



EL PASO POLICE DEPARTMENT PROCEDURES MANUAL

The purpose of this document is to give practical meaning to our stated Department Mission and Values by setting forth for all officers and employees of the El Paso Police Department articulated policies, procedures and code of conduct which encompass and describe expectations of behavior and conduct, both on duty and off-duty.

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MISSION STATEMENT

Effective 04/06/2021

It is the mission of the El Paso Police Department to preserve life, to provide services with integrity and dedication, to enforce the law, and to work in partnership with the community to enhance the quality of life in the City of El Paso.

CORE VALUES

Effective 01/11/2021

PURPOSE

Professionalism dictates, in addition to prescribing a desired level of performance, the establishment of minimum standards of ethical conduct with prescribed policies for internal discipline to ensure compliance. The El Paso Police Department has created and adopted a Mission Statement and published Core Values. These values are an important code of ethics and standards upon which performance, conduct, policies, and procedures are based.

WE RESPECT LIFE

We hold the preservation of all life as our sacred duty. Our value of human life sets our priorities.

- A. The primary responsibility of the officers of the El Paso Police Department is to protect the people within its jurisdiction and to uphold the Constitution of the United States, the Texas State Constitution and the laws derived therefrom.
- B. Employees will respect and uphold the dignity, human rights, and constitutional rights of all persons.
- C. Officers will not use more force than is reasonably necessary and will use force in accordance with the law and Department procedures.
- D. Employees will be courteous to the public. Employees will be tactful in the performance of their duties and will control emotions and exercise patience and discretion. Employees will not express any prejudice concerning race, color, religion, gender, politics, national origin, lifestyle or similar characteristics.
- E. Employees will not allow their personal convictions, beliefs, prejudices or biases to interfere with the appropriate execution of official acts or decisions.

WE REVERE THE TRUTH

We accept nothing less than truth, honesty, and integrity in our profession.

- A. Employees will follow the principles of integrity, fairness, and impartiality in connection with their duties.
- B. Employees will not knowingly make false accusations of any criminal, ordinance, traffic or other violation.
- C. Employees will treat the official business of the Department as confidential. Information regarding official business will be disseminated only to those for whom it is intended in

accordance with established Department procedures. Employees will not divulge the identity of persons giving confidential information except as authorized by proper authority.

- D. Employees will not make false official statements.
- E. Employees will truthfully and impartially report, testify, and present evidence in all matters of an official nature.

WE ENFORCE THE LAW

We recognize that our basic responsibility is to enforce the law. Our role is to resolve problems through the law, not to judge or punish.

- A. Officers will, within their jurisdiction, preserve the public peace, protect life and property, and enforce the laws for which the Department is responsible.
- B. Officers will follow legal practices in such areas as interrogation, arrest or detention, searches, seizures, use of informants, and collection and preservation of evidence.
- C. Employees, within legal and Department guidelines, will share appropriate information with other employees and other agency personnel that will facilitate the achievement of criminal justice goals or objectives.
- D. Employees, whether requested through appropriate channels or called upon individually, will render needed assistance to any other employee in the proper performance of their duty.

WE SEEK COMMUNITY PARTNERSHIP

We view the people of our community as partners who deserve our concern, care, and attention. We are committed to reducing the fear of crime in our community, and we endeavor to do this by creating partnerships in our neighborhoods.

- A. Employees must recognize the basic goals of the community and the Department and work with each other and all citizens to make El Paso a better place to live.
- B. Employees will, within legal and Department guidelines, attempt to communicate to the people of their community the goals and objectives of the profession and keep them informed of conditions which threaten the maintenance of an ordered society.
- C. Employees will recognize that their highest priority is to serve this community.
- D. Employees will consider themselves a valued part of the community policing team.
- E. Employees will react to complaints or reports courteously and judiciously in accordance with Department procedures.
- F. As police employees are under constant observation by the public, they will present themselves as leaders within the community and always be professional and courteous, both on and off duty.
- G. Employees will, within legal and Department guidelines, be honest and cooperative with the news media whenever possible.

WE HONOR OUR POLICE POWERS

We do not tolerate the abuse of our police authority.

- A. Officers will be aware of the extent and the limitation of their authority in the enforcement of the law.
- B. Employees will provide every person in our society with professional, effective, and efficient law enforcement services.

- C. Officers will not restrict the freedom of individuals by detention or arrest, except to the extent permitted by law.
- D. Employees will courteously and promptly record any complaint made by a citizen against any employee of the Department. Employees may attempt to resolve the problem but will never attempt to dissuade any citizen from lodging a complaint. Employees will follow established Department policy for processing complaints.
- E. Employees will not accept gifts or other benefits or engage in any conduct in violation of the City's Ethics Ordinance.
- F. Employees will not use their position, identification card, or badge for personal or financial gain, obtaining privileges not otherwise available to them, or avoiding the consequences of illegal acts.

WE CONDUCT OURSELVES WITH DIGNITY

We recognize that our personal conduct, both on and off duty, is inseparable from the professional reputation of both the officer and the Department.

- A. Employees will obey all laws of the United States and of any state or local jurisdiction in which the employee is present.
- B. Employees will be courteous and respectful in their official dealings with the public, fellow employees, superiors and subordinates.
- C. Employees, as professionals, will maintain an awareness of those laws, policies, and other factors affecting their responsibilities.
- D. Officers will maintain a level of moral conduct in their personal and business affairs that is in keeping with the highest standards of the law enforcement profession.
- E. Employees will not participate in conduct which impairs their ability to perform as law enforcement employees or causes them or the Department to be discredited or brought into disrepute.
- F. Employees will maintain a level of performance and competence that will keep them abreast of current techniques, concepts, laws, and requirements of the profession. Employees will strive for professional excellence.
- G. Employees will strive to set an example for other law enforcement personnel.

PURPOSE

The purpose of this document is to give practical meaning to the stated Department's Mission and Values by setting forth for all officers and employees of the El Paso Police Department articulated policies, procedures, and codes of conduct which encompass and describe expectations of behavior and conduct, both on duty and off duty.

Codes of conduct are as essential to a well-functioning, correctly disciplined organization as proper laws are to society. Police officers and public employees are granted a public trust which requires that they consistently demonstrate the highest degree of integrity. The purpose of policies, orders, and procedures is to maintain a high level of personal and official conduct in order to maintain the respect and confidence of the public.

POLICY

All members of the Department will become familiar with these standards and will abide by them. Ethics training for all employees will be conducted annually. Ethics reviews can be in the form of classroom, shift briefing, computer based training, and bulletins, or any combination of methods.

Employees witnessing violations of the City's Ethics Ordinance or criminal acts by another employee will immediately report the incident to the supervisor on duty. Violations may be subject to discipline, up to and including termination.

OATH OF OFFICE

I do solemnly swear, that I will faithfully execute the duties of the office of Police Officer of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

POLICE POWERS

Officers of this Department are granted their police powers by the people through the Texas Code of Criminal Procedure. It is the duty of every officer to preserve the peace within the officer's jurisdiction. Officers will not abuse their authority and will not take official action contradicting their oath. The police powers of officers of this Department may be suspended by the order of supervisors acting on behalf of the Chief of Police.

SCOPE

Nothing in the Department's policies, orders, or procedures is intended to limit or supersede any provision of law relating to the duties and obligations of peace officers or the consequences of a violation thereof. When this code specifies certain conduct as unprofessional, this is not to be

interpreted as approval of conduct not specifically mentioned. From time to time, the Department may implement orders that may change, alter, or supersede a policy or procedure set forth herein. Once notice of an order is given, employees will be responsible for learning any new procedures and abiding by them.


USE OF JUDGEMENT IN COURSE OF ACTION

Members of the Department confronted with situations that are not specifically covered by this code, these procedures, or other Department policies must use their best judgment and make decisions as to the appropriate course of action or conduct based upon training, experience, and, perhaps most importantly, the mission and values of the Department. Employees should strive to uphold the spirit of the law, as opposed to enforcing merely the letter of the law.

Employees, in the application of the law, shall exercise mature judgment and discretion within the limits of statutory authority and Department policy.

OVERSIGHT OF COMPLIANCE

All supervisors, sworn and civilian, are responsible for the enforcement of ethics standards, policies, procedures, rules, codes of conduct, laws, regulations, and any other regulatory statutes. Command Staff personnel are further responsible for overseeing compliance with the contents of this manual through training, audits, observation, report reviews, and any other means available.

 El Paso Police Department Procedures Manual	Chapter 1: Department Organization
100 Authority	Policy Effective: 03/08/2021 Previous Version: 06/17/2016

100 AUTHORITY OF PROCEDURES MANUAL

The Procedures Manual of the El Paso Police Department is established by order of the Chief of Police and is hereafter referred to as the “Procedures Manual.” The Procedures Manual describes the organizational structure of the El Paso Police Department (hereafter referred to as the “Department”), projects the police purpose and sets forth policies and procedures in keeping with that purpose. In the event that any provision herein will conflict with the City Charter, any City Ordinance, a rule or regulation of the Civil Service Commission or a provision in the Contract, the City Charter, City Ordinance, Civil Service Commission rule or the Contract will prevail.

100.1 APPLICATION

The Procedures Manual is an official document of the Department. All employees will comply with the provisions of the Procedures Manual except where clearly inapplicable. All pre-existing orders and Department regulations, inconsistent with the Procedures Manual, are hereby revoked.

100.2 REFERENCES

- A. Texas Criminal Law and Traffic Manual. Lexis-Nexis or equivalent.
- B. City of El Paso Municipal Code.
- C. Civil Service Commission. Charter Provisions and Rules and Regulations: Classification and Compensation Ordinance 8064. El Paso, TX. Hereby referred to as “Civil Service Rules.”
- D. The Articles of Agreement between the City and the El Paso Municipal Police Officers Association (the Association). Hereby referred to as the “Contract.”

100.3 DEFINITIONS

The following definitions will be used when referring to members of the Department.

- A. Officers. Commissioned peace officers of the El Paso Police Department.
- B. Civilians. Noncommissioned employees of the El Paso Police Department.
- C. Employees. All members of the Department, including both civilians and Officers.
- D. Volunteers. Unpaid civilian auxiliaries.

100.4 DISTRIBUTION

Planning and Research will make available the most recent Procedures Manual and Operations Manuals electronically to all Department employees.

100.5 FOR OFFICIAL USE ONLY

The Procedures Manual is for the explicit use of Department employees. Employees may not allow any person not employed by the Department to use or read their manual unless authorization is given by the Chief of Police.


100.6 ACCOUNTABILITY

The Procedures Manual is the property of the El Paso Police Department.

- A. Terminated, resigned, or retired employees will return any hard copy manual or portions of manuals to Central Supply.

100.7 AMENDMENT

Employees may submit suggestions to amend the Procedures Manual through the chain of command to the Chief of Police. Planning and Research is responsible for reviewing, revising, and updating the Procedures Manual.

 El Paso Police Department Procedures Manual	Chapter 1: Department Organization
101 Chain of Command	Policy Effective: 07/26/2022 Previous Version: 03/08/2021

101 CHAIN OF COMMAND

The purpose of a chain of command is to establish clear lines of authority. It ensures a working, structural relationship between the Chief of Police and each employee. Employees must, at all times, operate within the chain of command unless extenuating circumstances, as set forth below, exist.

101.1 EXTENUATING CIRCUMSTANCES

There are occasions when operating within the chain of command is not feasible. In such cases, the situation should be referred to the next higher person in the chain of command, to include the Chief of Police. Employees reporting sexual harassment or discrimination will not be required to use the chain of command for reporting purposes.

101.2 LEVELS OF AUTHORITY

- A. Chief of Police is the chief administrative officer of the Police Department and is the final authority on all matters of policy, operations, and discipline. The Chief of Police shall be responsible to the City Manager's Office for the management, direction, and control of operations and administration of the El Paso Police Department.
 1. In the absence of the Chief of Police, he or she will delegate command responsibility and authority of the department to an executive staff member.
- B. Executive Staff is Assistant Chiefs, the administrator of the Internal Affairs Division, the Administrative Services Manager, and the Departmental Human Resources Manager. They oversee and maintain executive authority over the major functions of the Department.
- C. Command Staff is Commanders, designated Lieutenants, and Civilian Division Managers. They are responsible for operations, special services, and administrative support.
- D. Lieutenants and Civilian Section Managers who are responsible for a shift or section and may supervise first-line supervisors.
- E. Sergeants and Civilian Supervisors oversee a shift or support unit and supervise line personnel.

101.3 FUNCTIONAL AUTHORITY

In situations involving personnel of different functions engaged in a single operation the officer with the functional responsibility will exercise authority over the incident or investigation. Any authority granted to an individual also includes all higher ranks in the individual's chain of command.

101.4 SUPERVISOR RESPONSIBILITY

Employees in supervisory positions are responsible for effective leadership and are accountable for the activities of personnel under their immediate control. Effective leadership includes the development of subordinates.

- A. At all times supervisors shall lead by example.
- B. Supervisory employees shall ensure that subordinates receive all required training.
- C. Supervisors shall regularly counsel and mentor their subordinates.
- D. Supervisors are expected to exercise good judgement in the leadership and managing of situations not clearly defined by policy, procedure, or rules and regulations. This includes recognizing potential risks that may not be apparent to officers based on experience and training, and making decisions to manage those potential risks.


101.5 ACCOUNTABILITY OF DELEGATED AUTHORITY

An employee, by order of the Chief of Police or another superior in the employee's chain of command, may be temporarily required to perform the duties of a higher rank or position. Each employee shall be held accountable for the use of delegated authority. When performing these duties, the person exercises the authority and bears all responsibilities.

101.6 CONFLICTING ORDERS

All employees will obey the Department's Rules and Regulations and fully execute any lawful order given by any superior, including any order relayed from a superior by an employee of the same or lesser rank.

- A. In the event an employee receives an order that conflicts with a previous order given by a supervisor of equal rank, the employee will notify their immediate supervisor of the conflict. It will be the responsibility of the immediate supervisor to resolve the conflict with the supervisor issuing the original order.
- B. Discretion may be used when changing circumstances or new information requires a deviation or invalidation of an original order. The issuing authority will be notified as soon as possible of the deviation from the original order.
- C. Officers are expected to follow orders except in situations where the order is clearly unlawful.

 El Paso Police Department Procedures Manual	Chapter 1: Department Organization
102 Bureaus and Divisions	Policy Effective: 06/01/2020 Previous Version: 06/17/2016

102 BUREAUS AND DIVISIONS

Any responsibility or authority specifically assigned by this manual includes the assignee's designee unless otherwise stated.

102.1 OFFICE OF THE CHIEF

This Bureau consists of the Office of the Chief, the Internal Affairs Division, and the Public Information Office.

102.2 CODE ENFORCEMENT BUREAU

This Bureau consist of Code Enforcement.

102.3 UNIFORM POLICE BUREAU I AND II

The Office of Regional Operations Bureau consists of all the Regional Commands and is responsible for all patrol operations.

- A. Uniform Police Bureau I includes the Pebble Hills Command, Central Command, Special Services Division and the Headquarters Motor Division
- B. Uniform Police Bureau II includes the Northeast Command, Westside Command, Mission Valley Command, Training Academy, Special Operations Group and the Crisis Intervention Team.

102.4 INVESTIGATIONS BUREAU

The function of the Investigations Bureau is to provide follow-up support to the Department. It is divided into two divisions, Major Crimes and Organized Crimes. They are responsible for investigations and intelligence.

102.5 STRATEGIC PLANNING AND AUXILIARY SERVICES BUREAU


The Strategic Planning and Auxiliary Services Bureau provides administrative, planning, operational, and staff support to the Department. It includes the following four divisions: Planning and Research/Risk Management, Communications Liaison, Auxiliary Services, and Facility Maintenance.

102.6 HUMAN RESOURCES

The Human Resources Bureau is responsible for the recruitment and backgrounding of police officer applicants and employee concerns. This Bureau is composed of Payroll, Employee Relations, Staffing, and Backgrounds and Recruitment.

102.7 ADMINISTRATIVE SERVICES

The Administrative Services Bureau is composed of Budget and Finance, Grants, Supply, Records and Fleet Management.

 El Paso Police Department Procedures Manual	Chapter 1: Department Organization
103 Department Policies and Procedures, Forms and Directives	Policy Updated: 05/11/2021 Previous Version: 10/24/2006

103 ORDERS AND FORMS

103.1 AUTHORIZATION

The Chief of Police shall review and approve any Department Policy and Procedure, Forms and Directives. Planning and Research will distribute the approved Policies and Procedures, Forms and Directives to the Department. Command-level officers may issue orders that affect their respective commands; these orders shall be forwarded to Planning and Research for tracking.

103.2 DURATION

All Policies and Procedures, Forms and Directives will be considered effective until rescinded, replaced, or expired.

103.3 CLASSIFICATION

Classes of orders and informative publication are defined as follows:

- A. Special Order. Special Orders are issued to establish or implement Department policy or procedure of an operational or administrative nature. Special Orders always amend the Procedures Manual and are issued only by the Chief of Police. Distribution will be made to all employees.
- B. Directives. In the event that an order or revision to the procedures manual is urgent, it may be disseminated as a Directive followed by a Policy and Procedure within six months. The Chief or designee may issue Directives.
- C. Bureau Order. Bureau Orders are issued only by Executive Staff and affect only those under their command. Distribution will only be made within the respective Bureau.
 1. These orders will be submitted to the Strategic Planning assistant chief to be reviewed and approved prior to implementation. This in no way is intended to limit or impede the authority of a responsible officer or administrator. Planning & Research will maintain copies of all Bureau Orders published by the Department.

103.4 DISSEMINATION

All orders are distributed to employees via e-mail. Once disseminated, the orders are stored electronically in the Police Department's Public Share Drive, where an updated Policies and Procedures Manual is accessible to all personnel. Hard copies of orders will be stored by the Planning and Research section. Orders will be loaded into the Department's electronic training system. All employees shall review and acknowledge the order within 14 days. All orders shall also be discussed in shift meetings and documented in the station log.

103.5 DEPARTMENT FORMS

The Strategic Planning assistant chief will be responsible for the approval of all forms used by the Department.


- A. Procedures. The following procedures will be used when revisions or new forms are necessary:
1. Any individual requesting a new form, or the revision of an existing form, will notify Planning and Research describing the need for the form/revision and list the operational impacts of the form/revision.
 2. Approved forms will be forwarded to Planning and Research for standardization, assignment of form number, and maintenance.
 3. The assistant chief of Strategic Planning will approve or deny the request and forward to Planning and Research for final dissemination.
 4. Once a form is standardized and placed in the public share drive, it will be the only approved form used by Department employees.

103.6 SUPPLY OF FORMS

After a form has been created or revised, it shall become the responsibility of Central Supply to ensure there is an adequate supply of forms ordered and on hand. Some forms may be electronically stored and available to download or print from the Department's network drive.

103.7 AUDIT OF DEPARTMENT FORMS

Every three years, Planning and Research will conduct an audit of Department forms to ensure the forms are current and that no unauthorized forms are in use in the Department's public share drive.

 El Paso Police Department Procedures Manual	Chapter 1: Department Organization
106 Consecutive Days Off and Split Days Off	Policy Effective: 02/03/2018 Previous Version:

106 CONSECUTIVE DAYS OFF AND SPLIT DAYS OFF

Sworn personnel assigned to the five-8 hour or four-10 hour day shift shall have consecutive days off. Only at the request of the officer will split days off be scheduled; however, the request is still subject to the discretion and approval of the Department. For purposes of this policy, days off on Saturday-Sunday are considered consecutive days off. Supervisors are not authorized to change schedules during the shift rotations, except under Policy 433 Tactical Alert Protocol.

106.1 REQUEST FOR SPLIT DAYS OFF FORM


- A. Sworn personnel requesting split days off or withdrawing a previous request for split days off, must complete and submit the Request for Split Days Off form to their immediate supervisor. This must be turned in no later than the 15th day of the month, prior to the requested shift rotation.
- B. Approved days off will take effect on the following shift change. At no time will split days off be adjusted during the scheduled month.
- C. This request will remain in effect until the quarterly shift change
- D. If the officer wishes to continue to have split days off during the next quarter, the form shall be resubmitted during the allotted time. If the request form is not resubmitted, the officer shall resume consecutive days off.

106.2 APPROVAL

- A. The request for split days off will be determined based on the needs of the Department.
- B. Supervisors receiving a form will review the request and ensure the operational needs of the Department are met prior to approving split days off.
- C. Supervisors will sign, date, and indicate an approval or denial of the request.

106.3 DISTRIBUTION

- A. A copy of the form indicating the supervisor's decision will be provided to the requesting personnel as soon as possible, but no later than the required due date set by Court Liaison for monthly schedules.
- B. The original form will remain on file at the Division level, as prescribed by record retention mandates.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
107 Functional Communication	Policy Effective: 03/08/2021 Previous Version: 04/08/1999


107 FUNCTIONAL COMMUNICATION

Effective communication is essential for the purpose of coordinating performance toward the accomplishment of the law enforcement mission. Communication enables all officers and employees to function as a unit, rather than a number of individuals. Supervisors should encourage and support the exchange of information.

107.1 COMMUNICATION PROCEDURES AND METHODS

Department meetings shall be conducted for the purpose of discussions regarding Department operations, dissemination of pertinent information, proposed written directives, problems affecting the Department, and any other matters that the Chief of Police deems necessary.

- A. Communication and cooperation shall be accomplished by, but not limited to:
 1. Verbal communication
 2. Electronic communication
 3. Memoranda or bulletins
 4. Shift meetings
 5. Staff meetings
 6. SAC meetings
 7. TEAMS or other online social media meetings

 El Paso Police Department Procedures Manual	Chapter 2: Training
200 Academy	Policy Effective: 03/08/2021 Previous Version: 01/11/2021

200 ACADEMY

200.1 PRE-SERVICE


All officer candidates must complete the El Paso Police Academy basic training course.

200.2 ACADEMY

The El Paso Police Academy is licensed through the Texas Commission on Law Enforcement. The Academy operates under TCOLE rules and regulations. Officer candidates must complete basic course requirements and pass the State licensing exam for Peace Officers. Upon successful completion of course and exam requirements, candidates are licensed as Texas Peace Officers and may be appointed to the Department by the Chief of Police.


200.3 COLLEGE CREDIT HOURS

Officers may receive college credit for successful completion of the basic Academy training program. Officers may apply in person at the Administration building of a university accredited by TCOLE. Please see current TCOLE rules for accreditation requirements. College hours received from the Academy training program must be listed on an official college transcript from a TCOLE accredited university and may be provided to the El Paso Police Academy for documentation.

 El Paso Police Department Procedures Manual	Chapter 2: Training
201 Field Training Officer Program	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

201 FIELD TRAINING OFFICER PROGRAM

The Field Training Officer Manual is the official document governing the Field Training Program. The most current version of this manual contains the procedures, evaluation criteria, and protocol to be used when administering the Field Training Officer program and, as such, will be adhered to strictly. Compensation for Field Training Officers will be as set forth in the Contract. (EPPD CBA)


 El Paso Police Department Procedures Manual	Chapter 2: Training
204 Section/Shift Training	Policy Effective: 03/08/2021 Previous Version: 04/08/2019

204 SECTION/SHIFT TRAINING

Training within a section/shift will be determined and modified by the training division on a Departmental need or as required by the State. The training content will be determined based on the availability of time and a thorough assessment of needs. Topics should address problem areas or new policies, procedures, or techniques.

204.1 TRAINING LOG

Training technicians will enter training for their respective shift/region into the LEMSystems personnel database. All training will be coordinated with the designated training division supervisor for assistance in preparing the training and to ensure proper documentation and crediting.

 El Paso Police Department Procedures Manual	Chapter 2: Training
205 In-Service Training	Policy Effective: 05/11/2021 Previous Version: 04/08/1999

205 IN-SERVICE TRAINING

Employees participating in in-service training are under the direction of the instructor and the Training Staff. Conduct during training will be professional. Employees will dress neatly, casually, or as is applicable to the training and will bring the proper materials required for the class. Employees will be at the assigned training location and ready to receive instruction at the time the training is scheduled to begin.

205.1 COORDINATION

The Training Division will be responsible for the coordination of training for employees. All other officers will coordinate training with the Academy's In-Service Training Coordinator. This includes training at shift meetings, shift training days, or any training required by federal, state, or local agencies.

- A. **Outside Contractor.** Requests to bring outside contractors to provide training for employees must be approved through the chain of command by the respective Assistant Chief and Training Division. Requests for outside training providers must be accompanied by a written proposal from the instructor that describes the training course and all associated costs. No commitments will be made prior to receiving authorization by the respective Assistant Chief and Training Division.

205.2 REQUESTS TO ATTEND TRAINING

All requests will be routed through the chain of command to the Assistant Chief who will approve or deny the request. Denied requests, with an explanation for the denial, will be returned.

- A. **In-Service Training.** In-service training opportunities will be announced to employees through Departmental email. Announcements will include a brief description of the training, criteria or prerequisites for attendance, and instructions on how to request attendance. Employees meeting attendance criteria will apply as per instructions. Supervisors will make every reasonable effort to allow employees time away from duty to attend training. Confirmation of attendance will be made via email.
- B. **Local Training.** Local training consists of training programs and seminars held locally that are not coordinated by or through the Department. Requests for local training will be made in memo form to the employee's Commander or Division Manager, and through the Training Division, at least 30 days prior to the training date. The memo must include the employee's social security number, justification for the training, and cost. A copy of the announcement or brochure must be attached. Approved training requests will be forwarded to the Budget Office. Employees will be confirmed for attendance through email.
- C. **External Training Programs.** External training programs are those programs offered outside of the Department that provide any training to Department employees that entails an expenditure

of training funds or a commitment of a Department employee's time away from duty. This policy does not address training provided by the Department or the City of El Paso. The Department intends to maximize the use of training funds and to ensure that the personnel selected to attend external training programs receive the maximum benefit from such programs.

1. Any employee wishing to enroll in external training will first forward a memo containing course information directly to the Training Director for review. This information will include the course announcement, a complete description of the course, and information about the instructor(s). The Training Division will research and review the course based on the following criteria:
 - a. Benefit. The course must be relevant to the current policies, practices, mission, and philosophy of the El Paso Police Department.
 - b. Expediency. The Training Division will ensure that there are no future plans to provide similar training in-house and will determine if it would be cost effective to localize any out-of-town training.
 - c. Time Limit. Local training memos must be submitted at least 30 days prior to the training date. For out of town training, the memo must be submitted at least 45 days in advance to allow for review and preparation of any necessary paperwork. Requests for training must be submitted within the specified time period unless waived by an Assistant Chief.
2. If the proposed training is denied, the Training Division will notify the employee. If the training is approved, the Training Division will advertise the course via the Department's email system, identifying those individuals or classifications for which the training is recommended. This selection will be based on input from Command Staff.
3. Interested individuals will apply for the training by memo through the chain of command to the appropriate Assistant Chief. Denial of a training request will only be made at the level of Commander or above. Approved requests will be forwarded to the Assistant Chief of Strategic Planning and Auxiliary Services Bureau. Denied requests will be forwarded to Training for notification of employees and filing.
4. Administrative Services-Budget and Finance office will notify approved employees. It is the employee's responsibility to make all travel arrangements, once notified of approval. Administrative Services-Budget and Finance office will assist in the preparation of travel request, applications, etc. if necessary.
5. Department employees will follow this procedure whenever requesting any external training. Any exceptions will require the approval of an Assistant Chief.

205.3 COMMAND SCHOOL SELECTION

The Department will apply the following criteria to evaluate applicants for training in a fair and consistent manner to ensure that the best candidates are selected and that the training benefits are passed on to the Department as a whole.

- A. "External Command Management Programs" are those programs outside of the Department that provide long term extensive law enforcement training. This policy addresses those courses which entail a significant commitment of a Department employee's time away from work. Examples include the FBI National Academy and the Bill Blackwood Law Enforcement Management Institute of Texas.

B. Criteria for Selection

1. FBI National Academy
 - a. Applicant must be a lieutenant or higher rank.
 - b. Applicant must meet all physical requirements and be capable of sustaining strenuous exertion and regular participation in the use of firearms, physical training, and defensive tactics, which will be confirmed by a thorough physical examination.
 - c. Applicant agrees in writing to remain with the EPPD a minimum of three years after graduation from the FBI National Academy.
2. Law Enforcement Management Institute of Texas
 - a. Admission is limited to active employees of public law enforcement agencies with a minimum of five years full-time, paid experience.
 - b. Applicant must be at the executive, command, or supervisory level.
3. The Training Division will advertise the availability of External Command Management Programs as they become available. Interested employees will submit a memo of application through their Chain of Command to the Administrative Services-Budget & Finance office. This memo will document the following:
 - a. Satisfaction of the above listed criteria
 - b. Time in service and grade
 - c. Current assignment
 - d. A brief statement explaining the reason for the requested training
 - e. A resume is optional
4. Approved/disapproved requests will be forwarded to the Training Division for notification.
5. The Training Division will assist approved candidates in completing the application process and obtaining all required signatures. No employee will apply for these programs without following this procedure.

205.4 TRAVEL REQUESTS

To streamline the process of requesting travel and maximize the Department's travel and training resources employees will submit requests for travel in a timely manner with all required documentation attached to the Administrative Services-Budget and Finance office. The approval process may include, but is not limited to, review by the Chief's Office, the Training Academy, and the Administrative Services-Budget and Finance office.

- A. Airfare Quotes. When preparing travel requests, employees will call the Department's travel liaison for travel quotes. The lowest reasonable fare, including alternate time schedules and/or airports if applicable, will be provided. Employees will include the lowest fare option on the travel request form.
- B. Submitting Requests. Requests for travel will be submitted through the chain of command to the Administrative Services Budget and Finance Office at least 45 days prior to the travel date. Attached to the travel request must be a memo justifying the travel, the need for a rental car if applicable (the City only approves rental care expenses when the training, meeting, conference, etc. is not held on the premises of the hotel at which the employee is registered), the potential benefit to the City and the Department, and a copy of the documentation describing the training, conference, etc.
- C. Review and Approval Process. The Administrative Services Budget and Finance Office will review the travel request to ensure the form is complete and accurate, meets all City regulations and Department policies, and that all required documents are attached. Reviewed travel requests

will be forwarded to the Training Academy for recommendation and then to the Chief's Office for final approval. Employees will be notified of the final outcome by email from the Administrative Services-Budget and Finance office.

- D. Booking Flights, Hotel Rooms, Etc. Upon approval, the Administrative Services Budget and Finance Office will book flights, reserve hotel rooms, and register employees for conferences, training sessions, etc. The Administrative Services Budget and Finance office will work with the employee to address such matters as room preferences and training workshops. The Administrative Services Budget and Finance office will notify employees to pick up travel checks, airline tickets, etc. The employee must come to pick-up and sign for all travel materials.
- E. Expense Reconciliation. Within 10 working days of return, employees will submit, in person to the Administrative Services-Budget and Finance office, original invoices for all expenses except meals, the remaining portion of any airline tickets, and any unexpended funds. Failure to do so within the 10 day period will result in a deduction from the employee's paycheck in the amount equal to the entire advance. The employee authorizes the deduction by signing the travel request.

205.5 DOCUMENTATION


Employees will submit certificates of completion received for any training to the Training Division within 10 days from the last date of the course for TCOLE submission (if applicable) and documentation.

