded before submitting them for property storage. Call the armorer to unload unsafe weapons.

B. Tagging

1. Each weapon shall be marked with a property tag.
2. Each weapon shall be checked for stolen.
3. Major Felony Cases - Weapons should be marked with initials, date and service number if there is no serial number to record on the Property Voucher. This should be done without defacing the gun by removing the grip/stock or attaching a removable marker, such as a stick-on label or other material that can be removed.
4. Other than Major Felony Cases, Found Property, and Safekeeping - The weapon should be marked with initial, date, service number.
5. Magazine clips must be attached to the firearm with tape.
6. Ammunition must be counted.

C. Property Voucher

Ammunition shall be listed as a separate item on the Property Voucher.

D. Submission

1. Each weapon shall be submitted with the chamber open, magazine removed, and safety on. Revolvers shall have the cylinder open and blocked from accidental closure during handling and storage.
2. In the event that circumstances necessitate submitting the weapon loaded the weapon must be hand delivered to the Property Custodian.
3. Any weapon that has been submitted to the Property Unit in a loaded condition shall be unloaded by the Department's Armorer or firearms instructor as soon as is reasonable.
4. If the gun must be transported to a laboratory for testing in a loaded condition, the weapon shall be hand delivered by a member of the Property Unit.

E. Disposal

1. Upon case adjudication, all firearms are disposed of in a manner consistent with state and local law.
2. Under most circumstances' weapons shall not be released for public auction. They shall be forfeited or destroyed pursuant to the Code of Criminal Procedure. The Chief of Police may offer specific weapons for sale at restricted auctions, but only upon authorization.



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3. If a weapon has significant historical value, the Chief will make the final determination as to whether to hold or destroy the weapon.
4. Illegal weapons shall not be released.

F. Storage

Firearms shall be stored in a locked area of the property room.

XIV. FIREWORKS

A. General Procedures

1. Explosives may not be submitted into property. Small fireworks or firecrackers may be temporarily stored in the Flammable Material can in the sally-port cage.
2. Confirm the fireworks are safe for temporary storage by checking the label on the package. If in doubt, check with the fire department.

B. Tagging

Photograph all fireworks held for evidence. Place CD in evidence.

C. Storage

Place fireworks in plastic bag. Place fireworks in can provided for this purpose in the holding area of the sally port cage.

D. Disposal

The Property Custodian will dispose of the fireworks as soon as possible. Photographs will be taken before and after destruction. Destruction will be by immersion.

XV. FOOD

Food items are perishable. They attract mice, become stale, and lose resale value during the time held by the Department. In order to better serve the interests of the public and the Department, a procedure for photographing and releasing these items has been developed. In most instances' food items will only be stored if they are evidence to a major personal injury crime.

A General Procedures

1. Photograph items recovered.
2. Contact the owner for pick-up of items.
3. If the owner cannot be contacted or cannot respond, contact the Property Custodian to determine if temporary storage of non-perishable items is possible. Do not attempt to store perishable items.
4. If evidence, items must be transported to the lab as soon as possible.

B. Disposal

After the property has been held for 30 days without a claim of rightful possession and if the owner is unknown, it shall either be destroyed (if determined to have no value) or given to a local food bank.



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XVI. FOUND PROPERTY

Items, which have been intentionally abandoned by their owners, do not fall within the definition of found property. Generally, items, which have been abandoned by their owners, should be disposed of and not submitted to property.

A. General Procedures

1. All found property shall be tagged and packaged. If the found property has a serial number, it must be checked for stolen. The results of the check must be submitted with the Property Voucher.
2. The submitting officer should attempt to contact the owner if known. If possible, release the item in the field.
3. Found Property of a very limited value such as old clothes, broken toys, etc. should be left in the field for disposal by the finder, unless the item is a safety hazard. If the item(s) cannot be safely disposed of by the finder or the officer, communications should be notified to contact the appropriate City Department to dispose of the items.

B. Property Voucher

1. Must reflect that the property was found.
2. Listing is dependent upon the nature of the item.

C. Submission

Dependent upon the nature of the item.

D. Disposal

Unclaimed property will not be returned to the finder.

XVII. JEWELRY

General Procedures

It is imperative that items of jewelry be accounted for by quantity and by description.

A. Tagging

1. Similar items may be bagged together for submission, taking care not to entangle items such as chains and ropes.
 - a. Items should be bagged in the smallest available envelope to accommodate the size of the article.

B. Property Voucher

1. Each type of article must be listed on the Property Voucher:

EXAMPLE: 4 gold color rings, 3 gold color rings with blue stones, 5 gold color 18" chains, 6 silver color chains with turquoise color stone pendants.

2. Do not list specifics related to the item's description that indicate precious metals and valuable settings. Metals should be described as gold color rather than gold, silver color rather than silver, etc. Stones should be described as clear stone or diamond-like rather than diamond; or blue color rather than



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sapphire, etc. A description of "assorted jewelry" will not be accepted on the Property Voucher.

3. Jewelry that is known or suspected to be extremely valuable because of the type of metal, stones, etc. or because of its antique or artistic value must be listed separately on the Property Voucher and the exceptional value noted.

D. Storage

Jewelry is to be stored in the Property Room vault.

E. Disposal

Will be returned to the owner, if known, upon case adjudication or when no longer needed as evidence. If the owner cannot be determined, the items will be disposed of through auction.

XVIII. MOTOR VEHICLES

- A. If a motor vehicle is to be impounded for evidentiary purposes for further processing, a C.I.D. Investigator on call must be notified.
- B. Do not contact the property unit. Do not complete a property voucher.

XIX. NARCOTICS

A. General Procedures - Packaging

1. Pills, capsules, tablets shall be counted and placed in an envelope or the smallest packaging possible. The envelope or container must be sealed.
2. Loose Items (Powders, granular, marijuana) shall be placed in tamper-proof envelope, evidence bags or containers (dependent upon the bulk) and weighed in grams (not ounces).
3. Officers shall wear latex gloves when handling narcotics.
4. The field test shall not be submitted as evidence. The used field test should be disposed of.
5. Do not field test liquids.
6. All containers, i.e., baggies, film canisters, etc., shall be initialed, dated, and the Grp/Bag# and Item # noted. All containers shall be sealed with tape. If the separate containers are placed in an envelope or plastic bag, each separate container shall also be marked with initials, date, service number and Grp/Bag # and Item #. Do not staple evidence containers.
7. Assorted combinations of baggies or pills shall not be accepted. All baggies, pills, items, etc. must be counted and weighed. The recorded weight should reflect the gross weight with the bag or container.
8. Narcotics Officers or supervisors shall mark and initial items, which they field-test.
9. If seizing live marijuana plants, photograph the plant in the container. Remove the plant, strip leaves and place it in a paper sack, seal, initial, and date. Photos shall contain the date/time/location and photographer on the reverse side of the picture. Photos will be included with property voucher. Containers will not be entered as evidence and shall be returned to the owner or disposed of.



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10. Marijuana that is moist must be packaged in paper bags. If the drug container also needs to be processed for fingerprints, etc.; the drugs should be removed and placed in a separate envelope. The container and the drugs must be listed separately on the Property Voucher.

B. Property Voucher

1. Different types of narcotics must be listed as separate items on the Property Voucher and must be packaged separately.
2. The suspected substance must be noted on the Property Voucher.
3. Do not place the Property Voucher in the evidence package with the drugs.

C. Storage

Narcotics will be maintained in a locked area of the Property Room.

D. Disposal

Procedures are dependent upon the quantity and type of narcotic.

XX. PARAPHERNALIA

A. General Procedures - packaging

1. Syringes will not be accepted. They must be disposed of in a "sharps container". If related to a major case, syringes should be photographed before disposal and listed on the Property Voucher.
2. Paraphernalia can be listed as item on the Property Voucher and may be packaged together.

Example: 5 pipes, 1 razorblade, 15 baggies

3. Never package paraphernalia with any type of narcotics.

B. Property Voucher

Items must be listed separately in description, see example above.

C. Storage

General storage in the Property Room

D. Disposal

Disposed upon case adjudication or upon notice that the items are no longer needed as evidence.

XXI. TOOLS

A. General Procedures

The impounding officer shall check computer records for stolen.

B. Packaging

1. Small Tools - screwdrivers, pliers, etc. should be placed in an envelope/bag and sealed.



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2. Large Tools - attach a completed Evidence Tag
 3. All sharp edges should be covered.
- C. Property Voucher

Each tool must be listed and described separately.

XXII. CD'S, DVD'S, VIDEOS, CASSETTE TAPES

- A. General Procedures - Packaging
1. DVD's and CD's will be placed in CD/DVD envelopes, Videos and cassette tapes will be placed in manila envelopes.
 2. Using a Sharpie, (on the side with writing or logo) write directly on the CD/DVD the service number, officer's name and badge number and Grp/Bag# and Item #. Label the tape and the envelope with the service number, Grp/Bag # and Item # and the impounding officer's name and badge number
 3. The patrol officer or PSO placing the CD, DVD, Video or cassette into evidence is responsible for downloading the photos, audio or digital video to one of the computers located in the Patrol Report Writing area.
- B. Property Voucher
1. DWI-Intoxilyzer DVD
 2. All others - lists each CD or DVD separately and describe
 3. The Voucher must accompany the DVD.
- C. Disposal
1. DWI DVD's are delivered to the District Attorney's Office with the Case Report per DA policy.

XXIII. WEAPONS, OTHER THAN FIREARMS

- A. Packaging
1. Weapons must be packaged separately from other items.
 2. Small items should be placed in an envelope or bag and sealed.
 3. All sharp edges must be covered with folded paper or a taped envelope.
 4. If a knife, ice pick, etc. is to be sent to the lab for testing, it should be placed in a plastic cylinder and the cylinder sealed. Adhere a completed Evidence Label to the cylinder. Cylinders are available from field supervisors.
- B. Property Voucher
1. Items must be listed separately on the voucher.
 2. The item must be completely described. List the color, brand, length, type of material, etc.



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C. Disposal

Dependent upon the nature of the item.

D. Storage

Weapons shall be stored in general storage in the property room.

XXV. Cell Phones

1. Obtaining Digital Forensic Evidence - In order for an officer to seize a Cell phone, or any Digital Data Device the officer will need to have established probable cause that the device having evidence pertaining to a FELONY, could lead to a felony offense, or any long-term investigation (i.e.: Drug or weapon offenses).

A. If the officer is unsure whether the phone should be seized or not, contact your on-duty supervisor who will contact the on-call CID Investigator.

B. Once the phone is seized,

1. Attempt to obtain a passcode to the device,
2. If possible, place the device in airplane mode, if device cannot be placed in airplane mode, place the device in a Faraday bag.
3. Attach the phone to a charging cable in the charging cabinet and notate which locker number in the cabinet you placed the device in on your report.
4. Drop the key in the Evidence drop box.
5. Notify Desoto CID at desotocid@desototexas.gov and include the report number, cabinet number, offense and if the suspect is currently in custody.



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POLICY: 110.022 – USE OF ASSIGNED COMPUTER EQUIPMENT	CALEA: 11.4.4, 41.3.7
Effective Date: 08/05/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive provides parameters for the operation and uses of all computer equipment that is assigned during an officer's tour of duty, individually assigned to department personnel and all department stand-alone computers.

II. POLICY

The standard desk top computer as well as the notebook variety is a tremendous asset to the officers/ personnel to whom they have been assigned. When these devices are properly utilized they increase officer/ personnel efficiency.

Realizing that Department Personnel/Supervisors normally do not have the expertise to fully understand or appreciate how certain software/hardware/downloads from the Internet will affect computer equipment or the City's network, the Department depends on the Information Technology personnel to purchase, approve and maintain all issued computer equipment.

The City of DeSoto's Information Technology Department emphasizes to all users that only licensed and authorized software may be installed on agency computer equipment.

III. PROCEDURES

General Guidelines and Limitations:

Officers and non-sworn employees of the DeSoto Police Department are only authorized to operate computer equipment in a lawful manner to achieve Department goals and objectives.

Authorized personnel must complete all required training and subsequent refresher/update classes in order to operate or access systems via Department computer equipment.

Desktop or notebook computers equipped with 0551 CAD Resource Monitor or Mobile Communication Software will comply with data transmission parameters as set forth in 110.017 Use of MCT.

Access to computer law enforcement databases is limited to queries, which are official in nature. There must be a right to know AND a need to know. Violation of NCIC/T CIC guideline may result in termination of NCIC/T CIC service, criminal proceedings and or fines being assessed.

Accessing the internet, pre-authorized software, downloads, or games will not interfere with an employee's primary job functions or the effective and efficient use of an employee's time.

All personnel issued a City provided mobile Hot Spot/WI-FI device will only use the device for City business purposes and not permit any unauthorized persons access to the device

Authorization to Modify Assigned Computer Equipment:



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An employee will seek approval from their immediate supervisor prior to the installation of any software/hardware or the introduction of any external data into agency-controlled computer systems.

If the employee's supervisor approves the modification, the employee will contact IT for approval and installation assistance.

Maintenance of Assigned Computer Equipment:

It is the assigned employee's responsibility to keep their assigned machine clean and to take necessary care to prevent unnecessary damage.

Any maintenance will be performed by the Information Technology personnel

Supervisor Responsibility:

It is the responsibility of each supervisor to discuss this policy with each employee under their command.

Each supervisor will monitor their employee's activities to ensure that the use of the computer is not interfering with their daily activities.

If a supervisor suspects that an employee is in violation of this policy he/she will require the employee to provide a list of any modifications they have made to the computer and forward it to IT personnel with a request that IT perform an inspection on the machine.

If the employee has violated this policy the supervisor will perform an administrative investigation and forward the results to Internal Affairs.

Back Up of Computer Files:

A CD-R holds approximately 700 megabytes (MB) of data, the equivalent of roughly 500 floppy disks. A recordable DVD's capacity is about six times greater at 4.7 gigabytes (GB). Because both are optical media, rather than the magnetic design used by other disks (including your computer's internal hard drive), data stored on them is far less likely to degrade or be lost over time. Additionally, optical media is physically rugged, has no moving parts and is impervious to magnetic fields such as those present in airport scanners and large electrical motors. Thus, there is virtually zero chance of data loss unless the top (label side) is scratched through to the underlying acrylic or the disc is cracked or broken.

Unlike magnetic disks, most optical media cannot be erased, written to, or otherwise used again after you use them. Rewritable optical media (also known as CD-RW or DVD-RW) is available, but its cost is typically five to ten times that of standard discs and its rewritable construction creates a greater chance of long-term data loss.

Use standard media (CD-R or DVD±R) whenever possible. When purchased in lots of 100, CD-R (item #676688) and DVD+R (item #682136) media from Office Depot costs as little as 11 cents and 53 cents each, respectively.

The IT Department strongly recommends that you archive and back up your important files on a weekly basis. You are responsible for maintaining backups of important files stored on your computer to prevent data loss in the event of hardware failure or accidental erasure, as IT does not back up files on individual workstations. Specific users will adhere to their unit's standard operation procedures.

Follow these steps to back up your files to optical media.

Close all active program windows, including Outlook. No applications should be present on the taskbar at the bottom of your screen.



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Launch the recording application (various programs exist, such as Roxio and Sonic, depending on your computer type) by double-clicking the desktop or Start menu icon.

You will be presented with several options for recording. Click Data Disc or Data CD/DVD Project.

Depending on your recordable drive type, insert a blank CD-R or DVD±R.

Note: CD recorders have been standard on all new computer purchases since October 1, 2003. Most computers are equipped with either a dedicated CD-recordable drive or combination DVD player/CD-recordable drive. DVD recorders are standard on replacement computers installed after October 1, 2006. These drives can record either DVDs or CDs, but CD recordable drives can only record CDs. If you are unsure what hardware you have in your computer, contact the IT department.)

A window will display allowing you to browse through the files and folders on your computer and add them to the backup. Do the following:

Add your My Documents folder to the backup. From the root directory of your C: drive, select Documents and Settings [Your username] My Documents and add it to the project by left-clicking and dragging it to the selection window at the bottom of the screen, or highlighting it and clicking Add.

Add your Internet Favorites folder. Select Documents and Settings [Your username] Favorites and add it to the backup.

Add your Windows Desktop folder. Select Documents and Settings [Your username] Desktop and add it to the backup. Add the folder containing your Outlook e-mail data. Select Documents and Settings [Your username] Application Data Microsoft Outlook and add it to the backup.

If you've saved documents in folders other than your My Documents folder or Windows desktop, browse to them as necessary and add them to the backup.

Note: The recording software will monitor the amount of free space on the as you add files and folders by performing {a) through {e). If you exceed the disc's capacity during this process, a warning will display and you will not be allowed to continue. Revise the backup by removing unneeded files, or split the backup over two or more discs as necessary.

Click the Record, Create or Burn button to record the CD or DVD. Confirm the action as necessary. Depending on the amount of data involved the process should take between one and five minutes. Eject and remove the completed disc when recording finishes.

Close the recording software. If prompted to save changes to the project, click No. Replace the disc in the drive and verify the recording completed properly by browsing through the backup.

Security Measures:

1. Every desktop and laptop will have antivirus software loaded and set to download nightly the latest product updates such as antivirus definitions (DATs), scan engine updates, and security-related hot-fixes to protect and prevent system and network attacks.
2. The e-mail server has antivirus software loaded that scans every incoming e-mail and is set to download nightly the latest product updates such as antivirus definitions (DATs), scan engine updates, and security related hot-fixes to protect and prevent system and network attacks.
3. The network is protected by a Cisco firewall to block any attempted breaches of security.
4. Every user assigned a computer has a unique user identification and network password, as well as a unique user identification and password to access OSSI CAD or RMS. An annual audit shall be conducted by authorized police personnel to ensure only authorized users have access.



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5. All computers in the police station are behind electronically locked doors away from any common public areas. All computer screens attached to a computer that has access to CJIS information shall be turned away in a manner to block those persons without authorization from viewing the information on the screen. When necessary due to the location of the computer screen, a screen filter shall be used to prevent unauthorized viewing of information.
6. All mobile Hot Spot/Wi-Fi devices will be kept secured and will be assigned a password by the IT department to access the device. Personnel shall not share the device's password.



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POLICY: 110.023 – USE OF FORCE BY DETENTION OFFICERS	CALEA:
Effective Date: 08/07/2020	Review Date:
Revised Date: 8/4/2021	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

It is recognized that there are varying degrees of force that may be justified depending on the dynamics of a situation. In each individual event, lawful and proper force is restricted to only that force necessary to control unlawful resistance in order to achieve lawful objectives and/or prevent further physical attack against the detention officer or any other persons.

II. POLICY

Detention officers of the DeSoto Police Department shall use only that force necessary to lawfully and properly neutralize an unlawful assault or, that which is necessary to overcome resistance by a person in custody. Detention officers of the DeSoto Police Department are permitted to react with the appropriate level of force based upon the actions of the inmate and in accordance with provisions of this Directive. Copies of this Directive will be issued to each newly hired sworn officers and instruction on its contents will be provided to them. The Confrontational Continuum in this Directive will be used as a general guideline in making use of force decisions.

III. DEFINITIONS

A. Active Aggression - Active aggression includes physical actions/assaults against the officer or another person with less than deadly force (i.e. advancing, challenging, punching, kicking, grabbing, wrestling, etc.).

B. Defensive Resistance - Any action by a subject that attempts to prevent an officer from gaining control of the subject (i.e., pulling/pushing away, resistance to handcuffing, etc.)

C. Passive Resistance - Any type of resistance where the subject does not attempt to defeat the officer's attempt to touch or control the subject, but still will not comply with verbal and physical attempts of control (i.e., dead weight, doesn't respond to verbal commands, etc.).