205.6 POLICE FACILITIES

Requests for use of police facilities for training purposes will be made at least 30 days in advance. Verification of availability may be made by phone; however, reservations must be made by email and followed by hard copy. Confirmation will be made in writing. If cancellation is necessary, notification will be made immediately. Requests for use of any Training Division facilities will be submitted to the In-Service Training Coordinator. Requests for use of any other police facility will be made to the Commander or manager responsible for the facility.

205.7 REMEDIAL TRAINING

To ensure that Department personnel do not suffer deficiencies in basic skills, knowledge, and abilities required to perform their assigned tasks, a remedial training program is established. Remedial training will be coordinated by the Training Division. Supervisors may direct employees to attend mandatory remedial training when the employee has demonstrated, through testing or inspected job performance, a deficiency in ability to perform assigned tasks. Training coordinators will assist supervisors in identifying specific remedial training programs when requested. Failure to successfully complete the training or failure to correct the deficiency may result in disciplinary action. Remedial training shall be completed as soon as practical.

 El Paso Police Department Procedures Manual	Chapter 2: Training
206 Continuing Education	Policy Effective: 05/11/2021 Previous Version: 04/08/1999

206 CONTINUING EDUCATION


Officers will obtain the minimum required number of college hours as defined by the Collective Bargaining Agreement (CBA) contract. Officers are encouraged to continue their education to aid them in achieving their TCOLE Proficiency Certificates. Work schedules may be arranged to accommodate employees enrolled in continuing education courses (scheduling and staffing factors permitting).

206.1 TUITION ASSISTANCE PROGRAM (TAP)

The Tuition Assistance Program (TAP) is available to all regular City employees, who are pursuing a degree/certificate that is related to either their current position or to a position or career with the City of El Paso, after completion of six months of continuous service. The courses may be for a degree from a nationally accredited college, university, trade school, technical institution, or for a professional certification.

The City will reimburse up to 80% of the cost of tuition and applicable fees for college courses, based on the current tuition rates set forth by the University of Texas at El Paso. Employees must apply, qualify, and be accepted into the Tuition Assistance Program prior to using reimbursement or advancement funds.

For more information, contact the City of El Paso Tuition Assistance Program.

 El Paso Police Department Procedures Manual	Chapter 2: Training
208 Chief's Selection Committee	Policy Effective: 06/29/2021 Previous Version: 10/23/2017

208 CHIEF'S SELECTION COMMITTEE

The purpose of the Chief's Selection Committee is to conduct impartial and consistent oral interviews with police trainee candidates, certified police trainee candidates and police officer (lateral officer) candidates. This will involve reviewing a summary of the background investigation. Interview boards will be convened on an as-needed basis. Applicants who successfully complete the Chief's Selection Interview are considered for employment in accordance with the City of El Paso Certification Rule.

208.1 COMMITTEE MEMBERSHIP

The Committee will consist of multiple members of each designation listed below. El Paso Police Department's Human Resources Division will seek potential committee members through an email announcement. The email announcement will identify the date, time, and location of the committee meeting and name officers, detectives, and supervisors selected to serve. The email announcement will detail instructions for committee member training in accordance with section 208.4 of this policy. Assignments will be rotated and each sitting interview board will consist of one member of each designation. Should vacancies remain, the Chief of Police or his designee shall appoint committee members. Each committee member provides a unique perspective on desirable qualities in a candidate. Input is sought equally from all board members and each rating will carry equal weight. The minimum membership required for a committee meeting consists of one each of the following department positions:

- A. Field Training Officers/Detective: Field Training Officers (FTO) will provide the perspective of a peer as well as a trainer. FTO's must have two years' experience as an officer and, of that time period, at least one year of experience as an active FTO, served either cumulatively or consecutively. The officer must have current FTO certification but may be in an active or inactive status.
- B. Sergeants: Sergeants will provide the perspective of a first-line supervisor.
- C. Lieutenants: Lieutenants will provide the perspective of a mid-level manager.
- D. Commanders: Commanders will provide the perspective of a division level manager.
- E. Human Resources Representatives: The Human Resources Representative will provide initial training and on-going training as needed to all committee members. The Human Resources Representative will ensure adherence to all applicable employment laws and City of El Paso policies, coordinate the schedules for interviews, select interview board members, identify and eliminate conflicts of interest, collect and disseminate all necessary documents, and provide guidance to the committee members.

208.2 QUALIFICATIONS

All committee members must be off probation and shall possess the following skills and abilities:

- A. Strong record-keeping skills;
- B. Active listening skills;
- C. Strong oral and written communication skills;
- D. Ability to maintain professional demeanor and objectivity; and
- E. Ability to exercise exceptional judgment and independent thought.

208.3 TERM OF SERVICE


Committee members will serve a term determined by the Chief of Police or his designee. The term of service will depend on the hiring cycle and the number of applicants to be interviewed.

208.4 TRAINING

Each committee member will attend mandatory Chief's Selection Committee training as conducted by Human Resources. Training will be conducted for new committee members on an as-needed basis.

208.5 ATTIRE FOR COMMITTEE MEMBERS

While assigned to a board, sworn employees will wear Class A uniform or business attire.

 El Paso Police Department Procedures Manual	Chapter 2: Training
210 Training Approval	Policy Effective: 10/07/2019 Previous Version:

210 TRAINING APPROVAL


210.1 CRITERIA FOR DEPARTMENT TRAINING

- A. Any training over 30 minutes in length must be provided to the El Paso Police Training Academy Director. The following information must be included:
 1. Course name and description
 2. Full name of the instructor
 3. Date of training
 4. Location of training
- B. Any training over one hour in length must follow all TCOLE and El Paso Police Department rules.
 1. Course name and description
 2. Full name of the instructor
 3. Date of training, to include hours of training
 4. Location of training
 5. Instructor biography
 6. Any lesson plans, brochures and/or handouts associated with the training
 7. Course evaluation form

210.2 OUTSIDE TRAINING

- A. Hosting Outside Training:
 1. Requests must be submitted to the Training Director for review at least eight weeks before the intended training.
 2. The Training Director or their designee will validate the vendor and/or instructor.
 3. All TCOLE and Department rules, policies, and procedures will be adhered to.
 4. The Training Director or their designee will have final approval on whether or not TCOLE training hours will be sponsored.
- B. Attending Outside Training Locally (e.g. EPSO, HIDTA, etc.)
 1. No officer will attend any outside training without the knowledge of the Training Director.
 2. Officers must receive supervisor approval to attend outside training.
 3. The request for attending the training must be submitted to the Training Director at least four weeks before the intended training. The request must include the following information:
 - a. Course name and description
 - b. Training objectives
 - c. Full name and biography of the instructor
 4. If TCOLE credit will be provided, the agency hosting the training will be the accountable entity.
 5. If no TCOLE credit will be provided by the outside entity, then:
 - a. Personnel must provide all proper documentation to the Training Director within 10 days of the attended training for training hours to be considered.

b. TCOLE hours are not automatic.

 El Paso Police Department Procedures Manual	Chapter 2: Training
211 Certification Requirements	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

211 CERTIFICATION REQUIREMENTS

211.1 TCOLE

The Training Division is responsible for maintaining training records and assisting officers with certification. TCOLE Proficiency Certificates for Peace Officers include the following: Basic Proficiency Certificate, Intermediate Proficiency Certificate, Advanced Proficiency Certificate, and Master Proficiency Certificate.

TCOLE Proficiency Certificates are a combination of an active license or appointment, a Basic Peace Officer Certification, completion of training hours and/or service time, and completion of TCOLE listed courses or equivalents. Once service time, hours, and course requirements are met and posted to the officer's TCOLE account, the TCOLE system updates. Refer to TCOLE Proficiency Certificates on the TCOLE website for specific requirements for each TCOLE Proficiency Certificate.

211.2 OBTAINING TCOLE CREDIT

All courses that are eligible for TCOLE credit will follow the TCOLE guidelines listed in TCOLE rules.

- A. Department Training mandates that all required documents be submitted and approved by the Training Division Training Coordinator prior to the course.
 1. TCOLE Course Instructors and Training Technicians will ensure that all required documents, such as signed course rosters, tests, and course evaluations are reviewed and completed prior to submittal to the Training Division for TCOLE credit processing within ten days from the last date of the course.
- B. Outside Training that is eligible for TCOLE credit requires that the officer provide the following to their respective Training Technician within ten days from the last date of the course: Department Outside Training Verification Form, course lesson plan (if available), course certificate (with dates and course hours), and course evaluation. All documents will be reviewed by the Training Division and submitted for TCOLE credit processing, if applicable.


211.3 CERTIFICATIONS

Officers are required to be certified in many activities vital to police work. Certification requirements, which affect all Officers are coordinated by the Training Division. Certification requirements affecting certain individuals or Sections will be coordinated through the appropriate certifying agency or official.

211.4 INCENTIVE PAY

Officers who desire to obtain their incentive pay as per the Articles of Agreement between the City of El Paso and the EPMPOA, Article 6, Section 1 will need to contact their assigned Training Technician for verification of the officer's training certification through TCOLE/TCLEDDS.

- A. Once verified, the Academy Training Director or their designee will notify payroll authorizing the incentive pay as per the Articles of Agreement.
- B. Officers may obtain a hard copy of their certificates at their own expense from the Texas Commission on Law Enforcement (TCOLE)

 El Paso Police Department Procedures Manual	Chapter 2: Training
212 Shape It Up Program	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

212 SHAPE IT UP PROGRAM


The City of El Paso has implemented a new wellness program to help motivate employees to live a healthier lifestyle. SHAPE IT UP El Paso consists of different components or plans that will lead city employees to a healthier and happier life. The program is available to all non-uniformed and uniformed police employees eligible to enroll in City of El Paso's Health Plan.

212.1 WELLNESS PLANS

- A. The first plan of the wellness program consists of a fitness incentive and a biometric incentive. For the fitness test, test scores are calculated by fitness scores that are based on the participants age. The fitness test consists of a sit ups test, 1.5 mile walk/run test, bench press tests, push-up test, vertical jump test and a 300 meter dash test.
- B. The second plan is the Biometric Incentive which is the alternative to the fitness incentive program. Employees take a biometric test to learn their health status as it pertains to eight major risk factors that contribute to poor health conditions. Submission periods for this incentive are monthly. The eight major risk factors that are tested are body fat %, Systolic Blood pressure, Diastolic blood pressure, waist measurement, Cholesterol, HDL Ratio, LDL (bad cholesterol), triglycerides and fasting glucose.

212.2 FITNESS MEMBERSHIP

The Fitness Membership incentive consists of being a member of a Gym or Fitness Program and submitting your gym attendance for an opportunity to receive money by meeting the monthly requirement. Submission period for this incentive is twice a year - January and July.

 El Paso Police Department Procedures Manual	Chapter 3: Operations, Custody, and Traffic Enforcement
300 Use of Force	Policy Effective: 09/20/2023 Previous Version: 10/27/2021

300 USE OF FORCE

- A. Definition. For purposes of use of force reporting and documentation, force is defined as any force that is used to overcome physical resistance of any amount whether or not:
 - 1. The force causes pain or injury,
 - 2. The force is deemed to have the potential to cause pain or injury, and/or
 - 3. The use of force involves the use of defensive equipment, another object, or an officer’s hands, elbows, knees, feet, legs, or other physical leverage.

For these purposes, force does not include minor physical contact necessary to render aid to or to handcuff, search, or escort a cooperative individual.
- B. Standard. The Department’s guiding value when using force shall be reverence for all life. It is the policy of this Department that officers will use only that force that is objectively reasonable to effectively bring an incident under control while protecting the lives of the officer or other persons. In addition, it is recognized that officers who allow a situation to unnecessarily escalate or who fail to use force when warranted may endanger themselves, the community and fellow officers. Deciding whether to utilize force when authorized in the conduct of official responsibilities is among the most critical decisions made by law enforcement officers. It is a decision which must be made quickly and under difficult, often unpredictable, and unique circumstances.
- C. Duty to Intervene. Pursuant to S.B. No. 69 (Effective 9/1/2021), the Department requires officers to comply with the Texas Code of Criminal Procedure Article 2.1387 which requires that a peace officer intervene to stop or prevent another peace officer from using force against a person suspected of committing an offense if:
 - 1. The amount of force exceeds that which is reasonable under the circumstances; and
 - 2. The officer knows or should know that the other officer’s use of force:
 - a. Violates state or federal law;
 - b. Puts a person at risk of bodily injury, as that term is defined by Section 1.07, Penal Code, and is not immediately necessary to avoid imminent bodily injury to peace officer or other person; and
 - c. Is not required to apprehend the person suspected of committing an offense.
 - 3. A peace officer who witnesses the use of excessive force by another peace officer shall promptly make a detailed report of the incident and deliver the report to the supervisor of the peace officer making the report.

300.1 OBJECTIVE REASONABLENESS

In accordance with the relevant legal standards, the Department shall examine all use of force incidents from a reasonable objective standard: The legal standard used to determine the lawfulness of a use of force is the Fourth Amendment to the United States Constitution. See *Graham v. Connor, 490 U.S. 386 (1989)*. *Graham* states in part that “the reasonableness of a particular use of force must be judged from

the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight. The calculus of reasonableness must embody allowance for the fact that police officers are often forced to make split-second judgments - in circumstances that are tense, uncertain and rapidly evolving - about the amount of force that is necessary for a particular situation. The test of reasonableness is not capable of precise definition or mechanical application. The force must be reasonable under the circumstances known to the officer at the time the force was used.”

300.2 APPLICATION OF FORCE

Officers may use only that force which is objectively reasonable and within the parameters set out in this policy to:

- A. Defend themselves
- B. Defend others
- C. Effect an arrest or detention
- D. Prevent escape
- E. Overcome resistance
- F. Perform crowd control functions during civil unrest or potential civil unrest.
- G. Pursuant to S.B. No. 69 (Effective 9/1/2021) and in compliance with Texas Code of Criminal Procedure Article 2.33, the use of neck restraints during search or arrest are prohibited. A peace officer may not intentionally use a choke hold, carotid artery hold, or similar neck restraint in searching or arresting a person unless the restraint is necessary to prevent serious bodily injury to or the death of the officer or another person.

300.3 EVALUATION OF SITUATION

In determining the appropriate amount of force, officers shall evaluate each situation in light of the known facts and circumstances of each particular case. Those factors may include, but are not limited to:

- A. The seriousness of the crime or suspected offense
- B. The level of threat or resistance presented by the subject
- C. Whether the subject was posing an immediate threat to officers or a danger to the community
- D. The potential for injury to citizens, officers or subjects
- E. The risk or an apparent attempt by the subject to escape
- F. The conduct of the subject being confronted (as reasonably perceived by the officer at the time)
- G. The time available to an officer to make a decision
- H. The availability of other resources
- I. The training and experience of the officer
- J. The proximity or access of weapons to the subject
- K. Officer versus subject factors such as age, size, relative strength, skill level, injury/exhaustion and number officers versus subjects
- L. The environmental factors and/or other exigent circumstances.

When feasible, officers will give a verbal warning before using any force including deadly force. Such warnings require that officers must identify themselves as police officers and convey their purpose and reason for the use of force unless the officer believes such information is already known by the suspect or the information cannot reasonably be made known to the suspect.

Pursuant to S.B 144 effective 09/01/2023 Officers performing law enforcement duties on school property or at a school-related or school-sponsored activity may not restrain, use a chemical agent, or a Taser on a student enrolled in fifth grade or below unless the student poses a serious risk of harm to the student or another person.

300.4 PARAMETERS FOR USE OF DEADLY FORCE

The Texas Penal Code sets forth when the use of deadly force is justified. The Department sets further guidelines and administrative restrictions regarding the use of deadly force. Reasonable belief, bodily injury, and serious bodily injury carry the same definitions as in Section 1.07, Texas Penal Code. Deadly force carries the same definition as in Section 9.01, Texas Penal Code.

- A. Deadly force, as a matter of Department policy (whether the officer is on or off duty), is used only in the following situations:
 - 1. When necessary to protect the officer from what is reasonably believed by the officer, at the time, to be an imminent threat of death or serious bodily injury.
 - 2. When necessary to protect another from what is reasonably believed by the officer, at the time, to be an imminent threat of death or serious bodily injury.
 - 3. When immediately necessary to make a lawful arrest or prevent an escape after arrest, and an imminent threat exists where the suspect has demonstrated actions that would lead an officer to reasonably believe there is a substantial risk that the suspect will cause death or serious bodily injury to another if the arrest is delayed.
 - 4. When necessary to destroy an animal that represents an imminent threat to an officer, a third party, or to public safety.
- B. Deadly force is not limited to the use of a firearm. The Department understands that in extreme circumstances, officers may have to take other actions likely to result in the death or serious bodily injury in order to protect themselves or a third party.
- C. Officers will not draw or exhibit their firearms unless circumstances create a reasonable belief that it may be necessary to use the weapon in accordance with this policy.
- D. The threat to use deadly force for the purposes of gaining compliance or affecting an arrest does not constitute the use of deadly force. In situations where an officer uses their firearm to gain compliance by pointing it at an individual, the show of force will be documented as described in section 300.6.
- E. Firearms are not to be discharged:
 - 1. As warning shots;
 - 2. From a moving vehicle, unless in defense of the officer's life or in the defense of the life of another; or
 - 3. At the driver of a moving vehicle or at the vehicle itself unless the officer or another is in immediate danger of being struck by the vehicle and, in the case of an officer, the officer reasonably believes that no other means of escape or evasive action is available.

300.5 PARAMETERS FOR USE OF LESS LETHAL FORCE

When deadly force is not authorized, officers should assess the incident to determine which less lethal force technique or weapon the officer reasonably believes will best diffuse the incident and bring it

under control in a safe manner. Employees shall only carry equipment and utilize techniques for which they are trained. All authorized equipment used must be Department issued.

- A. Authorized Defensive Equipment and Techniques:
 - 1. Chemical agents (OC and CS)
 - 2. Straight Riot Batons and Expandable Batons
 - 3. Conducted Electrical Weapon (CEW)
 - 4. 12 Gauge Bean Bag Munitions
 - 5. Canine Deployment
 - 6. Gas Grenades/Launchers
- B. OC Chemical Agents, CEWs and Expandable Batons, when in uniform, OC chemical agents and CEWs shall be carried on the duty belt, and collapsible batons shall be carried on the duty belt or readily available in the police vehicle. When working plainclothes assignments, officers may carry OC chemical agents, CEWs and collapsible batons if practical and suitable to the situation.
- C. Straight Riot Batons. The straight riot baton shall only be used when ordered by the incident commander during periods of civil unrest and in accordance with the use of force guidelines delineated in the Terrorism/Critical Incident Response plan, the use of force policy and mobile field force training.
- D. CS Chemical Agents/Launchers. Officers trained in the use of CS chemical agents and launchers may only use these agents in accordance with the civil unrest use of force policy in the Critical Incident/Terrorism plan and upon order of the incident commander.
- E. 12 Gauge Bean Bag Munitions/Launchers. Less lethal launchers and munitions shall be checked out for a tour of duty by certified officers. Supervisors shall ensure that less-lethal munitions and launchers are deployed on each patrol shift.
- F. Canine Deployment. The proper utilization of a trained canine team has proven to be a valuable resource in law enforcement. When properly used and controlled with trained canine police handlers, the police service dog provides officers with a tactical advantage when searching for criminal suspects. This advantage is an invaluable tool in the rapid detection of criminal suspects and protection of officers, all to the end of assuring the safety of the community. Therefore, a primary function of a deployment of a police service dog is to locate suspects, although depending upon the circumstances, application of the police service dog for protection and safety purposes may be required. The specific use of the police service dog will be governed by the use of force policy and the mission, purpose, policies, and procedures set forth in the manual of the El Paso Police Department's Canine Unit.
- G. Officers are encouraged to use only the equipment described above or for which they have been trained, however, the Department understands that in extreme circumstances, officers may need to avail themselves to other objects in order to safely protect themselves or another, effect an arrest, gain control, or gain compliance. Such incidents shall be reviewed and evaluated for reasonableness and appropriateness on a case by case basis.

300.6 PROCEDURE

In all use of force incidents:

- A. Officer Responsibility. Officer(s) shall:
 - 1. Make the scene safe
 - 2. When safe to do so, render aid, and summon medical assistance for visible injuries, potential undetectable injuries based on the circumstances of the incident, or upon request.

3. Notify a supervisor as soon as safely possible, and
 4. Complete a detailed incident report in the current records management system, to include indicating "Y" in the "UOF by Any Officer" box and completing the "UOF Reported To:" field.
- B. Supervisor Responsibility. Supervisor(s) who are not involved in the incident shall:
1. Conduct a preliminary investigation
 2. If FMS is required/requested due to an injury resulting from the use of force or there is an outcry at the scene, then supervisors must go to the scene.
 3. If criteria in item 2 are not applicable, supervisors are not required to go to the scene unless circumstances regarding the incident or investigation are such that responding to or visiting the scene is necessary.
 4. Review the incident report for proper use of force reporting and documentation in the current records management system and
 5. Document the use of force incident in Blue Team as soon as practical, but no later than 5 calendar days of the date of the documented incident, unless otherwise directed by IAD or the applicable chain of command.
 6. Commanders will forward all Use of Force Blue Team logs to Internal Affairs for review and disposition.
- C. Supervisors documenting a use of force incident in Blue Team will list any force used by each individual officer on the Blue Team log. Supervisors will complete the log by choosing all the types of force that were applicable to the incident, under the following categories:
1. Type of Force:
 - a. Soft empty hand – Includes the use of officer's strength, leverage, physical manipulation, or body weight to control an uncooperative subject's movement or bring a subjects arms/legs under control for restraint or escort purposes. This includes take-downs that do not involve striking techniques.
 - b. Hard empty control – Includes the use of an officer's hands, fists, arms, elbows, knees and feet when used as striking techniques against a resistant subject. This includes take-downs where a striking technique is used in accordance with current Department training standards.
 - c. Restraint chair – Includes anytime a subject is placed into a restraint chair.
 - d. Spit sock application – Includes anytime a spit sock is placed on a subject.
 - e. O.C. spray – Will include chemical agents.
 - f. Taser (CEW) discharge/display – When the Taser is discharged or displayed.
 - g. Impact weapon – Will include Asp baton, riot baton, or any department authorized impact weapon.
 - h. Less lethal – Will include Bean Bag launcher, or munitions that are considered less lethal.
 - i. K-9 – When canine is deployed and involved in the use of force.
 - j. Firearm discharge – When a firearm is discharged at a person.
 - k. Firearm display (show of force) – When a firearm is intentionally pointed at a person.
 - l. Other deadly force – Will be any other actions likely to result in the death or serious bodily injury.
- D. Supervisors documenting the use of force incident will document what type of injuries were sustained from the use of force by the officer(s), under the following categories:
1. Type of Injuries:
 - a. Type A: Will include death

- b. Type B: (serious) will include fractures, severe lacerations, serious head injuries, and/or any incapacitating injuries severe enough to require medical intervention and/or hospitalization.
- c. Type C: (minor) will be reference pain, abrasions, bruising, redness, swelling, and/or minor lacerations.

300.7 USE OF FORCE TRAINING POLICY


Annual training will include training in the Department's Use of Force Policy, and instruction on the safety, care, and maintenance of each weapon. All training will be conducted by a qualified instructor and properly documented with the Training Division. Officers will refer to The Use of Force Training Table, located in the reference section of this manual, for current training courses and frequency.

- A. Duty, Secondary Duty, and Off-Duty Firearms. All Officers will qualify with their primary duty handgun per the Use of Force Training Table. Off-duty and secondary duty handguns are optional, but failure to qualify with these weapons means the officer is not authorized to carry said weapons. Failure to qualify with a duty weapon will result in remedial training and possible disciplinary action. Qualification courses and pass/fail requirements for all firearms and authorized weapons are set by the Training Division, or by approval of the Chief's Office.
 - 1. Officers are encouraged to practice with their firearms quarterly (or more often) at the Academy when scheduling and ammunition availability permits.
 - 2. The Department strives for realistic firearms training. Therefore, officers must attend annual training. A Firearms Training Simulator may be used in conjunction with other firearms training. The simulator shall only be operated by Training Division staff.
- B. Shotgun/Patrol Rifle Training: Officers will successfully complete an approved training course to be authorized to carry a Department approved shotgun or patrol rifle. Officers may choose to carry their personal patrol rifle or shotgun but must be authorized by the Training Division or Chief's Office. All modifications to the rifle or shotgun must also be authorized by the Training Division or Chief's Office. Documentation will be kept at the Academy. The patrol rifle is required for all lieutenants and below regardless of assignment. The rifle must be accessible.

300.8 OTHER APPROVED WEAPONS

Special assignments and/or assignment to certain sections or divisions may require the officer to utilize weapons other than, or in addition to, those specified in this policy. To use other weapons, three conditions must exist:

- A. Approval must be obtained from the Chief of Police. One copy of the memo shall be placed in the Training Division file and one copy shall be placed in the personnel file at the Chief's Office.
- B. The officer must produce written documentation to indicate that the officer has had instruction in the proper use of the weapon from a qualified instructor. Such documentation shall be placed in the training file at the Training Division and/or the Chief's Office.
- C. Continuing use of the weapon requires maintenance of any applicable and required qualification and/or certification.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
301 Vehicle Pursuit Policy	Policy Effective: 08/22/2022 Previous Version: 06/10/2022

301 VEHICLE PURSUIT POLICY

301.1 DEFINITION

A vehicle pursuit is an active attempt by a police officer operating a motor vehicle to apprehend or detain one or more occupants of a motor vehicle when the driver of the vehicle is resisting the apprehension or detention by maintaining or increasing his speed, taking evasive actions or by ignoring the police officer's audible or visual signal to stop. Pursuits are to be viewed as a last resort and shall only be used in response to the most serious of incidents, when a clear and immediate threat exists and where the need for apprehension outweighs the level of danger presented by the vehicle pursuit.

301.2 GUIDELINES

The following are guidelines for officers regarding pursuits:

- A. The officer initiating the stop has the authority to initiate the pursuit.
- B. Officers involved in vehicle pursuits will operate their vehicle with an appropriate regard for the safety of others. Both audible (siren) and visual (emergency lights) emergency warning equipment shall be used when engaged in a vehicle pursuit. Video recording equipment shall be maintained in recording mode during and post pursuit to capture all relevant footage of the incident. There will be no caravanning of police units not directly involved in the pursuit. Actively involved units will space themselves at intervals which allow for emergency braking. Officers will not travel the wrong way on one-way streets or controlled access highways while pursuing suspects. The use of firearms during a vehicle pursuit is governed by the Department's Use of Force Policy. Officers will not discharge a firearm at or from a moving vehicle, except as permitted under the Department's Use of Force Policy. All units involved in a pursuit will proceed in a safe manner and take into consideration the following factors:
 1. Appropriateness of the speed
 2. Amount of traffic
 3. Time of day
 4. Road conditions
 5. Weather conditions
- C. Direct involvement in pursuits will be limited to a primary unit and a secondary unit. Additional units may only be authorized by a supervisor if **exigent circumstances** exist that require the involvement of additional marked patrol units equipped with emergency lights and sirens.
 1. When reasonable in response to **extraordinary or exigent circumstances**, supervisors may approve the assignment of marked units in addition to the primary and secondary unit. Such assignment may be based on, but is not limited to, an analysis of the following:
 - a. The nature of the offense for which the pursuit was initiated

- b. The knowledge that the suspects have a propensity for violence or are in possession of deadly weapons
 - c. Any damage or injuries to police units or police officers
 - d. The number of police officers necessary to safely make an arrest at the conclusion of the pursuit
 - e. Any clear and articulable facts that there is an immediate threat to life and public safety that would justify increasing the number of involved units above the primary and secondary units
 - f. No other means are available to ensure the safety of involved officers or another individual
- D. Unmarked police vehicles, only if equipped with permanently installed lights and sirens, and under exigent circumstances, may initiate a pursuit if no marked unit is readily available. Such units shall withdraw from the pursuit when a marked unit is available.
 - E. Police motorcycle units may only initiate a pursuit if no marked unit is readily available. However, motorcycle units shall withdraw from the pursuit when a marked car is present.
 - F. Offensive tactics in response to vehicle pursuits are prohibited. These tactics include, but are not limited to, ramming, forcing the pursued vehicle off the road, or roadblocks (moving and stationary).
 - G. In the event aerial assistance is available, officers shall request the air unit.
 - H. Passengers in full crew units also have a responsibility to ensure that the pursuit proceeds in a safe manner consistent with the Department's core values of preservation of life. This includes verbalizing to the driver of unsafe conditions, unreasonable risks and the need to cancel the pursuit.

301.3 PRIMARY UNIT RESPONSIBILITIES

- A. The officer initiating a pursuit is the primary unit who shall as soon as possible, but without delay, notify dispatch of the following information:
 - 1. Unit identification and location
 - 2. Travel direction and speed
 - 3. Number and description of occupants in vehicle
 - 4. Vehicle description and license plate number
 - 5. The offense for which the suspects are wanted
 - 6. Traffic conditions such as the volume of traffic, construction zones, etc.
- B. Primary units will update dispatch with changing pursuit information. Minimally, updates will include changes in direction of travel, speed, and road and traffic conditions. When the primary unit is a full crew unit, the passenger shall handle radio transmissions.

301.4 SECONDARY UNIT RESPONSIBILITIES

- A. Only one secondary unit is allowed to be directly involved in the pursuit unless otherwise authorized pursuant to this policy. Secondary and any subsequently involved units will notify Communications of their involvement in the pursuit as soon as possible.
- B. The secondary and/or additional units shall maintain a safe interval with the primary unit but be close enough to render backup assistance if necessary.
- C. The secondary unit and/or additional units will not pass the primary unit unless it becomes disabled. Communications will be advised as soon as possible when this occurs. The secondary unit then becomes the primary unit. Additional assistance will be coordinated through

Communications.

301.5 ASSISTING UNITS

All other units located in the area will remain aware of the pursuit. Other units will not participate, respond to, or parallel the pursuit unless specifically authorized to do so by the field supervisor.

Assisting units may, when practical:

- A. Provide vicinity traffic control if such actions may increase the safety of the pursuit. Traffic control does not include a roadblock of the pursuit's potential path. Such traffic control is limited to preventing additional uninvolved traffic from crossing the potential path of or entering the vicinity of, the pursued vehicle. Such control shall not be deployed in such a way as to create a roadblock for the fleeing vehicle.
- B. Utilize tire deflation devices per policy.
- C. Any attempt by an assisting unit to get to a location to provide any traffic control deployment of a tire deflation device or other assistance must be done in a safe manner that does not interfere with the pursuit or otherwise gives the appearance of paralleling, caravanning, or being directly involved in the pursuit.

301.6 SERGEANT RESPONSIBILITY

- A. Upon notification of a vehicle pursuit, the sergeant will take control of the pursuit and will ensure that all operations are conducted according to policy and procedure.
- B. If a sergeant is directly involved in the pursuit, then another sergeant shall carry out these responsibilities. If no other supervisor is available, the sergeant directly involved is to withdraw from the pursuit as soon as another unit is present.
- C. The sergeant will verify the following:
 - 1. The pursuit was initiated under circumstances authorized by this policy
 - 2. The authorized number and type of units involved
 - 3. Units and roles are identified
 - 4. Aerial assistance has been requested
 - 5. Appropriate agencies are notified
- D. Upon conclusion of the incident, sergeants shall document the incident in the supervisor log using the vehicle pursuit incident type.