D. Reasonable Belief - Reasonable belief is a belief that would be held by an ordinary and prudent person in the same circumstances as the actor.

E. Serious Bodily Injury - Any injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

IV. LEVELS OF FORCE

Detention officers are permitted to use the degree of force that is reasonably necessary to accomplish their lawful objectives and to overcome any unlawful resistance. It should be noted that this continuum is not intended to be linear, but rather open and dynamic. Because resistance can begin anywhere on the continuum, officer response can begin anywhere on the continuum that



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represents an objectively reasonable response. This progression of force is depicted in the following force continuum:

A. LOW LEVEL

1. Officer Presence: Officer presence is the identification of the detention officer's authority and brings forth the assumption that the public must obey a lawful order.
2. Verbal Direction: The most basic defensive measure available to an officer is their verbal skill. Verbal direction is used to persuade a subject to cooperate with lawful orders. "Talking" a subject into compliance avoids the inherent dangers of a physical confrontation in which the officer or subject may be injured.
3. Escort Compliance Techniques: Escort compliance techniques are used when verbal direction/commands are not effective and there is noncompliance with lawful orders. They include escort control techniques strength techniques, and pressure points utilized to control passively resistant subjects. While these techniques may inflict pain, they generally have little or no potential for injury.

B. INTERMEDIATE LEVEL

1. Soft Empty Hand Control: Soft empty hand control techniques are designed to control defensive resistance. They may be used when verbal commands are not effective and there is noncompliance with lawful orders. They include strength techniques, joint locks, pressure points, and light knee strike/distraction techniques. While these techniques may utilize pain compliance to gain control, they generally will not cause any form of bruising and have little or no potential for causing injury to the subject.
2. Chemical Spray / X26 TASER: A less lethal response may be necessary to achieve a lawful objective when subject is defensively or actively resistant or exhibits violent or potentially violent behavior that threatens the safety of others and attempts to subdue the subject by lesser means of persuasion, escort compliance techniques, and/or soft empty hand control techniques have not been or reasonably appear unlikely to be successful. This level includes the use of departmentally issued CS/OC spray and the use of the X26 TASER (both drive stunning and probe engagement). The use of these options requires officers to be certified prior to field deployment. When practicable, a warning should be given to the subject advising that continued noncompliance will result in the deployment of a less lethal option.

C. Anytime any degree of force is used and an injury is reported or suspected, appropriate medical assistance must be rendered or sought. Emergency medical service personnel should be called to the incident scene at the time the chance of injury is known. In cases of directly exposing a suspect to chemical agents (OC/CS/CN), emergency medical personnel shall be called to the scene to evaluate the suspect's condition.

D. When a Detention officer encounters resistance from an inmate in a cell, the Detention officer will leave the inmate secured and call the on-duty supervisor for assistance or guidance unless there is a compelling reason to enter the cell, i.e. protection of another inmate.

E. As a general guideline and with the exception of trustee inmates, there should be no more inmates out of their cell than law enforcement personnel or Detention officers present.

F. PROHIBITED PRACTICES

1. Any hold that involves the reduction of blood flow in the carotid artery to the brain and any other technique used to cause unconsciousness is expressly prohibited, unless lethal



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force is justified; or the officer has been trained by DeSoto Police Department certified instructors in the PPCT System's Shoulder Pin technique.

2. The use of pressure point or pain compliance techniques are prohibited unless an officer has been instructed in and has passed the Department's endorsed P.P.C.T. training course taught by a certified instructor.
3. Officers who have completed a Department endorsed course of instruction taught by a certified instructor may use OC/CS devices and the X26 TASER.
4. At no time are four-point restraining techniques (hog tying) authorized for use by officers or Detention officers employed by the DeSoto Police Department.
5. No Taser or chemical agent will be used for passive resistance. There must be active aggression/defensive resistance to warrant the use of the Taser or chemical agent. Aggression against property alone will not be responded to with the Taser or chemical agent.

V. CHEMICAL WEAPONS

Chemical Agents: OC/CS dispensing devices such as personal issue OC/CS spray. While it is recognized that OC is not a "chemical" agent, but a derivative from the common pepper plant, it is listed as a chemical agent for simplicity.

A. To minimize injury to suspects, officers and others or to avoid property damage, the use of a chemical agent may be necessary in circumstances where other methods of control or apprehension would be ineffective or more dangerous. Officers must understand the limitations of chemical agents and that once used, they may have adverse effects on officers as well as suspects.

B. Chemical munitions shall not be used in riots, demonstrations or other civil disorders, except under the direction of a lieutenant or above, CIRU Commander, CRT Commander or his designee.

C. Oleoresin Capsicum (OC) Spray is a powerful inflammatory agent derived from cayenne pepper. It is packaged in a pressurized aerosol spray. It has been demonstrated that when pepper spray is used to subdue a potentially violent or violent person, the likelihood of continued resistance by the person is lessened, thus lessening the chance that an officer or the suspect will be injured. OC Spray is NOT, under any circumstances, to be used as "punishment" or as a coercive tool once an individual is under control and under restraint.

1. After completion of the department approved course of training, officers, including Detention officers, of the DeSoto Police Department of the rank of Lieutenant and below shall carry OC Spray while in uniform. Carrying of OC Spray by Captains and above is optional. Only the OC Spray issued by the department shall be carried. During training, individual officers may choose to be subjected to an exposure of OC Spray in a controlled setting. Exposure to the spray is not required.

2. Use of chemical agents shall be considered a use of force at the level of Non-Lethal Response on the Confrontational Continuum. A Detention officer who is justified in using chemical agents against a person is not automatically precluded from using greater force against that person if the officer reasonably believes greater force is necessary and is justified to control unlawful resistance or to prevent further physical attack against the Detention officer or any other person(s).

- a. Generally, chemical agents shall not be used on a person who is under restraint.

- b. Under most circumstances chemical agents shall not be used on subjects who are handcuffed unless the persons are resisting to the point that lesser control measures have failed.



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3. Chemical agents and/or Munitions shall not be used indiscriminately. Detention officers shall not deploy chemical agents on the mere anticipation of violence or resistance unless the officer can articulate a threat to his or a third person's safety (e.g. statements by the subject that he intends to resist or assault, agitated or aggressive behavior, size, strength, intoxication factors, etc.). Time permitting, the subject should be verbally advised that he would be exposed to chemical agents if he/she resists or continues combative actions. Indiscriminate use of chemical agents and/or munitions shall be considered unnecessary force.
4. Ideally, OC Spray should be used from a distance of four to six feet and directed to the intended target's face. A one to two second burst should control most persons. Detention officers shall use only the amount necessary to stop a subject's physical aggression. Officers using OC Spray outdoors must use caution to avoid spraying other officers who may be near the subject. Officers may wish to warn other officers they are about to use OC Spray by shouting "Pepper" in a loud voice. After spraying a subject, allow 5-10 seconds for the majority of the OC Spray to disperse before moving in on the subject for handcuffing.
5. Persons who have been exposed to chemical agents should be moved to an area that is well ventilated. The subject should be verbally reassured that the effect of the spray is temporary and they should relax and take deep breaths. Officers will call emergency medical personnel to the scene of a suspect who has been directly exposed to chemical agents. Persons who have been exposed to chemical agents will recover in 15-30 minutes simply by flushing the exposed areas of the body with cool water. No ointment or lotions of any type should be applied since this will only trap the chemical agent. If symptoms from the exposure to chemical agents persist for more than 45 minutes, seek medical attention for the subject.
6. Detention officers who have in custody a person that has been exposed to chemical agents shall clearly advise other Detention officers, medical personnel and other officers PRIOR to these personnel coming into physical contact with the person in custody.
7. The OC Spray canister issued to Detention officers shall be carried on the individual. Canisters of OC Spray shall not be left in cars nor exposed to extremes of temperatures that could cause the pressurized canisters to burst.
8. Canisters of OC Spray shall be replaced whenever the canister will not effectively deliver the product, upon expiration of the manufacturers recommended shelf life, or upon a malfunction of the canister.

D. Prisoners at higher risk:

1. Several "common denominators" have been found following the investigation of in custody deaths of combative prisoners.
 - a. There have been several incidents where prisoners exhibiting one or more of the following symptoms has suddenly died while in police custody. These characteristics include:
 - a. Intoxication (alcohol or drug)
 - b. Violent or bizarre behavior
 - c. Obesity, and/or
 - d. The prisoner being restrained in the prone position.
2. Upon the arrest of a person exhibiting these traits, whether or not chemical agents were applied, the arresting officer shall closely monitor the prisoner until the prisoner is released to the custody of the jail staff on duty.



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3. A prisoner who is exhibiting a combination of the above characteristics shall not be left unattended and the arresting officer shall notify the jail staff.
4. A Use of Force Report shall be completed any time chemical agents or are used on an individual.
5. The OC Spray canister issued to Detention officers shall be carried on the individual. Canisters of OC Spray shall not be left in cars nor exposed to extremes of temperatures that could cause the pressurized canisters to burst.
6. Canisters of OC Spray shall be replaced whenever the canister will not effectively deliver the product, upon expiration of the manufacturers recommended shelf life, or upon a malfunction of the canister.

VI. DEPLOYMENT OF LESS LETHAL FORCE BY USE OF CONDUCTIVE ENERGY (X26 TASER)

A. TASER USAGE GUIDELINES

1. Only those Detention officers designated by the jail supervisor and who have successfully completed the approved certified training will be authorized to carry and utilize the X26 Taser.
2. Re-certification for end-users shall occur annually. Re-certification for instructors shall occur every two years.

B. USAGE AND DEPLOYMENT PROCEDURES

1. Only properly functioning and charged X26 Tasers shall be carried for use.
2. Each discharge, including accidental discharges, of the X26 Taser shall be investigated and documented utilizing the DeSoto Police Department Use of Force report.
3. The X26 Taser is programmed to give a 5-second "electrical current." The operator can shorten or extend this time. The probes should not be touched during this time period, as you would also receive the same "electrical current." In addition, officers should avoid stepping on or tripping over the wires.
4. NEVER aim the X26 Taser at the eyes or the face. It is laser sighted – the top probe will follow the front and rear sights and the laser sight; the bottom probe will travel at an 8-degree downward angle below the aim point. The rule of thumb for the bottom probe (due to the 8-degree drop) is that it drops 1 foot for every seven feet of travel. The X26 Taser has a range of 21 feet. Optimum distance for deployment is 7-15 feet.
5. Keep hands away from the front of the unit at all times unless the safety slide is forward and the X26 Taser is deactivated. ** Handle the X26 Taser like you would a loaded handgun.
6. Always replace air cartridges by their expiration date and use for training only.
7. DO NOT fire the X26 Taser near flammable liquids or fumes. The X26 Taser can ignite gasoline or other flammables. This includes use near convenience stations that sell gas or other flammable substances.
8. Do not deploy in highly flammable environments.
9. Prior to the use of the X26 Taser, if practical, broadcast "Taser" indicating the use of the X26 Taser is imminent to prevent unintentional shootings.



10. The Taser can function in stun mode after the probes have been fired as a backup weapon. Drive weapon aggressively into nerve or motor points for best effectiveness: Drive Stun. If only the stun mode is used, the Taser becomes a pain compliance technique with limited threat reduction. The Taser will always fire a live cartridge when activated if an unfired cartridge is present. To use the drive stun without firing probes, remove live cartridge.

C. TACTICAL CONSIDERATIONS & LIMITATIONS

DO NOT USE IN ANY OF THE FOLLOWING SITUATIONS:

1. Any known or obviously pregnant female.
2. Any subject who is saturated with or in the presence of highly flammable or combustible materials and liquids including cleaning materials used in cleaning the jail.
3. Any subject who may receive a secondary injury resulting from a fall from its use, i.e. ...standing on a roof ledge or high elevation.
4. Avoid the facial area of the head, neck, groin and female breast, if possible.
5. Any person that is shackled and handcuffed, unless there is an immediate threat to the officer, suspect or bystander.
6. Shall not be used as a tool of coercion or punishment.
7. Excessive use of the X26 Taser in subduing a subject is forbidden.

D. POST-USE PROCEDURES

1. After securing the subject in handcuffs, the Taser officer will remove the probes using the prescribed methods, as per current TASER training curriculum. However, if the probes are imbedded in soft tissue such as the neck, face, and groin, the officer shall require the subject to be treated at a hospital by medical personnel. Removal from other areas will be at the discretion of the shift commander or OIC. NOTE: the probes are #8 straightened fish hooks that only penetrate a maximum of ¼ inch.
2. The officer shall wear latex gloves for probe removal.
3. Puncture site shall be treated with antibiotic cream and adhesive bandages as soon as available
4. Only emergency room staff may remove probes that imbed in soft tissue areas such as the neck, face, eyes, groin or breast.
5. Detention officers should be alert for any injury that may or may not have been brought about by the use of force, which left untreated could become a serious problem for both the injured suspect and the department.
6. Officers will summon a supervisor to the scene when a subject is engaged with the X26.
7. Officers will summon a Med Unit as soon as practical post engagement. The medics will run a Lead 2 EKG and check for abnormalities. Should any be present medics will administer a 12 Lead EKG and closely monitor the subject. This includes drive stun technique as well as probe deployment.



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8. After deployment on a suspect, the Taser officer will document its use on the DeSoto Police Department's use of Force Report and will take photographs of the area where the probes were removed, if possible.

E. Equipment

1. The air cartridges and probes used shall be placed into the property room for safekeeping for a period of 30 days. They will not be booked in as evidence or property and no property tag number shall be issued. After a period of 30 days, the cartridge and probes may be destroyed with the approval of internal affairs. Since the probes will probably have blood on them (biohazard) the officers should wear latex gloves when handling. The wires shall be wound around the cartridge. The probes shall be inverted into the portals which they were fired from (this will prevent sharp ends from penetrating the evidence envelope). Tape should be placed over the portals to secure the probes in the cartridge. Place into property envelope.

2. AFID (Anti-Felon Identification): every time an air cartridge is fired, it disperses 20-30 identification tags called AFIDs. These tags are printed with the serial number of the cartridge and can be used to determine who fired the cartridge. At least two AFID's will be placed inside the property envelope with the air cartridge. The number from the AFID's shall be logged on the use of force report.

3. A Taser Administrator shall be appointed by the Chief of Police to administer the Taser program, ensure instructor/User certifications are kept current, and X26's is maintained.

4. The Taser Administrator will conduct a maintenance check on each X26 quarterly.

VII. HANDCUFFING

A. Any inmate deemed aggressive will be handcuffed prior to opening of a cell door through the feeder port. Likewise, those inmates will be unhandcuffed through the feeder port of a closed cell door.

B. Inmates that have been the subject of a use of force in the field will automatically be deemed aggressive.

C. Handcuffing will take place following the use of a Taser, chemical agent or hand to hand combat with an inmate.

D. Officers are expected to place a handcuffed subject in the position of recovery as soon as safely able to do so. The subject will not be placed in a prone position any longer than it takes to secure them and place in the recovery position. Examples of the recovery position might be:

1. Placing subject on their side
2. Placing subject in the seated position

VIII. MEDICAL TREATMENT

Officers shall insure that all suspects' who have been engaged with a Taser or exposed to chemical agents receive medical treatment as soon as possible.

IX. REPORTING USE OF FORCE

A. Use of Force Report cover sheet shall be completed and attached to all appropriate reports whenever force is used to subdue a resisting subject as required in Paragraph D below.

B. One Use of Force Cover Report shall be completed per incident. If more than one employee is involved, each employee's name shall appear in the report. All employees involved in the incident



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will document their actions and observations in a supplemental report. The involved employee shall be responsible for notifying his supervisor as soon as possible after using force to subdue a subject.

C. Jail or Field Supervisors shall respond to the scene where less lethal and/or non-lethal force has been deployed as defined within this policy. The supervisor will ensure any necessary notifications are made, medical personnel are summoned, and the necessary use of force report is completed.

D. A Use of Force Report shall be completed in any of the following circumstances.
(Discharge of a Taser or chemical agents for any reason other than an approved training exercise shall be documented according to the Use of Force Reporting Procedure.)

1. When using any degree of force or physical restraint which, by the nature of its use, causes, or has the likelihood to cause bodily injury, serious bodily injury, or death (The mere drawing of the CS Gas is not interpreted as use of force).
2. When the officer purposely strikes a detainee with personal weapons, uses a chemical agent, Taser, or pain compliance techniques.
3. When a Detention officer causes bodily injury, or a complaint of bodily injury, resulting from any type of action involving a physical confrontation.
4. Should any question arise as to the appropriateness of completion of the Use of Force report, the Watch Commander or supervisor on duty shall make the final decision.

E. The following situations will not require the completion of a Use of Force Cover Report.

1. When no force is employed.
2. When the subject is not injured, complains of no injury and no greater restraint other than mere guiding, holding, or handcuffing was employed.
3. When the subject was injured prior to the arrest and/or confrontation and complains of an aggravation of a pre-existing injury resulting from the mere guiding, holding or handcuffing. These circumstances shall be explained in detail in the arrest/offense report.
4. When the subject is accidentally injured after the arrest or confrontation, i.e. trips falls, etc. These circumstances shall be explained in detail in the arrest/offense report or incident memorandum.
5. When the subject intentionally injures himself. These circumstances shall be explained in detail in the arrest/offense report or incident memorandum.
6. The lack of a Use of Force Report does not relieve the Detention officer from reporting the incident to the jail supervisory staff through the appropriate memorandums.

X. EQUIPMENT

All Tasers will be contained/maintained in the control room unless deployment is probable. OC/CS spray will be issued by the department and will be carried on the individual Detention officer. Only that OC/CS issued by the department will be carried.



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POLICY: 110.024 – FACIAL RECOGNITION TECHNOLOGY	CALEA:
Effective Date: 08/05/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

PURPOSE

This policy is set forth to establish standards and guidance for facial recognition technology that 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 detect and prevent criminal activity, reduce an imminent threat to health or safety, and help in the identification of deceased persons or persons unable to identify themselves. The DeSoto Police Department has implemented a facial recognition program to support the investigative efforts of both the DeSoto Police Department and external law enforcement agencies for qualifying law enforcement purposes.

POLICY

To provide DeSoto Police Department personnel with guidelines and principles for the collection, access, use, dissemination, retention, and related information applicable to the implementation of a facial recognition program. This policy will ensure that all uses are consistent with authorized purposes and applicable law while not violating the privacy of individuals. Further, this policy will delineate the manner in which requests for facial recognition are received, processed, cataloged, and responded to.

DEFINITIONS

Outside Law Enforcement Agency: Any law enforcement agency, other than the DeSoto Police Department, and those departments named in Section II B1, including, local, state, and federal.

Probe Images: A probe image is an image of an unknown individual submitted to the Facial Recognition program in an attempt to identify that individual.

Candidate Images: Candidate images are those images identified by the Facial Recognition Program as potential matches to a probe image. These candidate images are accompanied by basic biographical data.

Image Repository: A collection of images of known individuals whose basic biographical data has been previously obtained.

Unsolved Image Files: Images of unknown individuals that have been submitted to the Facial Recognition Program as probe images which did not yield a verified, positive identification.

AUTHORIZED USES AND LIMITATIONS.

Authorized Uses - Subject to limitations, all deployments of the facial recognition system must be for one of the following official law enforcement purposes:

- A. Identify an individual as part of an active or ongoing criminal investigation;



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- B. Identify a deceased individual or a person who is reasonably believed to need assistance and lacks the capacity or is otherwise unable to identify him or herself;
- C. To assist in the investigation and/or corroboration of tips or leads which have a criminal nexus or pose an imminent threat to health or safety;
- D. To assist the DeSoto Police Department or support outside law enforcement agencies or officials responding to or investigating critical incidents;
- E. To ensure public safety and security at a mass gathering.

Limitations - The following limitations shall apply to the use of the facial recognition system:

A. Criminal Investigations

- 1. The use of the facial recognition system is not authorized if the alleged conduct is punishable by fine only unless the conduct is reasonably believed to pose an imminent threat to health or safety.
- 2. The use of the facial recognition system to identify an individual who is the subject of a temporary detention is only authorized if the underlying suspected criminal conduct presents a threat to an individual or the community;
- 3. The use of the facial recognition system to identify a potential witness and/or victim is limited to felonies, offenses involving violence, or offenses that present a substantial threat to the community.

B. Authorized Users and Requestors

- 1. Only authorized DeSoto, Cedar Hill, Lancaster and Glenn Heights Police Employees who have been trained on the facial recognition system are permitted to access or otherwise use the system.
- 2. Internal requests for facial recognition searches can only be made by sworn DeSoto employees.
- 3. Outside Law Enforcement Agencies not named in Section 2B1 above are not permitted to access or use the Department's Facial Recognition system to conduct their own searches, but may submit a search request in accordance with this policy.
- 4. Search requests from non-law enforcement agencies shall be denied.

C. Images

- 1. Only lawfully obtained images are permitted to be used by the Facial Recognition System. This includes probe images as well as those in the image repository.

SEARCH REQUESTS

- I. Internal Requests - Sworn DeSoto Police employees and those employees of the agencies named in Section II B1 of this directive shall submit requests for facial recognition searches to



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the DeSoto Criminal Intelligence Division in writing via email or memorandum. All requests must include the case number and the purpose of the search.

II. External Requests - Sworn DeSoto Police employees may submit probe images and requests for facial recognition searches to other law enforcement agencies through the Criminal Intelligence Division Supervisor. All requests must include the case number, the purpose of the search and the reason another agency is being asked to conduct the search. The Criminal Intelligence Supervisor is authorized to deny the request. If the Department will incur an expense for the search, it must be approved by the Captain of Support Services prior to the request being submitted to the other agency.

III. Outside Agency Requests - All requests from outside law enforcement agencies must be submitted on the approved DeSoto Facial Recognition Search Form. (Appendix A) The form must be completely filled out and include a case number. The requestor must sign the form.

IV. Previously Denied Requests - Any person resubmitting a search request which was previously denied shall state on the request that it was previously denied and any changes in circumstances which indicate a need for reconsideration.

V. Unknown Image File Request - Probe images related to criminal investigations which failed to yield investigative leads or only yielded investigative leads which have been exhausted without positive identification of the individual may be added to the unsolved image repository at the request of a criminal investigator familiar with the investigation and ongoing investigative need for identification of the individual. Such request shall contain all information required for an initial request and confirm the ongoing investigative need to conduct further searches.

ACQUIRING AND RECEIVING FACIAL RECOGNITION INFORMATION

I. Search Processing

A. The following describes the DeSoto Police Department's manual and automated facial recognition search procedure, which is conducted in accordance with a valid law enforcement purpose and this policy:

1. The DeSoto Criminal Intelligence Division Supervisor will review each search request to ensure the search is authorized under this policy and consistent with the expectations of the Department. The Supervisor shall have the authority to deny any search request. Such denial can only be overridden by the supervisor's direct chain of command.
2. Once a search is approved by a DeSoto Criminal Intelligence Division supervisor, authorized DeSoto Police Department personnel and authorized employees of the agencies named in Section II B1 of this directive will submit a probe image of a subject of interest to the Facial Recognition System and conduct an automated search of authorized image repositories and files.
3. The initial automated search shall be unfiltered. Subsequent automated searches of the probe image may include filters, if needed. In some cases, enhancements may be considered for subsequent searches.
4. The resulting candidate images, if any, shall be manually compared with the probe image(s) and examined by an authorized, trained examiner. Examiners shall conduct the comparison of images, in accordance with their training, identify any candidate images which are incompatible with the probe image, and remove them from the candidate image list.



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5. The examiner shall submit the automated and manual search results to another authorized, trained examiner for peer review. Multiple peer reviews may be completed, but are not required. The Criminal Investigation Division Supervisor is permitted to be the examiner conducting the peer review.
6. After peer review, and with the approval of the Criminal Investigations Division Supervisor, the "most likely" candidate image results may be released to the requestor.
7. All search results, other than those returning no candidate images, provided to the requestor shall include a cover sheet with the following warning:

WARNING

The following facial recognition search results are being provided by the DeSoto Police Department only as an investigative lead. These results ARE NOT TO BE CONSIDERED A POSITIVE IDENTIFICATION OF ANY SUBJECT. The possible connection or involvement of any subject to the investigation must be determined through further investigation and investigative resources. These results should NOT be the sole factor in requesting a probable cause warrant for search or arrest.

8. Unsolved image file searches shall also be conducted and verified in accordance with this section.

II. Image Repositories and Files

A. Internal Image Repositories - The DeSoto Police Department Facial Recognition System can access and perform facial recognition searches utilizing the following entity-owned face image repositories:

1. Mug-shot images from the Tri City Jail, the DeSoto Police Department and the departments named in Section II B1 of this directive;
2. Sex Offender Registry photographs from the DeSoto Police Department and from the departments named in Section II B1 of this directive; and
3. Images obtained through consent by the DeSoto Police and by the departments named in Section II B1.

B. External Image Repositories

1. With authorization from the repository's owner, the DeSoto Police Department Facial Recognition System may access and perform searches utilizing the following external repositories:

- a. Mug-shot images from other Law Enforcement Agencies;
- b. Sex Offender Registry photographs;
- c. Driver's license and State Identification Card photographs;
- d. Gang file images maintained in accordance with applicable law; and
- e. Other lawfully maintained governmental entity or law enforcement agency repositories.

2. The DeSoto Police Department Facial Recognition System may access and perform searches of image repositories or sources made available to the general public.

C. Driver's License and Identification Card Repositories

Searches conducted using the state Driver License and Identification Card repositories must be conducted in compliance with all applicable laws including, but not limited to, Chapter



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730 of the Texas Transportation Code and 18 U.S.C. §2721 (prohibiting the release of certain personal information from motor vehicle/driver license records).

The requestor shall be notified of their responsibility to comply with Chapter 730 of the Texas Transportation Code and 18 U.S.C. §2721.

D. Unsolved Image Files

1. Probe images related to criminal investigations which failed to yield investigative leads or only yielded investigative leads which have been exhausted without positive identification of the individual may be added to the unsolved image repository at the request of a criminal investigator familiar with the investigation and ongoing investigative need for identification of the individual.
2. Unsolved image files shall be periodically compared to image repositories and other unsolved image files, to the extent possible.
3. The person who requested the image be added to the unsolved image files is solely responsible for validating the active status of the related criminal investigation and continued search need at least every 90 days. The individual will be notified of their validation responsibility when the image is added to the Unsolved Image Files.
4. If the original requestor is unavailable or unable to provide validation, any investigator involved in the investigation and familiar with the facts of the case may provide validation.
5. Unsolved image files which have not been validated in the last 90 days or which relate only to an offense for which statute of limitations has expired shall be removed from the unsolved image files. The individual who requested the image be added to the unsolved user file is not required to be reminded of their validation responsibilities or notified of the removal.

RECIPIENT RESPONSIBILITIES

DeSoto Police Department Employees shall use facial recognition search results only as an investigative lead. Any DeSoto Police Department employee receiving facial recognition search results shall ensure the results are not used as the sole factor in requesting a probable cause warrant for search or arrest, and ensure the records are retained in compliance with the state and local retention schedule.

TRAINING

1. Required - Before access to the DeSoto Police Department's Facial Recognition System is authorized, examiners will be required to participate in training regarding the authorized use of the facial recognition system. The DeSoto Police Department's Facial Recognition Training Program will cover elements related to the results generated by the facial recognition system including:

- A. Originating and participating agency responsibilities and obligations;
- B. Facial recognition system functions, limitations, and interpretation of results;
- C. Use of image enhancement;
- D. Appropriate procedures and how to assess image quality and suitability for facial recognition searches;
- E. Proper procedures and evaluation criteria and comparisons; and



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F. Candidate image verification processes.

OVERSIGHT, AUDIT, AND RETENTION

1. Oversight - The primary responsibility for the operation of the DeSoto Police Department's Facial Recognition Program, including the receiving, seeking, retention, evaluation, data quality, use, sharing, disclosure, or dissemination of information, is assigned to the Captain over the Criminal Investigations Division. The Captain may assign another CID supervisor to serve as the Program Administrator.

A. The DeSoto Police Department's Captain over the Criminal Investigations Division is responsible for the following:

1. Overseeing and administering the facial recognition program to ensure compliance with applicable laws, regulations, standards, and policy.
2. Acting as the authorizing official for individual access to facial recognition information.
3. Ensuring that user accounts and authorities granted to personnel are maintained in a current and secure "need-to-know" status.
4. Reviewing facial recognition search requests and results.
5. Ensuring that random inspections of user compliance are conducted.

2. Audits

A. Queries made to the DeSoto Police Department's Facial Recognition System will be logged into the system identifying the user initiating the query. All user accesses are subject to review and audit.

B. The DeSoto Police Department will maintain an audit log of requested, accessed, or searched facial recognition information. An audit log will be kept for a minimum of three (3) years.

C. Audit logs will include:

1. The name, agency, and contact information of the search requestor
2. The name and badge number of the authorized examiner and peer reviewer
3. The date and time of system access
4. Case Number
5. The image repositories or file types searched
6. The authorized law enforcement or public safety justification for access
(e.g. criminal investigation, criminal intelligence, imminent threat, etc.).

D. The DeSoto Police Chief or designee may conduct random audits to ensure compliance with this policy.



3. Retention

A. All facial recognition search records shall be retained in accordance with the state and local retention schedule.

B. The recipient of search results shall be responsible for ensuring the search result records provided to them are retained in compliance with state and local retention schedules.



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Appendix A

OUTSIDE LAW ENFORCEMENT AGENCY

FACIAL RECOGNITION SYSTEM SEARCH REQUEST

Requesting Agency: _____ Agency Phone Number: _____
Agency Case Number: _____ Source of Probe Image: _____
Search Justification: _____

I understand the result of a facial recognition search is provided by the DeSoto Police Department only as an investigative lead and IS NOT TO BE CONSIDERED A POSITIVE IDENTIFICATION OF ANY SUBJECT. I understand any possible connection or involvement of any subject to the investigation must be determined through further investigation and investigative resources. I understand the results of a facial recognition search should NOT be the sole factor in requesting a probable cause warrant for a search or arrest. I affirm the submitted probe image was lawfully obtained.

Printed Name

Law Enforcement Agency

Signature

Date

INTERNAL USE ONLY:

Approving Supervisor Printed Name

Approving Supervisor Signature

Approved Purpose: _____



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POLICY: 111.002 – SEXUAL HARASSMENT/HOSTILE WORK ENVIRONMENT	CALEA: 4.1.5, 26.1.3, 81.2.4,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The purpose of this directive is to promote the existence of a healthy work environment for all personnel and to provide procedures for reporting, investigating and resolving complaints of sexual harassment. It is in the best interest of the agency and its personnel to ensure harassment victims are aware of their rights and to encourage them to seek an early resolution before the situation becomes intolerable and negatively affects the personal and professional lives of those involved.

II. POLICY

It is the policy of the DeSoto Police Department to make every effort to provide all employees a workplace free of any form of annoyance or behavior that could be considered sexually harassing or personally abusive. It is important that all employees share a common commitment to interpersonal sensitivity, trust and respect for the rights of coworkers regardless of an individual's position within the Department. In light of these goals, each employee must understand any form of harassment or sexual harassment is strictly prohibited not only by departmental policy but also by federal, state and local civil rights acts. The demonstration of behavior construed to be harassing or sexually harassing will be considered to be a violation of policy and will result in an administrative investigation. Such an investigation may result in disciplinary action up to and including termination.

III. DEFINITIONS

A. Sexual Harassment - is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature in which:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.
4. Behavior that is indicative of sexual harassment is not welcome, not asked for and not returned; the behavior may be verbal, non-verbal or physical; the behavior is deliberate or repeated.
5. Examples of verbal harassment could include, but are not limited to, sexual comments, suggestions, jokes, or innuendoes; non-verbal harassment could include suggestive looks, leering, ogling; physical harassment could include brushing against someone's body, "friendly" pats, squeezes, or pinches or forced sexual relations.

B. Types of Sexual Harassment



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1. Quid Pro Quo Sexual Harassment ("this for that") - exists when a supervisor of any rank or title states or implies an employee must consent to unwelcome sexual advances, requests or favors in exchange for some economic benefit such as a promotion, merit raise, job retention, job offer, etc. Quid Pro Quo sexual harassment also occurs when the rejection of such sexual advances would result in adverse decisions affecting an employee's job status such as demotion, termination, etc.
2. Hostile Work Environment Sexual Harassment - can be committed by anyone in the workplace; occurs when sexual harassment is so severe or pervasive that it creates an intimidating, offensive work place and alters the conditions of employment.

C. Hostile Work Environment

Hostile work environment harassment occurs when unwelcome comments or conduct based on sex, race or other legally protected characteristics unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Anyone in the workplace might commit this type of harassment – a management official, co-worker, or non-employee, such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

D. Workplace Harassment is a Form of Discrimination

1. Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and other federal authority.
2. Unwelcome verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment and gender identity harassment), national origin, age (40 and over), disability (mental or physical), sexual orientation, or retaliation (sometimes collectively referred to as "legally protected characteristics") constitutes harassment when:
 - a. The conduct is sufficiently severe or pervasive to create a hostile work environment; or
 - b. A supervisor's harassing conduct results in a tangible change in an employee's employment status or benefits (for example, demotion, termination, failure to promote, etc.).

IV. PROCEDURES

A. Conduct Prohibited

1. Conduct considered as indicative of sexual harassment may involve members of the same sex as well as members of opposite gender. The harasser may be male or female, and the person being harassed may be male or female.
2. Examples of conduct which is considered inappropriate and may contribute to sexual harassment include, but are not limited to the following:
 - a. Touching another person's body in a manner which the harasser knows or should know the other person will regard as offensive (unwelcome neck massages, rubbing another person's hands or arms, etc.);
 - b. Touching another person's breasts, buttocks, or genitals in a manner which the harasser knows or should know the other person will regard as offensive;
 - c. Exposing or touching one's self in a manner, which the harasser knows or should know the other person will regard as offensive;



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- d. Threatening retaliation for reporting sexual harassment;
- e. Displaying sexually oriented or suggestive photos, videos, magazines, posters, drawings, literature or similar items which the harasser knows or should know the other person will regard as offensive;
- f. Alluding to another person's or one's own anatomy and/or genitals in a manner which the harasser knows or should know the other person will regard as offensive;
- g. Telling sexually oriented jokes or making references or inquiries into someone's sexual preferences;
- h. Alluding to another person's or one's own mode of dress in a sexually oriented or suggestive manner, which the harasser knows or should know the other person, will regard as offensive.

3. Alleged joking comments, possession or distribution of written material, pictures, etc. that are based on prejudice or bias due to race, sex, national origin, religion, or sexual preference will not be tolerated and will be grounds for discipline.

- a. Use of racially derogatory words, phrases, epithets
- b. Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group
- c. Comments about an individual's skin color or other racial/ethnic characteristics
- d. Making disparaging remarks about an individual's gender that are not sexual in nature
- e. Negative comments about an employee's religious beliefs (or lack of religious beliefs)
- f. Expressing negative stereotypes regarding an employee's birthplace or ancestry
- g. Negative comments regarding an employee's age when referring to employees 40 and over
- h. Derogatory or intimidating references to an employee's mental or physical impairment

B. Reporting Hostile Work Environment Conditions or Sexual Harassment

Any employee who believes that he/she is a victim of sexual harassment is encouraged to resolve the problem as quickly as possible through either formal or informal channels.

1. Informal Channels - The employee may attempt to deal with the harassment on an informal level by firmly confronting the person(s) harassing them and requesting the offensive behavior immediately cease.

2. Formal Channels

- a. The employee may choose to deal with the harassment through formal channels by reporting the incident to any departmental supervisor at any level, an Internal Affairs Investigator, the Chief of Police, or the Director of Human Resources (or designate). The employee is not required to follow the supervisory



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chain-of-command if they do not want to discuss the problem with their immediate supervisor.

- b. The incident should be reported, either verbally or in writing, immediately but no later than 300 days after the alleged occurrence.
- c. An individual who in good faith complains of harassment, sexual harassment or what they perceive as a hostile work environment is assured:
 - (1) A complaint will not adversely affect the complainant's career
 - (2) The Police Department and/or the Human Resources Department will thoroughly investigate all complaints; and
 - (3) The complainant will be reasonably protected from retaliatory actions resulting from the complaint.
- d. A formal complaint will be investigated in the same manner and under the same reporting procedures and time frames as any other complaint of professional misconduct. (Refer to Administrative Directive 108.003)
- e. The investigation conducted by the DeSoto Police Department Internal Affairs Unit may be in addition to, or in lieu of, any investigation conducted by the City Human Resources Department.

C. Employee Responsibilities

- 1. Employees shall take the initiative in preventing harassment, sexual harassment, or a hostile work environment in the work place by:
 - a. Conducting themselves in a professional manner, maintaining a professional attitude;
 - b. Dressing appropriately for the work place;
 - c. Immediately ceasing any behavior upon being told that the behavior is offensive;
 - d. Responding immediately any incident of harassment, sexual harassment or objectionable behavior by confronting the harasser and advising them the behavior is unwelcome, or by reporting the incident through formal channels (Refer to IV.B of this directive)

D. Supervisory Responsibilities

- 1. Supervisors shall take all written and verbal complaints seriously and will deal with them promptly and through the appropriate investigative channels.
- 2. Supervisors shall, through everyday interaction with departmental personnel, set an example of professional and courteous behavior.
- 3. Supervisors shall ensure employees do not suffer retaliatory actions or reprisals for reporting incidents of actual or perceived sexual harassment.
- 4. Supervisors who ignore or fail to take appropriate action to eliminate any form of sexual harassment that occurs in their presence or comes to their attention are subject to administrative investigation and possible disciplinary action.



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E. Training

1. All sworn and civilian personnel are required to attend harassment, sexual harassment and hostile work environment awareness training as scheduled by the training coordinator.
2. Awareness training presented by the Department will address at a minimum:
 - a. Definition of illegal discrimination, harassment, sexual harassment, and hostile work environment.
 - b. An explanation of the both the City of DeSoto and the DeSoto Police Department's policy on Equal Opportunity Work, Illegal Discrimination, Harassment, Sexual Harassment and Hostile Work Environment.
 - c. Information on complaint and grievance procedures

V. SPECIAL CONSIDERATIONS

A. Exceptions to Policy

In the course of official police business if it becomes necessary to discuss sexually related matters or possess sexually oriented materials, the above restrictions will not apply. The business will be conducted in a professional manner and courtesy and respect for individuals involved in an investigation will be maintained. Copies of official police reports or property seized as evidence will not be displayed or used for any purpose other than one relevant to the investigation and final disposition of an offense or incident.

B. Other Discriminatory Conduct

If one employee submits to sexual requests and gains benefit from that, then other qualified employees may file a complaint on the basis of sex discrimination for not being allowed the same benefits or opportunities.



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POLICY: 111.003 – ELECTRONIC TRANSMISSIONS EMPLOYEE RIGHT TO PRIVACY	CALEA: 12.1.4
Effective Date:	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This directive sets forth policies and procedures regarding the Departments access to and disclosure of information communicated by electronic means.