301.7 LIEUTENANT RESPONSIBILITY

- A. Lieutenants will review all documentation before forwarding up to the chain of command.
- B. Lieutenants will ensure that all officers under their command complete refresher training bulletins distributed by the Academy.
- C. In the event a sergeant is involved in a pursuit and unable to withdraw from the pursuit, the lieutenant will assume the responsibility of the sergeant.

301.8 INTER-JURISDICTIONAL PURSUITS

- A. When a pursuit initiated by an officer of the EPPD appears that it may continue, or does continue outside city limits, but within the state of Texas, the primary unit will notify dispatch and request

assistance from appropriate agencies. Supervisors shall determine whether to continue the pursuit. Arrests will be handled by the agency having jurisdiction.

- B. Pursuits shall not continue across international boundaries. Pursuits will not continue across state lines.

301.9 PURSUITS INITIATED BY OUTSIDE AGENCY

- A. When pursuits initiated by outside agencies cross into or are initiated in the jurisdiction of the El Paso Police Department, the initiating agency will maintain responsibility for the pursuit. Department officers will not become directly involved unless:
 - 1. The suspect vehicle presents an immediate threat to the safety of others and meets criteria for pursuit initiation set forth in this policy.
 - 2. The agency is not solely notifying us of their presence in our jurisdiction, but is specifically requesting assistance.
 - 3. A supervisor from the EPPD authorizes the assistance.
- B. Officers may assist with traffic control and apprehension once the vehicle is stopped.
- C. Officers of this Department will not take control of pursuits initiated by other agencies, will not assume a primary position in their pursuits, and will not continue to pursue when the initiating agency terminates the pursuit.

301.10 TERMINATION OF VEHICLE PURSUIT

The pursuing officer or a supervisor is authorized to terminate a pursuit. A pursuit shall be terminated under the below circumstances:

- A. In the opinion of the pursuing officer, or a supervisor, the pursuit creates a clear and unreasonable danger to officers or the public.
- B. The suspect has been sufficiently identified for later apprehension and termination of the pursuit will not pose an immediate threat to the life or safety of any person.
- C. Traffic, road, or environmental conditions present the need to discontinue the pursuit for safety reasons.
- D. There is a reasonable belief that the fleeing vehicle is being operated by a juvenile and termination of the pursuit will not pose an immediate threat to the life or safety of any person.

The officer will meet with and brief the supervisor at the supervisor's requested location once the pursuit has been canceled or terminated.

301.11 HELICOPTER ASSISTANCE

During a vehicle pursuit, the role of the Tactical Flight Officer (TFO) is to assist and coordinate field activities.

- A. The TFO will be responsible for monitoring and broadcasting information that may be relevant to a pursuit such as road hazards or possible unsafe conditions. Overall control of the pursuit will remain with the primary ground unit and the supervisor in charge.
- B. Once the TFO has established visual contact with the pursued vehicle and believes that it can best maintain visual contact and broadcast pursuit information, the TFO will advise dispatch.
 - 1. The senior officer in the primary unit will relinquish responsibility for broadcasting pursuit information by notifying dispatch unless in the officer's judgment the gravity of the offense and


the surrounding terrain dictate that responsibility for broadcasting pursuit information should remain with the ground unit.

- C. If the circumstances of the pursuit indicate that apprehension of the pursued vehicle by the pursuing ground units appears unlikely (i.e. suspect vehicle continuously increases distance between ground units or the suspect's vehicle is frequently out of sight of the ground units), the primary unit or a supervisor may direct the TFO to continue tracking the pursued vehicle, even if the involved ground units have stopped pursuing the vehicle. The TFO may continue to make air to ground communication even if the emergency traffic is canceled.
- D. If the TFO determines, in the interest of safety, that it can no longer continue to track the suspect vehicle, it will discontinue tracking the vehicle and notify dispatch.

301.12 TIRE DEFLATION DEVICES

Tire deflation devices, when properly used, provide officers with a readily accessible method of effectively and quickly immobilizing a fleeing vehicle. Only officers who have received training in the use of tire deflation devices will deploy the device in vehicle pursuits. Supervisors must authorize deployment.

- A. Before using a tire deflation device in a vehicle pursuit, officers must complete a training course, which includes the following criteria:
 - 1. Description and operation of the device
 - 2. Safety precautions in handling or deploying the device
 - 3. Methods and proper procedures of deployment, recovery, and maintenance of the device
 - 4. Proper storage of the device. Officers will be responsible for properly inspecting, packing and storing the device.
- B. Only Department approved tire deflation devices will be deployed. These devices shall be deployed in a manner as recommended by the manufacturer and in accordance with Department policy, procedure, and training.
 - 1. The deployment location should allow for proper deployment and provide a high degree of safety.
 - 2. Tire deflation devices shall not be deployed on vehicles with three wheels or less.
 - 3. An adequate line of sight to the approaching pursuit must be available. Deployment should not take place within a curve, on a hill, or any other location where the deploying officer cannot observe the approaching vehicles.
 - 4. The deployment must be set far enough ahead of the pursuit to allow for adequate setup time. A rushed deployment is ineffective and dangerous.
 - 5. The deploying officers will provide information on the location and readiness to the pursuing officers.
 - 6. Target vehicle information must be sent from the pursuing units to the deploying officers. A visual confirmation by the deploying officers should be made to reduce the possibility of error.
- C. The deploying officers are responsible for securing the equipment immediately after use.
 - 1. The roadway will be cleared of any debris left by the use of the tire deflation device.
 - 2. Any visual signs of damage to the device will be noted in the report.
 - 3. Officers will replace any missing parts and repair the equipment before properly storing the device.
- D. The use of tire deflation devices shall be documented by officers in the case report, and by supervisors in the supervisors log.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
302 Racial and Bias-Based Profiling	Policy Effective: 10/01/2019 Previous Version:

302 RACIAL AND BIAS-BASED PROFILING

Officers shall be fair and equitable in deciding whether or not to make citizen contacts and take law enforcement actions. Racial and bias-based profiling is strictly prohibited.

302.1 DEFINITIONS

- A. **Bias-Based Profiling:** The selection of an individual for law enforcement contact or police action including a stop, detention, search, issuance of citation, or arrest – based on a trait common to a group, including race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group characteristic, rather than on the individual’s behavior or on information received identifying the individual as a criminal suspect or perpetrator.
- B. **Racial Profiling:** A type of bias-based profiling wherein law enforcement decisions and actions are based on an individual’s race, color, ethnicity, or national origin rather than on the individual’s behavior or on information received identifying the individual as a criminal suspect or perpetrator.

302.2 CONSIDERATION OF GROUP TRAITS IN LAW ENFORCEMENT DECISIONS

As per CCP Article 2.132 and Article 2.133, for purposes of state-mandated data collection and reporting with respect to racial and bias-based profiling, the terms as shown below will be utilized. Officers shall comply with the following when, as a result of all motor vehicle traffic stops, an arrest is made, or a citation or written warning is issued:

- A. **Information Required.**
The information required on the Records Management System arrest module, and/or on a citation/written warning (both hard copy and e-ticket) will be completed for each person cited, warned, or arrested. In the event that several people are present when making a motor vehicle stop, information will be captured only for those who are cited or arrested. Officers making arrests and/or issuing citations shall fill out all the data in the provided fields:
 - 1. **Gender:**
 - a) Male
 - b) Female
 - 2. **Race or ethnicity of the individual detained as stated by the person detained, or, if the person does not state their race or ethnicity, as determined by the officer to the best of his or her ability.**
 - a) Alaska Native or Native American (AN/AI)
 - b) Asian or Pacific Islander (A/P)
 - c) Black (B)

- d) White (W)
- e) Hispanic or Latino (H)
- 3. Was race or ethnicity known prior to stop?
 - a) Yes
 - b) No
- 4. Reason for the stop.
 - a) Violation of Law (VL)
 - b) Pre-existing knowledge (PE)
 - c) Moving traffic violation (MV)
 - d) Vehicle traffic violation (TV)
- 5. Approximate location of the stop.
 - a) City Street
 - b) US Highway
 - c) State Highway
 - d) County Road
 - e) Private property or other
- 6. Was a search conducted?
 - a) Yes
 - b) No
- 7. Reason for the search.
 - a) Consent (C)
 - b) Contraband in plain view (PV)
 - c) Probable Cause (PC)
 - d) Inventory (IN)
 - e) Incident to arrest (IA)
- 8. Was contraband discovered?
 - a) Yes
 - b) No
- 9. Description of contraband.
 - a) Drugs (D)
 - b) Currency (C)
 - c) Weapons (W)
 - d) Alcohol (A)
 - e) Stolen property (SP)
 - f) Other (O)
- 10. The result of the stop.
 - a) Written warning
 - b) Citation
 - c) Arrest
- 11. Did the officer use physical force that resulted in bodily injury?
 - a) Yes
 - b) No
- 12. Arrest based on.
 - a) Violation of Penal code
 - b) Violation of a Traffic law
 - c) Violation of City ordinance
 - d) Outstanding Warrant

B. Data Collection:

Racial profiling data must be collected for any motor vehicle stopped for an alleged violation of a law or ordinance. Officers who initiate a motor vehicle stop, shall document such occurrence by one of the following methods:

1. Traffic citation or Class C citation;
2. Traffic written warning; (officers are not to issue verbal warnings)
3. Incident Report in the Records Management System Arrest Card Racial Profiling supplement.
 - a) The above methods are designed for the primary purpose of law enforcement; however, they have been modified to comply with state mandates on racial/bias profiling. As such, they must be filled out correctly, completely, and on a timely basis.
 - b) Racial profiling data shall be collected only once for each individual arrested, cited, or warned stemming from the vehicle traffic stop. If a citation or written warning is the only documentation of the motor vehicle stop, the data shall be included on the citation / written warning. If an arrest is made, an Incident Report shall be completed and the racial profiling data will be collected on the Arrest Report and racial profiling supplement.

C. Use of the Racial Profiling Application:

The Racial Profiling Application created by IT Services shall be utilized to enter Written Warnings only.

1. All regional commands /sections (e.g. Gangs, STI, ATTF, DWI Taskforce etc.) will select designated personnel (civilian / desk officer) to enter written warning data into the Racial Profiling application.
2. The regional commands /sections will provide the Planning and Research section a list of selected personnel so proper access can be granted.
3. Designated personnel will be granted access to the Racial Profiling application and will maintain accountability of all written warnings turned in at their regions/sections. Designated personnel will coordinate with their assigned officers to ensure all written warnings are turned in at a designated location in a timely manner.
4. Designated personnel will sort and properly enter all written warnings into the Racial Profiling application. The Racial Profiling application allows for the designated personnel to enter written warnings for any region or section when warnings from specialized units or overtime assignments are turned in at their regions. It also allows for multiple warnings to be entered daily.
5. Written warnings should be entered daily to avoid a backlog of data entry but will be left to the designated personnel to ensure efficiency of their section.
6. Once written warnings are entered into the application the designated personnel are to initial and date the back of the warning to avoid duplicate entries of the same warnings.
7. After data entry of written warnings has been completed the designated personnel will forward all written warnings weekly to the Planning and Research section through inter-departmental mail for mandated retention purposes.
8. Officers are not to forward written warnings to Planning and Research without first submitting the warnings to the regions/sections designated personnel. All written warnings will be entered at the regions/sections.

D. Data Collection Exemption:

When an officer conducts a vehicle traffic stop and the initial probable cause or reasonable suspicion is found to be an oversight (i.e. matched BOLO description, initial stop for expired MVR that is current, etc.), the officer shall comply with the following:

1. Once the officer is aware that the traffic stop was made due to an oversight or incorrect information received, the officer shall verbally advise the operator and release the motor vehicle. The officer shall annotate the traffic stop on their Daily Activity Report.
2. The officer is not required to collect any racial profiling data or complete a written warning.

E. Reporting Requirements:

1. The information collected shall be compiled in an annual report covering the period of January 1 through December 31 of each year and shall be submitted by the Chief of Police or their designee to City Council and the Texas Commission on Law Enforcement (TCOLE) no later than March 1 of the following year.
2. The annual report, along with any pertinent information used to compile the report, will be forwarded to an authorized outside source (Professional Development Institute at the University of North Texas) who will assess the Department's compliance to state mandates in regards to racial profiling and provide the Department with an in-depth analysis of their findings.
3. The annual report shall not include identifying information about any individual stopped or arrested, or about any peace officer involved in a stop or arrest.

F. Training:

1. The Academy will conduct annual training with sworn personnel on subjects that include but are not limited to: profiling, cultural diversity, interaction with citizens, policy, ethics and related topics.
2. Training may be conducted through in-service training, special courses, or roll-call training.
3. Participation in training will be documented and recorded in each officer's training record.
4. All officers will complete racial profiling training prior to the second anniversary of the date the officer is listed as a peace officer or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier.

G. Investigating Complaints:

1. Citizens may file complaints against any officer at any Department facility or at the Internal Affairs (IAD) office. All complaints of racial profiling lodged against an officer will be investigated by IAD fairly and objectively to determine the validity of such complaints. Disciplinary or corrective action will be established in a timely and consistent manner, in accordance with State laws, local ordinances, the City of El Paso's Civil Service Rules and Regulations, and the El Paso Municipal Police Officer Association contract.
2. In investigating a complaint alleging racial profiling, the Chief of Police shall seek to determine if the officer, who is the subject of the complaint, has engaged in a pattern of racial profiling that includes multiple acts constituting racial profiling for which there is no reasonable, credible explanation based on established police and law enforcement practices. A single act constituting racial profiling may not be considered a pattern of racial profiling and shall not be grounds for corrective action.


H. Public Education:

The Department's Compliment and Complaint process requires the officer conducting the traffic stop to provide the telephone number, mailing address, and email address of the Department's Internal Affairs Division, to allow the citizen to make a complaint or compliment with respect to each citation or written warning issued by the officer. The Department will issue its officer's citations and written warnings with the listed requirements pre-printed on the copy issued to the citizens.

The Department, through its philosophy of Community Policing, will provide information to the general public regarding racial profiling policies and procedures, to include the complaint process, by actively addressing the issue in regular regional command community meetings, Citizen's Advisory Board meetings, the mass media, and by routine officer/citizen contacts.

I. Video Policy:

All Officers will follow established procedures for the use of in-car video recording equipment.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
303 Stop and Frisk	Policy Effective: 07/21/2021 Previous Version: 04/08/1999

303 STOP AND FRISK

303 STOPS/FIELD INTERVIEWS

Stops are “seizures” under the Fourth Amendment. An officer may stop and question a person when the officer has reasonable suspicion that the person may be involved in past, present, or future criminal activity. Reasonable suspicion is less than the probable cause that is needed for an arrest or search.

- A. Before an officer stops a person for questioning, they must be aware of specific suspicious conduct or circumstances to justify that stop.
- B. Officers should rely on their training and experience in analyzing a subject’s suspicious conduct and must be able to articulate a reasonable suspicion for an investigatory stop.
- C. Officers may detain a person they lawfully stop for a reasonable length of time in an attempt to:
 1. Verify the person’s identification
 2. Account for the person’s conduct
 3. Account for the person’s presence
 4. Ascertain whether a crime occurred
 5. Ascertain the person’s involvement
- D. An officer must release a person from an investigative stop as soon as:
 1. The officer fulfills the purpose of the stop
 2. The person eliminates the officer’s reasonable suspicion of criminal involvement
 3. The officer fails to develop the probable cause necessary to arrest within a reasonable time


303.1 FRISK

A frisk is a limited pat down search for the purposes of protection only. Officers may not use the frisk to conduct full scale searches of persons. Under appropriate circumstances, persons, their immediate surrounding areas, and the passenger compartments of a vehicle may be frisked.

- A. An officer may frisk a person who has been stopped when the officer **reasonably suspects that the person is concealing a weapon and that a frisk is necessary to protect the officer or others.**
- B. A frisk may be conducted at any point during an investigation or detention when circumstances create a reasonable suspicion for the officer to fear for their or another’s safety.
- C. An officer who conducts a frisk **must be prepared to articulate** the specific factors leading to a reasonable suspicion that the officer or others were in danger. These factors should be listed in the report.
- D. Frisk Procedures
 1. Before beginning the frisk of a person, officers should let the person know that they are going to conduct a frisk.
 2. The officer should begin the frisk of a person at the part of the person’s outer clothing most likely to contain a weapon or dangerous instrument.
 3. If the outer clothing is too bulky to allow the officer to determine if a weapon is concealed

underneath, outer clothing such as overcoats and jackets may be opened to allow a pat down on the inner clothing, such as shirts or trousers.

4. The officer may also frisk or secure any unlocked areas within the detained person's reach or the passenger compartment of a vehicle that the person had been riding in if the officer reasonably suspects that such areas might contain a weapon.
5. When practical, a male officer should summon the assistance of a female officer if it is necessary to frisk a female subject. The frisk will be conducted in a manner that is the least intrusive or offensive to the person.
6. Officers may remove objects located during a frisk which they believe are weapons, a container that may hold a weapon, or objects that they immediately recognize as being contraband.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
304 Searches	Policy Effective: 09/09/2023 Previous Version: 08/24/2021

304 SEARCHES

304.1 SEARCH WITH CONSENT

- A. A person who has lawful control of a premises, place, vehicle, or his/her worn or carried possessions may give a peace officer voluntary consent to search the same upon waiver of the person's Fourth Amendment rights. The person who has lawful control of a premises, place, vehicle, or other possessions must be identified to determine who has the actual right to consent to a search. Consent to search may be obtained in writing or with an officer assigned body worn camera. The following rules apply to searches with written consent:
1. Officers will complete a detailed number one report articulating all the circumstances present at the time consent was given in their report narrative.
 2. Scan the signed Consent to Search form into the report, the original form will be submitted into evidence in cases where written consent was obtained.
 3. In cases where the consent to search was documented through body worn camera the video will be properly labeled with the case number and appropriate category. Officers will read aloud the consent to search form with the person consenting to the search within view of the BWC. Consent to search forms can be located in the PD Public drive, Reference, Forms, Crime Investigation Forms, Consent to Search forms.
 4. A search requires a minimum of two officers present, unless exigent circumstances exist. (An exigent circumstance, in the criminal procedure law of the United States, allows law enforcement, under certain circumstances, to enter a structure without a search warrant. It must be a situation where people are in imminent danger, evidence faces imminent destruction, or a suspect's escape is imminent).
 5. Consent must be given voluntarily.
 6. Any witnesses present should be identified and listed in the offense report.
 7. The person giving consent to a search may accompany officers during the search.
 8. Any person who has authority to give consent to search a premises may revoke such consent, even if that person was not the person who originally consented to the search.
 9. If a person revokes consent to search at any time the search must be immediately stopped. Any contraband found prior to the consent of search being revoked may be seized.
 10. When the written consent to search incident requires documentation only, the incident report shall be titled Consent/Search.
- B. Abandoned property, public places and open fields do not fall under the Fourth Amendment protections and may be searched lawfully without consent.
- C. When consent to search is obtained and documented through a BWC the officer will complete the following in view of their BWC.
1. Officers will clearly identify any person they are speaking to and will ask the person their full name and date of birth.

2. The officer will ask if they are the owner of the premise or property to be searched or if they have care/custody of the property. If they are not, they will ask who the owner is that left them responsible for the property.
3. The officer will ask “Do you voluntarily give (Officers Name/Partners Name) consent to conduct a search involving the premises or vehicles located at (state the location of premises or vehicle)”. In cases involving a vehicle the officer will describe the vehicle, year, make, model, and license.
4. The officer will state that they can withdraw their consent at any time.
5. Officers may not turn off their camera during the search.

304.2 WARRANTLESS PREMISE SEARCHES DURING EMERGENCY CIRCUMSTANCES

Search Warrants should be obtained whenever possible. When there is a need to conduct a search of a place before a search warrant can be obtained (during exigent circumstances), the officer will consider the following:

- A. Are there grounds to arrest any persons present at the place of arrest so they will not have an opportunity to dispose of evidence while a search warrant is being sought?
- B. Is there some risk that someone might enter and dispose of evidence while a search warrant is being obtained? Can an officer be left to guard the premises while another obtains the search warrant?
- C. Evidence obtained in a search of the premises without a warrant at the time of arrest may be admissible in court if there are justifiable facts showing all of the following circumstances:
 1. There was probable cause for the search (sufficient ground upon which a search warrant could have been obtained).
 2. Special circumstances existed which made it impossible to safeguard the premises while a search warrant was being obtained after the arrest.
 3. Special circumstances existed requiring the making of the arrest before a search warrant could be obtained.
- D. Officers should ensure that they act in good faith, as the courts will examine officer’s actions in order to determine if in fact a search warrant could have been obtained.

304.3 SEARCH OF VEHICLE INCIDENT TO ARREST

Officers may conduct a warrantless search of a motor vehicle incident to arrest under the following circumstances:

- A. Officers have a reasonable belief evidence of the crime for which the driver of the vehicle has been arrested may be located inside the vehicle.
- B. In cases where an unsecured driver is in close proximity of the passenger compartment.
- C. Officers will document the search and any evidence located in a supplemental report.


This procedure should not be confused with Inventory of Vehicles.

304.4 OTHER VEHICLE SEARCHES

Officers may also search vehicles under the following circumstances:

- A. Upon written consent being granted and the Consent to Search Form has been signed.
- B. When exigent circumstances exist.

- C. When failure to do so will endanger public safety.
- D. When failure to do so will result in immediate destruction or loss of evidence.
- E. Upon receipt of a search warrant.
- F. Under any situation authorized by state and federal constitutional provisions.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
305 Arrests	Policy Effective: 10/10/2023 Previous Version: 10/19/2022

305 ARRESTS

Officers will code an arrest on Officers' log sheets under the following circumstances. (Refer to 340.2 of the procedures manual).

A. Definitions.

1. Non-arrest. When the facts and circumstances are such that an arrest would not be appropriate.
2. Released. To be released from police custody. For example, after posting bond or instances in which a medical release is required for booking and prisoner is left at a hospital and case is filed as a non-arrest.

B. An offender is arrested, with or without warrants, and booked.

C. The offender is arrested and the case is declined by the District Attorney's Office.

D. The offender is arrested and released from police custody without being booked.

E. When an offender is indicted stemming from a non-arrest case (refer to 305.7 of the procedures manual), investigators will code it as an arrest on the investigators log sheet.

305.1 ADULT LIVE SCAN PROCESS

All adult arrestees, including class "C" arrests, will be processed at the Live Scan processing station. This includes persons released at the Regional Command Centers and not physically booked into the County Jail. The Live Scan requires your user name and pass code (assigned at the Command Center).

Process.

A two-finger fast ID (FID search) will initiate the search to establish positive ID. This search will reveal if the arrestee has an adult EPPD arrest package on file by replying with a HIT or NO HIT.

- A. In the case of a HIT, the Live Scan furnishes the adult EPPD number, the officer will record the number for use in completing case reports. No further Live Scan processing is required except for Class C Assaults (family violence) and the Cite and Release Program. If the HIT is a Juvenile Reference number, treat it as a "NO HIT".
- B. In the case of a NO HIT, indicating no record found, the officer will perform a "Full Process" consisting of the following:
 1. Complete the Live Scan procedure by entering the arrestee's information, capturing the prints, and obtaining a mug photo.
 2. Complete case report documentation.
 3. Transport the arrestee to the County Jail or release the arrestee.
- C. For any technical assistance with the Live Scan, call the Help Line number located to the left of the keyboard. This help desk is staffed twenty-four hours a day, seven days a week.
- D. Guard services personnel are required to do a full process on all offenders regardless of FID search results.

Safety.

- A. The processing officer will secure their weapons in the approved weapons receptacle. The prisoner will be leg shackled prior to processing and the removal of the prisoner's handcuffs.
- B. The officer will exercise due caution and use approved methods to prevent injury to him/herself, to prevent damages to equipment, and to prevent escape. These methods include, but are not limited to the following:
 - 1. The removal of any potential instrument that may be used as a weapon from within the arrestee's reach.
 - 2. Two-officer processing. The assisting officer will also secure their weapons prior to assisting.
 - 3. The use of any other Department approved restraining device or techniques.
- C. If the arrestee is totally uncooperative, the arrestee shall be taken to the County Jail for booking. County Jail personnel will conduct the processing of the arrestee there.
- D. The officer should make a notation on the arrest log if the prisoner was unable to be processed for any reason.

305.2 MOBILE TWO-FINGER FAST ID DEVICE (RAPID)

- A. Purpose. This policy establishes uniform procedures for the use of the Mobile Two-Finger Fast ID.
- B. Scope. This policy applies to the field officers who have been trained in the use of the device.
- C. Procedures.
 - 1. These devices are made available to officers through their command or unit to establish field positive up-front identification of subjects. Devices can only be operated by trained personnel.
 - a. After a capture and transmission of the two index fingers, a return message will be received showing a HIT or NO HIT. In the case of a HIT, the device will provide pertinent demographic information and, if available, a photographic image of the subject. A NO HIT indicates the search did not locate viable candidates.
 - b. The use of the device is not a substitution for Live Scan processing of arrestees as per established policy.
 - c. For technical assistance, the operator may contact personnel in the Criminalistics Latents/AFIS section between 0800 and 1600 hrs. Mon.-Fri.

305.3 ARREST WITH WARRANT

Officers who have knowledge that a warrant may exist on a subject will verify the existence of the warrant through Communications and immediately take the person into custody. Officers must verify the identity of subjects especially if they claim they are not the person named in the warrant.

- A. Local Warrants and Posting Bond.
 - 1. Once a local traffic warrant is confirmed to belong to a subject, the officer may allow the subject to post bond at an appropriate location (see policy 354 Recall and Refile).
 - 2. Prior to allowing a subject to post bond, the officer must verify that the subject has the means available to post the bond or can make arrangements to have someone bring the bond amount to the appropriate location (Municipal Court or certain Regional Command Centers).
 - 3. After making a thorough tactical assessment, the officer may allow a fully identified subject to drive their own vehicle to the appropriate location to post bond. The officer will take the subject's driver license and direct the subject to follow the officer at a safe distance and speed. The subject must be warned of the consequences of fleeing prior to allowing them to proceed to post bond. If the subject flees, the officer will not pursue.

4. The officer retains the discretion of whether to allow a subject to post bond or to book the subject. When allowing a subject to post bond for a warrant it is the officer's responsibility to notify the warrant office to pull and deactivate the warrant, since bond was posted. The officer should also complete the appropriate report recording the posting.
 5. When booking a subject, the officer will pick up the warrant from the Warrant Office.
 6. The officer will supplement the case, complete a booking supplement, and book the subject with the warrant. If no case exists, the officer will initiate a Complaint Report.
- B. Non-Local Warrant Within Texas. Wanted Subject is any person wanted by another County within the State of Texas, or Military Desertion. Officers will verify the return of the wanted subject with the originating agency. A teletype copy of the warrant will be picked up from Communications. Officers will complete a Complaint Report listing the demanding agency as VI-01.
1. Wanted Subject without local charges:
 - a. Documents will be presented to booking.
 - i. TCIC Teletype Hit (NCIC for Desertion)
 - ii. TCIC Teletype Hit Confirmation
 - iii. Magistrate's Warning
 - b. Documents scanned into the Complaint Report.
 - i. TCIC Hit
 - ii. TCIC Hit Confirmation
 - iii. Any other teletypes or documents received
 2. A Wanted Subject with local charges is to be booked on local charges only. The officer will obtain a detainer form from booking and list all the required information to include demanding agency, agency charge, and attach all teletypes.
 - a. Scan all teletypes into the case
 - b. Fax all NCIC/TCIC hits to EPSO Warrants at 546-2026
 - c. Documents to be presented to booking (attached to detainer)
 - i. NCIC Teletype Hit
 - ii. NCIC Teletype Hit Confirmation (if confirmed)
 - iii. Any local paperwork
- C. Non-Local Warrant Outside Texas. Fugitive from Justice (FFJ) is any person wanted by another state outside the State of Texas, except persons wanted by Federal agencies or the military. Officers will verify the return of the FFJ with the originating agency. A certified teletype of the warrant will be picked up from Communications. Officers will complete a Complaint Report listing the demanding agency as VI-01.
1. Fugitive from Justice
 - a. Documents to be presented to booking.
 - i. Fugitive Complaint
 - ii. Fugitive Warrant
 - iii. Magistrate's Warning
 - iv. NCIC Teletype Hit
 - v. NCIC Teletype Hit Confirmation Response
 - b. Documents to be scanned into the report
 - i. NCIC Teletype Hit
 - ii. NCIC Teletype Hit Confirmation
 - iii. Any other teletypes or documents received

2. Fugitive from Justice with Traffic/Class C warrants and no charges Class B or above.
 - a. If there are local Class C charges then Municipal Court will be listed as VI-02.
 - b. Documents to be presented to booking.
 - i. Fugitive Complaint
 - ii. Fugitive Warrant
 - iii. NCIC Teletype Hit
 - iv. NCIC Teletype Hit Confirmation
 - v. Magistrate's warning
 - vi. Class C Complaint or Citation
 - c. Documents to be scanned into the report
 - i. NCIC Teletype Hit
 - ii. NCIC Teletype Hit Confirmation
 - iii. Any other teletypes or documents received
 3. Fugitive from Justice with local charges Class B or above
 - a. A separate report is generated for the FFJ offense
 - b. A separate report is generated to document the local charges
 - c. Do not obtain FFJ warrant or warning
 - d. Scan all teletypes into case
 - e. The FFJ with local charges is to be booked on local charges only. The officer will obtain a detainer form from booking and list all the required information to include demanding agency, agency charge, and attach all teletypes.
 - f. Fax all NCIC/TCIC hits to EPSO Warrants at 546-2026
 - g. Documents to be presented to booking (attached to detainer)
 - i. NCIC Teletype Hit
 - ii. NCIC Teletype Hit Confirmation
 - iii. Any local paperwork
 - h. Documents scanned into report
 - i. NCIC Hit
 - ii. NCIC Hit Confirmation
 - iii. Any other teletypes or documents received
 4. Wanted subject and Fugitive from Justice
 - a. A complaint report is generated for the wanted subject
 - b. The out of state agency will be listed as VI-02
 - c. A detainer is placed for the out of state warrant
 - d. Documents to be presented to booking.
 - i. NCIC Teletype Hit
 - ii. NCIC Teletype Hit Confirmation
 - iii. TCIC Teletype Hit
 - iv. TCIC Teletype Hit Confirmation
 - v. Detainer for FFJ
 - e. Documents scanned into report
 - i. NCIC/TCIC Hit
 - ii. NCIC/TCIC Hit Confirmation
 - iii. Any other teletypes or documents received
 - iv. Fax all NCIC/TCIC hits to EPSO Warrant 546-2026
- D. TCIC/NCIC Hit -Unit Responsibility. The unit who is arresting/booking the subject on a TCIC/NCIC hit, regardless of how contact was made (self-initiated, dispatched, or assisting another agency), is

responsible for advising channel one that the subject is in custody. The unit is also responsible for requesting that channel one place the locate message.

305.4 WARRANTLESS ARREST (DIMS)

A warrantless arrest (DIMS) may be used only when Officers have made a decision to take a person into custody on offenses Class B or above. This process will not be used for juveniles. Officers must have probable cause and meet the legal criteria for a warrantless arrest. A chart of the DIMS process is located in the reference section of the Procedures Manual.

- A. Contact DIMS. Officers will call the DIMS attorney from the scene, if possible, or from the Regional Command as soon as possible upon arrival. Officers will provide the case number, the arrestee's information and a brief description of the case.
- B. DIMS Decision. The DIMS attorney will decide whether to accept or decline the case for prosecution. Officers who are dissatisfied with a DIMS attorney decision on a particular case may notify a supervisor. The supervisor may call the DIMS attorney and brief the case again. The attorney's decision on whether to or not to prosecute will be final.
- C. Accepted Cases. If the DIMS attorney accepts the case, officers will prepare, in the Records Management System, the Complaint Report, DIMS Affidavit, Presentation Supplement, detailed narrative, Arrest Supplement and other necessary documents. All Records Management System fields related to DIMS will be completed on the incident module, presentation and the arrest card. The DIMS attorney will provide criminal history information concerning the defendant to the officer.
 1. When the case paperwork is complete, officers will call the DIMS attorney and ask for a final decision as to whether or not the case will be prosecuted. Upon being notified that the case is being accepted for prosecution, the DIMS attorney will provide a DIMS number and the officer.
 2. The officer will take the person before the jail magistrate. All bonds will be set by the jail magistrate.
 3. When a case is accepted for prosecution by the DIMS attorney, the officer will print (3) copies of the complaint affidavit containing the probable cause. The three (3) complaint affidavits will be signed and notarized. The affidavits will be distributed as follows: the original affidavit will be scanned into the Records Management System, submitted to the Records Section, and two affidavits will be submitted to the jail upon booking the arrestee. Note: The "pink" warrant form is not required in DIMS arrest cases. It is imperative that the signed and notarized PC affidavits are scanned into the Records Management System and forwarded to Records immediately after booking the arrestee. This is to ensure that strict magistrate time limits are met.
- D. Booking. Once approved and all forms are completed and notarized, the arrestee may be booked into the county jail. If the arrestee is booked under a DIMS case, then the DIMS number and the bond amount will be provided to the jail staff during booking. If the arrestee is booked on a warrant then the warrant number will be provided to the jail staff during booking.
- E. Declined Cases. Individuals will be released when cases are declined. The Complaint Report will be completed and supplemented with all applicable details. Officers will include the name of the attorney declining the case and the reason the case was declined. The DIMS attorney will provide a coded number for the reason the case was declined. Cases requiring additional information should then be presented to the appropriate investigative unit for follow up.
- F. Warrant Recommended. When a DIMS attorney recommends obtaining a warrant and the case does not fit the criteria for a warrantless arrest, the officer will book the arrestee on the warrant number instead of the DIMS number. If a DIMS number exists, it must be canceled. Officers will contact a supervisor for guidance and obtain a warrant through standard procedures.

- G. Hard Copy DIMS. When the records management system is not available, officers will prepare all paperwork on hard copy and hand carry it to the DIMS attorney on the way to booking.

305.5 OBTAINING A WARRANT

This process may be used when an officer develops enough information on a case to:

- A. Constitute probable cause of an offense.
- B. Has positive identification of a victim and a subject or some reasonably definite description.
- C. Establishes that the offense occurred within the officer's jurisdiction;
- D. The subject is not in custody.
- E. The case does not fit the criteria for a warrantless arrest.
- F. Required Reports. Officers will complete a Complaint Report, all necessary supplements, an Arrest Warrant Affidavit and the Warrant.
- G. Process. All officers who obtain warrants will receive approval of the affidavit by their supervisors before presenting the affidavit to the Magistrate. Supervisors are responsible to ensure that all the elements of a crime exist in the affidavit and that the charge, probable cause and jurisdiction, is established. Officers will then take all documentation to a Magistrate who may sign the warrant and issue the bond. Officers will diligently attempt to execute the warrant before turning it in to the Warrant office. Officers will scan a copy of the affidavit into the Records Management System.

305.6 ARREST/DETENTION OF FOREIGN NATIONALS

To ensure that citizens of foreign countries who are arrested/detained are fully aware of their rights under the Vienna Convention Treaty, the El Paso Police Department will comply with Articles 5, 36 and 37 of the Vienna Convention on Consular Relations when making arrests and detaining subjects who are citizens of foreign countries. Arresting officers of the El Paso Police Department will inform arrestees of their right to communicate with consular officials of their own country. Officers will notify the consulate of any country whose citizens have been arrested by the Department, when such notification has been requested, or is mandated.

- A. Procedures.
 - 1. Requirements Pertaining to Foreign Nationals
 - a. When foreign nationals are arrested or detained, they must be advised of the right to have their consular officials notified.
 - b. Consular officials are entitled to access to their nationals in detention, and are entitled to provide consular assistance.
 - c. When a government official becomes aware of the death of a foreign national, consular officials must be notified.
 - d. When guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, consular officials must be notified.
 - e. When a foreign ship or aircraft wrecks or crashes, consular officials must be notified.
 - f. This procedure does not apply to a temporary investigative detention or to the issuance of a citation, as these are brief, routine detentions.
 - 2. Arrest or Detention of Foreign National
 - a. Determine the foreign national's country. In the absence of other information, this will be considered the country on whose passport or other travel document the foreign national travels.

- b. Supervisors will make certain that all officers check the Foreign National's Country of Nationality website at [CNA Process Flow Chart \(state.gov\)](#). If the foreign national's country is not on the mandatory notification list the senior arresting officer will offer, without delay, to notify the foreign national's consular officials of the arrest/detention.
- c. These are mutual obligations that also pertain to American citizens abroad. In general, you should treat a foreign national as you would want an American citizen to be treated in a similar situation in a foreign country. This means prompt, courteous notification to the foreign national of the possibility of consular assistance, and prompt, courteous notification to the foreign national's nearest consular officials so that they can provide whatever consular services they deem appropriate.

305.7 NON ARREST PROCEDURES


Non-arrest procedures may be used when it serves the interests of the Complainant, the Department and sometimes even the subject not to take an individual immediately into custody.

- A. Minimum Criteria. All of the following criteria must exist to present a non-arrest case:
 - 1. Officers may use non-arrest procedures in lieu of a physical arrest on the following offenses when the level of offense falls into the listed category without enhancement:
 - a. DWLI (Driving while License Invalid)
 - b. Criminal Mischief except Graffiti (Class B Misdemeanor)
 - c. Possession of Marijuana (Class B Misdemeanor)
 - d. Theft (Class B Misdemeanor)
 - e. Theft by Check (over \$20 and under \$500)
 - f. Theft of Service (Class B Misdemeanor)
 - g. NLI (No Liability Insurance – Prior Offense)
 - 2. Violation not likely to continue.
 - 3. Non-violent offense.
 - 4. No danger of evidence being destroyed.
 - 5. The level of force used to detain the individual did not cause injury to the person.
 - 6. Person presents no danger to self or others.
 - 7. No warrant currently exists.
 - 8. The person is not intoxicated.
 - 9. The person is not a flight risk.
 - 10. The person is not already under arrest or in custody for another charge.
 - 11. The person:
 - a. Is an adult or a juvenile, who is at least 10 years of age.
 - b. Has Positive ID.
 - c. Lives or works within city limits.
 - d. Provides all required information.
- B. Process. With a supervisor's approval, officers may present the case as non-arrest. Officers will complete all necessary documents – Complaint Report, Presentation Supplement, Non-Arrest Affidavit and other documents- and present the case. All subjects of non-arrest cases must be fingerprinted (full set to include palm prints). Juveniles will be fingerprinted per established juvenile processing procedures.

305.8 UNDOCUMENTED IMMIGRANTS

Officers of this Department may not arrest an individual based on their citizenship status. Probable cause for arrest must exist.

- A. Release. When officers determine, through legal means, that an individual is an undocumented immigrant, he or she will be turned over to U.S. Border Patrol.
- B. Requests for Asylum. Immigrants requesting asylum in the United States will be referred to the U.S. Department of Immigration and Customs Enforcement.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody and Traffic Enforcement
306 Care, Transport and Booking of Prisoners	Policy Effective: 03/30/2023 Previous Version: 01/12/2022

306 CARE, TRANSPORT AND BOOKING OF PRISONERS

306 CARE, TRANSPORT AND BOOKING OF PRISONERS

Officers will make reasonable efforts to take all necessary safety precautions while transporting persons under arrest or in custody to protect the lives and safety of officers, the public, and the person in custody. Officers transporting prisoners will not run Code III nor engage in vehicle pursuits. Vehicles used to transport prisoners will be searched for contraband, weapons and property at the beginning of the shift, prior to each prisoner transport, and after each prisoner transport.

306.1 SOLO UNITS

The following procedures define when a solo unit may transport prisoners.

- A. The prisoner will be properly handcuffed and secured in the rear seat with safety belts.
- B. With Safety Screen/Prisoner Seat. Solo units equipped with safety screens and prisoner seats may transport up to two prisoners only under the following circumstances and with supervisor approval.
 1. Each prisoner will be properly handcuffed and belted into the prisoner seat using the prisoner restraint equipped with the seat.
 2. A solo officer may transport more than one prisoner from the scene to a regional command directly to a sally port with supervisor approval.
 3. Officers must request assistance to remove prisoners from units upon arrival to the sally port.
- C. Solo officers will not transport more than one prisoner to booking without assistance from another officer.
- D. No Safety Screen. Solo units not equipped with safety screens will not transport prisoners.
- E. Extra consideration and precaution will be taken with prisoners that have previously exhibited behavior that indicates a risk of escape or evading. Prisoners that have exhibited this behavior, or that are combative or unruly will be transported with supervisory approval, to include the use of additional officers for transport.

306.2 TRANSPORTING FEMALES

Male officers will obtain a time check from dispatch and give the location of departure and mileage upon leaving the scene when transporting females. Upon arrival at their destination, officers will request a time check from dispatch and give their location and ending mileage. Officers incurring delays along the route will advise dispatch, request a time check, and give the location and mileage.

306.3 RESPONSIBILITY OF TRANSPORTING OFFICERS

Persons under arrest or in custody will never be left unattended in any Department vehicle. It is the responsibility of the officer to diligently watch and guard the prisoner and maintain physical control of the prisoner under the following circumstances:

- A. When the prisoner is not in a secured cell
- B. When the prisoner is not in the secured transport area of the unit
- C. When the prisoner is going through the booking process at the El Paso County Detention Facility (EPCDF) first floor
- D. When the prisoner is not handcuffed to the hospital cot during medical clearance (unless the medical treatment prevents the officer from maintaining physical control)

While in transport, officers will maintain observation of the prisoner for any actions, movements, or behavior which could threaten the health or safety of the prisoner or officers.

- A. Interrupting Transport. Officers who observe incidents that require immediate law enforcement action while transporting a prisoner will interrupt their transport and stop to render assistance only if doing so would present no danger to the prisoner. Officers who interrupt transport under these circumstances shall summon other officers to the scene to handle the incident and resume transport as soon as possible.
- B. Documentation. Officers who take custody of a prisoner shall ensure the identity of the prisoner by verifying identification documents and case report information. Officers will verify that they have all the required documentation needed to transport and book the prisoner and shall ensure that any special risks are noted in the required arrest documentation.

306.4 SPECIAL CIRCUMSTANCES

Special circumstances may indicate the need to transport a person under arrest or in custody by other means.

- A. When a person being transported displays actions, movements, or behaviors which may threaten his or her health or safety, officers will immediately stop the vehicle and conduct a primary survey of the person's airway, breathing, and pulse. Officers will determine whether to continue transport or if EMS should be called.
- B. When an arrested person has been physically subdued and officers have reason to believe that a medical emergency exists due to injury, ingestion of drugs or narcotics, or other behavior indicating physical distress, officers will immediately request an EMS unit to evaluate the prisoner.
- C. If a medical emergency arises while officers are transporting a prisoner or if there is any doubt regarding the prisoner's condition, officers will seek immediate medical attention for the prisoner. Officers may transport directly to the nearest medical facility or call EMS to their location. This decision should be based on providing the fastest access to advanced life support and professional medical care.
- D. The following persons will not be transported by officers of this Department, except in an emergency when medical transportation is not available. When transporting these persons, officers will advise a supervisor and continue to summon EMS. Officers will continue to observe the person until medical help arrives.
 1. Unconscious persons
 2. Persons at high risk for Sudden in Custody Death Syndrome (SICDS) or Positional Asphyxia, according to the SICDS Risk Assessment Scale found in Appendix E

3. Persons who exhibit any of the extreme risk factors for SICDS
4. Persons in any type of respiratory distress
5. Persons who, because of age, impairment, or injury, could be injured or further injured by conventional transport

306.5 PRISONERS IN MEDICAL FACILITIES

Once a person has been admitted or has received treatment from a hospital, officers may not transport that person between hospitals for any purpose or reason. Division commanders will decide if the Department will continue to maintain custody of a prisoner that is admitted to a hospital for treatment. If custody is relinquished, the transporting officer shall file an arrest warrant or present a non-arrest case at the direction of the division commander. While maintaining custody of prisoners receiving treatment at a medical facility, the officer shall keep continuous supervision of the prisoner. Prisoners in custody receiving treatment at a medical facility will not be allowed visitors. Prisoners in hospitals are the responsibility of the division that made the arrest. Relief schedules shall be arranged for guarding prisoners receiving longer care at medical facilities.

306.6 RESTRAINT PROCEDURES FOR TRANSPORT

Persons under arrest or in custody will be transported in a sitting position only. Under no circumstances will a prisoner be transported in a Department vehicle in any other position. Handcuffs shall be securely fastened with hands behind the back and double locked in place unless a deviation per section A is warranted and approved.

- A. When age, physical impairment, or injury of a person make it impractical or impossible to handcuff behind the back, officers may deviate from the standard procedure after contacting their supervisor to develop an appropriate method. This includes persons who are obese or large bellied, where handcuffing and securing in a safety belt may limit breathing.
- B. The following restraint devices are approved for use, when warranted. Officers must note the type of restraint used, if other than handcuffs, in the Complaint Report.
 1. Double Cuffs. The use of two handcuffs, interlocked.
 2. Flex Cuffs. Plastic straps used for temporary restraint of hands or feet.
 3. Nylon Leg Restraint. Nylon strap used to temporarily restrain the legs. It is secured by closing the rear door of the vehicle on the restraint to minimize the prisoner's movement.
 4. Leg Shackles. Leg shackles are authorized for use when justified such as to ensure the safety of officers and/or a combative prisoner when other restraint means are inappropriate or unavailable.
 5. Vehicle Installed Restraint. Any bar, strap or other device installed in a Department vehicle for the purpose of restraining prisoners.
 6. Medical Stretcher. Used in EMS vehicles. Officers may be called upon to assist EMS personnel in restraining the prisoner.
 7. Officers will not use the "hog-tie" method of restraint. This method of restraint, which positions the prisoner stomach-side down with hands and feet joined in the back, places the prisoner in a position that could restrict breathing capability.

306.7 INJURY TO PERSONS IN CUSTODY

All injuries to prisoners will be brought to the supervisor's attention. Supervisors will determine when the injury occurred.

- A. Injuries Prior to Initial Contact. If the injuries occurred prior to the officer's initial contact with the person, the injury will be briefly documented in the Supervisor's Daily Log with photographs attached. Officers with Injuries During or After Initial Contact. If the injuries occurred during or after initial contact with officers, supervisors will conduct interviews with the officers, the prisoner, and any witnesses to the incident. Supervisors will thoroughly document the incident in the Supervisor's Daily Log.
- B. Supervisors will take photos when there are visible injuries or the prisoner makes an outcry of alleged unauthorized force. Photos will be submitted as evidence with the case.
- C. Serious Injuries. If the injuries require admission of the prisoner into a medical facility and there is an outcry of alleged unauthorized force or improper tactics, or the prisoner is incapacitated to the extent that he or she is unable to respond, supervisors will contact the Internal Affairs Division. In addition, any incident of serious bodily injury occurring to a person in custody due to interactions with officers that requires medical attention or medical clearance requires supervisors to notify Internal Affairs. The Chief of Police will be notified through the chain of command.

306.8 SEARCH INCIDENT TO ARREST

As soon as possible after an arrest is made, but before transport, officers will search subjects carefully for any evidence, weapons or items which may be used to cause harm or physical injury. If it becomes necessary to transfer a subject between units, the receiving officer will conduct a search of the prisoner prior to effecting the transfer.

306.9 PHYSICAL EXAM (STRIP SEARCH)

When necessary and legally appropriate, at least two officers may conduct a physical examination (strip search) of subjects of the same sex as the officers. Supervisors will be notified when such an exam is necessary and will be present during the exam if of the same sex as the person being searched. The purpose of the examination is to seize evidence or weapons. Officers must have articulable and reasonable suspicion that the prisoner is concealing contraband or weapons in such a manner as to avoid normal search procedures. Officers must document the purpose of the examination in a Supplement Report. Strip searches are limited to a visual search of the body and a thorough search of the clothing. Anal and vaginal body cavity searches are only conducted by medical personnel and by authority of a search warrant only. Physical examination of subjects in custody is commonly done by jail personnel during booking.

306.10 PRISONER PROPERTY

Officers are responsible for the accountability and protection of a prisoner's property until turned over to Booking at the jail. Officers will retrieve the prisoner's personal property for safekeeping and any property which can be used as a weapon. Officer will properly secure the prisoners personal property in a paper or plastic bag prior to being transported to a regional command. Officers should store prisoner

property in a paper bag, stapled shut, and carry it with the prisoner to Booking. All firearms, excess property disallowed by the jail, and weapons will be turned in to the Property Office as evidence or for safekeeping.

306.11 PRISONER COMMUNICATION

Prisoners will not be allowed to communicate with anyone during transport or processing. Exceptions may be granted when required by on-going investigations or when a prisoner is attempting to make bond arrangements for class C warrants. Officers shall ensure that persons with whom the prisoner is communicating do not take or pass weapons/contraband from the prisoner.

306.12 PROCEDURES AT COUNTY JAIL

Officers shall follow all rules and regulations set by the Sheriff's Department. Officers shall secure their firearms, ammunition and less-lethal weapons as directed, remove restraining devices when advised, deliver all required documentation to the jail staff and advise the jail staff of any safety or medical hazards posed by the prisoner. The use of Record Management Systems by both the Sheriff's Department and the EPPD alleviates the need for officers to obtain any hard copy receipts from jail staff.

306.13 PRISONER ESCAPE


If a prisoner escapes from custody, officers will notify communications, a supervisor and will make a spot broadcast. The primary goal is to recapture the prisoner while protecting public safety. Supervisors notified of an escape shall respond to the location and assume incident command of the search. Escapes shall be documented with an offense report and a notation on the station log and a supervisor's log.

306.14 TRANSPORT OF MENTALLY ILL PERSONS

Any mentally ill person in custody under an EDO who are exhibiting mental distress, intoxicated on any substance, violent, uncontrollable, or in need of emergency medical treatment shall be transported by El Paso Fire Department to any designated facility.

Issues can be reported to any CIT supervisor.

For the restraint and transport by officer of mentally ill persons, the mentally ill individual may be restrained only during apprehension, detention, or transport. The means of restraint, however, must permit the individual to sit in an upright position without undue difficulty. The exception to this is when the individual is transported by FMS in an ambulance.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody and Traffic Enforcement
307 Handling of Detainees in Processing Area	Effective Date: 02/08/2023 Previous Version: 12/7/2021

307 HANDLING OF DETAINEES IN PROCESSING AREA

307 HANDLING OF DETAINEES IN PROCESSING AREA

This section applies to all Department detainee processing areas, adult or juvenile.


- A. Officers will **search all detainees prior to transport**. Anytime an officer turns over a prisoner to another officer or to a vendor contracted to perform prisoner booking/processing services, hereinafter referred to as Contracted Vendor, the prisoner must be searched by both the officer relinquishing the prisoner and by the officer or Contracted Vendor receiving the prisoner.
- B. Officers will present the detainee to a supervisor and fill out the appropriate log upon arrival at a police facility.
- C. **Officers will maintain supervision and accountability of their detainees at all times**. An officer completing paperwork or doing other tasks in the holding cell area will constantly monitor the detainees to ensure the detainees' health and safety and summon assistance when necessary to render immediate aid as required. If the officer cannot reasonably monitor his/her detainee while completing paperwork or if the officer must temporarily divert his/her attention elsewhere, the officer will request assistance from another officer or supervisor. If a Contracted Vendor is present and on duty, supervision and accountability for detainees falls under the vendor's responsibility. However, officers shall ensure that the Contracted Vendor is performing as contracted. Any noted violations shall be reported to a supervisor. Officers shall assist the personnel of a Contracted Vendor with prisoners who are unruly or combative as needed.
- D. Department detainee processing areas may be used by any officer of this Department. Outside agencies may use the facilities occasionally but must obtain a supervisor's permission. Outside agencies must follow all the policies delineated in this section or they will not be permitted to use the processing facilities.
- E. **All detainees will be handcuffed behind the back**. During situations where such restraint is inappropriate, only Department authorized restraint methods will be used, as per this section and Section 306.6 Restraint Procedures for Transport of the Procedures Manual. Detainees may be handcuffed to the rail or ring in the holding cell only with a supervisor's permission. Detainees may not be secured to any other fixed object or any fixed object not intended for prisoner detention.
- F. Male detainees and female detainees may not be placed in the same holding cell. Juveniles are handled in the juvenile processing area as per Family Code and Department Policy and will have sight/sound separation from adult offenders while in the processing area.
- G. Upon arrival at a regional command, all property shall be removed from the prisoner and placed in a paper bag, which shall be securely stapled shut. While removing prisoner property and conducting a more thorough search, the **prisoner will be seated and remain handcuffed behind the back until the search is completed**. With the exception of bathroom visits and live scanning, prisoners should remain handcuffed behind their back while in the station. Supervisors may approve exceptions to this on a case by case basis, in such cases a minimum of two officers will

remain with the prisoner at all times. The officer shall maintain control and custody of the prisoner's property until booking, as per Section 306.10 Prisoner Property of the Procedures Manual. If a Contracted Vendor is present and on duty, the property shall be turned over to the Contracted Vendor who shall ensure accountability for the property until turned over to booking personnel or the EPPD officer assigned to the jail.

- H. The processing area in any police facility will be indoors and be cleaned regularly. The physical conditions of the processing area will be maintained as per any other area within that police facility. Safety hazards will be reported to the facility manager, who will take the appropriate steps to ensure repair and/or correction.
- I. The facility will have a fire evacuation, fire suppression and prevention plan that includes the processing area.
- J. Officers will follow Department weapons retention training at all times while handling detainees, and before entering a processing area. Officers will request additional help when handling combative prisoners to ensure the prisoner does not disarm or otherwise harm the handling officer(s).
- K. Officers may summon emergency help using their 199 button on their assigned radio. Dispatchers will send immediate aid to an officer who pushes the 199 button in the processing area, as the officer may be prevented from summoning aid any other way.
- L. Access to the processing area is granted only to authorized personnel.
- M. The processing area will be searched and inspected for contraband, safety violations, officer safety hazards before and after a detainee is placed in the cell by the officer or Contracted Vendor. Supervisors will conduct a safety/contraband inspection at the beginning of each shift.
- N. All officers will be trained on the proper use of temporary holding facilities as part of the prisoner handling training of the FTO program.
- O. Prisoners requesting bathroom breaks or water shall be reasonably accommodated by an officer or by a Contracted Vendor. Escort to the restroom will be done by an officer or Contracted Vendor staff of the same sex as the prisoner whenever possible. Visual contact will be maintained with prisoners in the restroom at all times. If there is no one of the same sex to escort a prisoner, and it is an emergency, the prisoner will be escorted without visual contact.
- P. Emergency Restraint Chair (ERC). The ERC is intended to help control violent prisoners who attempt to injure themselves, others or damage property. ERC use requires notification of a supervisor. Officers shall never utilize the ERC to punish prisoners or in response to verbal abuse only. The ERC is not used to transport prisoners. Contracted Vendor shall not use the restraint chair unless summoned to assist by an EPPD Officer. Officers shall adhere to the following procedures when using the ERC:
 - 1. Officers shall obtain sufficient assistance from other officers to ensure the prisoner can be safely placed in the ERC.
 - 2. Personal property shall be removed from the prisoner.
 - 3. Prisoners shall be secured according to manufacturer's training guidelines only. Officers unfamiliar with proper ERC use shall summon assistance from a trained officer.
 - 4. Officers will ensure that straps and belts allow the prisoner sufficient room to breathe. Officers shall physically check the restraints every 15 minutes for proper tightness and to ensure they are correctly in place.
 - 5. Officers will monitor restrained prisoners at all times and render immediate assistance and call FMS if the prisoner displays signs of breathing difficulty or circulation problems that are not alleviated by a repositioning or slight loosening of straps.
 - 6. Placement in the restraint chair shall be done in view of the processing area video camera.

7. Officers will document the circumstances and duration of ERC deployment in a supplement report.
 8. Supervisors shall ensure that their personnel are trained in proper use of the ERC and document said training as per shift training documentation guidelines.
 9. Damaged ERCs are not utilized until repaired. Station Managers inspect ERCs as part of the monthly safety inspection.
 10. Supervisors will complete a supervisor's log documenting restraint chair use.
 11. Use of the restraint chair with juvenile offenders shall be limited to only the most extreme situations. A decision to use the chair shall include consideration of the age and size of the juvenile as well as the risk of safety to officers, the juvenile and other juveniles in the juvenile processing area. When handling juvenile offenders, officers shall adhere to all established ERC procedures in addition to the following:
 - a. The chair shall be used only in the designated juvenile processing area.
 - b. Use with juveniles must be approved by a supervisor prior to use. If pre- approval cannot be obtained due to the emergency nature of the situation, approval must be obtained as soon as possible after the situation is brought under control.
 12. Emergency Restraint Chair for Blood-draw (ERC). The use of the Emergency Restraint Chair located inside the El Paso County Detention Facility is intended to assist in the drawing of blood from combative or violent prisoners in custody for DWI offenses. The use of the ERC at the jail will be for the safety of Officers, medical staff, and the prisoner. Officers shall never utilize the ERC to punish prisoners or in response to verbal abuse only. Officers shall adhere to the following procedures when utilizing the ERC for blood-draws.
 - a. All applicable current restraint chair policies shall be followed.
 - b. Placement and use of the restraint chair shall be done in the view of video recording systems in the jail, if available.
 - c. Officers will request the detention facility nurse to activate the video recording system by logging into the "DWI blood-draw computer program" prior to the prisoner entering the DWI blood-draw room.
 - d. Officers shall notify an El Paso County Detention Facility supervisor to request the restraint chair be thoroughly cleaned and disinfected after each use.
- Q. Restraint Benches. The Chief of Police may authorize adult prisoners to be taken to alternative facilities equipped with restraint benches.
- Definitions:
1. Alternative Facility. Any facility other than prisoner processing areas of regional command centers in which adult prisoners may be taken to obtain statements of accused, further an investigation, or conduct follow up on a case requiring the presence of the offender.
 2. Restraint Bench. Department-approved device fixed mounted within an alternative facility that allows for securing of handcuffs to a rail or other device while handcuffs are worn by a prisoner. Such benches shall be used only by personnel assigned to the specific unit or section in which the equipment is located. Arrests deemed to be routine in nature and not involving the taking of a statement of accused shall not be completed at an alternative facility. The following conditions apply to use of alternative facilities and restraint benches:
 - a. Only adult arrestees may be brought to alternative facilities.
 - b. The detention period must be limited to the time required to complete a statement of accused, or to conduct any follow up that cannot be conducted at a regional command.
 - c. All established safety procedures for use of interview rooms shall be followed. Prisoners will be monitored at all times.

- d. Officers shall adhere to all established prisoner processing procedures (i.e. Live Scan processing, monitoring, etc.).A supervisor must be present in the alternative facility while prisoners are present.
- e. Combative arrestees or arrestees who have indicated a propensity to escape or fight, or who have made threats to officers, shall not be brought to alternative facilities and must be processed at a regional command.
- f. Alternative facilities shall not be used if the safety of officers, other police department personnel, the arrestee, or other arrestees may be jeopardized.
- g. If an arrestee becomes combative after being brought to an alternative facility, the arrestee must be removed and taken to a regional command.
- h. No more than three arrestees may be at an alternative facility at any given time. However, at all times, the number of officers present in the alternative facility must exceed the number of arrestees by at least one.
- i. Arrestees must be handcuffed behind the back with both hands with the handcuffs secured to the bench rail. Any exceptions must be authorized by a supervisor.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody and Traffic Enforcement
308 Response Modes	Effective Date: 04/21/2022 Previous Version: 04/08/1999

308 RESPONSE MODES

911 Communications will evaluate all calls for assistance and will assign a RESPONSE MODE to all dispatched calls that include those calls sent by radio transmission and/or MCT transmission. If no response mode is given to the unit assigned, the response mode is Code I. 911 Communications will advise the assigned unit when a call is to be Code II or Code III. Field supervisor(s) or a responding unit may override or downgrade Code II and Code III response modes given by 911 Communications, depending on the circumstances such as weather and traffic conditions or if other units are closer to the scene. Only a Field supervisor may upgrade a unit's response mode. Regardless of which response mode is being utilized, vigilance for public safety must be maintained at all times.

308.1 CODE I

This designation is used to describe the normal operation of a vehicle without the use of emergency lights or siren.

- A. Examples of Code I calls include any and all calls that do not involve a crime in progress.
- B. When responding to a Code I call, officers may not violate any traffic law, nor may they use emergency lights or siren.
- C. Officers dispatched to a call designated as Code I will respond directly to the call in a safe and reasonable manner, but may handle traffic or other violations of the law considered hazardous while en route. The dispatcher must be advised of any and all delays.

308.2 CODE II

This designation is used to describe the response to calls in which someone is actively engaged in criminal conduct and there is reason to believe the immediate response of a police officer will prevent the situation from worsening, or there is a reasonable possibility that the suspect can be apprehended.

- A. Examples of Code II calls include crimes in progress that do not involve death, serious bodily injury, weapons or situations in which another human life is in jeopardy.
- B. When operating Code II, Officers will respond directly to the indicated location without unnecessary delay and shall operate the vehicle with regard for the safety of all persons. In the event that traffic conditions cause an unnecessary delay in response where the situation may worsen, officers may proceed through an intersection or traffic if they can safely do so. Officers must stop and ensure the intersection is safe and clear before proceeding and must utilize both emergency lights and sirens. This is only to be conducted for brief periods of time and not intended to replace Code III response.

308.3 CODE III

This designation is used to describe the operation of a vehicle while the emergency lights and siren are activated. Officers will respond to the call immediately, using appropriate emergency equipment. Officers will operate a vehicle in Code III response with appropriate regard for the safety of all persons. Officers should proceed safely and at speeds that are reasonable for the circumstances and conditions and should be watchful of the actions of other drivers. Officers responding to calls in Code III should be aware that the use of emergency equipment does not demand the right of way, it requests it.

- A. Examples of Code III calls include, but are not limited to:
 - 1. Officer needs immediate emergency assistance.
 - 2. Accidents, fires, or injuries where human life may be in jeopardy.
 - 3. Crimes of violence in progress involving weapons.
 - 4. Calls where death or serious injury have occurred.
- B. When operating Code III in response to calls, Officers may:
 - 1. Exceed the maximum speed limit as long as the officer does not endanger life or property.
 - 2. Proceed with caution through traffic signals and stop signs after slowing and if necessary, stopping, to ensure the intersection is safe/clear. Vigilance for public safety must be maintained during Code III operation.
 - 3. Disregard laws governing direction of movement and turning in specific directions when it can be done in safety.
- C. An Officer will notify 911 Communications by radio when they are assisting another unit in Response Code III.

308.4 PRIMARY UNIT

The patrol unit receiving the assignment from 911 Communications is referred to as the “Primary Unit.” When an incident occurs where units were not initially dispatched, the first responding unit is the “primary unit.” The primary unit is generally responsible for completing necessary reports.