II. POLICY

Cellular telephones, pagers, radios, MDC's, E-mail, and other means of electronic communication are expected to be used for official city business; however, from time to time employees are permitted occasional personal use of assigned communications equipment (provided the personal use does not result in cost being incurred by the City).

It is imperative each employee understands that the City or the Department has the right to access and disclose any or all messages communicated through electronic means when City equipment is used. Regardless of the business or personal intent of the message, the employee involved has no right to privacy or expectation of privacy concerning the content of the message, the origin of the message, or the intended destination of the message.

III. PROCEDURES

A. General Statements

1. Instruments for electronic communication issued to employees is intended for business use.
2. The use of a log-on or password does not imply any right to employee privacy.
3. The use of a deletion keystroke or process does not mean a document has been eliminated from the communications system.
4. The Department reserves the right to monitor all messages anytime without notice to any or all employees.
5. Employees may be disciplined up to and including dismissal for improper use of electronic transmissions.

B. Monitoring of Electronic Communications by Supervisors

1. Review may only be done for some substantial business reason. For example, supervisors may review the electronic communications of the employees they supervise to determine if there have been any breaches of security, violations of city policy, or misuse by the employee. Another substantial business reason would include the immediate need to access information, which had been previously stored electronically by an employee who is now absent due to illness, vacation, etc.



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2. Review of employee messages, communications records, etc. will not be done randomly.

EXCEPTION: A random review of MDC messages may be conducted by supervisors for the purpose of ensuring compliance with directives regarding the use of MDC's.

3. Any supervisor conducting a review of electronic communications must report his actions and findings to the Chief of Police as soon as possible following the incident. The report must be made in memorandum form and must specify justification for the review.

C. Disclosure of Information

1. The Department will disclose the contents or records of electronic messages sent or received upon order of a court of appropriate jurisdiction.

2. The Department may disclose the contents or records of electronic messages sent or received, if it is determined that the information will assist in an official internal or external law enforcement investigation.

3. The Department may also release such records upon receiving a valid Open Records request from a member of the public.



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POLICY: 111.004 – OVERTIME, VACATION, HOLIDAY, COMPENSATORY TIME AND MEAL BREAKS	CALEA:
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The directive outlines the general guidelines required to ensure employees are accurately and adequately compensated for approved overtime and compensatory time.

II. POLICY

It is recognized working overtime and non-standard hours is inherent to police work. Employees are frequently expected to holdover at the end of their tour of duty to complete an assignment, to attend court or training when off duty or be called back to duty for an emergency. The Department compensates employees for overtime worked in accordance with applicable State and federal regulations, Federal Fair Labor Standard Act (FLSA), and City and departmental policy.

III. DEFINITIONS

A. Overtime Pay - payment in cash at the rate of time and one-half, for all hours worked over the normal work hours in a work period.

B. Compensatory Time - the accrual of leave time at the rate of time and one-half, in lieu of overtime payment in cash. Such accrual is at the employee's option.

C. Award Time – accrual of leave time at the discretion of the Department for activities related to factors other than work hours. All award time is accrued at straight time and is not convertible to cash at any time. Examples are departmental award programs, identified and approved by the Chief of Police.

D. Non-exempt Employee - Refers to an employee, who occupies a position defined by City Policy and Procedures, which is eligible for overtime compensation.

E. Exempt Employee - Refers to an employee who occupies a position as defined by City Policy and Procedures which is not eligible for overtime compensation.

F. On-Call Status - pay status of employees who, because of the nature of their assignment, are directed to be available by telephone, pager, police radio, or other means of communication so they are available for, and capable of, reporting to work within a reasonable time frame. These individuals may be supplied with departmental pagers, radios, and cars to ensure their availability. A department manager of the rank of Lieutenant or above must approve classification of positions in the on-call status.

G. Hours worked - Defined by City procedure and Department Policy.

H. Duty day – Defined by assignment or by authorized supervisor.



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F. Emergency - an emergency is an unexpected happening or event or an unforeseen situation or crisis that calls for immediate action and requires the Chief to order an employee to work overtime.

G. Flex Time – An arrangement whereby personnel may work outside the employee's set time of arrival and departure. This allows various configurations of hours worked in a day but avoids accrual of overtime or compensation time. Any use of flex time will be pre-approved by appropriate supervisor.

IV. PROCEDURES

A. General Guidelines

1. All non-exempt, full time employees of the Police Department who work more than their work week, or work on their assigned day off, are eligible for some form of overtime compensation.
 2. Exempt and non-exempt employees will be identified by City policy.
 3. The employee's regular hourly rate shall be determined by City Human Resources.
 4. All requests for overtime shall be approved in advance by a supervisor.
 5. In general, an employee eligible for both overtime and compensatory time will have the opportunity to choose between the two types of compensation.
 6. All police personnel shall be on a fourteen-day, eighty-hour work period schedule.
 7. The work period for all employees starts at 0001 hours of each Saturday and runs for a seven-day work period.
 8. Daily starting and quitting time is to be designated by Division Captains for all personnel. These times will be posted and provided to the Office of the Chief of Police. Non-exempt employees are not authorized to start prior to their official starting time nor are they authorized to work beyond their officially scheduled quitting time without prior supervisory approval.
- The FLSA requires employers to compensate all employees for work performed. Employees must understand and comply with the policies and procedures set forth in this directive.
9. All overtime compensation requests shall use a quarter of an hour increments.
 10. Each Captain will present all schedules under their supervision to the Command Staff prior to implementation. Each employee's schedule will be accounted for biweekly, prior to submission of payroll. Any variation will be reported weekly at Command Staff meetings.

B. Meal breaks - Patrol

1. Personnel assigned to Patrol Division who is currently assigned to 12 hour or 8-hour shifts are authorized two fifteen-minute breaks. These breaks may be taken individually or combined into one thirty-minute break. Unless otherwise authorized by a supervisor, Patrol and Jail personnel are restricted from taking a break during the first and last hours of their tour of duty. Officers or other personnel are not authorized to leave early or arrive late to make up for a missed break(s).
2. Patrol division personnel who are currently working a 12-hour shift are authorized one forty-five-minute meal break. This time is inclusive of meal acquisition or meal preparation



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at the police facility. Officers working an 8-hour shift are authorized one thirty-minute meal break.

3. All breaks are to be taken within the City of DeSoto. Exceptions to this will be made on a case by case situation or as provided by the Command Staff.

4. There is no provision for the time it takes an officer to travel to a meal break. Officers should ask for clearance until they are ready to mark out for their break. If officers obtain permission from their supervisor and notify Regional that they are in route and are subsequently marked out of service, the time will be deducted from the 45 minutes approved for meal breaks by this directive.

C. Meal breaks – office

1. All personnel in an office environment will have a one-hour lunch break. With supervisor approval a thirty-minute meal break is acceptable. This time does include acquisition (leaving to obtain and bring back to work station) or preparation of meal. Personnel are not authorized as a normal procedure to work through a lunch period due to FSLA rules and regulations. Authorized breaks are not to be combined for activities such as a lunch break, late arrival, and early departure.

2. Meal breaks will not be compensated unless work demands are such they preclude an employee from taking a meal break and prior supervisory approval has been received. Employees, with the exception of sworn police officers working a Patrol schedule and Jailers, shall be relieved of all duties, including answering the telephone, and will be free to leave their duty post during their meal breaks. Prior supervisory approval must be obtained for compensation of meal breaks.

D. Compensatory Time

1. The maximum balance of accrued compensatory time allowed an employee is 80 hours.

2. No employee shall be required to maintain a minimum balance of compensatory time.

3. Employees who are promoted, demoted, or transferred shall retain all compensatory time accrued in their prior position.

4. Employees must have prior approval before utilizing accrued compensatory time (at least 24 hours). As a rule, compensatory time off will be granted at the employee's request. A request for compensatory time off may be denied or withdrawn if the granting of compensatory time off results in an unreasonable burden on the Cities ability to provide service of acceptable quality or quantity and/or if the public safety and health may be adversely affected, e.g. inability to maintain adequate staffing levels, special events requiring additional staffing, natural disasters, etc.

5. Compensatory time shall not be used for imposing or affecting disciplinary action.

6. Supervisors may deny overtime compensation requests if they feel the requested compensation does not conform to the policies and procedures of this department and the City.

7. Once accrued, compensatory time, will not be convertible to cash at any time in the future except upon resignation. Employees who give adequate notice of at least two weeks are encouraged to utilize their compensatory time prior to the effective date of their resignation. Upon resignation a non-exempt employee shall be paid for all accrued compensatory time.



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8. Employees may be required to take compensatory time at the discretion of Department supervision.

E. Work Schedule

1. Supervisors may adjust any employee's work schedule within the designated work period to reduce the impact of overtime worked within the stated work period.

2. Supervisors assign or designate protocol for breaks and meal periods.

F. Daylight-saving Time Compensation

Employees who work an extra hour as the result of daylight-saving time change will be compensated for the actual time worked and at their overtime rate, if applicable. Employees, whose work shift is shortened by one hour, due to daylight-saving time change in the spring, will not have one hour deducted from their regular work schedule.

G. Early Relief

If an employee relieves an employee on prior shift before the scheduled shift change, and the relief is done voluntarily, it does not increase the compensatory time of the employee providing the early relief.

H. Shift Exchanges

Officers who wish to swap shifts must receive authorization from their shift supervisor prior to any exchanges. The supervisor who approves said exchange must document the activity and inform the officers that reciprocation is between the officers. Officers officer is must realize that they are not entitled to extra compensation in regards to the agreed upon time that is swapped. Officers must also acknowledge that the Department is not responsible if one party fails to pay back the time that was swapped, nor can the Department force any office to repay swapped time.

I. Early Release from training

Personnel released early from training must make arrangements to finish the workday or submit comp or vacation time for the difference.

V. SPECIAL CONSIDERATIONS

The following acts are expressly prohibited (non-exempt employees):

A. Recording only time worked on City premises while permitting an employee to take work home.

B. Receiving time off for vacation/comp time/holiday and signing up for department posted overtime paid by the City.

C. Permitting an employee to work through a meal period and not recording the time. (Office employee's)

D. Permitting an employee to arrive and work early or stay and work late without recording the time.

E. Permitting an employee to leave early in one work week as a convenience to bad weather, etc. then making it up in another week. Again, actual times must be reported.

F. Permitting an employee to record only as much work time as the budget will allow without respect to actual time worked.



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G. Maintaining "dual records" to avoid showing actual time worked.

H. When appropriate, the Chief will evaluate other events or situations on a case-by-case basis and make a determination whether or not an emergency exists which would require additional staffing to provide necessary public safety services to the community. An emergency also may be created when a situation or event requires staffing at a level that exceeds normal staffing requirements and when not enough officers volunteer for overtime duty to provide necessary public safety services at the event.

VI. REQUEST FOR TIME OFF/Vacation/Holidays

A. All requests must be received in writing at least 24 hours prior to requested time off.

B. An employee's supervisor must approve all requests at least verbally prior to employee being authorized to take submitted leave. This includes each rank up to Assistant Chief of Police.

C. Requests received inside of the 24-hour time frame will not generally be approved unless exigent circumstances exist.

D. Approval will be contingent upon staffing levels and special events.

E. Supervision must recognize their use of holiday, vacation and compensatory time has an impact on their shift or unit. Therefore, it is extremely important for supervisors to use their time judiciously. Care must be taken to ensure one's absence can be covered by another duly authorized supervisor and will not disrupt the day to day operations of this Department.

F. Patrol officers should submit, during the first ten days of new shift bid, requests in order for seniority to be a consideration.

G. Vacation/Holiday time is accrued and dispensed in accordance with City Policy.

H. Holidays must be taken within thirty days of occurrence. Holidays over thirty days old will be assigned by employee's supervisor.

I. If an officer is transferred from one watch or division to another, set vacation does not automatically follow them to their new assignment.

J. Supervision and personnel assigned to CID or an administrative position will post their time away from regular duty on a designated electronic calendar.

Note: Supervisors are responsible (accountable) for maintaining appropriate minimum staffing levels in consideration of vacation or other time off requests. (Supervisors will ensure that stand in supervisors will have adequate staffing levels.)

Overtime shall not be utilized to cover shift shortages due to supervisor's failure to consider minimum staffing levels unless exigent circumstances exist.



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POLICY: 111.005 – FEDERAL GUN BAN	CALEA:
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

In 1996 the federal government enacted a law forbidding gun ownership, possession, shipping, transportation or receivership by any person convicted in any court of an offense involving family violence. The law specifically includes law enforcement personnel. The procedures in this directive are written to ensure departmental compliance with Title 18, U. S. Code Section 922(g)(9).

II. POLICY

It is the policy of the DeSoto Police Department to adhere to all federal, state and local regulations that affect the employment of personnel and the general operations of our agency. The Department will not employ any officer convicted of family violence before or during employment with the City of DeSoto unless the person can provide documentation showing exemption to the federal law.

III. DEFINITIONS

Family Violence - for purposes of this directive and as defined in the federal law, the term family violence refers to any offense that is (a) a misdemeanor under federal or state law; and (b) has, as an element, the use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

IV. PROCEDURES

A. Potential Sworn Personnel

1. As part of the Background Investigation process, background investigator(s) will require all potential police officer candidates to complete a "Qualification Inquiry."
2. If it is discovered that the potential candidate has ever been convicted of family violence AND the candidate cannot provide documentation that he is not subject to Title 18, U. S. Code Section 922(g)(9), the person will be immediately declared ineligible for employment.
3. The Background Investigator will give written notice to any potential candidate convicted of family violence that he is responsible for arranging to have the conviction expunged, set aside or pardoned if he wishes to be considered for employment by the DeSoto Police Department. The candidate will be temporarily rejected until documentation proving such exemption to the law is provided by the candidate.

B. Responsibilities of Existing Sworn Personnel



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1. Upon the origination date of this directive, each officer employed by the DeSoto Police Department is responsible for having, on file with the Background Investigator a completed copy of the "Qualification Inquiry."

2. Any police officer employed by the DeSoto Police Department who is convicted of family violence as defined in Section III of this directive will, within 48 hours of becoming aware of a conviction, provide written notice to the office of the Chief of Police. The conviction must be reported regardless of the date of the conviction, the location of the court establishing conviction, or whether or not the conditions of the conviction are exempted from the federal law.

NOTE: The law initially violated by an individual does not have to specifically mention domestic violence, and, in most cases it probably will not. For example, the offense may be classified as simple assault, etc.

3. Within 15 days of notification to the Chief's Office, the officer must provide the Department with certified copies of all court documents and police reports related to the conviction. Any extensions must be requested in writing and must be supported by a statement as to the circumstances necessitating the extension. Extensions will be considered on a case by case basis and may only be granted by the Chief of Police.

a. All documentation must be submitted to the Background Investigator who will record receipt of the information and will forward it to the Legal Advisor for review.

b. The officer may be required to provide additional information as necessary during the investigation.

4. Should an officer fail to cooperate with the investigation or fail to comply with requests for information, disciplinary action up to and including termination may be initiated.

5. Failure to disclose knowledge of the existence of a conviction may result in departmental disciplinary action up to and including termination and may subject the officer to a felony penalty, including a sentence of imprisonment of up to ten years and a fine of up to \$250,000.

C. Departmental Procedures

1. Upon receipt of all necessary court documentation and statements from the officer, the Legal Advisor will:

a. Determine if the conviction was made under the following conditions covered by the federal ban:

(1) The convicted officer was represented by counsel at the hearing, or knowingly waived the right to counsel, and

(2) The convicted officer had a jury trial, if entitled, or knowingly waived the right to a jury trial by pleading guilty, and

(3) The offense included either the use or attempted use of physical force; or threatened use of a deadly weapon.

b. Determine if the relationship of the victim to the officer is the same as defined by the federal law.

2. After reviewing all documentation, the Legal Advisor will send written notification to the Chief of Police advising:



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- a. The officer is subject to the federal weapons and ammunitions ban and further departmental action must be taken; or
 - b. The officer is exempt from the federal weapons and ammunitions ban and documentation should be placed in the officer's personnel file to reflect the exemption.
3. If it is determined that the officer is subject to the ban, the Background Investigator will:
 - a. Recover all weapons and ammunition issued to the affected officer;
 - b. Complete a signed receipt of recovery of the weapon and place the receipt in the officer's departmental personnel file;
 - c. Advise the officer, in writing, any personal firearms or ammunition should be delivered to an authorized party for safekeeping until the matter is resolved;
 - d. If reasonably possible, temporarily reassign the officer with pay to duties that do not require the use of a firearm;
 - e. Advise the officer, in writing, he has 30 days in which to have the conviction expunged or set aside by the court that convicted him or to seek and receive a pardon;
 - f. Advise the officer, in writing, to contact the State Attorney General's Office to determine the appropriate method of removing the firearms disability; and
 - g. Advise, in writing, the local office of the Bureau of Alcohol, Tobacco, and Firearms of the departmental actions taken against the specific officer.
4. If after the 30-day period, the officer is unable to provide documented proof the conviction has been properly expunged, set aside, or pardoned, the Background Investigator is responsible for notifying the Chief.
5. Determination of the officer's continued employment status will be made by the Chief of Police based on a review of all available information and the reasonableness of the officer to resolve the issue in a timely manner.



POLICY: 111.006 – AWARDS AND RECOGNITION	CALEA: 26.1.2
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This policy identifies the presentation procedures and categories of departmental awards.

II. POLICY

It is the policy of the DeSoto Police Department to recognize and encourage those employees who have given outstanding service to the Department and the community or those who have attained unusual goals or achievements.

III. DEFINITIONS

Annual Awards - Presented each year at the Awards Banquet. Nominations are based on service or actions during the previous fiscal year. These awards include Officer of the Year, Reserve Officer of the Year, Explorer of the Year, and Civilian of the Year.

Awards Banquet - An annual banquet held to honor those members of the Department who are chosen to receive awards for outstanding service. Specific awards are presented at the banquet.

Awards Committee - A committee appointed by the Chief of Police to review, investigate and make recommendations in regard to nominations for departmental awards. A Lieutenant chairs the committee. Members include 1 Sergeant, 1 Corporal, 2 Patrol Officers (one from each Patrol Shift), 1 Investigator, and 1 Civilian Employee. The committee shall be appointed in October and will serve throughout the fiscal year.

Awards Program Coordinator – An officer or supervisor appointed by the Chief of Police to administrate the Departmental awards program.

Proficiency Awards - Presented individually during the year. Dependent upon the award, presentation is based on performance for a specified time period.

Written Commendation – A formal written award expressing a favorable opinion. Requests for written commendations will be submitted as Interoffice Memorandums and forwarded up the chain of command. A written commendation can be issued by a Lieutenant or above and will be placed in the employee's civil service file, if applicable.

Certificate of Recognition - Certificates of Recognition may take many forms including certificates of appreciation, teamwork, etc., and will be placed in the employee's civil service file, if applicable

Written Praise – Written praise can consist of a thank you note, an email, an interoffice memorandum, etc. A copy of the written praise will be forwarded to the Assistant Chief and will be placed in employee's civil service file, if applicable.

Citizen Commendation – Any correspondence either written or verbal, communicated to the department recognizing the outstanding work of any employee.

Division Commander's Commendation – A Commendation issued by the Division Commander. This may be in place of, but not in addition to, a supervisor commendation. In the event a Division Commander wants to echo the Supervisor, both commendations will become one.

Chief's Commendation - given by the Chief of Police or Assistant Chief of Police. As in the Division Commander Commendation, if the Chief joins a previously written commendation, all become one.