308.5 ALARM RESPONSE

Officers will respond to all alarms as legitimate, until determined otherwise. Whenever possible, solo units will not respond to alarm calls without a second responding unit. Officers will enforce the City’s Alarm Ordinance and generate an Alarm Response Notice for each false alarm requiring a response from a police unit.

- A. Approach. Officers will approach an alarm call without the use of emergency lights or sirens. Upon arrival at the scene, officers will physically check for signs of entry and attempted entry and attempt to determine the true cause of the alarm. If an authorized person is on the scene, 911 Communications will be notified of their name and reason for being on the premises. When possible, 911 Communications will also be advised of the name of the alarm company.
- B. Hold Up Alarms. When responding to hold up alarms, officers should not enter the location. Officers will have 911 Communications attempt to contact an employee to meet officers outside the location and provide more information. During true holdups, SWAT may be requested by a field supervisor.
- C. False Alarms. If no signs of entry or attempted entry are found, officers will generate an Alarm Response Notice. A copy of the form will be left at the address of occurrence. The original and all available copies will be forwarded to the Alarm Unit. Officers may, at their discretion, exempt

certain causes of false alarms such as extreme weather or power failures. In such cases, an Alarm Response Notice is completed and the cause noted. No copies are left at the scene.

- D. Security Alarm Permit. In accordance with the current City Alarm Ordinance, Officers will not respond to an alarm call when the address in question does not have a valid Security Alarm Permit issued by the City of El Paso. Exceptions include a duress alarm, a holdup or panic alarm, or a report to the Department by any person with specific information indicating that there is possible criminal activity taking place at the alarm site. 911 Communications will verify the City's records for a valid Security Alarm Permit. In cases when a valid permit does not exist for a specific location 911 Communications will advise the monitoring company that a police unit will not be dispatched as per Department policy.
- E. When dispatched to the address of a person protected by the U.S. Marshalls, units will respond regardless of alarm permit status. Info will not be relayed over the radio and the info will not be added to the call card. This information is confidential and law enforcement sensitive.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody and Traffic Enforcement
309 Class C Misdemeanor Enforcement	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

309 CLASS C MISDEMEANOR ENFORCEMENT

This section refers to Class “C” non-traffic misdemeanors or violations of the City Code. When a citation is issued, officers will advise the violator of their assigned arraignment court date and list that date on the citation. The violator can then enter a plea to Municipal Court, pay the citation, or arrange for a regular court date.

309.1 WHEN CITATIONS MAY BE ISSUED

Officers may issue citations only when all the following factors exist:

- A. Officers have a positive ID of the violator
- B. When the violator lives or regularly works within City limits
- C. The violator is 10 years old or older
- D. There is reasonable belief the violator will appear in court
- E. The citation is signed by the violator

309.2 WHEN NOT TO ISSUE CITATIONS

Officers will not issue citations when any of the following exist. In such cases, arrest will be necessary.

- A. A warrant exists
- B. The violator fails to furnish required information for citation
- C. The violator is intoxicated
- D. The officer had to physically restrain the violator
- E. Probable cause may exist to arrest for a more serious offense. In such cases, the Class “C” does not necessarily get dropped. If it is an unrelated offense, the subject may be booked on both offenses.

309.3 CITATION REPORTS

Complaint Reports will be required only with the issuance of Class “C” citations meeting the below criteria. This does not preclude an officer from making a Complaint Report on any Class “C” offense when the officer deems it necessary, and does not relieve an officer from the obligation to provide adequate information to enable the city prosecutor to go forward with a complaint, including but not limited to the names of the witnesses, a description of any physical evidence, and the specific section or subsection of the applicable statute or ordinance.

- A. Reports required. Officers are required to create complaint reports when issuing Class “C” citations under the following circumstances:
 1. All cases where juveniles are involved
 2. All cases where evidence is part of the case or received


- B. Remarks. To ensure proper prosecution, all pertinent facts to prove the elements of the violation (size, detailed description, measurements, the existence of evidence, etc.) will be noted in the "REMARKS" section of the citation or in the report.
- C. Attaching Reports to Class "C" citations. To ensure that all supporting documentation necessary for a successful prosecution is available when the case is presented at municipal court, the originating officer will attach a printout of the report to the original Class "C" citation used for court prosecution.
- D. When issuing a Class "C" citation, in those cases where a Complaint Report is required, the originating officer will printout the report and attach it to the original Class "C" citation used for court prosecution.

309.4 NON-ARREST PROCEDURES

Non-arrest procedures may be used for alleged Class "C" misdemeanors and ordinance violations when the facts and circumstances are such that it is not appropriate for the officer to make an arrest or issue a citation. If prosecution is desired by the complainant, officers will complete all necessary documents (Complaint Report, Presentation Supplement, and supplemental reports to identify any witnesses or evidence) and present the case to the city prosecutor for municipal offenses. Complainants may also be advised of the availability of remedies in the Justice Court and if the complainant indicates that they prefer to swear out their own complaint in the Justice Court for a Class "C" misdemeanor offense, that must be noted in the report.

309.5 PUBLIC INTOXICATION

In the event of Public Intoxication, a Class "C" citation will not be issued when a suspect is released to a responsible party. A supervisor must be notified when the subject will be turned over to a responsible party.

 El Paso Police Department Procedures Manual	Chapter 3:Field Operations, Custody and Traffic Enforcement
310 Traffic Enforcement	Policy Effective: 08/03/2022 Previous Version: 03/24/2021

310 TRAFFIC ENFORCEMENT

Officers will take appropriate action for any violation of traffic law they witness. Officers will conduct the enforcement action in a courteous and professional manner based upon the nature of the violation.

310.1 ENFORCEMENT POLICY

Officers will not delay enforcement action for the purpose of observing additional offenses. When multiple non-hazardous traffic laws have been violated, officers will issue citations only for the most serious offenses.

310.2 ENFORCEMENT OPTIONS

One of the following methods of enforcement will be used:

- A. **Written Warning.** A written warning is used for marginal violators where the driver's safe control of the vehicle was not seriously affected and there was no interference with other traffic. The basic objective of a written warning is to encourage voluntary compliance. It is mandatory for officers to complete and issue violators a City of El Paso, Texas, El Paso Police Department Written Warning form. Racial profiling data from the written warning form will be tabulated and filed at each respective regional command or traffic section.
- B. Verbal warnings are not allowed to be issued by any member of the Department.
- C. **Citation.** A citation is an appropriate enforcement action for most traffic law violators who commonly contribute to motor vehicle accidents, conflict with the safe and orderly flow of vehicular or pedestrian traffic, and for improperly equipped vehicles. Except as noted below, officers may issue an arrest notice only when they have witnessed a traffic violation. Officers will fully complete the citation including, at a minimum, the name, date of birth, address, violation, and arraignment date. The violator's identification should be verified. Officers may mark the letter "R" when violators who refuse to provide other information. Electronic citations may be issued by officers who have been trained in their use and have been issued electronic ticket equipment. It is mandatory for these officers to dock their PDA hand-held devices at the beginning and end of their shifts in the PDA cradles for system updates and uploading/transferring of citation information to the Municipal Court citation information database.
 1. When violators refuse to sign or provide minimum required information, officers will explain to the person the consequences of refusal. Violators still refusing to sign will be physically arrested and required to post bond or will be booked in the El Paso County Detention Facility. Officers will notify a supervisor when this occurs.
 2. An officer investigating a traffic accident may issue a traffic accident citation if probable cause for the violation can be determined by examination of the physical evidence at the

scene of the accident or upon the statements of independent reliable witnesses who indicate they are willing to appear in court and testify.

- D. Physical Arrest. Violations of traffic laws Class "B" and above require physical arrest. When booking into jail is not possible, officers will have a "Summons to Appear" in court issued to the violator.

310.3 SUPERVISOR RESPONSIBILITY

Supervisors will review and verify all citations are completed correctly prior to notarizing the citation.

310.4 BOND

Individuals refusing to sign a citation, or who are from a state that is not a part of the Interstate Compact, will be required to post bond or may be booked into the El Paso County Detention Facility. Individuals may volunteer to post bond in lieu of signing a "Promise to Appear."

310.5 CITATION BOOKS

During normal business hours, officers may be issued citation books from their respective station managers. After business hours, officers may sign out extra books from their patrol desk.

- A. Station managers and supervisors at sections with no station managers are ultimately responsible for issuing citation books and for ensuring the citation booklet log sheet is complete. The station manager is also responsible for performing an audit of citation books and log sheets. In the station manager's absence, a supervisor may issue the citation books to officers, but must also ensure that the log is complete. Incomplete logs will not be forwarded to Municipal Court.
 - 1. Citation books will be kept in the secured patrol supply room accessible for issuance only to the station manager or supervisory personnel.
 - 2. Officers will fully complete and sign for citation books in the citation booklet log sheet.
 - 3. Officers will retain the goldenrod copy of each citation in the ticket book until every citation is issued, at which point the officer will turn in the completed ticket book to Municipal Court.
 - 4. The Municipal Court shall maintain records regarding the final disposition of each citation issued.
- B. All Regional Commands and Sections that need to deliver citations to Municipal Court will adhere to the following procedures:
 - 1. The station manager or a supervisor will place the citations in a secure envelope and seal it with tamper-proof tape.
 - 2. All envelopes will be delivered to the Municipal Court/Bond Office mailbox located at the basement of Headquarters.
 - 3. Court Liaison will deliver the sealed envelopes daily to the data entry clerk at Municipal Court.

310.6 CITATION WRITTEN IN ERROR

- A. If all copies of the citation are available, officers will staple them, write in capital letters "REQUEST TO VOID", and sign the citation.

- B. Officers will write a memorandum to the division commander explaining the error. The officer and division commander will sign the memorandum, and
 - 1. If the citation was not issued, all copies plus a copy of the memorandum will be forwarded to Municipal Court.
 - 2. If the citation was issued, all available copies plus a copy of the memorandum, will be sent to the City prosecutor who may request a dismissal and make all necessary notifications.

310.7 APPROACHING A TRAFFIC VIOLATOR

The following procedures will be followed when approaching a traffic violator:

- A. Officers will take measures to ensure the safety of themselves and those they stop for traffic violations. Officers will notify the Communications dispatcher of the location of the traffic stop and the violator's license plate number. If the violator's vehicle has no license plate, an unreadable license plate, or a temporary paper tag the officer will provide a description of the vehicle to the dispatcher. The officer will ensure use of a working microphone and that the police vehicle's mobile video recorder is activated.
- B. Officers will greet the driver in a courteous manner and inform the driver of the traffic law(s) violated. Officers will request the driver's license and proof of financial responsibility. When no license is available, any other available document of identification should be obtained. Officers will inform the violator of enforcement actions that will be taken.
- C. Officers will complete all forms required, to include entering a correct arraignment date or issuing a written warning, and then explain what the person is required to do, the instructions on the citation, and the person's available options.
- D. Officers will return the identification, proof of financial responsibility, and a copy of the citation to the owner, then assist the driver in re-entering traffic. Officers will not follow the driver once enforcement action is complete.
- E. Juvenile Traffic Violators. For appropriate actions to take with juvenile traffic violators refer to Policy 320 Juvenile Operations.

310.8 NON-RESIDENT TRAFFIC LAW VIOLATORS

Any individual who does not regularly reside or work within the boundaries of the corporate limits of the City of El Paso will be handled as a non-resident and is subject to procedures for posting bond or being booked for the violation.

- A. Non-resident Violators. As visitors to the City of El Paso are often unfamiliar with the roadways and laws, enforcement action against non-resident motorists is at the officer's discretion. Officers will take appropriate enforcement action against non-resident violators who are involved in traffic accidents or who commit offenses of a serious nature.
- B. Interstate Compact. The "Non-Resident Violator Compact" is a reciprocal agreement entered into between states which allow the residents of those states to be given a citation for a traffic offense and released with the citation. This allows the resident of the member state to be treated the same as a resident of the City of El Paso.
- C. Officers will refer to a current listing of member states. Non-resident traffic violators who refuse to sign a citation will be subject to bonding or booking procedures.
 - 1. The City of El Paso being located next to Juarez, Mexico, creates a unique bi-national region. The large amount of vehicular traffic that crosses the borders each day presents a

challenging enforcement issue for members of this Department. As such, the Republic of Mexico will be treated as a compact state for purposes of traffic enforcement. Officers must be aware of the International Reciprocity which stipulates that driving privilege reciprocity allows a person to use a valid, unexpired foreign license to operate a motor vehicle in Texas for up to one year or until a person becomes a Texas resident, whichever date is sooner.

- D. Government or Military Violators. Military personnel assigned to local installations (including Holloman Air Force Base and White Sands Missile Range) will be considered residents. All military personnel operating military vehicles will be treated as resident violators and will not be required to post bond unless they refuse to sign a citation.
 - 1. Officers will include the violator's unit designation on the citation.
 - 2. While military personnel are operating a government or military vehicle, only a government or military license is required.


310.9 PARKING CITATIONS

Officers will turn in all issued citations at the end of the work shift.

310.10 TRAFFIC SAFETY PROGRAM

The purpose of the program is to educate the public with traffic safety educational material and to achieve voluntary compliance with traffic laws and regulations. Preparation and dissemination of traffic safety educational materials support enforcement efforts and enhance public understanding of the traffic safety program.

- A. Traffic safety educational materials are available to the public on display racks at the following locations:
 - 1. At the front entrance of each Regional Command Center
 - 2. At the front entrance of Headquarters

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
312 Failure to Show Evidence of Financial Responsibility	Policy Updated: 08/24/2021 Previous Version: 10/13/2017

312 FAILURE TO SHOW EVIDENCE OF FINANCIAL RESPONSIBILITY

Officers shall follow this policy regarding citations for Failure to Maintain Financial Responsibility (FTMFR). Officers must use the verification program as outlined in this policy before issuing a citation and before impounding vehicles for FTMFR. Only vehicles insured in Texas can be verified under this system.

312.1 FINANCIAL RESPONSIBILITY VERIFICATION PROGRAM

Officers may not issue a citation for FTMFR unless the officer attempts to verify through the verification program that financial responsibility has been established for the vehicle and is unable to make that verification. If the officer issues a citation for FTMFR, then the officer must check the appropriate box on the citation that the officer was unable to verify via Texas Sure. Verification options include, but are not limited to the following:

- A. Reviewing proof of financial responsibility provided by the violator.
- B. Checking the TLETS database which is connected to the Texas Sure database available via Communications or the Fusion Center.

312.2 WHEN VEHICLES MAY BE IMPOUNDED

When an officer is unable to verify financial responsibility, including out of state vehicles, the operator's motor vehicle may be impounded if at least one of the below criteria are met:

- A. The operator of the motor vehicle has been arrested. The report must contain all of the applicable offenses.
- B. The operator of the motor vehicle is involved in an accident.
- C. Speeding 15 MPH or more above the posted speed limit.
- D. Reckless driving.
- E. Improper or erratic traffic lane change.
- F. Following too closely.
- G. No driver's license.
- H. Stop sign or stop line violation.
- I. Previous conviction of failing to maintain financial responsibility.
- J. CVSA Inspection.

312.3 WHEN VEHICLE MAY NOT BE IMPOUNDED

A motor vehicle may not be impounded at a traffic checkpoint for FTMFR. A citation may still be issued in this circumstance.

312.4 REPORT GENERATED


Whenever a vehicle is impounded, a report will be generated. Any impoundments for FTMFR require that the report is titled accordingly in addition to other offense titles if any. In the event that another offense transpired, the officer will indicate that the vehicle is under a hold for registered owner in the vehicle module in the current records management system. The impound slip must also include a hold for the registered owner. If any other offense applies that requires a hold for a corresponding specialized unit, the vehicle will be placed on hold for the registered owner. If FTMFR is the sole reason for the hold, the vehicle will be held for the person(s) who's name matches exactly with the vehicle's insurance policy id card that will be presented to the Municipal Vehicle Storage Facility staff.

312.5 VEHICLE OCCUPANTS

The narrative of the report must contain the disposition of the vehicle's occupants, i.e. released to a responsible party, dropped off at Regional Command, etc. If transported, occupants must be taken to or left at a safe location. Juveniles will be left with a responsible party.

312.6 FINANCIAL RESPONSIBILITY PROOF REQUIRED ON PRIVATE PROPERTY

Failure to Maintain Financial Responsibility (FTMFR) Citations may be issued on private property pursuant to Transportation Code 601.051.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody and Traffic Enforcement
313 Wrecker/Impoundment	Policy Effective: 09/20/2023 Previous Version: 10/11/2022

313 WRECKER/IMPOUNDMENT

Requests for wrecker service will be made through Communications. When made on behalf of a citizen, officers will inform Communications that it is a “private call.” Prior to requesting a tow truck on a citizen’s “private call,” the officers at the scene will notify the citizen that once the request is made through communications, the request may not be cancelled for any reason. The aforementioned is not applicable if the officer cancels the wrecker service based on the amount of time they have been waiting as per the contract of 2023 or for public safety. Officers will provide the license number and description of the vehicle. Officers will ensure that wrecker drivers remove any glass and debris left by the vehicle. Officers will provide traffic control, as necessary, during removal.

313.1 WHEN VEHICLES MAY BE IMPOUNDED

Vehicles may be impounded in the following situations as permitted by law:

- A. From accident scenes
- B. Abandoned vehicles on public property
- C. Subsequent to the arrest of drivers
- D. Stolen vehicles
- E. Vehicles creating a traffic hazard
- F. Upon order of a magistrate
- G. For safekeeping (with supervisor’s approval)
- H. As evidence
- I. For failing to provide proof of financial responsibility as outlined in Policy 312 (Section 312.2)
- J. For outstanding parking violations: three or more delinquent unpaid citations in any calendar year
- K. Illegally parked vehicles

Under the following circumstances vehicles shall be impounded when the driver is arrested for a violation of:

- A. Obstructing Highway or Other Passageway (P.C. 42.03)
- B. Racing on Highway (T.C. 545.420)

313.2 TRANSFER OF VEHICLES

The Abandoned Auto Unit will oversee the implementation of these procedures. The Contracted Management Vendor is responsible for monitoring investigative holds placed on vehicles, transferring “police hold” vehicles to and from the Municipal Vehicle Storage Facility (MVSF), insuring that the vehicles are in the correct lot area (Investigative Hold Area or General Impoundment Area), releasing vehicles from the MVSF, and processing payments for towing and storage fees accrued.

- A. The MVSF Contracted Management Vendor will send a daily report of vehicles by email to all supervisors, to all investigative units that have vehicles with holds, and approved designated investigative unit's office staff.
- B. Investigators will request all vehicle transfers through email to PDabandonedauto@elpasotexas.gov and ElPasoImpound@unitedroadtowing.com for documentation purposes.
 - 1. Investigator's name and I.D. number
 - 2. Request to transfer vehicle
 - 3. Vehicle Identification Number (VIN)
 - 4. Vehicle make and model
 - 5. Case number
 - 6. Reason for transfer
- C. Once the MVSF Contracted Management Vendor has an approved vehicle transfer supplement and a matching email message, the vehicle will be transferred by the Abandoned Auto Unit within five days. Only authorized MVSF Contracted Management Vendor personnel will release vehicles from the MVSF.
- D. Fees for impoundment on a vehicle that is held as evidence in a crime, seized for asset forfeiture purposes, or storage fees for any time in which a police hold was placed on the vehicle will not be charged daily storage fees to the owner, except for when a vehicle is impounded due to a lack of proof of financial responsibility. The vehicle owner assumes towing and storage charges given for an established health, safety, and welfare purpose and for the benefit of the vehicle owner.

313.3 INVENTORY OF VEHICLES

When a vehicle is to be impounded, all contents will be inventoried and listed on an impound slip. The contents of all vehicle compartments which can be opened without causing damage will be inventoried. Closed containers in the vehicle will not be opened for inventory purposes, except as provided below.

- A. Supervisor Discretion. If a compartment cannot be opened or a closed container appears to contain valuable property, perishable property, or dangerous property, officers will notify a supervisor. Supervisors may decide to open and inventory a closed container or compartment in order to protect the Department from claims of loss, theft, or damage to property, to protect officers or the public from danger, or to preserve perishable goods.
- B. Reporting. The name of the supervisor, time of contact, supervisor's instructions, and damage caused by the inventory will be recorded in the Complaint Report. If a complete inventory cannot be made, officers will note the reason in the report.
- C. Disposition of Property. Property which can be transported with the owner will be sent with the owner. When the property is large or too numerous, it will be inventoried and sent to impound with the vehicle. Cash and small valuable items will not be impounded with the vehicle.
- D. Commercial Property. In cases involving commercial freight, officers should not separate the driver from the vehicle until a representative from the business or agency owning the property is notified. The entity owning the property will determine the disposition of the materials and the vehicle. When this is not possible, the vehicle will be impounded.

313.4 POLICE HOLD

Officers placing a police hold on a vehicle will state the reason for the hold in the body of the Complaint Report and indicate the unit for which the hold is placed on the Impound Slip. If the hold is for another


section, officers will flag the report as such. Officers will also send an email to the unit for which the hold is placed providing the case number. The officer will indicate on the impound slip that the vehicle is being held for the owner who must provide proof of financial responsibility for the vehicle to be released.

- A. Records Responsibility. The Records Section will ensure that appropriate sections receive copies of reports.
- B. Release From Impound. Requests by owners to release impounded vehicles without paying towing and/or storage fees may be authorized by the shift commander of the person placing the hold or by the unit for which the hold was placed. A fee waiver and justification memo should be sent to Abandoned Auto for review and approval. This exception does not apply to those vehicles being held for proof of financial responsibility.

313.5 INSPECTION OF VEHICLES FOR NARCOTICS

Vehicles which have come under the care, custody, or possession of the Department by any section, division or region, will be inspected and cleared of narcotics by a certified narcotics canine team.

- A. Officers or detectives who are investigating vehicles being held for narcotics will request an inspection by a canine team through the Department's narcotics section supervisor. The team will inspect the vehicle to render it clear of narcotics. The canine handler will supplement the case describing the inspection and clearance of narcotics. If narcotics are found in the vehicle, the canine handler will notify the narcotics supervisor who will then assume the case.
- B. Vehicles that are in the process of asset forfeiture/seizure or public auction will be inspected for narcotics by the Department's narcotics canine team.
- C. Once the vehicle has been rendered clear of narcotics, all holds shall be removed. If the vehicle has been awarded to the Department by forfeiture, Abandoned Auto will process it accordingly.
- D. Fleet Management will insure that any vehicle awarded to the Department through seizure or forfeiture will undergo an inspection for narcotics by the Department's narcotics canine team. The inspection by the team will be done prior to the vehicle being assigned to any section, division or region. The Fleet Coordinator will note the narcotics clearance on the vehicle's history sheet.
- E. In cases where a vehicle is being held by Customs or the Border Patrol at the bridge checkpoints, officers will allow the vehicle to remain at the facility to be x-rayed for narcotics or contraband before taking possession of the vehicle.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody and Traffic Enforcement
314 Traffic Control	Policy Effective: 05/17/2021 Previous Version: 04/08/1999

314 TRAFFIC CONTROL

Roadblocks. Effective traffic control roadblocks should be set up to reduce danger to the public or to minimize the exposure of officers. Except in immediate hazardous situations, roadblocks must be authorized by a supervisor. Roadblocks may be used in the following situations:

- A. For crowd or traffic control
- B. To keep the public away from a hazardous situation as deemed necessary by a supervisor
- C. For operator’s license and insurance checks
 - 1. Enforcement. It is the objective of the Department to enforce the traffic laws of the state and city. Officers will be authorized to set up check points and to conduct license and insurance inspections to ensure that drivers are complying with state laws. These check points will not be designed to act as DWI check points.
 - 2. Locations. All locations must be selected by a supervisor and approved by a Commander. Sites that are selected will have a posted speed of 45 MPH or less and be located on straight-away portions of streets. Major thoroughfares or heavily congested areas will not be selected as sites. Signs and traffic control devices will be set up at the minimum distance indicated below, prior to the start of the check point:

Posted speed:	40-45 MPH:	350 feet
	30-35 MPH:	250 feet
	30 MPH or less:	175 feet
 - 3. Times. Check points may be established during daylight or nighttime hours. Checkpoints established during nighttime hours shall be at those locations where street lights or other lights illuminate the checkpoint site. The supervisor who selects the location shall establish the starting and ending times for the checkpoint. Check points will not be authorized during rain, snow, or other inclement weather.
 - 4. Personnel/Vehicle Requirements. The minimum number of personnel at any checkpoint will be one supervisor and four uniformed officers. All officers will be in full uniform. A minimum of two marked patrol cars will be at any checkpoint. The commander who approves the site will not actively operate the checkpoint but may be present to observe the operation of the checkpoint or supervise the officers.
 - 5. Equipment. Every check point will have a sufficient number of the following items:
 - a. Signs indicating the reason for the check point.
 - b. Cones and/or barricades for controlling and directing traffic.
 - c. Each region will provide checkpoint signs, cones and barricades at their checkpoint location
 - 6. Operation
 - a. A shift supervisor will conduct a survey of the selected site to ensure it meets the above requirements.
 - b. All traffic control devices and warning signs will be set up before the start of operation of the check point.

- c. Officers will greet the driver and request the necessary documents (driver's license and proof of financial responsibility).
 - d. If the driver is not in compliance, the officer will direct the driver to a specified area to be issued a citation(s). Drivers in compliance will be directed to proceed through the check point.
 - e. At least two officers will be assigned to issue citations to the drivers.
 - f. If traffic becomes "bottlenecked" to the point that the motorist must wait more than 10 minutes, all traffic will be directed to proceed unchecked through the checkpoint until the traffic is cleared. The operation of the checkpoint will resume at that time.
 - g. Any driver who lawfully avoids a check point will not be detained.
 - h. In the event that the officers conducting the checkpoint encounter unanticipated heavy traffic or other unforeseen problems which make it difficult to conduct the checkpoint at the selected location at that particular date and time, a supervisor not involved with the operation of the checkpoint should be contacted and they may authorize the unscheduled termination of the checkpoint.
7. Documentation. All license and insurance check points will be documented electronically on a Checkpoint Action Report. All fields of information on the spreadsheet must be completed and an entry will be made on the Regional Command's Daily Log.

314.1 MOTORIZED POLICE ESCORTS

Motorized escorts may be authorized for the safety of government officials or groups, for an officially approved event which may threaten public safety or seriously disrupt the normal traffic flow, or for funeral honor escorts of deceased police officers approved by the Chief of Police. Police units will not provide emergency escort to civilian vehicles, except under exigent circumstances. Working outside employment funeral escorts is prohibited.

314.2 PARADES

Requests for crowd and traffic control during parades will be coordinated by those Regional Commands affected by the parade.

314.3 HAZARDOUS SITUATIONS

Officers will advise 911 Communications of any hazardous situations. Officers will contact, through Dispatch, all parties responsible for creating or repairing the situation. During situations requiring immediate action, officers will remain at the scene. Officers will provide traffic control and take action necessary to protect public safety.


314.4 FIRES

Officers responding to a fire will ensure that the Fire Department is notified. Upon discovering a fire, officers will determine its severity and, if possible, evacuate any occupants. Officers at a fire scene will be primarily responsible for traffic control and taking precautions to ensure the safety of others.

- A. Command and Control. The Fire Department will be incident commander at the scene of a fire. The ranking Police Department officer on the scene will be the agency representative to the Fire Department for coordinating police action with the needs of the Fire Department.
- B. Traffic Control. Officers at the scene of a fire will clear traffic from the area to assist the arrival of the Fire Department. Officers will direct the approaching Fire Department vehicles to the location of the fire. Officers remaining at the scene of a fire will provide traffic control, re-route traffic when necessary, and ensure that vehicles do not drive over fire hoses.

314.5 TRAFFIC BREAK HIGHWAY ESCORTING TECHNIQUE

- A. Purpose. The Traffic Break Highway Escorting Technique is designed to provide the motoring public and first responder personnel the maximum safety and convenience on the highway by reducing the likelihood of accidents and congestion.
- B. The establishment of the technique is necessary for the safety of officers and the public as well as allowing for the gradual reduction in speed of traffic as vehicles approach a hazardous location.
- C. Conditions Necessitating a Traffic Break. Often there are activities to be performed on I-10, US-54, Loop 375, Spur 601, State 62/180, and other roadways or incidents/events requiring a change in normal traffic flow.
- D. Traffic Break Procedure
 1. An officer arriving on scene of a traffic event will determine the nature of the event, observe traffic conditions, and determine if the traffic event will likely continue without intervention. The officer will determine whether the traffic event will cause a safety and/or traffic congestion hazard due to the speed of traffic and/or sudden braking of drivers attempting to stop.
 2. It is not necessary for the on-scene officer to wait for the arrival or approval of a supervisor to conduct the Traffic Break Technique.
 3. The on-scene officer or a supervisor shall request additional units to assist with the Traffic Break Technique and/or additional traffic control (i.e. closing of ramps and static traffic control by officers outside of patrol vehicle).
 4. When starting the Traffic Break Technique, the unit will gradually move into a suitable position by attracting the attention of the lead drivers in each lane through the use of flashing emergency warning lights, air horn, and siren. The officer will gradually reduce the traffic to a slower speed by using a weaving or serpentine technique across the lanes of traffic. This action shall be commenced a sufficient distance from the hazard in order to minimize sudden disruptions to traffic flow.
 5. Communication is vital to all units involved in the Traffic Break Technique to help maintain a safe environment for the public and first responder personnel on scene.
 6. The Traffic Break Technique will be terminated once the incident/event has been cleared or has concluded.

 El Paso Police Department Procedures Manual	Chapter 3: Police Operations, Custody, and Traffic Enforcement
315 Driving While Intoxicated	Policy Effective: 09/20/2023 Previous Version: 08/11/2023

315 DRIVING WHILE INTOXICATED

It is the goal of the El Paso Police Department to reduce the number of traffic fatalities in the community by removing intoxicated drivers from the roadway. The purpose of this policy is to establish procedures and guidelines for officers when making an arrest for an offense under Chapter 49 of the Penal Code or Section 106.041 of the Alcoholic Beverage Code.

315.1 TRAFFIC STOPS AND FIELD INTERVIEWS

A DWI investigation may begin with a traffic stop or at the scene of a traffic collision. Officers may detain a vehicle for any traffic violation or any reason allowed under the law when the officer has reasonable suspicion that a person in the vehicle has been, is currently, or is about to be engaged in criminal activity based on specific and articulable facts by the officer or from information provided by a credible witness. Officers must document in the police report the reason for the stop and any observed driving behavior. A field interview should be conducted to determine the subject's identity, itinerary, and to document signs of intoxication.

315.2 STANDARDIZED FIELD SOBRIETY TESTS (SFSTS)

The SFSTS are a part of the DWI detection process and should be used in the officer's investigation when practical. Officers who are trained and certified in the SFSTS shall administer the tests in a safe and practical area. The following conditions should be considered when asking a subject to perform the SFSTS.

- A. Officer's safety.
- B. Subject's safety.
- C. Roadside conditions.
- D. Weather or climate conditions.
- E. Subject's physical condition, to include pre-existing injuries or injuries sustained in a traffic collision.
- F. Subject can be moved to a safer location to administer SFST's with consent of the subject.