IV. PROCEDURES

A. Nominations

1. General Statements

- a. The Awards Committee will accept nominations for awards at any time during the year for awards other than Annual Awards.
- b. It is the responsibility of all department personnel to nominate those officers who have displayed superior work and fulfill the qualifications for department awards.
- c. Nominations can be initiated by any officer and must be submitted in writing to the Department's Awards Program Coordinator. A separate memorandum must be submitted for each nomination. Unsigned memos will not be considered.
- d. Each nomination must be accompanied by all available supporting documentation or should be referenced in such a way that it can be easily located.
- e. All substantive nominations will be made a permanent part of the officer's civil service file.
- f. Nominations are not required for awards made for proficiency, skill, safety, physical fitness or length of service.

2. Officer of the Quarter Nominations - Quarters will follow the calendar year as follows:

- a. 1st Quarter - January, February, March
- b. 2nd Quarter - April, May, June
- c. 3rd Quarter - July, August, September
- d. 4th Quarter - October, November, December

3. Any employee of the Department may nominate an officer for Officer of the Quarter. Nominations must be submitted in writing to the Department's Awards Program Coordinator. A separate memorandum must be submitted for each nomination. Unsigned memos will not be considered. Nominations should be based on merit, sustained superior performance, leadership, positive attitude, professionalism, acts above and beyond the call of duty, teamwork, exemplary conduct, or any other actions that could warrant such an award.

4. Nominations must be submitted in a timely manner. At the beginning of each new quarter, the Awards Committee will review submissions for Officer of the Quarter from the previous quarter. The Awards Committee will deliberate and decide on which nominee will receive the Officer of the Quarter award. The Officer of the Quarter will receive a Departmental "Officer of the Quarter" challenge coin for the year and quarter in which they received the award and will be eligible for the Officer of the Year Award.

5. During the month of January, the Awards Committee will determine, based on totality of merit, sustained superior performance, leadership, positive attitude, professionalism, acts above and beyond the call of duty, teamwork, exemplary conduct, which recipient of the four Officers of the Quarter for the previous fiscal year should receive the Officer of the Year award. The selected Officer will be presented the Officer of the

Year award at the annual awards banquet. The Officer of the Year will be awarded a plaque and Officer of the Year bar.

6. Civilian of the Year, Reserve Officer of the Year, Explorer of the Year, Volunteer of the Year, Rookie of the Year and Supervisor of the Year Nominations.
 7. Nominations for the above annual awards will be accepted until the end of the second week of October and cover the previous fiscal year.
 8. Nominations can be initiated by any officer and must be submitted in writing to the Department's Awards Program Coordinator. A separate memorandum must be submitted for each nomination. Unsigned memos will not be considered.
 9. During the month of January, the Awards Committee will review, deliberate, and select the Civilian of the Year, Reserve Officer of the Year, Explorer of the Year, and Volunteer of the Year based on received nominations. The recipient of these awards will receive a plaque or other award approved by the Chief of Police at the annual awards banquet.
 10. The Command Staff will review nominations, deliberate, and select the Supervisor of the Year. The recipient of this award will receive a plaque or other award approved by the Chief of Police at the annual awards banquet.
- B. Written Praise, Certificates of Recognition, Written Commendations, Division Commander's Commendations, Chief's Commendations.
1. Written Praise
 - a. Written praise can be issued by a Corporal or above without submission for approval up the chain of command.
 - b. Written praise can consist of an interoffice memorandum, a card, a note, etc.
 - c. A copy of the written praise will be forwarded up the chain of command to the Assistant Chief for inclusion in the officer's civil service file. An entry will also be made into the officer's performance folder by the issuing supervisor.
 2. Certificate of Recognition
 - a. A Certificate of Recognition can be requested by any Sergeant or above for any employee by submitting a request up the chain of command to the Assistant Chief of Police. The request shall be submitted by interoffice memorandum via email.
 - b. The supervisor also has the discretion to request an additional award of comp time not to exceed 2 hours which must be approved by the Chief or Assistant Chief of Police.
 - c. The Assistant Chief will coordinate with the requesting supervisor in selected an appropriate award.

- d. Once the certificate is prepared it will be signed by the Chief or Assistant Chief and the requesting supervisor. The requesting supervisor will then issue the award at his/her discretion in a professional manner, such as at a shift briefing or staff meeting. An entry will also be made into the officer's performance folder by the issuing supervisor.
3. Written Commendation
- a. A written commendation can be requested by any Lieutenant or above for any employee by submitting the commendation on official departmental letterhead up the chain of command to the Chief of Police. The written commendation shall have signature blocks for the requesting supervisor, Division Commander, Assistant Chief, and Chief of Police. The request will be approved and signed at each level.
 - b. The supervisor also has the discretion to request an additional award of comp time not to exceed 4 hours which must be approved by the Chief or Assistant Chief of Police.
 - c. All written commendations will be awarded at the monthly staff meeting, or in any other manner approved by the Chief or Assistant Chief of Police. An entry will also be made into the officer's performance folder by the issuing supervisor.
4. Division Commander's Commendation
- a. A Division Commander's Commendation will consist of a written commendation and the issuance of a Division Commander's challenge coin.
 - b. The Division Commander also has the discretion to request an additional award of comp time not to exceed 6 hours which must be approved by the Chief or Assistant Chief of Police.
 - c. All Division Commander's Commendations will be awarded at the monthly staff meeting, or in any other manner approved by the Chief or Assistant Chief of Police. An entry will also be made into the officer's performance folder by the issuing supervisor.
5. Chief's Commendation
- a. The Chief or Assistant Chief's Commendation will consist of a written commendation and the issuance of a Chief's challenge coin.
 - b. The Chief or Assistant Chief also has the discretion to request an additional award of comp time not to exceed 12 hours.
 - c. All Chief's Commendations will be awarded at the monthly staff meeting, or in any other manner desired by the Chief or Assistant Chief of Police. An entry will also be made into the officer's performance folder by the issuing supervisor.

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6. Citizen's Commendation

- a. Any employee who receives correspondence (written or verbal) from a citizen or individual outside of the department recognizing the positive efforts of a departmental employee shall forward the information (if written) or submit the facts of the conversation in a memorandum including a contact number of the citizen or individual up the chain of command to the to the Assistant Chief of Police for review.
- b. Any supervisor within the employees affected chain of command may request any one of the above awards, if appropriate. An entry will also be made into the officer's performance folder by the issuing supervisor.

7. Comp Time Awards

- a. The Chief or Assistant Chief may approve, deny, or modify any comp time award request at their discretion. Further, the Chief or Assistant Chief may award comp time to other awards earned within the parameters of this policy at their discretion, not to exceed 12 hours.
- b. When feasible, comp time awards should be taken within the pay period they are awarded and not banked.
- c. When not feasible, comp time awards will be added to the employee's accrual as straight time, not time and a half.

C. Awarding Procedure

1. The Awards Committee will review and make final decisions on recommendations for the following awards:
 - a. Medal of Honor
 - b. Medal of Valor
 - c. The Cross
 - d. Meritorious Conduct Bar
 - e. Commendation Bar
 - f. Life Saving Bar
 - g. The Shield
 - h. Officer of the Quarter
 - i. Police Officer and Civilian of the Year
 - j. Rookie Officer of the Year
 - k. Reserve Officer of the Year
 - l. Police Supervisor of the Year
2. The Chief of Police may award the following without review by the Awards Committee.
 - a. Certificate of Merit
 - b. Certificate of Civil Achievement
 - c. Citizen Certificate of Merit
 - d. Purple Heart Bar
 - e. Good Conduct Bar
3. Achievement Awards are generally earned by individual employees through education and/or training. Achievement Awards require no written recommendation and may be awarded by the Chief of Police as they are achieved.
 - a. Safe Driver Award Bar (5-year increments)
 - b. Longevity Bar (Years of Service)
 - c. Field Training Officer Bar



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- d. Field Training Supervisor Bar
- e. Shooting Bars (Master, Expert, Sharpshooter)
- f. Tactical Bars
- g. Education Bars (Bachelor, Masters, Doctorate)
- h. Certificate Bars (Intermediate, Advanced, Master)
- i. Perfect Attendance Bar (5-year increments)
- j. Honor Guard Bar
- k. Instructor Bar
- l. Bike Patrol Bar
- m. Motorcycle Bar
- n. UAS Pilot (Drone) Bar
- o. K-9 Bar
- p. Explorer Advisor Bar
- q. L.E.T.S. Bar
- r. SRO Bar
- s. Recognized Administrative Officer's Course (FBI NA, ILEA, LEMIT)
- t. Crime Scene Investigator Bar
- u. CALEA Bar
- v. Accident Investigator Bar
- w. Military Service Bar
- x. MADD DWI Enforcement Officer Bar
- y. Command Staff Bar
- z. Mental Health Officer Bar

C. Special Awards

1. The following awards will be issued at the Annual Banquet, City Council meetings, or in briefings at the discretion of the Chief of Police. Nominations and awards should occur as soon as possible after the initial event.
 - a. Medal of Honor – May be awarded to any member of the Department who distinguishes himself or herself by displaying extraordinary heroism. The act or acts must indicate the member displayed unusual bravery while fully aware their life was in danger. The Medal of Honor may also be awarded when an officer loses their life in the necessary performance of duty, other than accidents, in an honorable circumstance.

** The Medal of Honor bar shall consist of a white center with a red "H," flanked by two thin red vertical bars; a yellow left side with a centered white five-pointed star; and a yellow right side with a centered white five-pointed star.



- b. Medal of Valor – May be presented to any member who exhibits unusual courage in performance of their duties. The situation must be one of unusual danger to the member and the member is aware of the unusual hazard.

** The Medal of Valor bar shall consist of a white center with a blue "V" flanked by two thin blue vertical bars and a red left/right side.



- c. Lifesaving – Recognition of saving human life. Documentation and supporting evidence should include signed statements by individuals, particularly witnesses to the incident, medical personnel, other members, peers, or supervisors.



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** The Lifesaving bar shall consist of a white center with a red cross flanked by two thin vertical red bars with a blue left/right side.



- d. Purple Heart – May be presented to any sworn member who in the necessary performance of law-enforcement functions, on or off duty, receives serious bodily injury. Serious bodily injury is defined as injury that creates a substantial risk of death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ, or a serious wound inflicted to the officer by an actor. This award does not include injury in motor vehicle accidents unless the Board determines special circumstances.

** The Purple Heart bar shall consist of a white background with a vertical bar at each end of purple, and a Purple Heart in the center.



- e. Civic Achievement – May be presented to any member of the Department who brings unusual recognition to the Department through involvement in civic affairs. Participation may include activities with civic groups or other governmental agency where the member's participation is primarily at his own volition and is primarily during his or her off-duty hours.

** The Civic Achievement bar shall consist of a center of red, each end of white with two vertical bars of dark blue.



- f. The Cross – To be awarded when an employee has lost their life in the performance of duty under honorable circumstances. The cross may be awarded in addition to any other award the employee may be entitled to in making the supreme sacrifice. The board shall determine through consultation with a jeweler, the design of the cross when necessary. The cross will be distinguished and personalized.



- g. Meritorious Conduct – Awarded for a heroic deed and exceptional meritorious conduct involving exemplary courage, risk, and danger to personal safety.

May be awarded to an employee for meritorious service in a duty of great responsibility, in which the duty excellence in such performance.

** The Meritorious Conduct bar shall consist of a right side of dark blue, a left side of white, and one vertical center bar of red.



- h. Commendation Bar – Is awarded to an employee for outstanding performance involving great risk to their personal safety while performing their duties.



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The award may be given to an employee for outstanding contributions to and through the success of different work projects, programs or situations with such contributions being made in a highly professional degree of accomplishment.

** The Commendation bar shall consist of a background of red with vertical bars of blue.



- i. The Police Shield – Awarded to any uniformed employee who is seriously injured in the line of duty due to an assault. May also be awarded due to injuries from a fire or explosives in the line of duty.

The Police Shield may be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such award.

Not to be awarded for falls, motor vehicle accidents, and the like.

** The Police Shield bar shall consist of a light blue background with two vertical gold lines on each side, and a gold badge in the center.



D. Proficiency Awards

The following awards will be presented on an annual basis but, because of the predicted volume, will not be presented during the awards banquet.

All shooting bars can be worn on the uniform only if the officer is able to maintain the shooting scores for the respective shooting bar.

1. Shooting Bars – awarded to sworn personnel that must qualify twice a year to carry a sidearm.
 - a. Expert Pistol (90-98) – The score must be obtained in three consecutive qualifications with the officer's primary duty weapon. Once the expert bar is obtained, the officer must keep the score up. If the score falls below 90, the bar must be removed from the uniform. If the officer's score is improved to the master's level, the expert bar will be replaced with the Masters Bar.

** The Expert Pistol bar shall consist of a Green background with "EXPERT" centered in gold lettering flanked by two white vertical bars.



- b. Master Pistol (99-100) – The score must be obtained in three consecutive qualifications with the officer's primary duty weapon. Once the Master Bar is obtained, the officer must keep the score above 90 to keep the bar. Two shooting bars will not be worn at the same time.

** The Master Pistol bar shall consist of a Green background with "Master" centered in gold lettering flanked by two white vertical bars.



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- c. Rifle Marksman Bar (96-99) – The Rifle Marksman award will be awarded to Desoto Officers who qualify with a patrol rifle through the patrol rifle program and achieve a score of 96 - 99 for 3 consecutive qualifications.

** The Marksman bar shall consist of a Black background with a gold rifle centered.



- d. Rifle Sharpshooter Bar (100) – The Rifle Sharpshooter award will be awarded to Desoto Officers who qualify with a patrol rifle through the patrol rifle program and achieve a score of 100 for 3 consecutive qualifications.

** The Sharpshooter bar shall consist of a Blue background with "SHARPSHOOTER" centered in gold lettering.



2. Safe Driving Award – All sworn police officers that operate a departmental vehicle are eligible for this award.

This award is based on five-year increments. To receive a five-year award, the officers must have five consecutive years without a preventable accident. No previously issued award will be cancelled. When an employee has been charged with an accident, the day following the accident begins a new increment.

** The Safe Driving bar shall consist of a background of white with two vertical bars of green and numeral designating the number of years shall be pantograph in a shield in the center.



- E. Achievement Awards - Achievement Awards are generally earned by individual employees through education and or training Achievement Awards. They require no written recommendation and may be awarded by the Chief of Police as they are achieved.

1. Certificate of Merit- To be awarded for excellence in work to uniformed personnel of any rank for outstanding performance of duties under unusual complicated or hazardous conditions over any period of time, but such performance to be clearly exceptional, placing them above others of equal rank or grade.

This award may be awarded to any police agency personnel under the above-mentioned conditions while aiding, assisting, or working with any part of the DeSoto Police Department. This award will not be awarded along with another award for the same service or deed.

** The Merit bar shall consist of a center of white each end of dark blue, with two vertical bars of red.



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2. Police Officer of the Year – Awarded to the officer who is selected as Officer of the Year as set forth by this directive.

** The Police Officer of the year bar will contain a white center with a centered red five-pointed star flanked between two vertical red bars and green ends.



3. Police Supervisor of the Year – Awarded to the Police Supervisor who is selected as Police Supervisor of the Year as set forth by this directive.

** The Police Supervisor of the year bar will contain a white center with a centered Gold five-pointed star flanked between two vertical red bars and green ends.



4. Reserve Police Officer of the Year – Awarded to a Desoto Reserve Police Officer who is selected as Reserve Officer of the Year.

** The Reserve Officer of the year bar will contain a white center with a centered pair of red oak leaves flanked between two vertical red bars and green ends.



5. Rookie Officer of the Year – Awarded to the Rookie Officer who is selected as Rookie Officer of the Year as set forth by this directive.

** The Rookie of the year bar will contain a white center with a centered red/white triangle flanked between two vertical red bars and green ends.



6. Civic Achievement - Awarded to members of the department, civilian or sworn, who bring favorable recognition to the police department through their involvement in civic affairs while acting in the capacity as a member and representative of the DeSoto Police Department.

** The Civic Achievement bar shall consist of a center of red, each end of white with two vertical bars of dark blue.



7. Citizens Certificate of Merit- All persons are eligible for this award whose actions exemplify excellence in performance of civic responsibilities; show unselfish devotion to his fellow man and the community in which he lives; or whose actions bring honor to themselves and recognition to the city.

NOTE: Any police personnel who have knowledge of an incident involving a meritorious act by a citizen may submit a detailed report to the Chief of Police through their supervisors. The Chief of Police will determine if the award is warranted.



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8. Longevity Bar- This bar is given to sworn officers after the first two consecutive years of service, then at increments of five years, ten, twenty, twenty-five, etc.

** The Longevity bar shall consist of red background with white vertical bar in the center for two years, a white star for five years, diamond in white for ten years, star and diamond for fifteen years, two diamonds for twenty years, diamond on each end and a star in the center for twenty-five years, and three diamonds in white for thirty years. (35 or more will be custom made)



9. Good Conduct-To be awarded to an employee who after any consecutive five-year period has not received any written reprimands, suspensions, or demotions. Subsequent awards will be issued for each additional 5-year period free of any written reprimands, suspensions, or demotions. The Awards Committee will make the final decision on any matter in question regarding this award.

** The Good Conduct bar shall consist of a blue background with two vertical white bars at each end. For subsequent awards, officers may affix numeral mountings to the award bar in order to indicate the number of good conduct years represented (i.e. 5, 10, 15, etc.).



10. Field Training Bar- Awarded to any police officer who has attended and passed a course in Field Training for Police Officers and who has trained at least one Police recruit in at least one phase of FTO training from beginning to end of the phase of training.

** The FTO bar shall consist of a dark green background, two gold vertical bars at each end and white in the center with F.T.O. in gold color.



11. Field Training Supervisor- Awarded to the Field Training Program Coordinator who has attended and passed a course in field training for police officers and is currently performing the management function of the department Field Training Program or has served in such capacity for at least one year and left the assignment in good standing.

** The FTO Supervisor bar shall consist of a light blue background, gold vertical bars at each end, and a gold circle in the center with F.T.S. in gold.



12. Tactical Bar- Awarded to officers who have been selected to serve on the Crisis Response Team, are active team members, and have successfully completed a TIPOA Basic SWAT School (or equivalent). Officers who were selected to CRT, attended a TIPOA Basic SWAT School (or equivalent), and have spent at least two years on the team and left in good standing may continue to wear the bar.



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** The Tactical bar shall consist of gray on both ends, red vertical bar at each end on the inside, center of white with a red thunder bolt in the center of the white.



13. Perfect Attendance- This bar will be awarded to all uniformed personnel with perfect attendance after five years. Perfect Attendance for this awards bar means:

- a. Has not taken any sick days for five years and,
- b. Has not been given any leave without pay due to being late for work or absent without leave for five years and,
- c. Must not have received any written reprimands for being late to or not being at work for five years.

The perfect attendance bar will be given after five years and then every year thereafter. If the perfect attendance is broken then the person must start over and can't add the perfect attendance time into the newly accrued time.

** This attendance bar will consist of a white background with a yellow vertical bar at each end and a gold badge in the center with the number of years for perfect attendance.



14. Educational Achievement- Awarded to sworn personnel who have a four-year college degree (B.A.) from an accredited institution and five years of sworn active police work full time. Police service with another agency may be substituted for the five-year requirement.

** The Educational bar will consist of a white background with black ends, a red vertical bar on each side, and a gold wreath surrounding a gold five-point star in the center.



15. Master's Degree Bar – Awarded to officers who have obtained a Master's Degree from an accredited institution.

** The Master's Degree bar shall consist of a blue background with yellow ends, a red vertical bar on each side, and a gold wreath surrounding a gold torch in the center. The Master's Degree Bar replaces the Educational Achievement Bar.



16. Doctorate Degree Bar- Awarded to police officers that have achieved and received a Doctorate Degree from an accredited institution. The Doctorate Degree Bar replaces the Master's Degree Bar.



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** The Doctorate Degree bar will consist of dark blue at each end with a white center, and a red vertical bar in the center of the white.



17. Master Certificate Bar- Awarded to police officers that have achieved and received the State Master Certificate. The Master Certificate Bar replaces the Advanced Certificate Bar.

** The Master bar will consist of dark blue at each end with a white center, and a red vertical bar in the center of the white.



18. Advanced Certificate Bar- Awarded to police officers that have achieved and received the State Advanced Certificate. The Advanced Certificate Bar replaces the Intermediate Certificate Bar.

** The Advanced bar shall consist of red at each end, a dark blue slanted bar in the center and white slanted bar on each side of the dark blue bar.



19. Intermediate Certificate Bar- Awarded to police officers that achieve and received the State Intermediate Certificate.

** The Intermediate bar will consist of red on one end, blue on the other end and white in the center.



20. Instructors' Bar- Awarded to a sworn officer that has successfully completed the T.C.O.L.E. Instructors Course has been appointed as a departmental instructor and has instructed a police course.

** The Instructors bar will consist of half-dark green and half-dark blue.



21. Defensive Tactics Instructors' Bar- Awarded to a sworn officer that has successfully completed the T.C.O.L.E. Instructors Course, have been certified through a departmentally recognized DT program, been appointed as a departmental instructor and have instructed at a minimum of 5 DT classes.

** The Defensive Tactics bar will consist of a solid black back ground with a red vertical stripe centered.



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22. Crime Scene Investigator Bar- Awarded to those Desoto officers who have attend an intermediate crime scene investigator course and have been assigned to Criminal Investigations for at least 2 years.

** The CSI bar will consist of a red background with a Gold oval in the center, a gold stripe on each side, red ends and the letters CSI centered in the oval.



23. Accident Investigator Bar- Awarded to those Desoto officers who have attend an accident investigator course, be assigned as an accident investigator by the department and have investigated at least one Fatality accident or serious bodily injury accident.

** The A.I. bar will consist of a red background with a white oval in the center, a gold stripe on each side, red ends and the letters A.I. centered in the oval.



24. K-9 Bar- Awarded to officers, who have been selected as a K-9 Officer, successfully completed an approved K-9 course of instruction, and is serving in the capacity of K-9 officer. Officers who have served as a K-9 officer for at least one year may continue to wear the bar provided they leave the unit in good standing.

** The bar will be black, with gold K-9 in the center.



25. UAS Pilot Bar- Awarded to those Desoto Police Officers who have completed an approved emergency response UAS operator course and/or have been certified by the FAA with a Part 107 license, have been assigned to the Desoto UAS team and have operated as a Desoto Pilot in Command on at least 5 incidents. Officers who have served on the UAS team for at least one year may continue to wear the bar provided they leave the team in good standing.

** The UAS bar will consist of a blue center with a red stripe followed by yellow on each side.



26. Bike Bar- Awarded to officers that have successfully completed the IPMBA PC Course and are currently assigned to bike patrol program. Officers who have served on the Bike Team for at least one year may continue to wear the bar provided they leave the unit in good standing.

** The bar will be black, with a bicycle and rider in gold in the center.



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27. Honor Guard Bar- Awarded to officers who have been selected for assignment to Honor Guard and have successfully completed an approved honor guard training course. Officers who have served on the Honor Guard for at least one year may continue to wear the bar provided they leave the unit in good standing.

** The bar will be black and consist of a gold star in the center.



28. Motorcycle Bar- Awarded to officers who have been selected for assignment to the Motorcycle Unit and have successfully completed a State approved Motorcycle T.C.O.L.E. course. Officers who have served on the Motorcycle Unit for at least one year may continue to wear the bar provided they leave the unit in good standing.

** The bar will consist of a black background with the center being a gold wheel and gold wings.



29. Explorer Advisor Bar- Awarded to officers who have been selected and are actively serving as Explorer Advisor or an Associate Explorer Advisor. Officers who have served as an Explorer Advisor for at least one year may continue to wear the bar provided they leave the unit in good standing.

** The bar shall consist of a dark blue background with gold vertical bar on each side of the Boy Scout of America Law Enforcement Explorer emblem in gold in the center.



30. L.E.T.S. Bar – Awarded to officers who have been selected to instruct the L.E.T.S. program, have successfully completed the instructor's course in Law Enforcement Teaching Students, and have taught at least one class relative to the program. Officers who have served as L.E.T.S. Instructors for at least one year may continue to wear the bar provided they leave the assignment in good standing.

** The bar will have a red background with gold letters L.E.T.S. in the center.



31. S.R.O. Bar – Awarded to officers who have been selected to serve as SRO Officers and have successfully completed an approved School Resource Officer Course. Officers who have served as an SRO for at least a year may continue to wear the bar provided they leave the unit in good standing.



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** The bar shall consist of a blue background with gold oval centered containing "SRO," flanked by two gold vertical bars.



32. Firearms Instructor Bar – Awarded to officers who have been selected to serve as Firearms Instructors for the department and have successfully completed a State certified Firearms Instructor School. Officers who have served as a Firearms Instructor for at least a year may continue to wear the bar provided they leave the unit in good standing.

** The bar will consist of a black background with the words "Firearms Instructor" centered on the right side in gold lettering; centered on the left will be a pistol with bull's eye rings.



33. CALEA Accreditation Bar – Awarded to a member of the Desoto Police Department who has been assigned as a CALEA Accreditation Manager or a Team Member for more than 2 years, have attended Assessment training and have taken part in at least one on site assessment.

** The bar will consist of a blue background with a gold CALEA logo centered and a gold stripe on each side with blue ends.



34. Physical Fitness Bar – Awarded to officers who meet the aggregate performance beyond the PRT minimum standards. The employee must attain a cumulative average to equal 90% or more as set forth in S.O.P. 111.008.

** The bar will consist of a centered blue background with a gold runner, red ends and thin white vertical bars separating the blue center from the red ends.



35. Negotiator Bar – Awarded to officers who have been selected to serve as departmental negotiators and have successfully completed an approved Basic Hostage Negotiations Course. Officers who have served as a negotiator for at least a year may continue to wear the bar provided they leave the unit in good standing

** The bar will consist of a blue background with the word "Negotiator" in red lettering; centered on the left will be a white dove surrounding a gold wreath.



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36. Mental Health Officer Bar – Awarded to those Desoto Officers who have attended an Advanced Mental health course and are recognized as Mental Health Officers by the agency.

** The bar will consist of a blue background with “MHO” centered in a gold oval and a red stripe on each side with blue ends.



37. Command Staff Bar – Awarded to those Desoto Police Officers who have been designated, placed in a command staff position and have maintained that position for a minimum of 4 years.

** The bar will consist of a white background with a red stripe centered.



38. Military Service Bar – Awarded to those members of the Desoto Police Department who show sufficient evidence that they have or are participating as an active member in the US armed forces while employed as an officer with Desoto Police.

** The bar will consist of a blue center with a white and red stripe on each side followed by a gold eagle centered in the blue.



39. DWI MADD Achievement Bar – Awarded to those Desoto Police Officers who are recognized and awarded by MADD at their annual conference.

** The bar will consist of a dark blue background with a red star centered, a red stripe on each side and blue ends.



40. FBI National Academy – Awarded to officers who have been selected and successfully complete the FBI National Academy.

** The bar will consist of gold, white, and red vertical bars centered; a black left side with “FBI” centered in gold lettering; and a light blue right side with “NA” centered in gold lettering.



41. ILEA Management College – Awarded to officers who have been selected and successfully completed the Institute for Law Enforcement Administration’s Management College.

** The bar will consist of a black background with the Institute’s seal centered in gold, flanked by two blue vertical bars.



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42. Law Enforcement Management Institute of Texas (LEMIT) Leadership Command College
- Awarded to officers who have been selected and successfully completed the Law Enforcement Management Institute of Texas (LEMIT) Leadership Command College.

** The bar will consist of a gray background; a red vertical bar on the left side; and a blue square containing a white five-point star on the right side with "LCC" in gold lettering centered underneath.



43. ILEA School of Police Supervision - Awarded to officers who have been selected and successfully completed the Institute for Law Enforcement Administration's School of Police Supervision.

** The bar will consist of a black background with the Institute's seal centered in gold, flanked by two red vertical bars.



Commendation Bars in Order of Importance

Medal of Honor
Medal of Valor
The Cross
Meritorious Conduct Bar
Commendation Bar
Life Saving Bar
The Shield
Purple Heart
Certificate of Merit
Supervisor of the Year
Police Officer of the Year
Rookie Officer of the Year
Reserve Officer of the Year
Good Conduct Bar
Civic Achievement
Perfect Attendance Bar
Doctorate Degree Bar
Master's Degree Bar
Educational Achievement
FBI National Academy Bar
Masters Certification Bar
ILEA Management College
LEMIT Leadership Command College
ILEA School of Police Supervision
Field Training Supervisor
Field Training Officer
Advanced Certification Bar
Intermediate Certification Bar
Firearms Instructor
Instructors Bar
Defensive Tactics Bar
Crime Scene Investigator Bar
Accident Investigator Bar



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Tactical Squad Bar
Negotiator Bar
Mental Health Officer Bar
Command Staff Bar
Military Service Bar
DWI MADD Achievement Bar
Honor Guard Bar
K-9 Bar
Motorcycle Bar
UAS Pilot Bar
Bike Bar
S.R.O. Bar
Explorer Advisor Bar
L.E.T.S. Bar
Master Shooting Bar
Expert Shooting Bar
Rifle Marksman Bar
Rifle Sharpshooter Bar
Safe Driving Award Bar
CALEA Bar
Physical Fitness Bar
Longevity (years of service) Bar
Wearing of Commendation Bars

The Department issue Commendation Bars shall be worn beginning $\frac{1}{4}$ inch above the name tag and no more than three across. Mountings of less than six bars may be arranged at a minimum of two across. Mountings of six bars and above shall be worn in rows of three across.

Arrange bars in order of precedence in rows from top down and inboard to outboard within rows. If you possess three or more bars, wear the three senior bars; you may wear all or none, if desired. If you only wear one row of bars, wear the three senior bars.



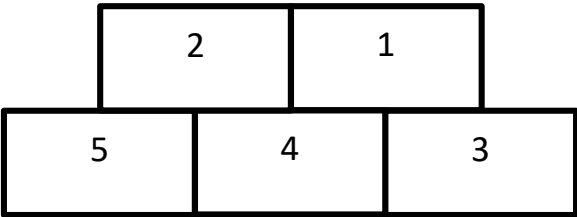
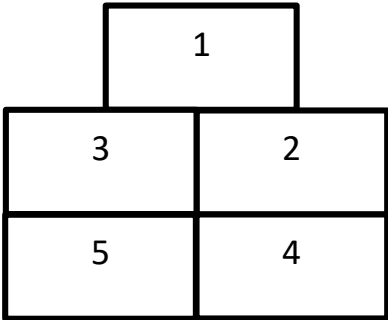
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Wearing / Rank Order of Bars

More than 6

3	2	1
6	5	4
9	8	7

Less than 6



DESOTO POLICE DEPARTMENT WRITTEN DIRECTIVES

POLICY: 111.007 – ALTERNATE DUTY ASSIGNMENT	CALEA:
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This policy addresses circumstances in which an employee is temporarily unable to perform the required duties normally associated with their job position due to an injury or medical condition. While it is necessary to review each case on an individual basis, this policy statement is intended to provide procedural guidelines that will ensure fairness and uniformity in assignment to alternate duty. This policy does not address injuries or medical conditions, which result in permanent disabilities.

II. POLICY

It is the policy of the DeSoto Police Department to attempt to return to work, at the earliest reasonable time, those persons who are temporarily unable to perform their regularly assigned duties due to an injury or medical condition. During this temporary period, alternate work assignments may be utilized. However, any accommodations to an employee's required work conditions must be made without undue hardship and without adversely affecting Department operations.

III. DEFINITIONS

A. Alternate Duty Assignment - The temporary assignment of an employee to another job or position because of the necessity to restrict work activity.

B. Alternate Duty Coordinator - A department employee whose responsibilities include management of the Alternate Duty Assignment Program. Appointment to this position is made at the discretion of the Chief of Police.

C. Temporary Disability - For the purposes of this directive, a temporary disability is any medical condition that restricts the work activities of an employee such that they are temporarily unable to perform the essential tasks of their normally assigned position and that they have not been determined to be permanently disabled by a health care provider.

The temporary condition may be the result of an on the job or off the job injury or medical condition that impairs the expected work performance of the employee.

D. Unassigned Employee Status - The employment status of a temporarily disabled employee, who is eligible for Alternate Duty Assignment, but has not been placed because a position is not available.

E. Off-Duty Work Related Injury - An injury occurring during off-duty time (not scheduled work time or approved overtime for the City of DeSoto) incidental to an action taken by the employee that required the authority and enforcement powers of a certified peace officer

IV. PROCEDURES

A. Eligibility



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1. Any employee with a temporary disability from an injury or medical condition resulting from their employment with the DeSoto Police Department will be assigned work consistent with appropriate restrictions as determined by an appropriate health care provider, when:

- a. The employee has complied with City of DeSoto and Department directives in reporting the injury or illness, and
- b. The employee has provided the immediate supervisor a completed medical status report, and
- c. An appropriate alternate duty assignment is available.

2. Any employee with a temporary disability resulting from a non-work-related injury or medical condition shall be assigned work responsibilities consistent with appropriate restrictions as determined by an appropriate health care provider, when:

a. The employee has submitted a memorandum to the immediate supervisor requesting an alternate duty assignment

1. As soon as the employee anticipates the need for an alternate duty assignment (recovery from elective surgery, maternity leave, etc.) the supervisor should be made aware of the situation

2. Notification must include a statement of the employee's intention to return to regular work status upon recovery

b. The employee has provided the immediate supervisor a completed "Medical Status for Non-Work-Related Illness/Injury"

c. An appropriate alternate duty assignment is available.

3. Ability to Perform an Alternate Duty Assignment

Employees assigned to an alternate duty position must be physically and mentally capable of performing the work assigned

4. Prioritization for Appointment to an Alternate Duty Assignment

a. The Police Department reserves the right to reassign employees outside the following priority list if it is determined by the Alternate Duty Coordinator that the best interest of the Department is served by reassignment to another position or to Unassigned Employee status. In making this determination, the Alternate Duty Coordinator shall consider the skills of the employee and the training resources of the Department.

b. If all designated alternate duty assignment positions within the Department are filled at the time an employee becomes disabled, and the employee is otherwise qualified, placement in AND continued assignment to alternate duty will be made in the following order:

1. On-duty work related injury or medical condition
2. Off-duty work related injury or medical condition
3. Non-duty injury or medical condition

(For example: An officer recovering from an off-duty related surgery, who is assigned to an alternate duty position could be replaced by an officer who is injured at a family disturbance call on duty - IF there were no other alternate duty assignments available.)



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c. Further priority within the above categories will be determined by the date of the request for placement (with the earliest date ranked first).

5. Evaluation for Continued Assignment to Alternate Duty or "Unassigned Employee" Status

a. The employee must be willing to perform the assigned task and the employee must be willing to abide by the restrictions specified by the health care provider

b. Employees will be evaluated for the "appropriateness" of their assignment, and may be reassigned if the Alternate Duty Coordinator deems it is in the best interest of the Department.

c. All "unassigned employees" and those who are assigned to alternate duty will be evaluated on the basis of the following:

REQUIREMENT	FREQUENCY
Employee memo to Alternate Duty Coordinator, (ADC) updating health or impairment status and expected date of return to normal duty status	Every 15 calendar days
Health Care Provider's Medical Status Report of employee's health or impairment status and expected date of release for normal duty (Does not apply to hospitalization, in-patient care or out-patient therapy) to ADC	Within 24 hours of each health care appointment
Review for extension of Alternate Duty or Unassigned Employee Status - Employee, ADC. Findings will be routed through the chain of command to the Chief of Police.	EVERY 30 days from date of disability
FOR NON-SWORN EMPLOYEES - City Human Resources	180 days from date of disability



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Department determine Employee Termination appropriate	to if is	
FOR SWORN EMPLOYEES Review for extension of Alternate Duty or Unassigned Employee Status - As governed by State Civil Service Law 143		180 days from date of disability

B. Designation of Alternate Duty Assignments

1. All alternate duty assignments must meet the following criteria:

- The work performed must contribute to the achievement of agency goals and objectives.
- The nature of the work accommodates the need for restricted physical activity.
- The tasks involved do not require long periods of instruction or close supervision.
- The commander responsible for the task must approve the work performed for alternate duty.

2. Alternate duty assignments are not on-going in nature. Departmental personnel should bring any potential alternate duty assignments to the attention of the Alternate Duty Coordinator. Examples: inventory of Department property, compilation of materials for statistical analysis, etc.

C. Limitations of Alternate Duty Assignment

- An alternate duty assignment will not become permanent.
- While every effort will be made to accommodate the needs of the employee, the Department is under no obligation to provide alternate duty assignments.

D. Responsibilities

1. Alternate Duty Coordinator

a. Provides a monthly report to the Chief of Police detailing the employees on alternate duty or unassigned employee status which includes at a minimum:

- Employee name
- Normal duty assignment
- Alternate duty assignment
- Dates of assignment or availability for assigned.



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(5) Date of injury or illness

(6) Whether the injury or illness is duty, non-duty work related or non-duty related

b. Coordinates scheduled reviews as required above.

c. Coordinates employee payroll records of personnel assigned to alternate duty and those of "unassigned employees"

d. Reports to the Chief of Police (through the chain of command) on the status of the employee's health or injury based on scheduled reviews

e. Supplies reports and appropriate forms as requested by the Department of Human Resources and Worker's Compensation.

2. Employee

a. Submits appropriate injury and illness reports as required by city and departmental directives to the Alternate Duty Coordinator

(1) Accident/Injury Report-Completed by employee and submitted to employee's immediate supervisor. Must be submitted to employer within 72 hours of injury.

(2) Medical Status Report-Completed by physician and submitted to employee's immediate supervisor or the Alternate Duty Coordinator after each doctor visit (Does not include therapy).

b. Reports to work regularly and on time

c. Contacts the Alternate Duty Coordinator to establish the availability of assignments.

d. Performs tasks consistent with departmental policy and medical restrictions. Failure to do so may result in reassignment.

e. Unless approved in writing by the Chief of Police, employees on injury leave, alternate duty assignment, or "unassigned employee" status are prohibited from working all off-duty employment, until their return to normal duty status.

f. Employees will dress in accordance with Administrative Directive Error! Reference source not found. or Error! Reference source not found.

3. The Employee's Supervisor

a. Refer the disabled employee to the Alternate Duty Coordinator.

b. Participate in scheduled reviews as directed.

c. Maintain weekly contact with the disabled employee while in unassigned status and prior to assignment to alternate duty.

V. RETURN TO REGULAR DUTY ASSIGNMENT

A. Prior to return to regular duty assignment, any employee absent from regular duty as a result of any incapacitating injury or medical condition must be released to normal duty by their attending physician or medical practitioner. Said release must be based on the physician/practitioner's review of the Job Task Analysis for the employee's assignment.



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B. For any absence from regular duty, any required medical report must be reviewed and approved by the Chief of Police prior to the employee's return to regular duty assignment.