315.3 REQUESTING A SPECIMEN

Officers who make an arrest for an offense under Chapter 49 of the Penal Code shall read the Miranda Rights to the subject and then request a breath and/or blood specimen. Officers will request a specimen by reading the DIC-24 Statutory Warning to the subject. Officers are expected to record the request using the vehicle's DMVR system, the officer's body-worn camera, or the video system located in the Intoxilyzer rooms at any of the regional commands. It is mandatory to record the request of a specimen from a child that is younger than 17 years of age.

315.4 BREATH SPECIMEN

Only certified Breath Test Operators shall take a breath specimen. Breath Test Operators from this department may assist outside agencies with a breath specimen with approval from an El Paso Police Department Supervisor. FMS shall be summoned for assistance when the subject's breath test results are 0.35 or higher, and the subject shall be taken to a medical facility by FMS for treatment of possible alcohol poisoning. Breath Test Operators shall supplement the incident report regardless of the subject's breath test results. The supplement should contain pertinent information to include, but not limited to, the 15-minute observation period, the temperature of the simulator, the subject's demeanor, and the subject's appearance. Officers will scan a copy of the test results to include all invalid tests into the records management system report and distribute as follows.

- A. One print to the Technical Supervisor placed in the basket located in the cabinet of the Intoxilyzer.
- B. One print to Records.
- C. Extra test results that print go to the Technical Supervisor.

The officer is required to submit video recording of the 15-minute observation period that was conducted. The 15-minute observation period may only be conducted in view of the Department's camera system in the holding cell area, or documented with the officers BWC when issued. After a breath specimen is conducted, the officer will request a supervisor to download the video and the officer will submit as evidence. The officer will document in the report that the 15-minute observation period was submitted into evidence.

***Breath Specimens are not permitted for the offense of Public Intoxication.

315.5 BLOOD SPECIMEN

A subject may consent to the taking of a blood specimen. Only qualified persons under Section 724 of the Transportation Code may take a blood specimen at the request or order of a peace officer. The blood specimen must be taken in a sanitary place at a medical, city, or county facility. Officers will use an approved specimen kit and submit as evidence. Officers who request the taking of a blood specimen shall supplement the incident report. The supplement should contain pertinent information to include, but not limited to, the following:

- A. The time of arrest.
- B. The time the subject was transported to an appropriate facility.
- C. The time the search warrant was signed and warrant number (if applicable).
- D. The time the blood specimen was taken for each vial.
- E. That a non-alcoholic swab was used.
- F. The identifying information of the person who took the blood specimen.
- G. The names of any witnesses to the taking of the blood specimen.
- H. The subject's demeanor and appearance.

315.6 HANDLING OF BLOOD

- A. As soon as the blood specimen is obtained, make sure that the vial is inverted several times to mix the blood with the white powder (do not shake) eight times is standard.
- B. Officer and the qualified person taking blood must initial the vials.
- C. Officer will put case number on each vial.
- D. Fill out the information on the "seal" for the vial, and have the Qualified Person sign or initial next to his/her name.
- E. Vial should have
- F. Place the "seal" over the vial, and repackage it back into the blood kit.
- G. Fill out the "Lab Submission" form and place it in the outside pocket of the blood kit.
- H. Fill out the red "Integrity Seal" and seal the blood kit.
- I. Place the case number on the outside of the blood kit.
- J. Collect the "non-alcohol prep pad and packet", note the time & date collected on the back, and have the Qualified Person initial it. Submit into evidence.
- K. Place the blood kit into the evidence refrigerator at HQ.

315.7 BLOOD SPECIMEN WARRANT PROCEDURES

- A. Officers shall apply for a warrant authorizing the taking of a blood specimen when a subject refuses the taking of a specimen voluntarily. Officers will complete the necessary forms located in [PoliceDept/Pubic/Reference/Forms/DWIForms/DWIBloodSearchWarrant-ArrestAffidavit](#). All the forms should be distributed to the following:
 - 1. Issuing Court
 - 2. Records
 - 3. Scanned into the Records Management System report.
 - 4. Officers shall file search warrant return with the issuing court and obtain a certified copy of the search warrant return. The certified copy of search warrant return shall be scanned into the Records Management System.

***The subject only gets a copy of the search warrant (not the affidavit).

- B. Pursuant to H.B. 558 (Effective 9/1/2021) a peace officer shall require the taking of a specimen of the person's blood if:
 - 1. The officer arrests the person for an offense under Chapter 49, Penal Code, involving the operation of a motor vehicle or a watercraft;
 - 2. The person refuses the officer's request to submit to the taking of a specimen voluntarily;
 - 3. The person was the operator of a motor vehicle or a watercraft involved in an accident that the officer reasonably believes occurred as a result of the offense; and
 - 4. At the time of the arrest, the officer reasonably believes that as a direct result of the accident any individual has died, will die, or has suffered serious bodily injury.
 - 5. The person is unconscious and unable to consent.

315.8 BLOOD SPECIMEN EVIDENCE

Officers will use proper care and caution when handling blood specimen evidence.

- A. Preparing the blood specimen collection kit. Officers can get the blood specimen collection kit from any of the regional commands. Officers will follow the Instructions page located in the blood specimen collection kit. Officers will not use an expired kit.
- B. Submission. Officers will complete all the submission forms located in the blood specimen collection kit accurately and legibly. Officers will also complete the Specimen Routing Report (DIC-23A) when submitting the blood specimen into evidence.
- C. Storage. Officers will submit the specimen collection kit to the blood-kit storage refrigerator located in the secured area behind the main lobby at Headquarters, without unnecessary delay. Officers will place the specimen collection kit, the evidence voucher, and the DIC-23A into one of the fifteen lettered compartments (A through O) located inside the refrigerator. Officers will not place more than one blood specimen kit inside a compartment. Officers will complete the Blood Sign-in Log, located next to the refrigerator, indicating the type of test needed and which compartment was utilized. Officers will submit the blood specimen collection kit to the Crime Scene lab at headquarters when the main storage unit is not available. The day shifts Criminalistics officer will be responsible for sending the blood specimen to the Texas Department of Public Safety (DPS) lab.
- D. Receipt of Lab Results. The Criminalistics Section will receive all lab reports and make all necessary distribution. The Criminalistics officer receiving the lab reports will be responsible for scanning the lab results into the case and making all necessary supplements to the case.
- E. Disposition of Returned Specimens. The Criminalistics Section will retain all returned specimens. Final disposition of the specimen will be the responsibility of the Criminalistics Section.

315.9 REQUIRED ADMINISTRATIVE LICENSE REVOCATION DOCUMENTATION

The following Administrative License Revocation (ALR) documents are required when making an arrest for DWI and need to be submitted to Records:

- A. Motor Vehicles
 - 1. DIC-23 (Peace Officer Sworn Report)
 - 2. DIC-24 (Statutory Warning)
 - 3. DIC-25 (Notice of Suspension / Temporary Driving Permit)
- B. Commercial Motor Vehicles
 - 1. DIC-54 (Peace Officer Sworn Report / Commercial Motor Vehicles)
 - 2. DIC-55 (Statutory Warning / Commercial Motor Vehicle Operators)
 - 3. DIC-57 (Notice of Disqualification / Temporary Driving Permit)

***Do not seize any license from a driver.

315.10 NON-ARREST

Officers may use the non-arrest procedures in lieu of jailing a subject for DWI when the subject has been involved in a traffic collision and has sustained serious bodily injury, when the subject has been admitted to the hospital for treatment or when there is a need for further investigation. Officers will only provide the subject with a copy of the DIC-24 and will not seize their Driver's License. Officers will get supervisor approval before following non-arrest procedures.

315.11 MINORS (17-20 YEARS OF AGE)

Officers may take a minor, as defined in the Alcoholic Beverage Code (ABC), into custody for an offense under Chapter 49 of the Penal Code when the officer has reason to believe that the minor is intoxicated. Officers will follow established procedures for SFSTs and requesting a breath and/or blood specimen. There are special conditions for minors listed below.

- A. Driving, or Operating Watercraft, under the Influence of Alcohol. Officers may issue a Class C citation if the minor is NOT intoxicated, but has any detectable amount of alcohol in his system a minor will only be requested to provide a breath sample if under arrest for a DWI charge. Under no circumstances will a minor be requested to provide a breath sample for a Class C Offense.
- B. Vehicle Disposition. If a minor is arrested for a DWI offense, then the vehicle will be impounded or released to a responsible party. If a minor is issued a Class C citation for section 106.041 of the ABC, the minor will not be allowed to continue to operate the vehicle and the vehicle will be impounded.
- C. Blood Search Warrants. Officers may apply for a warrant authorizing the taking of a specimen from a minor who is between the ages of 17-20 for a DWI related Offense.

315.12 JUVENILES/CHILD (UNDER 17 YEARS OF AGE)

A juvenile is a child as defined in the Texas Family Code. Officers may take a juvenile, as defined in The Texas Family Code Section 52.02, into custody for an offense under Chapter 49 of the penal code when the officer has reason to believe that the juvenile is intoxicated.

- A. SFSTs. Officers may ask the juvenile to perform the SFSTs.
- B. Specimen. A juvenile may consent to a breath specimen.
 1. Breath Specimen. A juvenile can submit or refuse a breath specimen without an attorney. However, it is MANDATORY for officers to video record the request made of the juvenile to give the specimen AND the response. A juvenile should be taken to an intoxilyzer room at a regional command that is separate from the adult processing area.
- C. Search Warrant. Officers may apply for a search warrant for a blood draw of a juvenile ONLY under the following circumstances.
 1. The officer has reason to believe that the juvenile was intoxicated.
 2. The juvenile is in custody for Intoxication Manslaughter or Intoxication Assault.
 3. The juvenile refused the breath test (video recorded).
 4. The officer must get approval from a Special Traffic Investigations supervisor.
- D. Processing. All juveniles arrested for the offense of DWI, or a DWI related offense, shall be processed following established juvenile procedures.

315.13 COMMERCIAL MOTOR VEHICLES

Officers who have reason to believe that a subject was driving a commercial motor vehicle as defined by Section 522.003 (5) of the Texas Transportation Code while having alcohol, a controlled substance, or a drug in their system, will request a specimen of that person's breath or blood. Officers shall complete an incident report, the appropriate ALR forms (section 315.8), and refer the incident to the CVI Unit. A person who operates a commercial motor vehicle while having ANY measurable or detectable amount of alcohol in their system must be placed out of service for 24 hours. Officers will request the assistance of the CVI Unit to the scene. Only a certified CVI Officer may place a commercial motor vehicle or person out of service. If a CVI Unit is not available, then the officer will request a Texas DPS CVI Unit from

communications. If a person who operates a commercial motor vehicle is intoxicated, the Officer will follow established DWI procedures.

315.14 ONLINE FORMS

Officers can search for the most updated Texas DPS forms via the Texas DPS website.

315.15 PORTABLE BREATH TESTING DEVICES (PBT)

Only officers who have been issued and trained in the use and proper operation of PBTs will administer the test.

- A. The use of the PBT device will only be used for a minor between the ages of 17-20 who are NOT believed to be impaired above the legal limit of 0.08. If the Officer believes that the minor is intoxicated, the PBT WILL NOT be used and the Officer will follow the established procedures for obtaining a breath and/or blood specimen.
- B. The PBT may be used on minors who are believed to be in violation of any applicable ABC Statutes or Public Intoxication. The test result will be included in the incident report. Officers will document if the minor refuses the PBT.
- C. If a minor refuses the PBT, the officer WILL NOT get a search warrant. The Officer will document the refusal in the police report.
- D. Drug Recognition Experts may use a PBT to determine eligibility of a suspect to perform a drug influence evaluation.

315.16 DRUG RECOGNITION EXPERTS

Purpose of the DRE


- A. Drug Recognition Expert (DRE), is trained and certified in recognizing impairment of drivers under the influence of drugs.
- B. A DRE can determine the category of the drug causing the impairment or if the subject is not impaired.
- C. A DRE conducts a drug influence evaluation to determine impairment by drugs.
 - 1. A drug influence evaluation documents the clinical and psychophysical impairment observed (evidence of “not having the normal use of mental or physical faculties”).
 - 2. The DRE can explain the psychoactive effects of a drug category and how this relates to impairment.
- D. A drug is defined as any substance that, when taken into the human body, can impair the ability of the person to operate a vehicle safely.

When to request a DRE

- A. Standard DWI Request
 - 1. Officer who encounters a suspected drug impaired driver may request an on-duty DRE unit to respond to the scene. The DRE that responds may handle the DWI investigation from the beginning.
- B. Assist on DWI Arrest by Officer

1. Officer investigates and makes the DWI arrest and transports the arrestee to a station. The arrestee provides a breath specimen with a result under a 0.08 BAC and the arresting Officer does not believe the BAC result is consistent with the level of impairment observed, the Officer may request an on-duty DRE to the station to assist with the investigation.
2. The arresting Officer will advise the DRE of his/her findings from the DWI Detection Process: Vehicle in Motion (If applicable), Personal Contact, Pre-arrest screening (SFSTs).
 - a. When the DRE begins a drug influence evaluation, the arresting officer shall remain on scene and remains ultimately responsible for the arrestee.
3. The arresting Officer handles the DWI investigation, evidence collection, and report. The DRE will notify the arresting officer of his or her opinion and supplement the report.
4. The arresting Officer has the option of obtaining a voluntary blood specimen prior to or after the drug influence evaluation.
5. If the arrestee refused to provide a voluntary blood specimen, the arresting Officer is responsible for completing the search warrant to obtain a blood specimen.

Note that if a DRE is not available, a Patrol Officer can still do a complete DWI investigation. The DRE is simply an added tool.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody and Traffic Enforcement
316 RADAR Procedures	Policy Effective: 05/26/2021 Previous Version: 04/08/1999

316 RADAR PROCEDURES


- A. Current radar units in use by The El Paso Police Department will either operate on X-Band, K-Band, or Ka-Band.
- B. Only officers who have been trained and certified as radar operators by certified instructors through a TCOLE approved training and certification curriculum are authorized to operate radar equipment. Radar re-certification is required every three years for all radar operators.
- C. Radars will be operated in a manner consistent with the operator's training and the radar unit's instruction manual.
- D. Radar units shall be tested at the beginning and end of each tour of duty. A notation should be made in the first line of the Daily Activity Report (DAR) narrative.

316.1 MAINTENANCE AND CALIBRATION

Only factory-authorized dealers will perform maintenance or repairs. Maintenance records will indicate that the radar unit is properly re-calibrated after the repair or maintenance has been performed. Original certificates for all radar and lidar equipment shall be filed at the EPPD Fleet Office. Recertification, repair, and subsequent radar and lidar maintenance records shall be kept at the Motors Office.

316.2 RADAR DOCUMENTATION

- A. Regional commands and Special Services Division traffic units (D.W.I.T.F., C.V.S.A., and Motors) will maintain maintenance/repair records for each radar unit in the Traffic Section's inventory.
- B. Recertification, repair, and subsequent radar and lidar maintenance records shall be kept at the Motors Office for a period of time in accordance with EPPD records retention schedules, which is for three years.
- C. Fleet management will maintain factory calibration certificates for each radar unit in the Department's inventory.
- D. The EPPD Academy will maintain all training records and certificates.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
318 License Plate Reader	Policy Effective: 01/11/2021 Previous Version: 06/30/2017

318 LICENSE PLATE READER

It is the policy of the El Paso Police Department to establish guidelines for its employees regarding the deployment, maintenance, training, and associated uses of License Plate Readers (LPR).

318.1 DEFINITIONS

- A. LPR. License Plate Reader is a system of one or more mobile, fixed or portable high-speed cameras used in combination with computer algorithms to convert an image of a license plate into computer-readable data.
- B. Read. Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the LPR system.
- C. Alert. A visual and/or auditory notice that is triggered when the LPR system receives a potential “hit” on a license plate.
- D. Hit. A read matched to a plate that has previously been registered on an agency’s “hot list” of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting the investigation, or which has been manually registered by a user for further investigation.
- E. Hotlist. Hot list information may come from a variety of sources, including but not limited to, NCIC/TCIC, state departments of motor vehicles, other law enforcement agencies, and/or data lists compiled by the agency owning the LPR system.
- F. Fixed LPR system. LPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.
- G. Mobile LPR system. LPR cameras that are affixed, either permanently (hardwired) or temporarily (magnet-mounted) to a law enforcement vehicle for mobile deployment.
- H. Portable LPR system. LPR cameras that are transportable and can be moved and deployed in a variety of venues as needed, such as a traffic barrel or speed radar sign.
- I. Operator. An officer who is designated and trained to use the LPR system.
- J. LPRPA. LPR Program Administrator. The LPRPA is designated by the assistant chief of the Major Crimes Bureau.


318.2 OPERATING PROCEDURES

- A. General.
 - 1. LPR systems and associated equipment and databases are authorized for official public safety purposes only. Misuse, and/or improper or unauthorized access, to the equipment and/or associated databases, or misuse, unauthorized access, or unauthorized use or dissemination of data is subject to disciplinary actions up to and including termination.
 - 2. LPR systems, LPR data, and associated media are the property of the El Paso Police Department and are intended for use in conducting official Department business only.

3. Only designated, trained personnel shall use the LPR equipment.
- B. Administrator.
1. The LPRPA is responsible for the administrative oversight for LPR system deployment and operation including but not limited to the following:
 - a. Ensuring the proper selection of the personnel approved to operate the LPR system and maintaining an adequate number of trainees.
 - b. Maintaining records identifying approved LPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to LPR usage.
 2. The LPRPA shall check equipment on a monthly basis to ensure functionality, connectivity and camera alignment. Any equipment or software that is observed to have performance deficiencies shall be removed from service until deficiencies have been corrected. Such checks shall be logged by the LPRPA.
 3. Any repairs or maintenance to LPR systems hardware or software shall only be made by Department authorized sources.
 4. The LPRPA shall log operator-reported downtime of LPR's when such downtime is due to factors not related to the LPR (ex. the vehicle is out of service for repair of equipment other than the LPR).
- C. License Plate Reader System Usage.
1. Prior to each usage by an operator, operators shall check functionality, connectivity, camera alignment and ensure the database is updated. Equipment or software observed to have performance deficiencies shall not be used and shall be reported via email to PD LPR.
 2. The LPR system is an investigative tool to be used in conjunction with an alert or hit verification and development of reasonable suspicion and/or probable cause prior to taking any law enforcement action. As such, operators and/or officers receiving an alert or hit from the LPR system shall ensure the following steps are completed prior to initiating a vehicle stop or taking other law enforcement action:
 - a. Visual verification shall be made to ensure that the vehicle plate number matches the plate number run by the LPR system, including both alphanumeric characters of the license plate and the state of issuance; and
 - b. Confirmation of the hit or alert shall be made through the Information Channel, Fusion Center or MDT query as soon as possible and when safe to do so.
 3. In each case in which an alert or hit is triggered, the user shall record the disposition of the alert and the hit into the LPR system. In addition, an entry and LPR hit count shall be made on the DAR for any alert or hit that is verified as true and results in law enforcement action.
 - a. An LPR hit alone is not probable cause to make an arrest. Officers shall verify and confirm all warrant information via communications before making any arrests. Warrantless arrests shall be made consistent with the Texas Code of Criminal Procedures and current Department policy.
 4. Operators may manually enter requests directly into the LPR system for notification of specific license plate readings. Operators shall set a time limit for the notification whenever practical. Proper entry reason codes shall be noted. Such entries are subject to audit on a monthly basis.
 5. An officer who is not an operator who has a legitimate need to request a license plate alert or hit shall make the request to the Fusion Center. Fusion Center staff will enter

the notification request into the LPR system. The Fusion Center will document the reason for the entry as per established procedures. The removal of manually entered hot lists shall be determined by the case agent on a case by case basis. The removal from the hot list shall be documented by the Fusion Center.

6. The Fusion Center shall audit EPPD-created hot lists and all EPPD manual entries, made by operator's or the Fusion Center, on a monthly basis to ensure that information is up to date. Notification requests are still needed to ensure that such entries still meet a valid law enforcement purpose. The Fusion Center shall provide a list of manual entries. All audits shall be documented and kept on file per established retention policies.
 7. Requests to use an LPR during non-routine deployments such as but not limited to special operations, specific investigations or lengthy or unusual deployments shall be approved by the Organized Crime Division (OCD) Commander. The OCD Commander shall ensure that such deployments fall within legal and policy/procedure requirements.
 8. If the vehicle with an LPR is down for any reason, operators will notify PD LPR via email.
- D. LPR Data Use and Dissemination.
1. LPR data shall be considered for official use only and can only be disseminated for legitimate law enforcement purposes.
 2. Requests for LPR data will be documented and processed by the Fusion Center per established procedures.
- E. Retention.
1. LPR data that is not evidence in a criminal or administrative investigation shall be retained for a period not to exceed one year.
 2. LPR data that becomes evidence shall be handled per established procedures.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody and Traffic Enforcement
319 Selective Traffic Enforcement Program Grants (S.T.E.P.)	Policy Effective: 03/24/2021 Previous Version: 04/08/2019

319 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANTS (STEP)

This procedure is specifically for the traffic safety and traffic enforcement-related grants. The objectives of the grants are to increase effective enforcement and adjudication of traffic safety-related laws to reduce serious and fatal injury crashes and to reduce the number of DWI-related crashes, injuries, and fatalities. Application for and the administration of STEP grants will follow procedures set out in the Special Services Division (SSD) manual.

319.1 DOCUMENTATION

- A. Traffic safety grant programs are administered by a traffic grant sergeant assigned to SSD with oversight by the EPPD’s grants compliance administrator and the SSD chain of command. The assigned traffic grant sergeant will be the grant program manager and shall be responsible for internal administration of the grant(s), overseeing compliance of the conditions of the grant(s), providing necessary reports, and conducting regular audits of grant documents. Statistics shall be compiled and forms maintained for a minimum period of five years. Documentation shall include but not limited to:
 1. Supervisors Daily Activity Report
 2. Officers Daily Activity Report
 3. Overtime requests (electronic and/or hard copy)
 4. Traffic citations issued during enforcement hours
 5. Arrest Supplements
 6. Grant assignment work schedules
 7. Email communications related to announcements, interest, and scheduling
- B. The traffic grant supervisor shall compile and maintain any additional documentation deemed necessary by TxDOT or the El Paso Police Department that will help facilitate the proper documentation of the grant and enforcement of the grant requirements. Additional audits and compliance checks will be conducted by the grants compliance administrator of the EPPD, Internal Affairs, City auditor, or any other governmental agency that has responsibility for the administration of the grant. Such audits and compliance checks shall be conducted at least bi-annually, or more often as deemed necessary.
- C. All officers and supervisors working grant assignments will receive documented training on applicable policies. Officers working grant assignments are responsible for adhering to all current Department polices, City policies, applicable state and federal laws, grant contract specifications, and any other governing ordinance, rule, or law.
- D. Officers and supervisors working the grant detail shall be required to fill out a Daily Activity Report documenting all activity.

319.2 GENERAL PROCEDURES

- A. The traffic grant sergeant will announce via email the dates, times, and locations for grant

assignments at least one week in advance of the actual date of the assignment. Officers and supervisors wishing to work the STEP assignment will respond via email with the exact dates and times they are available to work. Once received, the dates and times will be entered into LEMS by the traffic grant sergeant. The traffic grant sergeant may request assistance with staffing STEP assignments from other divisions/sections if there is an insufficient response to the initial STEP email announcement. The traffic grant sergeant will send an email advising who was scheduled for assignments.

- B. Officers and supervisors shall be limited to a six hour shift on the day that the officer/supervisor has worked a regular shift. If on a day off and no other grant related assignments are scheduled, the officer/supervisor may work a ten hour shift. Officers/supervisors may extend their grant work schedule if the additional time is needed to complete an arrest. Officers must be off probationary status to work the STEP grant.
- C. The traffic grant sergeant will select individuals to work traffic safety grants on a rotational basis. The traffic grant sergeant will review submissions based on current work schedules as listed. The traffic grant sergeant will make the final determination if the officer/supervisor is eligible to work.
- D. Work sites (zones) will be rotated throughout the City, based on the grant operational plan, to ensure fair and equal coverage. The length of the operational period may vary from one day to one week depending on the availability of officers volunteering to work the STEP grant.
- E. Any traffic safety grant assignment may be cancelled by the traffic grant sergeant. Officers and supervisors will be notified by LEMS of any cancellations. A message left on a phone will constitute notification. Any person that arrives to a grant assignment after being notified of cancellation will not be allowed to work nor are they eligible for compensation.

319.3 SUPERVISION

- A. Officers working the grant will receive instruction from the traffic grants sergeant on what is required prior to working the grant. The traffic grant sergeant will provide the assignment for that enforcement period and go over the requirements to ensure the enforcement shift is properly documented.
- B. The assigned supervisor or DWI Task Force supervisor should hold a briefing at the start of each enforcement period for all personnel assigned to that enforcement period. Applicable policies and procedures will be reviewed at each briefing. Officers may be authorized to commence a grant operation from an assigned regional command. During these occasions, the briefing will be conducted by phone. The officer(s) will call the DWI Task Force supervisor (preferably from a City phone) at the beginning of their enforcement shift. During these occasions, the DWI Task Force supervisor will note the date and time of the briefing on the operational work list. The officer(s) will check in with an on-duty regional supervisor who will sign and date the Daily Activity Report documenting that the officer reported to their assignment at the specified time. The supervisor's signature will be entered on the first line on the location of activity column.
- C. Users of e-ticket devices must dock their device prior to starting an assignment and dock immediately upon the conclusion of the assignment.
- D. All officers and supervisors will be given a call sign. Officers and supervisors will place their call sign on their Daily Activity Report. Officers and supervisors who have a working Mobile Computer Terminal (MCT) will log on and must remain logged on throughout the assignment. Officers and supervisors will utilize the radio to notify Communications that they are in service

(this will include the officer's full name, ID number, vehicle number, and call sign) and again at the end of the shift to notify that their assignment is concluded for the day.

- E. Officers and supervisors will be allowed 30 minutes to complete the Daily Activity Report if the scheduled work hours are six or more hours. If the scheduled work hours are less than six hours, the officer will be allowed 15 minutes to complete the Daily Activity Report. The time taken to complete the Daily Activity Report must be documented on the Daily Activity Report. Any breaks in service (10-10, 10-7, B-13, etc.) lasting more than 15 minutes must be documented and are uncompensated.


319.4 RESPONSIBILITIES / DUTIES

- A. At the end of the grant enforcement period, officers and supervisors shall:
 - 1. Complete the Daily Activity Report per established policy.
 - 2. Complete an overtime request, either electronic or hard copy as directed by the supervisor, as these electronic submissions will be routed to the assigned traffic grant assignment supervisor.
 - 3. Turn in citations and Daily Activity Reports to the assigned grant supervisor (on occasions when officers commenced a grant operation from an assigned regional command, the assigned regional command will be responsible for delivering the paperwork to the traffic grant sergeant immediately after the assignment is completed via on-duty personnel).
 - 4. If an arrest was made, a copy of the arrest card supplement(s) must be attached to the Daily Activity Report.
- B. At the end of the grant assignment, the grant assignment supervisor or regional command on-duty supervisor shall:
 - 1. Review all Daily Activity Reports for accuracy and completeness.
 - 2. Sign all Daily Activity Reports (except his or her own Daily Activity Report).
 - 3. Notarize all citations either hardcopy or via the e-ticket system (on occasions when officers commenced a grant operation from an assigned regional command and there is no supervisor available to notarize citations, the traffic grant sergeant will notarize the citations once they are received from the regional command).
 - 4. Hand-deliver the Daily Activity Reports with any attached arrest cards and citations to the traffic grant sergeant's mail box.
- C. The traffic grant sergeant or designee shall:
 - 1. Review and approve the overtime requests for all personnel working the enforcement period.
 - 2. Review all Daily Activity Reports. Sign off on the field supervisor's Daily Activity Report.
 - 3. Ensure that all necessary documentation has been turned in by all personnel.
 - 4. File all Daily Activity Reports along with the final work schedule and hard-copy electronic overtime submissions. (These shall be retained for a period of five years.)
 - 5. Submit required paperwork to the Grants Office.
 - 6. Submit a performance report in E-Grants every month.
 - 7. Prepare and submit all statistical documents along with any other required documents to the Grants Office and TXDOT.
- D. Grants Office personnel shall:
 - 1. Review the documents and create an outlay for reimbursement in E-Grants.
 - 2. Advise the traffic grants sergeant monthly of available monies.
 - 3. Periodically audit for adherence to policy and compliance with grant requirements.

319.5 ACTIVITY CONDUCTED UNRELATED TO GRANT PURPOSE

Officers on grant overtime who handle on-view activity or who otherwise respond for emergency assistance, when such activity/response is unrelated to the scope of the grant being worked, shall cease grant overtime and commence regular overtime when such work performed exceeds 30 minutes. Upon such activity occurring, officers shall:

- A. Summon assistance/relief from on-duty units.
- B. Notify the grant enforcement supervisor or DWI Task Force supervisor.
- C. Log such activity in their Daily Activity Report.

 El Paso Police Department Procedures Manual	Chapter 3 Field Operations, Custody, and Traffic Enforcement
320 Juvenile Operations	Policy Effective: 09/20/2023 Previous Version: 04/21/2021

320 JUVENILE OPERATIONS

320.1 DEFINITIONS

- A. Child. Will be used to indicate any person under 10 years of age.
- B. Juvenile. Means any person under the age is 18, unless under adult supervision and confined or detained in a prison or jail.
- C. Missing Child. Means a child under 18 years of age, unless emancipated, whose whereabouts are unknown. Circumstances may indicate that the child did not voluntarily leave the care or control of the custodian or that the child left voluntarily without consent or intent to return (runaway).
- D. Custodian. Means the adult with whom the child resides.
- E. Guardian. Means the person who, under court order, is the guardian of the person of the child or the public or private agency with whom the child has been placed by a court.
- F. Parent. Means the mother or the father, whether or not the child is legitimate, or an adoptive parent, but does not include a parent whose parental rights have been terminated.
- G. Non-Secure Detention Facilities. Non-Secure Detention Facilities will be used any time a child is detained for a status offense, Class "C" misdemeanor other than Public Intoxication, and non-offenses. The child will not be handcuffed or secured but will be under continuous visual supervision. These facilities are designated by the Chief of Police.
- H. Secure Detention Facility. Secure detention facilities are approved by the Juvenile Courts. They must meet the "separation of sight and sound from adult prisoners" requirement. Two logs will be maintained, one for status offenders and one for delinquent offenders.
- I. Facility. Means place, institution, building (or part thereof), set of buildings, structure, or area (whether or not enclosing a building or set of buildings) that is used by an agency for the confinement of individuals.
- J. Juvenile Facility. Means a facility primarily used for the confinement of juveniles pursuant to the juvenile justice system or criminal justice system.
- K. Lockup. Means a facility that contains holding cells, cell blocks, or other secure enclosures that are: (1) Under the control of a law enforcement, court, or custodial officer; and (2) Primarily used for the temporary confinement of individuals who have recently been arrested, detained, or are being transferred to or from a court, jail, prison, or other agency.
- L. Detainee. Means any person detained in a lockup, regardless or adjudication status.
- M. Law Enforcement Staff. Means employees responsible for the supervision and control of detainees in lockup.