VI. SPECIAL CONSIDERATIONS

A. Family and Medical Leave Act

1. The Family and Medical Leave Act (FMLA) provides up to 12 weeks per calendar year of unpaid, job-protected leave to eligible employees for certain family and medical reasons, including:

a. To care for the employee's child after birth, or placement for adoption or foster care.

b. To care for the employee's spouse, son, daughter, or parent, who has a serious illness.

c. For a serious health condition that makes the employee unable to perform their job.

2. Employees are eligible if:

a. They have worked for the City of DeSoto at least one year, and for 1,250 hours over the previous 12 months, and

b. They have exhausted all appropriate paid leave prior to requesting family leave (paid leave taken for Family and Medical Leave Act purposes will count toward the 12-week maximum).

B. Texas Workers' Compensation Benefits

Application of this directive will be in accordance with the rules, regulations and policies of the Texas Workers' Compensation Commission.



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POLICY: 111.008 Physical Fitness	CALEA:
Effective Date: 08/25/2020	Review Date:
Revised Date: 02/08/2022	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

111.008 - PHYSICAL FITNESS

I. POLICY

The objective of the program is to support and assist officers in the maintenance of good health and fitness by providing a periodic evaluation and assessment of their general physical condition. In addition, the program will also provide valuable resources and incentives for commissioned and non-commissioned personnel to promote and maintain healthy lifestyles.

II. GOALS AND OBJECTIVES

A. The DeSoto Police Department Physical Fitness Program maintains two important goals:

1. To annually assess an officer's physical abilities, and
2. To both educate and assist officers with their personal well-being and fitness goals.

B. Specific objectives of the program are:

1. Educate the DeSoto Police Department personnel in physical fitness/nutrition;
2. Improve cardio respiratory endurance;
3. Assist personnel in achievement of satisfactory levels of physical fitness;
4. Decrease body fat composition;
5. Decrease the effects of tension and stress;
6. Decrease coronary risk factors;
7. Improve self-esteem and confidence;
8. Improve the ability to sleep and relax;
9. Improve individual job performance;
10. Decrease sick time;
11. Reduce the incidence of on-the-job injuries; and
12. Increase supervisor support of officers in attainment of goals.

III. PROGRAM ADMINISTRATION

A. The Chief of Police will appoint a coordinator for the Physical Readiness Testing (PRT). The coordinator will be trained in the administration of the PRT. The fitness coordinator will administer the mandatory assessment and will facilitate program development and tracking.

B. Fitness Specialist(s) will be certified through the Cooper Institute or other appropriate certification/training.

C. Once every calendar year all full time commissioned Officers and Reserve Officers assigned to patrol or an enforcement position must pass the PRT.

D. Once fitness screening is complete a Fitness battery may be administered continuously through the remainder of the calendar year by the fitness specialist.



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E. Members of the Special Response Team will conduct physical assessments in accordance with SRT policy, and in addition to the requirements of this policy.

Note: Officers are encouraged to continuously work to improve their abilities to complete these fitness assessments. Department personnel trained as fitness specialists or non-Department certified fitness specialist are authorized to assist and author programs for Department personnel.

IV. FITNESS ASSESSMENTS

A. Physical Readiness Testing PRT(Mandatory)

1. Every fulltime commissioned officer and Reserve Officer assigned to Patrol or an enforcement position shall complete the PRT assessment annually.

2. Officers must make an effort to complete assessment to the best of their ability. Once the officer starts the PRT any stopping or rowing during the assessment will be considered a failure. Any intentional attempt not to complete the PRT to the best of their ability will be considered a refusal and will be considered conduct prejudicial to good order and insubordinate.

B. Physical Readiness Testing (PRT). The PRT standard for each employee is based on their age, gender and weight. These standards will be reevaluated annually. Using the percentage results for the test battery found on the chart ETR-164, Appendix A, the row calculator; all commissioned employees must meet a minimum of 50% score for their category.

C. All new applicants will be tested using the 2000 meter row assessment. Those applicants must pass at 50%.

The PRT test is offered in two formats for current officers.

1. 2000 Meter Row.
2. 500 Meter Row

D. The employee may elect to take the PRT testing option that best fits their needs. The employee must select one of the two rowing options. All attempts must be completed within the calendar year.

E. Maintaining Standards and Failure to Meet the Cutoff Time/percentage:

The intent of the PRT Assessment is to evaluate and improve job performance over time. Therefore:

1. All fulltime commissioned officers, regardless of assignment, and reserve officers assigned to patrol or an enforcement position will participate in the PRT Assessment annually unless:

a. The officer is temporarily on light duty as prescribed by a licensed physician.

b. The officer, although released to full duty, is recovering from illness or injury and it would not be in the best interest of the officer's health and well-being to exacerbate a particular condition, and will be documented through medical information provided to the Human Resources Department. When the officer is medically cleared, he/she will then reschedule the assessment within a reasonable amount of time and in collaboration with the program coordinator.

c. Reserve Officers assigned to administrative or support services are exempt from the annual PRT assessment.

2. If an officer fails to meet the PRT standard:

a. Commissioned officers unsuccessful in passing the Primary PRT will have another opportunity to complete the assessment within 90 days.

b. Commissioned officers unsuccessful in passing the second PRT:



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- An immediate meeting with the program coordinator to discuss deficiencies and/or contributing factors leading to substandard performance and a re-test will be scheduled in 90 days. During such remedial period's officers are encouraged to consider the following:

- Engage in fitness/wellness education,

- Consult with the fitness program coordinator and/or fitness specialists to develop a training program designed to address specific deficiencies.

c. If the officer fails to meet the cutoff at the retest another timely meeting will be scheduled with the program coordinator and another re-test will be scheduled after 90 days. The PRT test given will be the officer's choice of the two.

****This process may continue for up to one year from the date of original failure. After such time, or at any time based upon the totality of the circumstances, the Chief of Police may challenge the officer's fitness for duty in accordance with Texas Local Government Code Chapter 143.**

V. MEDICAL SCREENING:

In order to promote good health/fitness, this program must be concerned with the safety of the participants at all times. Each employee participating in the fitness program should complete a health screening report yearly, completed by a medical provider.

For those who are 45 years of age or older, a stress EKG is recommended prior to the involvement in the PRT. In some cases, an employee (at their own expense) may be referred to a physician for clearance to participate in the fitness program. A physician's recommendation will be strictly followed. Participation in the health screening process is highly encouraged as it is aimed at identifying possible health hazards and to proactively make appropriate prescriptive plans. This screening process will aid in determining the level of exercise an officer needs for maintaining or improving his/her physical fitness.

VI. MEDICAL EXEMPTIONS FROM FITNESS TESTING:

A. Medical Waivers. An employee must report to his/her immediate supervisor any medical condition that could affect the employee's ability to perform all assigned tasks and responsibilities, including participating in PRT. All medical waiver requests must be accompanied by a letter from a physician describing the physical condition that prohibits participation in the PRT. Letters from physicians for temporary or extended waivers must be issued within three months of the testing period. Each physician letter must be accompanied by a memorandum from the employee detailing the physical condition that prevents participation in the PRT.

Employees unable to perform some or all of the physical condition testing may apply for one of the following waivers using form ETR-163, appendix B: submitted through their chain of command:

1. Temporary Waiver. An employee with a temporary physical condition that prohibits them from participating in the PRT may request a temporary waiver. A temporary waiver is granted for 90 days from testing period.

2. Extended Waiver. An employee with a permanent physical condition that prohibits them from participating in the PRT may request an extended waiver. An extended waiver may be granted for a period of time determined by the Chief of Police or his designee.

a. The Chief of Police may request additional information from the employee or their attending physician if needed to assist with determining whether to approve a request.

Employees who are unable to participate in PRT due to a physical condition may be required to have their physician complete a form prescribed by the department to determine if there are physical limitations that prevent the performance of the employee's duties. The chain of command, in connection with HR, will initiate this process and determine the appropriate course of action.

2) Military Waivers. An employee who is absent during an entire testing period due to active military duty may apply for a waiver for the testing period. The employee, or supervisor if the employee is unavailable, should submit the required ETR-163 waiver request form and a memorandum explaining the circumstances to the Chief of Police.



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B. An employee who has been granted a waiver is considered to be compliant with this policy.

VII. INCENTIVES:

A. In order to encourage employees to maintain and/or improve physical fitness levels, members are allowed to take 1-1/2 hours per week during their schedule on duty time to improve fitness. Employees are encouraged to consult with fitness specialists to set relevant fitness goals and objectives

1. This time off is at the discretion of individual supervisors and dependent upon workload.
2. The time off should be at the end of the tour of duty depending on his/her assignment.
3. The time off should be taken twice a week in forty-five-minute increments or three times a week in thirty-minute increments.

B. Full time employees will be awarded compensatory time in the following increments for successful completion of the PRT Assessment according to the chart on appendix A

- Avg. Percentile = 75%-80% = 8 hours of compensatory time
- Avg. Percentile = 81%-85% = 12 hours of compensatory time
- Avg. Percentile = 86%-89% = 16 hours of compensatory time
- Avg. Percentile = 90%-99% = 20 hours of compensatory time

Administrative Leave.

Personnel who receive incentive time off must be aware this time is added to their compensatory time as straight time. Compensatory time accrual may not exceed 80. A total of 20 hours of compensatory time is the maximum combined incentive accrual for each calendar year for the program. Compensatory time can only be earned under one of the two assessment incentive tables listed in appendix A.

VIII. Fitness Bar.

1) Granting of a Fitness Bar will be dependent upon the aggregate performance beyond the PRT minimum standards. The employee must attain a cumulative average to equal 90% or more.

2) Once awarded, the Fitness Bar Award may be worn on the uniform as prescribed by 111.006 Awards and Recognition (y) policy.

3) All non-commissioned employees are required to have a physical health screening conducted by a physician prior to participation in the awards testing. A copy of the ETR162, Preventive General Health Screening Form must be on file, dated within 12 months from the date of the awards testing, and approved for participating by the employee's physician.



500 METER ROW TIME CHART

Gender	Female		Male		
%	Minute(s)	Seconds	Minute(s)	Seconds	%
100%	1	37	1	18	100%
99%	1	38	1	19	99%
98%	1	39	1	20	98%
97%	1	40	1	21	97%
96%	1	41	1	22	96%
95%	1	42	1	23	95%
94%	1	43	1	24	94%
93%	1	44	1	25	93%
92%	1	45	1	26	92%
91%	1	46	1	27	91%
90%	1	47	1	28	90%
89%	1	48	1	29	89%
88%	1	49	1	30	88%
87%	1	50	1	31	87%
86%	1	51	1	32	86%
85%	1	52	1	33	85%
84%	1	53	1	34	84%
83%	1	54	1	35	83%
82%	1	55	1	36	82%
81%	1	56	1	37	81%
80%	1	57	1	38	80%
79%	1	58	1	39	79%
78%	1	59	1	40	78%
77%	2	0	1	41	77%
76%	2	1	1	42	76%
75%	2	2	1	43	75%
74%	2	3	1	44	74%
73%	2	4	1	45	73%
72%	2	5	1	46	72%
71%	2	6	1	47	71%
70%	2	7	1	48	70%



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69%	2	8	1	49	69%
68%	2	9	1	50	68%
67%	2	10	1	51	67%
66%	2	11	1	52	66%
65%	2	12	1	53	65%
64%	2	13	1	54	64%
63%	2	14	1	55	63%
62%	2	15	1	56	62%
61%	2	16	1	57	61%
60%	2	17	1	58	60%
59%	2	18	1	59	59%
58%	2	19	2	0	58%

57%	2	20	2	1	57%
56%	2	21	2	2	56%
55%	2	22	2	3	55%
54%	2	23	2	4	54%
53%	2	24	2	5	53%
52%	2	25	2	6	52%
51%	2	26	2	7	51%
50%	2	27	2	8	50%
49%	2	28	2	9	49%
48%	2	29	2	10	48%
47%	2	30	2	11	47%
46%	2	31	2	12	46%
45%	2	32	2	13	45%
44%	2	33	2	14	44%
43%	2	34	2	15	43%
42%	2	35	2	16	42%
41%	2	36	2	17	41%
40%	2	37	2	18	40%
39%	2	38	2	19	39%
38%	2	39	2	20	38%
37%	2	40	2	21	37%
36%	2	41	2	22	36%
35%	2	42	2	23	35%



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34%	2	43	2	24	34%
33%	2	44	2	25	33%
32%	2	45	2	26	32%
31%	2	46	2	27	31%
30%	2	47	2	28	30%
29%	2	48	2	29	29%
28%	2	49	2	30	28%
27%	2	50	2	31	27%
26%	2	51	2	32	26%
25%	2	52	2	33	25%
24%	2	53	2	34	24%
23%	2	54	2	35	23%
22%	2	55	2	36	22%
21%	2	56	2	37	21%
20%	2	57	2	38	20%
19%	2	58	2	39	19%
18%	2	59	2	40	18%
17%	3	0	2	41	17%
16%	3	1	2	42	16%
15%	3	2	2	43	15%
14%	3	3	2	44	14%
13%	3	4	2	45	13%
12%	3	5	2	46	12%
11%	3	6	2	47	11%

10%	3	7	2	48	10%
9%	3	8	2	49	9%
8%	3	9	2	50	8%
7%	3	10	2	51	7%
6%	3	11	2	52	6%
5%	3	12	2	53	5%
4%	3	13	2	54	4%
3%	3	14	2	55	3%
2%	3	15	2	56	2%
1%	3	16	2	57	1%
0%	3	17	2	58	0%



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POLICY: 111.009 – SECONDARY EMPLOYMENT	CALEA: 22.2.4, 22.2.5
Effective Date: 08/07/2020	Review Date:
Revised Date: 01/22/2021	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

This policy provides guidelines to all police department employees to inform them of the types of secondary employment, which are appropriate; and to establish procedures to maintain accountability for the welfare of the department. These requirements are essential for the effective operation of the Police Department and for the protection of the community.

II. POLICY

A. The nature of law enforcement requires department employees to have the ability to work their regular duty schedules, which are subject to change, in order to meet deployment needs. Additionally, it is necessary an employee have adequate rest to be alert during their tour of duty. For these reasons, and because certain occupations inherently conflict with the employee's primary responsibility to the Department, the Department imposes conditions on secondary employment, or may prohibit particular employment altogether.

B. Determination of the degree of limitation will be based upon the interest of the Department in furthering professionalism, protecting the reputation of the employee and the Department, and ensuring the Department receives full and faithful service in return for its expenditure of resources. Such a determination is the obligation of management, after review of facts pertaining to individual cases.

C. No officer, while performing off-duty police service, will enforce company policies or any rules (commonly known as "house rules") or regulations outside the scope of his or her official duties as an on-duty police officer unless there is a legal basis for performing the services. It should be remembered that regardless of the officer's duty status, the officer's primary responsibility is to the citizens of DeSoto first. Secondary to that responsibility is the officer's responsibility to an off-duty employer.

D. Any employee who takes leave under FMLA (Family Medical Leave Act) is considered to be on sick leave for the duration of time they are out. Any employee that is on FMLA leave will not be allowed to work part-time jobs that are police related in nature. The employee may request an interview before the Command Staff to discuss any catastrophic situation that may consider the need for allowing police related part-time jobs. These decisions will be made on a case by case basis.

III. DEFINITIONS

A. Non-law Enforcement Secondary Employment - The provision of a service for a fee, service or other benefit which duties required by officer, or civilian employee, have no actual or potential use of law enforcement powers. Employment does not include volunteer charity work.

B. Regular Secondary Employment - Any employment which the police officer as an employee for pay, service or other benefit where the officer's duties actually or potentially could give rise to the use of law enforcement powers.



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C. Regular Long-term Secondary Employment - Any employment which meets above description and is contracted for at least six months at a time.

D. Extra Duty Police Employment - Any employment offered through the Police Department outside of regular assignments that is conditioned on the actual or potential use of law enforcement powers by the police officer employee.

IV. PROCEDURES

A. Non-law enforcement secondary employment - employees may engage in secondary employment that meets the following criteria:

1. Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.

2. Employment that presents no potential conflict of interest between the employee and the duties for their secondary employer. Some examples of employment representing a conflict of interest are:

a. As a process server, repossessing agent, or bill collector, towing of vehicles, or any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.

b. Personal investigations for the private sector or any employment which might require the police officer to have access to police information, files, records, or services, as a condition of employment.

c. In police uniform in the performance of tasks other than that of police nature.

d. Assisting in any manner, the case preparation for the defense in any criminal or civil action or proceeding.

e. For a business or labor group that is on strike.

3. Employment that does not constitute a threat to the status or dignity of the Police as a professional occupation. Examples of employment presenting a threat to the status or dignity of the police profession are:

a. Establishments, which sell pornographic, books, magazines, sexual devices, or videos, or otherwise provide entertainment or services of a sexual nature.

b. Exceptions maybe made by the Chief of Police on a case by case review.

Example: Bartenders or uniformed security at an established club within the city limits of DeSoto.

c. Any gambling establishment, or any gambling event, not exempted by law.

B. Extra-Duty Police Employment

Police officers may engage in extra duty police employment as follows:

1. Where a government, profit making or not for profit entity has contacted the Police Department and received prior approval for employment, agreeing to the terms and conditions as imposed by this policy.

2. Types of extra duty services which may be considered:



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- a. Traffic control and pedestrian safety
- b. Crowd control
- c. Security and protection of life and property
- d. Routine law enforcement for public authorities
- e. Plain clothes assignments

C. The following criteria must be met prior to the police officer accepting any employment outside the department.

1. In order to be eligible for any secondary employment, a police employee must be in good standing with the Department. Continued departmental approval for police employees' secondary employment is contingent on such good standing. Employees may not work extra duty police assignments while under terms of suspension (without pay).

Employees placed in remedial training may have their secondary employment privileges revoked, until they have satisfactorily completed training.

2. Those officers who have not satisfactorily completed their field training period, or who are on medical or family leave act, other leave, due to illness, temporary disability, or on-duty injury shall not be eligible to engage in any secondary employment. Any officer working off-duty police employment where law enforcement powers have the possibility of being performed must be capable of performing all police related functions. As a general rule a workday includes the eight hours prior to and eight hours after the assigned work hours.

3. Prior to obtaining any regular or extra duty secondary employment, an employee must request prior approval, through the Extra Duty Employment Coordinator office, 48 hours prior to the start of the employment. Approval must be in writing on a properly completed form (Extra-duty police assignments posted by the coordinator do not need prior approval unless so specified on posting.) Tentative approval may be given by a Division Commander and any such permission granted may be rescinded by written notice from the Chief of Police, Assistant Chief of Police or Captain of Police, if a change occurs involving an employee's capability to perform his/her duties, or maintain requirements of the Department.

4. A police officer, or civilian employee, may work a maximum of 24 hours of any secondary police employment, or a total of 64 hours in combination with regular duty in each calendar week excluding mandatory and court related overtime.

5. Work hours for all secondary employment must be scheduled in a manner that does not conflict or interfere with the police employee's duty performance. Except in cases of extreme emergency the incremental use of comp time is restricted to the beginning of an employee's assigned duty shift or to the end of their shift

6. A police officer engaged in any secondary employment is subject to call out in case of emergency, and is expected to leave his secondary employment in such situations.

7. No member of the Department shall solicit or suggest to anyone a problem or situation might be resolved by employment of an extra-duty police officer.

8. No police officer shall work any extra-duty police employment outside the corporate limits of the City of DeSoto, without the approval of the Chief of Police.

9. All employees accepting extra-duty police assignments are responsible for reporting to assignments as directed. Employees not reporting to assignments, or failing to satisfactorily complete assignments, may be denied future or extra-duty police employment opportunities. Any employee who fails to report or find a



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replacement for an extra-duty job assignment shall submit a memorandum to the extra duty employment coordinator outlining why they failed to fulfill their obligation.