320.2 PREA STANDARDS FOR JUVENILE FACILITIES

The EPPD maintains a strict zero tolerance toward all forms of sexual abuse and sexual harassment as outlined under the Prison, Rape and Elimination Act. Any complaints of alleged abuse, sexual abuse, sexual harassment or exploitation can be reported to any of the following: Any on duty supervisor, any command officer, the Chief of Police, or may contact Internal Affairs. Officers will treat every juvenile in custody with respect at all times. Officers whom participate in misconduct will be subject to disciplinary action, which may include termination. Investigations will be handled in a timely manner in accordance with the El Paso Municipal Police Officers' Association Collective Bargaining Agreement which is 180 calendar days from date of incident for non-criminal matters, and 2 years of occurrence or 60 calendar days of discovery in criminal related matters. At the conclusion of an investigation, the respective Regional Commander or Internal Affairs will make a final written notification to the complainant to the juvenile's parent or guardian, including notification made to the parent/guardian. Anyone, including Department employees, who witness or are made aware of such conduct will report to any on duty supervisor, any command officer, the Chief of Police, or may contact Internal Affairs. Complaints, third party and anonymous may be made via email, by phone, or in person. Complaints will be documented and investigated accordingly as per Section 901, 902 El Paso Police Department Procedures Manual, 3.1 and 3.2 of the El Paso Police Department Internal Affairs Division Operations Manual.

320.3 LIMITS TO CROSS-GENDER VIEWING AND SEARCHES

No EPPD Officer(s) or staff shall conduct cross gender strip searches or cross gender visual body cavity searches except in exigent circumstances or when performed by medical practitioners. Such searches must be documented within offense report along with rationale.

320.4 EMPLOYEE TRAINING

All EPPD Officers who process/handle or may process/handle juvenile offenders must complete the Abuse, Neglect and Exploitation and Prison Rape Elimination Act Training provided by the Juvenile Probation Department on an annual basis and no later than the 31st of January every year. Such training outlines the minimum standards promulgated by the Texas Juvenile Justice Department or the Prison Rape Elimination Act federal guidelines as it relates to the processing and detention of children. Additionally, officers handling or processing juvenile offenders must give serious consideration to a lesbian, homosexual, bisexual, transgender or intersex youth's own view with respect to his/her own safety and be given the opportunity to be held in a separate holding cell from other detained youth.

320.5 SIX HOUR RULE

By law, Officers must release a child to a parent, legal guardian, responsible adult, Juvenile Probation Department (JPD), the Runaway Shelter or Child Protective Services (CPS), within 6 hours of taking custody or detaining a child. Officers shall take all juveniles taken into custody to the processing facility or juvenile intake facility without delay, unless emergency medical treatment is required.

320.6 CHILDREN UNDER 10 YEARS

A child under 10 years old will be released to a parent, guardian or responsible adult. If an offense is serious in nature, officers may refer the child to CPS. Officers will make an informational report on any offense committed by a child under 10 years of age.

320.7 UNDOCUMENTED IMMIGRANTS

Undocumented immigrant juveniles (under age 18) are not considered offenders by virtue of their residency status. If during routine calls it is determined that a juvenile is an undocumented immigrant and no offense is committed, officers may notify Border Patrol.

320.8 REPORTS

Juvenile subjects or suspects may not be listed on the Complaint Report with adults. All persons listed as references who live in the same household as the juvenile subject will be listed in the Report Supplement. Separate supplements should be made when juveniles and adults are involved in the same crime. Officers must verify juveniles' criminal history and State ID number through TLETS when completing reports. To protect the privacy and anonymity of juvenile subjects, officers will not list the names of parents, guardians or other members of the same household as references in Complaint Reports involving juvenile subjects or suspects.

320.9 EVIDENCE

Any evidence related to the offense will be fully described in the Complaint Report. It will then be tagged and submitted, or disposed of (if perishable), in accordance with established procedures. To ensure that the prosecutor is aware of such evidence, a notation should be made in the "OFFICER NOTES" section of the citation.

320.10 CLASS "C" MISDEMEANORS (OTHER THAN FOR TRAFFIC VIOLATIONS)

Class "C" misdemeanor citations (other than for traffic violations) can be written for children ages 10 through 17. The Officer will explain that children cannot pay the fine without first appearing in court with a parent or legal guardian. The child will sign the citation.

- A. Citation Issuance. When issuing a Class "C" citation (other than for traffic violations) to a person between 10 and 16 years of age, inclusive, officers will:
 1. Include the parent's or guardian's information on the citation.
 2. Notify a parent, guardian or responsible adult of the issuance of the citation.
 3. Release the juvenile to a parent, guardian or responsible adult.

320.11 INTOXICATED CHILDREN

If no other violation has been committed, intoxicated children will be released to a parent, guardian or responsible adult. If the child is violent and meets the criteria for emergency detention, and the parent, guardian, or responsible adult is unable to handle him or her, officers may follow the procedures for Emergency Detention Without a Warrant.

320.12 DRIVING WHILE INTOXICATED (DWI)

When a juvenile is stopped for suspicion of DWI, the Standardized Field Sobriety Test will be administered if the officer is properly trained and certified. Video recordings will be submitted to the County Attorney's Office. All required forms will be submitted as per established procedures.

- A. Subject passes Field Sobriety Test. If the juvenile passes the Field Sobriety Test but the officer determines the subject has been drinking, a Complaint Report will be completed. The officer may issue a Class "C" citation to a minor who has any detectable amount of alcohol in the subject's system. This does not prevent the officer from requesting a breath test, in accordance with procedure, for evidentiary purposes. The juvenile will be released to a parent or guardian, or responsible adult.
- B. Subject fails Field Sobriety Test. If the juvenile fails the Field Sobriety test, the officer will request the subject submit to a breath test. The reading and response to the DIC 24-DWI Statutory Warning must be videotaped. If the juvenile registers a concentration of 0.35 or higher on the test, the juvenile will be taken to a medical facility for treatment. EMS will be called for assistance. Multiple tests are not allowed and may not be requested.
- C. Vehicle disposition. The vehicle will be impounded unless the registered owner or juvenile's parent or guardian is available to assume custody.
- D. Breath test. When the need for a breath test is determined by the officer, juveniles will be taken to a certified processing facility where the test will be conducted in accordance with established procedure.
 1. Results of BAC .01-.07. The officer may issue a Class "C" citation or, if probable cause exists, charge the juvenile with DWI. The juvenile will be released to a parent or guardian. If one is not available, the juvenile will be released to CPS.
 2. Results of BAC above .08 or test refused. The juvenile will be charged with DWI and released to a parent or guardian or, if BAC is over .35, to a medical facility for treatment. If the attending physician will sign a medical release, the subject may then be released to a parent or guardian. Otherwise, the juvenile will be committed under an emergency EDO.
- E. Blood test. Usually a blood test will only be requested if the officer suspects a chemical other than alcohol or if there is an injury and the subject is already being transported to a medical facility. In that case, a blood test may be requested. The request does not need to be videotaped, however, the consent of the juvenile's attorney must be obtained prior to the sample being taken, unless there has been an accident involving death or serious injury. The established procedures for obtaining a blood test will be followed.
- F. Other charges. Only citations with no association to the probable cause for the stop may be issued, for example, no license or no insurance. If a DWI is also subject to charges for Intoxication Assault, Intoxication Manslaughter, or Failure to Stop and Render Aid, no citations for any violation will be issued.

320.13 FAILURE TO ATTEND SCHOOL (TRUANCY)

Children found not attending school when school is in session will be detained and returned to school officials. No citation will be issued. If unable to return the child to school within school hours, the officer will return the child to a parent, guardian, custodian, or a responsible adult.

320.14 TRAFFIC OFFENSES

Children under age 14 will not be charged with a traffic offense. Officers will detain and return the child to a parent, guardian, or responsible adult.

- A. Citations. Citations may be issued to children 14 and older who commit traffic violations and who are otherwise lawfully operating a motor vehicle.
- B. Unlicensed Juvenile Drivers. Juveniles who are otherwise stopped while driving and are not in possession of a driver's license will not be allowed to continue driving unless the officer can establish that a driver's license has been issued to the juvenile and the license is current and valid. If the officer cannot establish the existence of a current, valid license, the officer will make an effort to locate a responsible licensed driver to take control of the vehicle. If a licensed driver cannot be contacted to take the vehicle, it may be impounded, as permitted by law, for safekeeping.

320.15 DELINQUENT OFFENDERS

Delinquent offenders must be physically taken to the Juvenile Probation Department as a "subject likely to abscond" from the jurisdiction. Processing of undocumented immigrant delinquent offenders will be the same as for resident offenders. If not accepted by JPD, the undocumented juvenile will be turned over to Border Patrol.

320.16 JUVENILE INVESTIGATIONS

The goals of juvenile investigations are to gather sufficient evidence to prosecute.

- A. Witness Interviews. Any witness to a crime will be interviewed. Officers must obtain parental or legal guardian permission before interviewing a child.

320.17 SERIOUS HABITUAL OFFENDERS COMPREHENSIVE ACTION PROGRAM (SHOCAP)

Except for SHOCAP officers, monitoring of juveniles for probation violations is not allowed. If called for assistance by probation officers, officers may assist in transporting but probation officers must be present at the scene and take custody of the child. When taking a probation violator to JPD, officers must provide a Complaint Report.

- A. Non-SHOCAP Probationers. Officers do not have access to conditions of probation for Non-SHOCAP juveniles and, therefore, cannot charge a juvenile with probation violations.
- B. SHOCAP Probationers. Conditions of probation for SHOCAP juveniles may be obtained through Communications and are kept on SHOCAP bulletin boards at each regional command. Because this information is made available, Officers may arrest SHOCAP juveniles if violation of probation is observed. Officers will process SHOCAP cases and take custody, referring the case to JPD as per normal juvenile custody procedures. Any case involving a SHOCAP probationer will be flagged and forwarded to the SHOCAP unit for follow-up.
 - 1. Referral to SHOCAP. Juveniles are considered for this tracking program from referrals by field officers, JPD, or other agencies. The juvenile will be processed and referred to JPD as required. Officers believing a juvenile's record meets SHOCAP criteria may submit their name to the SHOCAP Section. The SHOCAP committee determines if juvenile offenders are

designated as SHOCAP juveniles. The Department will send a representative to all scheduled SHOCAP committee meetings.

320.18 JUVENILE WARRANTS

When officers receive juvenile warrants, they must check through Communications to see that warrants are valid. Actual warrants are on file at the Juvenile Probation Department Office. The following are examples of juvenile warrants:

- A. Juvenile Warrants
- B. TYC Directives to Apprehend
- C. Juvenile Directives to Apprehend
- D. Out of Town Juvenile Warrants (verify through JPD and NCIC)

320.19 JUVENILE WARNING CARDS

Any officer who is receiving admissions or statements from a juvenile will read the juvenile warning card to the suspect and have that person sign and initial the date and time on the card.

320.20 PARENTAL/ATTORNEY ACCOMPANIMENT

Parents, legal guardians, and attorneys are entitled to accompany a child in the secure detention facility. Officers must notify the parents of the location of their child and the offense charged when taking a child into custody. Officers will explain departmental and juvenile justice system procedures to the child's parents or guardians.

320.21 PURPOSE OF SECURE DETENTION FACILITIES

- A. Return to parent, guardian, and/or responsible adult
- B. Completion of essential forms and records required by Juvenile Court
- C. Photographing and fingerprinting of child as authorized
- D. Issue warnings as required
- E. Receipt of statement by child in custody

320.22 JUVENILE DETENTION LOGS

To establish a central depository of Juvenile Detention logs, the El Paso Police Department will comply with Texas Commission on Detention Standards regarding maintenance and submission of detention logs.

- A. Regional Juvenile Investigation Section supervisors will review all original Juvenile Detention Logs and put their name and identification number at the top of each page of the log, attesting to the accuracy and completeness of the log.
- B. At the end of each month all regional J. I. S. supervisors will submit the original juvenile detention logs to the Juvenile Investigations Transfer Officer at Auxiliary Services. Each regional command will keep copies for their files.

- C. Each Detention Log will be filled out completely in compliance with The Texas Commission on Jail Standards. Incomplete or inaccurate information is not acceptable. Written explanations will be attached to original Detention Logs for any detention that lasted longer than 6 hours.
- D. Juvenile Status Offenders are recorded on a separate Status Offender Log that will be kept at the respective certified juvenile processing facility. Children taken into custody for traffic offenses, other fineable only offenses, or as a status offender fall under this category.
- E. Supervisors must ensure this log is accurate and complete. The 6 hour rule applies to Status Offenders.

320.23 PROCESSING

Officers will conduct a full Live Scan process (fingerprint/photograph) on juvenile offenders for felony or jailable misdemeanor offenses prior to release. This applies when the child is to be released to a parent, guardian, or custodian, taken to JPD, or processed as a non-custodial referral. Processing will be conducted at a certified secure detention facility. Officers working extra-duty employment will process all juvenile offenders in the same manner as when on duty.

320.24 JUVENILE RELEASED

Juveniles will be processed (full Live Scan Process) and referred to JPD via the electronic Live Scan process system. When a child is released to a parent, guardian, or responsible adult, the following reports must be completed:

- A. Complaint Report
- B. Presentation Supplement (PPPJ)
- C. School Letter (if applicable)
- D. Arrest Card (an arrest card required per individual offense)
- E. Below applies if Live Scan system is down (hard copy):
 - 1. CR43-J
 - 2. CR44-J
 - 3. Criminal History Report

All forms will be sent to the Juvenile Investigation Transfer Officer at Auxiliary Services.

320.25 JUVENILE CASE REFERRAL PROCEDURE

All juvenile referrals to the Juvenile Probation Department will be done in the manner established by the Department and in compliance with the requirements of Title 3 of the Texas Family Code. In situations where the juvenile lives outside the courts jurisdiction, such as Mexico and New Mexico, the juvenile needs to be physically referred to JPD. This is necessary since the parent or guardian needs to assume responsibility to take the child to court on the date of trial. In order for the El Paso Police Department to effectively meet the requirements of Title 3 of the Texas Family Code, officers will adhere to the below listed procedure.

- A. When an officer paper refers a juvenile case to the Juvenile Probation Department or the system is down (hard copy) sections A 1-4 applies:
 - 1. The CR-43J, the fingerprint cards, and the juvenile photograph must be attached to the case and sent to the Juvenile Investigations Transfer Office

2. The CR-43J must have the white, blue, and green copies along with an AFIS quality set of fingerprints on the fingerprint cards;
 3. The fingerprints cards must be complete to include the signature of the officer that fingerprinted the juvenile; and
 4. The arresting officer will leave the referral date blank on the CR-43J, which will be filled-in by the Juvenile Transfer Officer on the actual date that the case is presented to JPD.
- B. In order to ensure that the paper referred case is referred to JPD within ten days (including weekends and holidays), as mandated in the Family Code, the case must be submitted via the electronic live scan process when the juvenile is taken into custody and processed.
 - C. The regional on-duty supervisor that approves the report will ensure that:
 1. The juvenile is charged with the appropriate charge and grade of offense,
 2. That the case is complete, and that the fingerprints are of AFIS quality.
 - D. All paper referred juvenile cases will be assigned to a regional JIS investigator for review. The regional JIS investigator that reviews the case will ensure that:
 1. The case is complete
 2. The arrest meets the elements of the offense and
 3. That the juvenile was processed via Live Scanned.
 4. The JIS investigator will complete a supplement documenting that the case was reviewed before it is forwarded to JPD. (4, 5, and 6 applies if the system is not working, hard copy)
 - E. Should the live scan not be operational the JIS Detective will ensure the below.
 1. The referral date on the CR-43J is left blank
 2. The fingerprint cards are signed and
 3. That all four parts of the CR-43J are attached to the case before it is forwarded to the Juvenile Investigation Transfer Office.
 - F. The Juvenile Transfer Officer will review each case to ensure that it is complete for transfer and that it can be referred to JPD within ten days as required by the Texas Family Code. The Juvenile Transfer Officer will enter the referral date on the CR-43J to reflect the date the case was submitted to JPD. Cases that are not complete will be returned to the appropriate region for correction.
 - G. The Juvenile Transfer Officer will forward the fingerprints and the white copy of the CR-43J to records after the case is referred to JPD. Records will then send the white copy of the CR-43J to the Texas Department of Public Safety after JPD has accepted the case.
 - H. Cases that are returned by JPD because they were not received within the ten-day mandate will be forwarded to Records for destruction. The cases will be clearly marked to ensure that the CR-43J is not sent to DPS. These will include the complete CR-43J and the juvenile fingerprints. Records will be responsible for proper destruction and deletion from the Department's Records Management System.
 - I. The respective regional JIS Supervisor will complete a supervisory log documenting every incidence where a case is not referred to JPD within the ten-day mandate.
 - J. The Records Division will notify the affected command to ensure that all information relating to the juvenile is deleted from the Juvenile Detention Log and from the arresting officer's log sheet.

320.26 JUVENILE TAKEN TO JPD

Officers will follow JPD's security protocol regarding securing of weapons and removing handcuffs when appropriate. Officers will advise JPD staff of any medical or security risks posed by the juvenile.

- A. When a child is to be taken to JPD to be detained the following reports must be completed:
 - 1. Complaint Report
 - 2. Presentation Supplement (PPPJ)
 - 3. School Letter (if applicable)
 - 4. Arrest Card (an arrest card required per individual offense)
 - 5. Below applies if the records management system is down (hard copy):
 - a. CR43-J and CR44-J
 - b. Criminal History Report
- B. Green and blue copies of all forms will be sent to JPD with the Juvenile. After the Juvenile Investigations Transfer Officer reviews each case, white copies, fingerprints, and photographs will be sent to the corresponding regional command JIS detective section for follow up.
- C. Intake: The intake officer at JPD will determine whether the child is to be detained or released. The intake officer will also determine probable cause from the reports. Therefore, the report must show what led the officer to believe the child committed the offense. When intake is refused, the case does not end. Officers will refer the case to a Juvenile Investigations Section for further follow up work.
- D. Presentation Supplements: Presentation supplements should contain the following basic information when applicable:
 - 1. All charges listed
 - 2. Circumstances surrounding alleged conduct and taking into custody
 - 3. Individual officer involvement
 - 4. Complaining witness(s)
 - 5. Property damage
 - 6. Field test type used
 - 7. Any evidence
- E. Written statements. The following reports are required in addition to presentation supplements in the following cases:
 - 1. Outcry Witness Statement. In cases of Aggravated Sexual Assault on a Child age 12 or younger or Indecency with a Child.
 - 2. Hearsay Statements (to show preplanning): Cases involving Organized Criminal Activity.
- F. Records and Files. All juvenile records, files, photographs and fingerprints must be maintained separately from adult files and records. Maintenance and release of juvenile fingerprint and photograph files will be handled by the Records/ Latent Section. Case information and documents will be handled by Records.

320.27 FINGERPRINTING/PHOTOGRAPHING

Juveniles may be fingerprinted and photographed under the conditions stated above, as provided by Chapter 58, Family Code, as authorized by the Juvenile Court, or with the written consent of a parent or legal guardian.

- A. Officers will complete the following as a part of processing delinquent juveniles:
 - 1. Full Live Scan Process
 - 2. Below applies if the records management system is down (hard copy)
 - a. Uniform Incident Fingerprint Card (DPS)
 - b. One (1) Local Agency Fingerprint Card, basic ten print
 - c. One (1) Local Agency Fingerprint Card, palms and hand edges
 - d. One (1) Frontal View Photograph

After a follow-up for a juvenile case has been completed at the corresponding Regional Command Center for a particular case, all original photographs and paperwork will be sent back to be kept on file at the Records section.

320.28 STATEMENTS/CONFESSIONS


When juveniles agree to written statements or confessions, officers will halt all questioning and take them to JPD.

- A. **Warnings.** The child will be taken before a judge to have rights read again. The judge will determine the child's willingness to give a statement. Officers will not be present unless the judge requests their presence for safety. When present, officers will not carry firearms unless no facility is available for the safe and appropriate storage of the firearm.
- B. **Taking Statements.** With court approval to obtain a statement, officers will take the child to a secure detention facility and receive the statement. Part II of the Juvenile Confession Form will be completed.
- C. **Signing the Confession.** Part III of the Juvenile Confession Form will be completed and presented with the child before the same judge for determination of competency and signing of the statement. Part II will be signed by the juvenile in the magistrate's presence. Each page must be signed. Officers will not be present unless requested by the judge for safety purposes. When present, officers will not carry a firearm unless no facility is available for the safe and appropriate storage of the firearm.
- D. **Juveniles Rights.** Officers will explain Departmental and Juvenile Justice system procedures to the juvenile being interrogated.
- E. **Interrogating Officers.** No more than two officers may be present during an interrogation of a juvenile and the duration of any juvenile interrogation will be limited to 6 hours or less or when the juvenile requests to terminate the interrogation.

320.29 SCHOOL NOTIFICATION

Under the Family Code, school notification must be made for many types of serious offenses related to drugs, weapons, explosives, or crimes against other persons. Officers should refer to the DPS booklet located at each regional command to determine which offenses must be reported. The superintendent of any El Paso school will be notified whenever an adult student from that school is taken into custody. This section of the Manual applies to ALL students, juvenile or adult.

- A. **Oral Notification.** Oral notification will be given to school superintendents (or their designees) within 24 hours or the next working day. Oral notification will be made by the field officer, if possible.
- B. **Written Notification.** Within 2 working days, written notification will be made to the school superintendent or person designated by the superintendent. Written notification will be made by the follow-up officer or investigator.
- C. **Follow up Procedures.** Juvenile delinquency follow-up investigations will be conducted by the appropriate investigate section.

 El Paso Police Department Procedures Manual	Chapter 3 Field Operations, Custody, and Traffic Enforcement
321 Concealed Handgun License Holders	Policy Effective: 04/08/1999 Previous Version:

321 CONCEALED HANDGUN LICENSE HOLDERS

Officers should become familiar with the Texas Concealed Handgun Law, especially as it pertains to suspension and revocation of the license.


321.1 POLICY

It is the policy of this Department to ask all individuals stopped if they are carrying a concealed handgun. Officers will respect the privilege to carry concealed handguns, yet be aware of the increased number of citizens who may be carrying weapons.

321.2 PROCEDURE


Officers will apply the procedures that follow to the Texas Concealed Handgun Law.

- A. Officers will contact Communications for a check of the Concealed Handgun License file for any person carrying or using a handgun. If the person is a license holder, Officers will note, "CONCEALED HANDGUN LICENSE," in the address description portion of the Original Complaint Report.
- B. License holders must display their concealed handgun license, along with their driver's license or State identification card, any time requested to do so by a peace Officer. Failure to do so is a criminal offense and may result in suspension or revocation of the license.
- C. If a license holder is carrying a handgun when a Peace Officer demands that the license holder display identification, the license holder must display both a driver's license or State identification card, and the handgun license. Failure to do so is a criminal offense and may result in suspension or revocation of the license.
- D. Officers may disarm a license holder when there is reasonable belief that a threat to Officers or others exists. The handgun will be returned to the license holder when the threat no longer exists and there is no cause to arrest.
- E. Officers will report all incidents involving arrest, discharges of weapons, unlawful carrying, or unlawful use by concealed handgun license holders to the appropriate division of the Texas Department of Public Safety (DPS) using the suspension or revocation form provided by DPS. The forms are available on the DPS website or PD Public on the EPPD network.
- F. Officers believing there is reason to suspend or revoke a license will prepare an affidavit on the suspension or revocation form provided by DPS and send it along with the officer's incident or arrest report to the appropriate division of DPS no later than the fifth day after the date the form is prepared.
- G. License holders carrying a handgun who are arrested and taken into custody, will have the weapon and license seized as evidence. Seized weapons will be released in accordance with the Code of Criminal Procedure.

 El Paso Police Department Procedures Manual	Chapter 3 Field Operations, Custody, and Traffic Enforcement
322 Forced Entry	Policy Effective: 03/08/2021 Previous Version: 10/05/2020


322 FORCED ENTRY

- A. **Officer Responsibility.** When feasible, officers will notify supervisors prior to making a forced entry and will complete a Complaint Report any time a forced entry is made. When an emergency exists, entry may be made and a supervisor notified after the fact. Officers may make a forced entry during exigent circumstances that require immediate action to save lives, prevent imminent injury, loss of property, or the destruction of evidence. Photos should be taken of any damage caused by the entry and submitted to the Photo Lab via Photo Transfer.
- B. **Supervisor Responsibility.** Supervisor(s) must leave a Claim Filing Procedure form for the property owner so the property owner is aware of how to file a claim for any damage. Supervisor(s) will document the forced entry incident in Blue Team. If the forced entry was the result of a warrant, the warrant will be attached to the Blue Team.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody and Traffic Enforcement
323 Duration of Stop and Detention	Policy Effective: 08/24/2021 Previous Version: 04/08/1999

323 DURATION OF STOP AND DETENTION

Officers must have at least reasonable suspicion of a person’s traffic violation or criminal involvement before there is authority to stop and detain that individual. A person who has been lawfully stopped may be detained no longer than is reasonable to complete the business for which the subject is lawfully stopped. For example, a reasonable length of detention for a traffic violation is the time it takes an officer to complete the ordinary inquiries incident to the stop such as checking the driver’s license, determining whether there are outstanding warrants against the driver, and inspecting the automobile’s registration and proof of insurance. In the absence of new information creating reasonable suspicion of criminal involvement different than that justifying the stop initially, officers shall not extend the duration of a stop and detention beyond that required to straightforwardly complete its original business. In the event an officer detains a pedestrian or vehicle occupant and then seeks to question or search in regard to matters other than those for which the subject was stopped initially, the officer shall include in their reports, citation, written warning, and/or the arrest reports the facts or circumstances that made it lawful and appropriate to diverge from the business of the initial stop in order to investigate other matters.

 El Paso Police Department Procedures Manual	Chapter 3: Police Operations, Custody, and Traffic Enforcement
325 Fire Fly Gunshot Detection System	Policy Effective: 10/19/2022 Previous Version: N/A

325 FIRE FLY GUNSHOT DETECTION SYSTEM

Fire Fly is a gunshot geolocation system. This system is composed of several gunshot sensors that send a notification within 30 seconds of a gunshot taking place. The location information of sensors must be kept confidential and not released to the public. Fire Fly provides law enforcement agencies the capability to pinpoint the location of a suspected shooting event in real time.

These sensors will send a notification to Communications and Watch officers within 30 seconds of detecting a gunshot. A Communications Supervisor and Watch officers will review the notification and decide if deployment of resources is necessary. Fire Fly is expected to provide the Department with timely information about a gunfire incident, promptly deploying resources with the goal of mitigating emerging threats involving the misuse of firearms.

Additionally, several pole cameras are expected to be strategically placed within the project area. Watch officers will be responsible to monitor live feed and review video. In the event a gunshot is detected, Watch officers anticipate to capture critical video evidence.


The implementation of this program is expected to assist in the apprehension of potential offenders and collection of critical evidence that would ultimately assist in prosecution. Fire Fly's ultimate goal is to reduce the potential for injuries, property damage and loss of life due to the misuse of firearms.

325.1 Fire Fly Response

- A. Officers will respond to all Fire Fly calls as legitimate, until determined otherwise.
 1. Approach. Upon arrival at the scene, officers will physically check the area for casings, and evidence indicative of shots being fired. Dispatch or Watch/Fusion will assist officers in pin pointing the site of the actual gunshot location. Dispatch and Watch/Fusion is to be notified if casing(s) are located or evidence indicating a gunshot was detected.
 2. High Probability of Gun Shot. If available, officers will have Dispatch and Watch/Fusion review pole cameras (video feed) to attempt to obtain workable subject description.
 3. False Notifications. If no evidence such as property damage, victims or casings are found/discovered, Watch officers will generate an Information Report (Fire Fly) offense report and complete the Fire Fly template.
 4. Positive Notifications. Patrol officers will generate an appropriate offense report (i.e. Aggravated Assault w/ deadly weapon, Discharging Firearm, etc.) and complete the Fire Fly template.
- B. Officers will request CSU whenever casings are found for evidence retrieval and submission.
- C. Ballistics Intelligence Unit (BIU)
 1. BIU will review all reports generated.

2. BIU will review Fire Fly Web Base System (Crime Gun Intelligence-CGIT) to determine the location of the alert. BIU will go out to attempt to locate casing(s) while utilizing metal detectors.
3. All casing(s) located shall be taken back to the BIU office for processing.

BIU will triage and acquire any evidentiary casings located and submit them into the National Integrated Ballistics Information Network (NIBS), utilizing the Integrated Ballistic Information System (IBIS). BIU officers will utilize the IBIS TRAX Brasstrax for the acquisition of said casings. This process is conducted to ascertain if the submission of the evidentiary casings return any leads to any known or unknown solved crimes.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
338 Family Violence	Policy Effective: 08/11/2023 Previous Version: 06/29/2022

338 FAMILY VIOLENCE

Family/Dating Violence is a serious crime. The Department takes a proactive stance to safeguard victims' rights and provide victim assistance. Officers shall use arrests, pursuant to the Code of Criminal Procedure, to preclude the occurrence of additional violence.

338.1 DEFINITIONS

Officers will apply the definitions of Family/Dating Violence and Child Abuse as defined in Chapter 71 of the Family Code.

338.2 ON-SCENE INVESTIGATION

- A. Officers shall follow the below guidelines:
 1. After the scene is made safe, medical aid has been summoned, and officers have conducted preliminary investigations, officers shall video record the following utilizing their issued body-worn camera:
 - a. All witnesses available at the scene.
 - b. Child. As defined in Title 5 of the Family Code, only after obtaining parental or guardian consent to conduct a recorded interview.
 - c. Accused. officers shall comply with Article 38.22 of the Code of Criminal Procedure.
 2. Officers may also use their issued body-worn camera to document the scene of the crime.
 3. If the offense requires investigation by a specialized unit like CAC or CAP. The specialized unit will be responsible for all subsequent interviews.
 4. Officers will still need to document injuries or lack thereof with digital photographs using a digital camera. Digital photographs will be uploaded to the photo lab through the photo transfer desktop icon.
 5. Officers will share the body-worn camera video to the District Attorney through evidence.com to the DA Evidence Share group in case of arrest.
- B. Officers shall refrain from asking the victims if they want to prosecute against alleged offenders.
- C. Officers will clearly identify any person they are interviewing with a body-worn camera. Officers will ask the person being interviewed their full name and date of birth. **Officers will ask the following questions:**
 1. What is the offender's name, date of birth, age?
 2. What is your relationship with the offender?
 3. Do you have any children? If so do you have children together?
 4. What happened? (Manner and means-how did he/she hit you, with what how many times and where? For strangulation cases only ask if they could breathe)?

5. Did you feel pain at the time of the assault?
6. Did you give him/her permission to assault you?
7. Did you do anything physical to the offender before he/she assaulted you?
8. Did you threaten the offender in any way (verbal/objects)?
9. Did anyone witness the assault?
 - a. If so name, age, address, telephone number, social security number, date of birth.
10. Is this the first time he/she hits you? If not please explain other times.
11. Are you scared of the offender?

338.3 WRITTEN REPORTS AND NOTIFICATIONS

Officers shall make reports in all cases where there is a reason to believe there was an act which constitutes Family/Dating Violence as defined in this policy.