10. Permission for police employees to engage in secondary employment may be revoked where it is determined pursuant to this procedure that such secondary employment is not in the best interest of the Department.

11. No employee may enter into a contract to serve as a broker to provide extra-duty police employment. No employee will work on a commission basis or be paid a percentage of the salaries of other employees performing extra-duty police employment. Officers may coordinate activities for the employer with responsibilities documented and approved by at least the Captain of Police.

12. Employees engaged in extra-duty police work are subject to all rules, regulations, policies and procedures of the City of DeSoto and the DeSoto Police Department.

13. Employment on any project, job site, or business, where there is a labor dispute or strike, is prohibited.

14. If an officer arrives at a regular secondary or extra-duty police assignment, and finds that fulfilling the assignment will violate this policy, will immediately notify the on-duty Watch Commander. Employees of the Department will immediately report in writing any incident or situations arising from or connected with their secondary employment which might adversely affect the Department or its personnel. This letter will be directed to the Chief of Police through the chain of command.

15. No officer will be allowed to engage in any private business or employment where this official position might be used to advance private interests.

16. Officers are prohibited from providing extra duty services while on duty. (Example: No officer should answer courtesy calls at their complex while on duty.)

17. No officer or civilian working any secondary job shall have any friends or relatives accompany them without prior permission of the secondary employer.

18. All employees working extra-duty police employment/regular secondary employment that is approved through the department as required by this policy will submit all required reporting forms and documents to the extra duty employment coordinator. Those documents include the agreement form and required reporting forms. Reporting forms are required for every extra-duty police employment / regular secondary employment per employee per assignment worked. Failure to submit the required reports may result in disciplinary actions up to and including revocation of working extra duty police employment/regular secondary employment as determined by the Chief of Police / Assistant Chief of Police.

19. A police officer, or civilian employee, may not work any more than 18 hours in a twenty-four-hour period. This includes duty hours, extra duty employment, secondary employment and court appearances. Employees are also prohibited from working any secondary or extra duty employment within six (6) hours from their regularly scheduled on-duty start time. Exceptions to this policy will be approved individually by the Chief of Police and in emergency situations.

V. SPECIAL SITUATIONS

A. Ongoing Traffic Assignments - Private Entities

Employees may engage in approved long-term traffic control assignments only after receiving approval under the following criteria.



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1. The requesting entity has met with, and tried to resolve, traffic flow problems through design with the City Traffic Engineer. Interim assignments may be accepted if long term solutions have been identified and work is progressing toward those solutions.
2. The secondary employer acknowledges, in writing, police officers will only act in the best interest of society, and not to the limited interest of their employees or customers.
3. The employer recognizes and acknowledges the police employee is covered under the employer's Worker's Comp and general liability coverage and provide a certificate of insurance showing the City of DeSoto police officers as subcontractors to direct traffic and the City of DeSoto named as an additional insured.

B. Use of Vehicle and Other Equipment

Occasionally employers have asked officers to use various pieces of equipment belonging to the City of DeSoto. These may include uniform, weapons, flashlights or vehicles.

1. Use of equipment assigned to the officer requires no prior approval. In the event this equipment is damaged or needs repair as the result of secondary employment, the employee assumes full responsibility consistent with current department policy even though they may be able to recover cost from his secondary employer.
2. In the event a vehicle is requested for employment, no vehicle will be utilized unless approval is given in advance. The Department must determine availability of this resource, as well as, look at the appearance the use of this equipment may give in society in general. The use of these vehicles may have charges attached and the secondary employer must enter into a contract with the Police Department in order to insure cost recovery. The on-duty watch supervisor must issue the vehicle to ensure the issuance of the vehicle does not interfere with the needs of the patrol division.
3. The Chief of Police or his Designee shall approve the use of any city owned vehicle for secondary employment.

C. Notification to Center Communications Regional Southwest

1. Officers will notify, by telephone or radio, the dispatch center and advise them of the location and planned times of their secondary employment. Upon completion, officers will again notify dispatch that the assignment has ended and they are out of service. This applies only to law enforcement related employment inside the city limits of the City of DeSoto.

D. Plain Clothes Assignments

1. Officers requesting to work plain-clothes assignments must have prior approval from at least the Captain prior to working these assignments.
2. Duties, responsibilities and expectations of the employer must be fully documented and approved.
3. Plain-clothes assignments, while they may serve the interests of the secondary employer, must have some legitimate interest of society.
4. In the event of the necessity to make an arrest during an extra-duty police assignment, while working plain clothes, the officer must call for a uniformed officer, whenever possible, prior to intervening. If enforcement action is required, the officer must identify himself by visual and verbal means.



VI. BENEFITS AND LIABILITIES



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A. Officers approved to perform off-duty police service, subject to the provisions set forth below, will be covered by benefits established under the Workers' Compensation Act and injured employee salary continuation plan, if it is determined the officer was in the course and scope of police duties.

B. For purposes of this policy, course and scope of police duties will include:

1. Incidents where an officer is injured while in the act of enforcing a Federal or State law or ordinance of the City of DeSoto or DeSoto Police Department rules and regulations.
2. Incidents where an officer is injured solely because of his representation as a law enforcement officer or member of the DeSoto Police Department.

C. Specifically excluded from coverage under the City of DeSoto Workers' Compensation and salary continuations are:

1. Incidents where an officer is injured on or near a secondary employer's premises when the officer is not in the act of enforcing a Federal or state law or DeSoto Police Department rules and regulations or City ordinance. (Example: falling on a wet floor, cutting hand on broken window, etc., where not in act of enforcement.)
2. Any incident where the officer is injured and is found to be in violation of any of the rules, regulations, or procedures of the DeSoto Police Department.

VII. OVERSIGHT

A. Extra-duty Employment Coordinator(s) - A designated staff member will act as the Extra-Duty Employment Coordinator. The coordinator will:

1. Receive and document requests for off-duty employment.
2. Post request, if time permits.
3. Approve, or disapprove, requests based on departmental guidelines and time and manpower constraints.
4. Monitor postings to insure adequate personnel are available for duty and/or special assignments.
5. Recommend proposed changes to the Steering Committee.
6. Investigate and report any discrepancies that may come to his attention.
7. Forward all requests to the Chief of Police or Assistant Chief of Police for approval / disapproval. Requests will be approved / disapproved based on departmental guidelines and time/manpower constraints.

VIII. PAY

A. Departmental paid assignments will be paid at time and one-half and reported as overtime. Pay will be received along with the normal pay cycle.

B. Extra-duty Police posted assignments will be paid at a rate determined by the Department.

C. Non-departmental non-posted assignments will be determined by agreement between the secondary employer and requesting employee.



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- D. Non-police related secondary employment positions will have salaries determined by the employer with mutual agreement of the employee. Federal minimum wage guidelines will apply.
- E. Employees working any secondary employment are responsible for paying all appropriate taxes and reporting all income to the IRS pursuant to IRS regulations.
- F. Citizen Police Academy Alumni Association Members, Explorers, Reserves, or Citizens on Patrol Members may not receive personal monetary gain for working a part-time job assignment in their status as a departmental volunteer. Pay received must be forwarded to their individual volunteer fund.



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POLICY: 111.010 – JOB ROTATION	CALEA: 11.5.1
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The Job Rotation program assists personnel in selecting a career path and ensures all organizational elements are staffed with individuals who are qualified, productive, and motivated to achieve the policies, goals, and objectives of the City of DeSoto and the DeSoto Police Department. Additionally, this directive ensures all rotations and transfers from one organizational element to another are fair, equitable, and consistent.

II. POLICY

The Department realizes people are its most important and valuable resource. The better trained and more educated the employees of the Department, the more valuable they are to both the Department and the City of DeSoto. In order to enhance the performance of employees and the professional image they portray in their daily contacts with the citizens, the Department encourages individuals to further their professional development. The Job Rotation program is meant to guide an employee in the pursuit of his/her personal goals and objectives. This can be accomplished by assisting an employee in acquiring the training he/she may need to meet these goals.

The fact that an employee does not aspire to a supervisory position does not in any way limit his/her value to the Department or reduce the skills and expertise possessed. The Job Rotation program is based on actual job performance with the objective of aiding an employee to reach the highest level of knowledge, skill, and ability possible in the area(s) of expertise chosen.

III. PROCEDURES

A. Eligibility

1. Any sworn officer may apply for one or more of the positions listed below, provided:
 - a. They have at least two years' experience as a sworn police officer, including at least one year of service as a sworn officer with the DeSoto Police Department, and
 - b. Is in good standing on all annual department qualifications.
 - c. Their current classification is equivalent to the positions that is vacant.
2. For positions listed below as "Specialized," the Chief of Police may waive certain of these eligibility requirements.

B. Announcement of Position Openings



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All anticipated specialized assignments, long-term, limited-term and career enhancement position openings will be advertised by written announcement posted on all official department bulletin boards.

C. Position Classifications Available for Job Rotation

1. Long-term Position

- a. Full-time positions that require an officer to perform police related tasks that require specialized training. Appointment results in re-assignment of the officer to the division or section where the position exists. Current Long-term positions include:

1. Detective
2. Traffic Officer

- b. Although assignments may be designated as "Long-term," the Chief of Police or his designee may transfer personnel to other assignments whenever it is deemed to be in the best interests of the Department. "Best interests of the Department" is defined for the purposes of this directive to be "the balancing of the needs and objectives of the Department with those of the individual employee." While good performance is certainly a major factor in judging the duration of an assignment, other factors such as career development, job enrichment, and job burnout will also be weighed on an individual basis.

2. Temporary Assignments

- a. Temporary assignments may be authorized by the Chief of Police to assist either Division in the Department, any of the units or task forces outside of the Department. Temporary assignments by nature are designed to deal with an identified goal or problem. Temporary assignments will exist theoretically until the issue for their origination has been satisfactorily dealt with. Temporary assignments lasting more than one year will be reviewed on an annual basis by the Chief of Police.
- b. Temporary assignments may also be assigned to an officer who has been ordered to light duty or other considerations that will benefit the officer and the Department. Assignments of this nature will terminate as soon as the officer is ready to return to full duty.

3. Specialized Positions

- a. Assignments that are not necessarily full time in nature but require substantial training and temporary reassignment. Selection will be based on criteria as required for each position and is dependent upon approval of the Chief of Police. Current Specialized positions include:
 1. SRT/SRRG
 2. School Resource Officer
 3. Narcotics/Task Force Officer
 4. Auto Theft/Task Force Officer
 5. K-9 Officer
 6. Traffic Officer

4. Rotating Positions

- a. The Corporals will rotate assignment due to their responsibilities as the Field trainers for the Department. Each Corporal will spend a tour (1-3 years) in the Criminal Investigation Division to become familiar with all aspects of



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crime scene investigation, follow up investigation, probable cause affidavit and warrant development, filing cases with the District Attorney's office and the variety of training opportunities with outside agencies. >The Corporal will be selected by the Chief of Police with input from Command Staff. >The selection will be based on the needs of the department and the individual Corporals.

- b. The position of Sergeant assigned to the Criminal Investigations Unit will be reviewed for rotation on the second anniversary of original assignment. One-year extensions may be granted for up to three additional years if the Command Staff approves such extensions. >The Sergeant of CID will be selected by the Chief of Police with input from Command Staff. >The selection will be based on the needs of the department and performance of the individual Sergeants.
- c. The Department's Captains (Division Commanders) will rotate assignments every three years in conjunction with Accreditation On-site events or at the discretion of the Chief of Police taking into account the changing needs of the department as a whole.

D. Selection Process - The selection of personnel to fill opened assignments shall be the responsibility of the Chief of Police or his designee.

1. Personnel requesting a rotation to a new assignment must turn in a letter to the appropriate person in charge of the selection. The request letter should state why the officer is interested in a position.

2. The Chief of Police or his designee will interview all applicants. Selection for a position will be made after all applicants have been interviewed and based upon the following factors:

- a. The applicant's Interview
- b. Performance Reviews
- c. Officer's experience and training
- d. Recommendations from current supervision
- e. Participation in Department physical fitness program
- f. Disciplinary Record

IV. SPECIAL CONSIDERATION

- A. The Chief of Police will retain final approval in the selection of personnel to all assignments and/or positions within the organization. It shall be understood that transfers for purposes of this policy are not to be construed as promotions.
- B. The Chief of Police may also place officer into positions without a selection process based upon the needs of the Department, officer background and training and the nature of the assignment.

V. ANNUAL REVIEW

- A. The Chief of Police shall conduct an annual review of each specialized assignment for the purpose of determining whether it should be continued. The review should include:
 - 1. a listing of the agency's specialized assignments
 - 2. a statement of purpose for each listed assignment
 - 3. an evaluation of the initial problem or condition that required the assignment.



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POLICY: 111.011 – POLICE FUNERAL COORDINATION TEAM	CALEA: 22.1.4, 22.1.5, 81.2.10,
Effective Date: 08/07/2020	Review Date:
Revised Date:	
Related Directive(s):	
Related Form(s):	
Issued by: J. Costa, Chief of Police	

I. PURPOSE

The Police Funeral Coordination Team is responsible for seeing to the needs of the surviving family.

II. POLICY

In the event of the untimely death of a DeSoto Police Department employee from either accidental or felonious causes, the Department will activate the Funeral Coordination Team.

III. PROCEDURES

A. Members - The team consists of six individuals selected by either their position within the Department or by the Chief of Police. Members are:

1. Chairman - Patrol Division Captain
2. Unit Commander of deceased member
3. Family Resource Officer (appointed by Chief of Police)
4. Honor Guard Coordinators (appointed by Chief of Police)
5. Family Liaison Officer (appointed by Chairman with recommendation by Bureau Commander of deceased member)
6. Public Information Officer

B. Member Duties

1. Chairman of the Team
 - a. Acts as a Liaison between the Chief's office and City Management. Activates members and coordinators upon the death of an employee.
 - b. Once an employee is pronounced dead from duty related injuries, the chairman of the Funeral Coordination Team will, with the recommendation of the deceased member's Unit Commander, select an employee to serve as a Family Liaison Officer between members of the Department and the family.
2. Unit Commander of the Deceased
 - a. Assists the Family Resource Officer with his duties.



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- b. After the family has been notified of the employee's death and had the opportunity to view the body, makes transportation arrangements to escort family members to their residence.
 - c. Arranges for an on-duty, uniformed officer to be assigned to accompany the family to field incoming phone calls and to establish a buffer zone between the news media and the family. This officer may be called upon by family members to assist them in contacting other family members and/or friends.
 - d. Responsible for completing an around the clock detail of officers to be stationed at the family's home beginning with the employee's death through the day of the funeral.
3. Family Resource Officer - This officer, appointed by the Chief of Police, will serve an indefinite term; reports directly to the Chairman of the Funeral Coordination Team.
- a. Meets with the family as soon as possible after the death of an employee, keeping in mind the emotional status of the family, to tell them of his responsibilities.
 - b. Fulfills the role of facilitator between the family and the Department; will not assume the role of decision-maker; informs the family of types of assistance the Department can offer in the way of line of duty funerals.
 - c. Works closely between the family and funeral directors as well as clergy members to assure funeral preparations are carried out with the family's interest in mind. This officer should have some working knowledge of the funeral industry.
 - d. Briefs family members of funeral procedures, such as 21-gun salute, presentation of flag, playing of taps and other aspects of line of duty funerals.
 - e. Coordinates all transportation needs of the family to and from hospital, funeral home, wakes and funeral using police vehicles.
 - f. Keeps abreast of all information concerning the death and investigation of the deceased member to answer family's questions throughout the entire ordeal.
 - g. Keeps up with the latest information dealing with survival benefits and filing procedures to assist the surviving family.
 - h. Works closely with coordinators of the Police Honor Guard to arrange Honor Guards to guard the deceased member's body from time of death until burial as well as other aspects of line of duty funerals.
 - i. Works closely with the Public Information Officer to assure that all the latest funeral arrangements are made known to the media.
 - j. Notifies other agencies of funeral events.
 - k. Obtains from the family or supply coordinator, a clean and in good repair dress uniform to be taken to the funeral home.
 - l. Obtains the badge of the deceased member from body before burial. The deceased member's badge as well as any awards that he/she may have received will be presented to the family at a later date by the Chief of Police.



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m. Makes himself available to the family at all times during this time period to assure all necessary arrangements are being completed and to answer all questions propounded to him by the family.

n. Assists the family with funeral arrangements and their needs in completing an itinerary of events to be forwarded to members of the surviving family and the Department.

o. May, at the request of the family, assist in funeral preparations and/or filing procedures for survivor benefits in the event of an employee's non-duty related death. Acts in an advisory capacity only. Dependent upon the employee's relation to the Department, an Honor Guard may be provided at the funeral.

4. Honor Guard Coordinators - Honor Guard Coordinators are appointed by the Chief of Police and serve an indefinite term to be replaced as deemed necessary.

a. Work closely with other members of the Funeral Coordination Team.

b. Responsible for guarding the deceased member's body from time of death until his/her funeral as well as all protocol dealing with line of duty funerals.

5. Family Liaison Officer - Appointed by the Chairman of the Funeral Coordination Team with the recommendation of the Division Commander of the deceased officer.

a. Should be an employee who was a close friend of the deceased member; serves as liaison between the family and other members of the team; serves as a concerned friend of the family whose main responsibility will be to assist the family with their grief.

b. Should not be involved in the planning of funeral activities, but should work closely with the Family Resource Officer and other members of the Funeral Delegation Team to see that the needs and desires of the family are addressed.

6. Public Information Officer

a. Maintains all media coverage dealing with the deceased member's death. This includes media coverage of funeral events.

b. Works closely with the Family Resource Officer during funeral activities to assure the family's wishes and desires are not infringed upon.

C. Notification of Staff and Family

1. At the time of an employee's death, the highest-ranking officer at the scene will notify the Chief of Police, or his designee, and the Chairman of the Funeral Coordination Team.

2. It will be the responsibility of the Funeral Coordination Chairman to notify other members of the Team.

3. The Chief of Police or his representative, Police Chaplain on call and Family Resource Officer will make notification of immediate family members.

D. Notification Procedures

1. Death Notification



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a. The notification of family members should be made as soon as possible after the death of an employee.

b. When making death notifications, the person making the notification should keep in mind the age and medical condition of the surviving family. It might be necessary to have medical personnel nearby should they be needed. Death notifications should never be made on a doorstep or by telephone.

c. In the event the deceased employee's family lives outside the area, the Chief of Police, or his representative, will notify the law enforcement agency having jurisdiction to make notification in person. The law enforcement agency will be supplied with contact names and phone numbers of personnel from this department to assist them with their needs.

2. Notification of Injury/Death

a. In the event an employee is transported to the hospital with life threatening injuries, the highest-ranking officer at the scene will notify staff members in the same manner as if the employee had expired.

b. It will be the responsibility of the highest-ranking officer at the scene to assist family members to the hospital by means of police vehicles and to secure adequate supervision for minor children.

c. At the medical facility, appropriate waiting facilities should be made available for the family away from the public and media.

d. If the employee dies before the appropriate delegation arrives, the highest-ranking officer at the hospital should not wait to notify the family. He should advise the family of all the information he knows about the incident. This officer should not withhold information that the employee has died.

e. If it is possible for the family to visit the employee they should be afforded this opportunity. The family should be told what to expect to see in the emergency room and should be accompanied by departmental personnel.

E. Release of Information Regarding the Incident

All questions regarding the employee's death by the news media should be forwarded to the Public Information Officer. The deceased member's name must not be released until immediate family members are notified.