- A. The complaint report must contain the dispatch sequence number of the 911 or recorded call.
- B. All reports and documents relating to a Family/Dating Violence incident will be coded as "FAMILY VIOLENCE".
- C. Officers responding to a Family/Dating Violence incident must ascertain if the call location is a licensed foster home and/or if the parties involved reside in a licensed foster home. Verification of licensing and foster home status can be checked with the Department of Family and Protective Services (DFPS). Officers may call Channel 1 for assistance in contacting DFPS.
 1. Upon determination and verification that the Family/Dating Violence incident occurred at a licensed foster home and/or involved a resident of a licensed foster home, officers shall notify DFPS as soon as possible. Officers shall note in the complaint report that this notification was made and further document the reference/intake number provided by DFPS.
- D. Officers responding to a Family/Dating Violence incident must also ascertain if the offender is a member of the state military forces or serving in the United States armed services as an active-duty member. Verification can be obtained through the local Provost Marshal's Office.
 1. Upon determining that the offender is on active-duty status, the officer will notify an on-duty supervisor. The supervisor will ensure that immediate written notification is sent to the Provost Marshal's Office via email using FortBlissDESMPDeskNotifications@army.mil.
 2. The notification will include the following:
 - a. The offender's name
 - b. The offender's social security number, if known
 - c. The case number
 - d. The date, time and location of the incident
 - e. A brief synopsis of the incident
 - f. The means of determining and verifying that the offender is on active-duty status.
 3. The supervisor will document the notification in the station's daily log.
 4. The supervisor shall create a "PROVOST NOTIFICATION" supplement in the report and paste the email notification to the supplement.

338.4 CRIMINAL INVESTIGATIONS

All Family/Dating Violence cases shall be assigned for follow-up investigation and possible presentation to the District Attorney's Office for prosecution.

338.5 ARRESTS

The following guidelines will be followed when determining whether to make a Family/Dating Violence Arrest.

- A. Officers are expected to make an arrest when their preliminary investigation reveals the probable cause.
- B. An arrest shall be made when an offense of Family/Dating Violence is committed in the officer's presence.
- C. An arrest shall be made when a protective order is violated in the presence of an officer. Officers who make an arrest for a violation of a protective order will provide a copy of the order and attach it to the complaint report on a supplement.
- D. If probable cause to arrest exists but the offender is not at the scene, the officer will obtain an arrest warrant for the suspect.
- E. If there is not sufficient information or evidence to obtain a warrant for a suspect who is not at the scene, then the officers will follow the Department's non-arrest procedures. Supervisors shall review all non-arrest cases prior to their submission to determine the appropriateness of this action.

338.6 CLASS C ARRESTS

HB 1528 amended the Texas Code of Criminal Procedure (CCP), Chapter 66, requiring agencies to report criminal history dispositions to the Texas Department of Public Safety (DPS). This information is used by Law Enforcement to check criminal histories (CCH). In order to comply with the CCP Chapter 66, El Paso Police Department personnel will adhere to the following:

- A. All Class C Assaults that meet the definition of family violence as defined in Family Code 71.004 will require the offender(s) to be placed under arrest, fingerprinted (full live scan process), and booked to include on the Class C affidavit.
- B. Live Scan processing data for Class C Assaults involving family violence.
 1. Offense Code – 13999999 – Assault Class C
 2. Offense Literal – The specific literal of the Municipal Code being charged
 3. Level and Degree – Use the L/D of Municipal Code Domestic Violence – Must have "Y" entered
 4. Arrest Disposition – Must use the Arrest Disposition Code 235 h

338.7 NOTICE TO ADULT VICTIMS OF FAMILY/DATING VIOLENCE

The Department has developed a Family Violence Card to provide written notice of reasonable means to prevent further family violence, available shelters, and other community services to victims and potential victims. The Family Violence Card shall be issued to all victims and the officer shall make a note in the complaint report that the card was issued.

338.8 TRANSPORTING VICTIMS

Officers may, with the approval of a supervisor, transport female victims of Family/Dating Violence to the shelter for battered women. Upon arrival at the shelter, officers shall escort the victim(s) inside and complete the form provided by shelter personnel, leaving the original form at the shelter. This information is necessary for obtaining proper financial aid and resources for the victim. The address and location of the Shelter for Battered Women is confidential. No resident information may be divulged to non-law enforcement personnel.

338.9 EMERGENCY PROTECTIVE ORDERS

The following procedures apply to the application for Emergency Protective Orders under the Code of Criminal Procedure.

- A. Emergency Protective Orders are effective for not less than 31 days nor more 61 days after the date of issuance, as ordered by the Judge. Officers must refer to each specific order to determine the effective dates of that order.
- B. Officers will advise the victim of the availability of an Emergency Protective Order after an arrest for violation of the Penal Code involving Family/Dating Violence. If the victim wants an order, the officer shall obtain it by taking the subject before a magistrate.
- C. When there is a need for an Emergency Protective Order due to fear of retaliation or further violence when the subject is released, or as mandated by Texas CCP Chapter 7B Protective Orders, the officer shall request an order regardless of the expressed wishes of the victim.
- D. To ensure that an Emergency Protective Order is obtained as required by the Texas Code of Criminal Procedure, Article 17.292 "Magistrates' Order for Emergency Protection", upon making an arrest for an offense involving family violence, officers shall advise the magistrate if the arrest is for an offense that also involves:
 1. Serious bodily injury, or
 2. The use or exhibition of a deadly weapon during the commission an assault.
- E. The victim need not to be present in the court unless he or she wishes to speak to the magistrate. The subject shall be served with a copy of the order when issued.
- F. Officers shall scan the order into the Records Management System (On Call Records), attached to the case and deliver the original copy of the order to the Municipal Court Warrant Office for filing. Additional distribution for copies are as follows:
 1. To the victim, as soon as possible
 2. Offender
 3. To the Jail Magistrate
 4. To the Regional Command responsible for the area where the victim resides, and
 5. Records
- G. Officers shall note in a supplement to the Family/Dating Violence case that an Emergency Protective Order was obtained in open court (location of the court, name, and title of the magistrate will be included) and that the officer gave a copy of the order to the Offender.
- H. If the magistrate refuses to sign the order, officers shall make all attempts to notify the victim and document in the report.

338.10 SURRENDER OF FIREARMS


Officers answering Family/Dating Violence calls will attempt to determine if any firearms are available to a person involved in a Family/Dating Violence incident and attempt to lawfully remove the firearms for safekeeping. Officers may inquire of both offender and victim whether or not firearms are present in the place where Family/ Dating Violence has occurred and who is the lawful owner of the firearm(s). If an officer determines that a weapon is present, then the officer will request that the owner voluntarily relinquish the firearm to the safekeeping and storage of the EPPD until such time that the weapon may be lawfully returned to the custody of the owner.

- A. When the owner of a firearm who was involved in a Family/Dating Violence incident voluntarily surrenders their firearm, the officer(s) will take control of the weapon and issue a Voluntary Surrender Firearms Receipt.
- B. Weapons will be submitted to the Property Office following procedures for safekeeping of property.
- C. The weapon will be handled in accordance with Department policy and may include entering the ballistic information into the National Integrated Ballistic Information Network.

338.11 PROPERTY OFFICE RESPONSIBILITY

The Property Office is responsible for accepting and retaining firearms stored under this order and ensuring that the firearms are not disposed of until legally permissible.

- A. Firearms received under the provisions of this section may be held for safekeeping in excess of the normal time limits and may not be released until the criminal case involving Family/Dating Violence that is associated with the firearm is disposed of by the courts.
- B. In cases of voluntary surrender, the firearm may be returned upon proof of a clear criminal history check of the owner of the weapon.
- C. Under no circumstances will a firearm be returned to a person that has an active protective order against them.
- D. Prior to releasing a firearm taken under this section, a Criminal History Check (CCH Purpose Code "F") shall be performed by the investigator assigned to the case.
- E. If the case is not assigned, the responsibility to perform the CCH rests with the investigative section to which the case would normally pertain.
- F. NCIC/TCIC removal of the weapon will be the responsibility of the assigned officer/detective. The Weapon Release Form (Form #16-07015) shall be scanned into the case.
- G. The weapon shall be checked NCIC/TCIC. If the checks are "clear", a Weapon Release Form will be sent electronically to the Property Office authorizing the release of the firearm to the owner.
- H. The Property Office shall review the NCIC/TCIC supplement prior to releasing a firearm. If the supplement was not completed, the property will not be released.
- I. A separate weapon release form will be completed for each firearm. The investigator will advise the owner of the weapon accordingly and supplement the original case report.

 El Paso Police Department Procedures Manual	Chapter 3 Field Operations, Custody, and Traffic Enforcement
340 Daily Activity Report (DAR)	Policy Effective: 10/27/2021 Previous Version: 03/08/2021

340 DAILY ACTIVITY REPORT (DAR)

It is the policy of the EPPD that employees accurately and thoroughly document all daily activities performed in order to maintain records of the times and locations of public contacts, actions, dispositions, and any other pertinent information. In addition, a Daily Activity Report (DAR) will include duty times, vehicle mileage, vehicle and equipment status, and statistical recaps.

340.1 PURPOSE

The purpose of the DAR is to provide an accurate and standardized reporting system of employee activity during a tour of duty or assignment. The DAR, EPPD Form #17-12002, located in the PD public drive, is the only form authorized to be used for documenting the activity of designated sworn, civilian, and volunteer personnel.

340.2 OFFICERS

All officers, with the exception of those working in Narcotics, who work a permanent field operations assignment or an operation on a temporary basis shall fill out a DAR during their tour of duty. Officers will sign and turn in their DAR to their assigned station, or other designated location, at the end of the work assignment. This applies to regular duty assignments, as well as to any overtime assignments worked including but not limited to grant funded operations or traffic control assignments.

A. All activities performed by an officer will fall under one or more of the categories listed in the Daily Recap. Examples:

1. An officer is dispatched to check a suspicious vehicle. He checks out the vehicle plus two subjects inside. He issues a Class C Citation to one of the subjects. The following credit would be marked on the DAR:

PATROL 1	PERSONS CHECKED 2_
VEHICLE CHECKED 1_	CLASS "C" 1_

2. An officer stops a subject suspected of DWI, calls for a DWITF or STEP unit to assist, and the subject is turned over to the DWITF or STEP officer. Only the DWITF or STEP officer is to count an arrest on the DAR. The officer originally stopping the subject will note the activity on his or her DAR but may not count the arrest.

340.3 DEFINITIONS

Subjects and vehicles will not be counted as subject or vehicle checks unless the below criteria are met.

A. Subject Check

1. Identification of a subject by verification of valid ID or some other action to ascertain a subject's true identity as part of an investigative stop, and some other type of action is

- taken such as, but not necessarily limited to, a check for warrants and driver's license history
2. Record Management System/FCE history, or other such investigative activity
 3. A subject who has been cited, issued a written warning, arrested, or included in an incident report as an offender who was present at the time of the officer's investigation
- B. Vehicle Check
1. A check of a vehicle as part of an investigative action such as a check for stolen or ownership when that vehicle is present at the time of investigation
 2. Any vehicle searched or impounded as per established policy
- C. Observed Calls. An observed call shall require an action in furtherance of merely observing a subject, vehicle, or location (or driving by a location).
1. Based on the officer's own observations and initiative, the officer observes an activity that causes the officer to stop to investigate the activity.
 2. The officer notifies police dispatch of the activity being performed and the police action is properly documented on the DAR.

340.4 VOLUNTEERS

All volunteers must complete DARs. Volunteers must sign and turn in the DAR to their assigned station, or other designated location, at the end of the work assignment.

340.5 GRANT-FUNDED PERSONNEL

Any personnel, sworn or civilian, whose regular salaries, or portions of salaries, are grant-funded must complete DARs if the grant stipulates DARs are required.

340.6 DAR COMPLETION

All personnel completing DARs are required to complete all fields on the form. If a field does not apply, or information is not available, either a dash or N/A must be entered.

340.7 REQUIRED INFORMATION

Each activity must indicate the exact start time, end time, and total time. All new dispatched calls, observed events, or separate contacts must be logged separately.

- A. A dispatched call or observed event may contain applicable start and end times for the whole event. However, any location changes for activities related to that call must be noted in the Activity and Disposition section.
- B. An officer working a traffic control site (radar), traffic checkpoint, or another surveillance type assignment must note a start and end time for each individual contact within that overall site assignment.
- C. The Activity and Disposition column must contain, when applicable, the license plate and state; the name, date of birth, and address of each subject involved; the case number(s) and report title(s) or charge(s); the citation number(s) and charge(s); dispositions of subjects and/or property; and location changes. Any other information may be included as deemed necessary by the officer(s), civilian employee(s), or volunteer(s) completing the DAR.


- D. All DARs must be signed by the officer(s), civilian employee(s), or volunteer(s). When any employees or volunteers are working full crew, or there is more than one employee or volunteer working together, all must sign.

340.8 SUPERVISOR RESPONSIBILITY

- A. Supervisors at least one level higher than the employee, or in the case of volunteers, the volunteer coordinator or an Auxiliary Support supervisor, or their designee, must review the DARs and sign off in the initials field. Any discrepancies noted by the reviewer are to be addressed as appropriate per established policy and procedure.
- B. After the DAR is turned in, supervisors must approve and be present if any changes are made to the DAR.
- C. Flex hours must match the activity on the officer/detective DAR, supervisors will adjust flex times in the employee's time card in KRONOS.

340.9 COMMAND RETAINED RIGHTS

Commanders and civilian managers or above, or their designee, retain the right to direct any employee not specifically mentioned to comply with this policy. Commanders further retain the discretion to direct whether or not detectives and/or investigators must complete DARs.

 El Paso Police Department Procedures Manual	Chapter 3 Field Operations, Custody, and Traffic Enforcement
341 Shift Meetings	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

341 SHIFT MEETINGS

All patrol workdays will begin with a shift meeting. The purpose of these meetings is to ensure accountability, make assignments, conduct shift training, share information, and review crime. Supervisors will inform Officers of current events that affect their work, crime trends and patterns, and serious recent crimes. Information should be provided to maximize apprehension rates.

341.1 PUNCTUALITY

Shift meetings are considered part of the duty day. Officers not present for the start of a shift meeting will be considered tardy.

341.2 DOCUMENTATION

Documentation for the shift should be conducted during shift meeting time. Equipment and unit assignments will be made.

341.3 INSPECTIONS

Supervisors will use shift meeting time to inspect uniforms and equipment and to document deficiencies.

341.4 SAFETY

The safety of Officers will be emphasized during shift meetings. Officers should be informed of possible safety threats or reminded of tactics or techniques related to Officer safety. Supervisors will inspect equipment with Officers' safety in mind.


341.5 LINE INSPECTIONS

Supervisors will conduct line inspections at least monthly.

- A. Line inspections include the officers' appearance, personal hygiene, assigned equipment and knowledge of Department procedures and policies. Line inspections will be documented on the Department-approved form. Knowledge of procedures and policies will be documented in the employee's evaluation notes.
- B. Supervisors will ensure that employees correct deficiencies identified during line inspections through specific and agreed upon steps. Line inspection deficiencies will be documented in the affected employee's evaluation notes. Disciplinary procedures will be implemented for serious

violations. Supervisors will follow-up to ensure corrective action has been taken and document in the affected employee's evaluation notes.

- C. Police facility managers are responsible for conducting monthly inspections of the police facilities they manage, using the provided form to document the inspection. They are responsible for correcting any problems identified and reporting corrections and problems to their supervisor.
- D. Summaries of line inspection results will be documented in the Division's station log.

 El Paso Police Department Procedures Manual	Chapter 3 Field Operations, Custody, and Traffic Enforcement
342 Parade/Special Events Applications	Policy Effective: 05/08/2023 Previous Version: 05/17/2021

342 PARADE/SPECIAL EVENTS APPLICATIONS

Department employees will take reasonable steps to ensure the efficient and fair processing of parade/special event applications.

342.1 PARADE/SPECIAL EVENT REQUESTS

Citizens or groups requesting to hold an event will be advised to contact the City Clerk to complete the appropriate application. The City Clerk will fax the completed forms to the Police Department's Parade Coordinator for processing.

342.2 PARADE/SPECIAL EVENT PERMIT REQUESTS

Recommendations to deny or significantly modify parade/special event permit requests require authority of the Assistant Chief Level.

- A. Receipt of Request. The Headquarters Traffic Section will log the request received from the City Clerk's Office and assign it an event number. The application package will be entered into LEMS and an email will be sent to the Regional Command Parade/Event designee where a majority of the event will occur for review.
- B. Survey. The Regional Command Parade/Event designee will survey the requested route to assure that the event can be handled safely and properly and that there is no date or time conflict with other events. The Regional Command Parade/Event designee will complete the Special Events module in LEMS for the event and draft an action plan to address police response to the event. The action plan will include a written estimate of traffic, crowd control, logistical, coordination plans and crime problems expected, including contingency plans. The action plan will be reviewed by the Regional Commander via chain of command for approval. Use of personnel outside the affected region or any special operations personnel requires approval by the appropriate Assistant Chief(s).
- C. Recommendations. If there is a legitimate police reason for not holding the event, it will be noted. Recommendations will be made for alternate routes or a change of dates if the event conflicts with another. Recommendations to deny or change the original permit request will be forwarded to the applicable Assistant Chief through the chain of command. Upon the Assistant Chief's approval to deny or change the event permit, the Regional Commander will contact the City Attorney's Office and discuss reasons for denial or changes to original request. Recommendations must include at least the following information:
 1. Total number of officers needed to provide proper traffic control for the event
 2. Total number of police vehicles required (by type: i.e. motorcycles and patrol cars)
 3. Anticipated time each officer will be on the scene

4. Identification of the Regional Command(s) from which each resource is coming (i.e. 3 motorcycles officers from the Northeast, 2 solo car officers from Pebble Hills and 3 bicycle officers from Central); and
 5. Approval and initials of the applicable Regional Commander
- D. Survey Deadline. The Regional Command Parade/Event designee, upon approval of the Commander, will complete in LEMs the Special Events Module with any recommendations to the Parade Coordinator no later than the Wednesday of the week before the City Council agenda date.
 - E. Cost Estimate. The Parade Coordinator will review the information received from the Regional Command and prepare a Parade Request Response for the City clerk with an estimated breakdown of officer and vehicle costs for the event. The Parade Coordinator will fax this information and the application form with annotated comments to the City Clerk no later than the Wednesday of the week before the City Council agenda date.
 - F. Event Command and Control. The Regional Command which is most affected by the event will provide command and control of police services for the event. If the Regional Command Parade/Event designee experiences difficulties obtaining resources from other Regional Commands, the Parade Coordinator should be contacted for assistance.
 - G. After Action Report. When the event has ended, the Regional Command Parade/Event designee will prepare an After Action Report for the event and forward a copy to the Parade Coordinator and Regional Commander within one week after the event. A copy of any report that contains information about any unusual or non-routine occurrence during an event shall be sent to City Budget.
 - H. Attorney's Office. The following information should be included in the After Action Report:
 1. Officers working the event by name, rank, and ID number (lowest ID # first);
 2. Number and type of vehicles used (motorcycle first);
 3. Total time for each officer and vehicle at the event;
 4. Problems encountered with the event;
 5. Total hours of overtime used.
 - I. Billing. The Parade Coordinator will generate the billing form using the information provided on the After Action Report, and submit it through Financial Services for billing. The Parade Coordinator will file all event related documents for future reference.

342.3 PICKET NOTIFICATIONS


The Picket Ordinance requires an organizer of a picket attended by a group of 50 or more individuals to give notice of their intent to picket to the El Paso Police Department at least 72 hours before the beginning of the picket. The Intent to Picket Notification (Form #20-07003) and a copy of the information bulletin on the City's Picket Ordinance will be available to the public at each Regional Command. The appropriate forms are available in the PD Public Forms folder.

- A. Intent to Picket Notification (Form #20-07003). When the organizer of a picket submits a Notification of Intent to picket form to a Regional Command, the desk officer or supervisor receiving the form will review it and ensure that it contains the listed information:
 1. The name, address, and contact telephone number of the organizer of the picket
 2. The name, address, and contact telephone number of the person giving notice of intent to picket if different from the organizer
 3. The name of the organization or group sponsoring the picket
 4. The location where the picket is supposed to take place

5. The date and duration of the picket
 6. The anticipated number of participants, and the basis on which this estimate is made
- B. Receipt of Notification (EPPD Form 21-06002). If the form is complete, the desk officer or supervisor will prepare a Receipt of Notification, notarize the form and without unnecessary delay and issue the receipt to the person submitting the notification of intent to picket.
 - C. File Maintenance. The supervisor or desk officer receiving the notice of intent to picket will fax a copy of the notice and receipt to the Special Investigations Unit.

342.4 SPONTANEOUS EVENT

A notice of intent to picket is not required for a spontaneous event for which an attendee or event organizer cannot provide the level of advance notice required by this Policy, such as an event occasioned by recent news or current affairs, that is conducted solely on city right-of-way or parkland. A spontaneous event is subject to other law. To help ensure public safety, an organizer of a spontaneous event is not required to, but is encouraged to, notify the El Paso Police Department of the date, time, place, and an estimate of the approximate number of persons who will be participating. This section is applicable regardless of the number of individuals in attendance.

 El Paso Police Department Procedures Manual	Chapter 3 Field Operations, Custody, and Traffic Enforcement
343 Public Information Office, News, and Media Relations	Policy Effective: 08/11/2023 Previous Version: 06/22/2021

343 PUBLIC INFORMATION OFFICE, NEWS, AND MEDIA RELATIONS

The purpose of this policy is to define the responsibilities of the Public Information Office (PIO) as it relates to the media and news. This policy strives to define the balance between permitting the free flow of information to the public and the media, while protecting both the prosecution's case and the rights of the accused from possible prejudicial publicity.

343.1 AUTHORITY

The Public Information Office reports directly to the Chief of Police.

343.2 PUBLIC INFORMATION OFFICE

The Public Information Office will be responsible for the following special duties:

- A. Responding to the scene of serious police incidents, whenever practical, to assist newsgathering agencies in the performance of their functions.
- B. A Public Information Office may respond to the following police incidents: SWAT situations, STI investigations, murders, any criminal offense where a person sustains life-threatening injuries, Bomb Squad situations, and unscheduled freeway closures that substantially affect commuter traffic during peak hours.
- C. Notification to the media will be made via phone, text, and email to all available media outlets. Pertinent preliminary information will be provided to include the Public Information Officer's estimated time of arrival, staging location, and briefing time so that the media can arrive and set up equipment. A press release with any additional releasable information will follow when practical.
- D. Reviewing and releasing all Department press releases.
- E. Composing and distributing public service messages to the news media.
- F. Maintaining a file of all news releases and public service messages to the news media.
- G. Approving requests from news media to ride in police vehicles for the purpose of gathering information for use in feature stories or articles.
- H. Providing technical assistance and advice to writers and producers of radio, television, and motion pictures.
- I. Conducting research and preparing written assignments as directed by the Chief of Police.
- J. Coordinating requests from Department personnel for radio and television public service broadcasts.
- K. Providing general information regarding the Department.

343.3 RELEASE OF PUBLIC INFORMATION

The Public Information Office is responsible for collecting police information and then fairly, equitably,

and efficiently disseminating it to the public and media. The Public Information Office's primary function is to act as a liaison between the public, the news media, and the Department, and to coordinate all of the Department's release of public information. Below is the authorized limited information that may be released by any employee of the Department:

- A. Date and time of incident
- B. Nature of call (shots fired, robbery, burglary, etc.)
- C. Injuries, if any, and severity (minor, non-life threatening, or life threatening)
- D. Gender and age of arrestee (only if adult)
- E. Criminal charges

343.4 CALL OUT NOTIFICATION

During regular weekday business hours, Public Information Office personnel will respond to the scene as determined by the Public Information Office. After office hours, the on-call Public Information Officer will coordinate with the ranking on-scene officer and make the determination if the Public Information Office needs to respond. If the Public information Office does not respond, the ranking on-scene supervisor may be responsible for media interviews at the scene.

- A. Callouts involving Crimes Against Persons (CAP), Gang Unit, Bomb Squad, Combined Search and Rescue (COMSAR), Crisis Management Team (CMT), Special Weapons and Tactics (SWAT), and Special Traffic Investigations (STI) will immediately notify the Public Information Office using the on-call number (voice calls only) (915) 212-4387 and provide the releasable information.

343.5 MEDIA REQUEST GUIDELINES

Any media request for information or access to a law enforcement situation shall be referred to the designated Public Information Office representative, or if unavailable, to the ranking on-scene officer. Prior to releasing any information to the media, employees shall consider the following:

- A. Employees releasing information will ensure that the information is releasable under policy section 343.3. Information of a controversial nature will be directed to the Public Information Office.
- B. In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by the Department.
- C. Under no circumstance should any member of the Department make any comment(s) to the media regarding any law enforcement incident not involving the Department without prior approval of the Chief of Police.

Media personnel are not exempt from any federal or State law or any local ordinance and will be treated in the same manner as any other person violating the law. Employees who encounter issues with the media should send an email notification through their chain-of-command to the PIO, clearly outlining the situation and identifying, if possible, those involved.

343.6 OTHER METHODS OF PUBLIC INFORMATION RELEASE

- A. News Releases and News Conferences. Written information by the Department for the media will be done by the Public Information Office. News releases will be posted on the EPPD website. In addition, press conferences will be coordinated by the Public Information Office. Notification

- of news conferences will be done through news releases.
- B. Employee Interviews. Media interviews with an employee must be arranged through the Public Information Office. At no time will a member of the Department give an interview to the media without prior approval from the PIO. The only exception is what is outlined in 343.4 Release of Public Information.
 - C. Police Records. Copies of police and crash reports must be handled by Records.

343.7 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies, and other law enforcement activities subject to the following conditions:

- A. Media representatives will not be allowed to interfere with emergency operations and criminal investigations. However, the mere presence of a member of the media, the taking of pictures, or the asking of questions does not, in itself, constitute unlawful interference.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the press (except for information outlined in 343.4 Release of Public Information) will be coordinated through the Public Information Office.
- B. No member of the Department shall be subjected to media visits or interviews without the consent of the involved employee.
- C. Media interviews with individuals who are in custody shall not be permitted without the approval of the Public Information Office, investigative unit supervisor, and the expressed consent of the person in custody.
- D. Media access to working areas of the Department shall be coordinated through the Public Information Office and should extend only for the length of time necessary to achieve a specifically approved objective of the media.

343.8 SCOPE OF INFORMATION SUBJECT TO RELEASE

Requests for information shall be handled as follows:

- A. Public Information. The definition for public information shall have the same meaning as Chapter 522 of the Texas Government Code.
- B. Juvenile Information. At no time shall identifying information pertaining to a juvenile offender, victim, or witness be publicly released without prior approval of a competent court.
- C. Police Photograph (Mug Shot). Mug Shots will only be released through the Public Information Office. A mug shot may be released prior to conviction if:
 - 1. The case detective has authorized its release.
 - 2. The subject has been charged.
 - 3. If the release of the mug shot will not hinder the investigation.
- D. 911 Tapes or In-Car Video Tapes. Requests need to be made to Records in compliance with the Freedom of Information Act.
- E. Identities of Deceased Persons. In death investigations, the name of the deceased shall not be released by an employee until the investigative unit or the Medical Examiner's Office has had a reasonable time to notify the next-of-kin. What constitutes a "reasonable time" will vary depending upon the circumstances of each case. Public release of the name of the deceased will be made through the Public Information Office or the Medical Examiner's Office.
- F. Arrest Information. By law, the public and/or media has access to the following arrest

information:

1. Arrestee's name, age, race, and sex
 2. Location of arrest
 3. Names of the arresting officers
 4. Charges filed
- G. Internal Affairs (IA) Investigations. Information regarding an internal investigation is confidential and will be released through the Public Information Office only after authorization by the Office of the Chief. Premature and/or unauthorized statements made concerning confidential information is a violation of Department policy and may have an adverse effect on, or seriously jeopardize, an investigation. Only Public Information personnel may confirm:
1. An internal investigation is being conducted
 2. The name of the employee involved
 3. The nature of the allegation or incident
- H. Statistical Information. Media requests for statistical data should be coordinated and released through the Public Information Office.
- I. Media Riders. Media ride along must be coordinated and approved by the Public information office.

343.9 RESTRICTED INFORMATION- GENERAL

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by the Department. When in doubt, authorized and available legal counsel should be obtained. Examples of such restricted information include, but are not limited to:

- A. Confidential peace officer personnel information
- B. Copies of traffic crash reports (except to those authorized pursuant to Texas Transportation Code § 550.065)
- C. Criminal history information
- D. Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
- E. Information pertaining to pending litigation involving the Department
- F. Information obtained in confidence
- G. Any information that is otherwise privileged or restricted under State or federal law

343.10 RESTRICTED INFORMATION- WARRANTS


To protect the safety and rights of officers and other persons, advance information should not be provided to the news media regarding search warrant or arrest warrant actions planned by law enforcement personnel, nor should media representatives be solicited or invited to be present. Any exceptions require prior approval by the Chief of Police. At no time shall the media be brought into a private residence during the execution of a search or arrest warrant.

343.11 CREATION OF VIDEO/PHOTO CONTENT FOR EXTERNAL DISTRIBUTION

The following are requirements for media request or the creation of video/photo content for internal and external distribution:

- A. All filming (photo ops and video recordings) of on-duty personnel must have prior approval from the Public Information Office.
- B. The use of Department equipment, to include uniforms, for filming purposes needs to have prior approval by the Public Information Office.
- C. All posts that represent the Department either in training, promotional, recruitment, or activities involving new or existing programs for the El Paso Police Department need to be approved by the Public Information Office prior to being posted on social media or personal accounts.
- D. Any request coordinated for documentaries, movies, TV shows or series, and advertising, to include news stations local or national, needs to be approved by the Public Information Office prior to any filming or scheduling.
- E. All media requests for interviews or appearances on TV, movie, or radio to speak on behalf of the Department about its policies, activities, crime, incidents, recruitment, or programs, new or existing, need prior approval from the Public Information Office.
- F. All media requests need approval by the Public Information Office prior to giving interviews or creating content for social media.

The established EPPD Facebook, Twitter, YouTube, and Instagram are the only social media platforms authorized for Department matters.

 El Paso Police Department Procedures Manual	Chapter 3: Police Operations, Custody, and Traffic Enforcement
344 Operation Stonegarden Grant (OPSG)	Policy Effective: 03/24/2021 Previous Version: 06/01/2016

344 OPERATION STONEGARDEN GRANT (OPSG)

This procedure is specifically for the OPSG grant as it pertains to border violence. The objective of the grant is to increase effective enforcement and enhance border security. This funding is designated to enhance cooperation and coordination between federal, state, and local law enforcement agencies in a joint mission to secure the U.S. borders along routes of ingress and egress leading to and from the U.S./Mexico border.

344.1 ADMINISTRATION

- A. Grant Project Director. The OPSG grant program is administered by a designated lieutenant/sergeant (Grant Project Director) assigned to the Organized Crime Division (OCD) with oversight by the division commander. The grant project director shall be responsible for internal administration of the grant(s), overseeing compliance of the conditions of the grant(s), providing necessary reports, and conducting regular audits of grant documents.
- B. Documentation. Documentation shall include but not be limited to:
 - 1. Supervisor’s Daily Activity Report (DAR);
 - 2. Officer’s Daily Activity Report (DAR);
 - 3. Overtime requests (electronic and/or hard copy);
 - 4. Traffic citations issued during enforcement hours;
 - 5. Arrest Supplements;
 - 6. Grant assignment work schedules; and
 - 7. Email communications related to announcements, interest, and scheduling.
 The OPSG grant project director shall compile and maintain any additional documentation deemed necessary by the El Paso County Sheriff’s Office (EPCSO) or the El Paso Police Department which will help facilitate the proper documentation of the grant and enforcement of the grant requirements.
- C. Compliance Reviews. Compliance checks will be conducted by the EPPD Grants Section at least two times per grant fiscal year, or more often as deemed necessary.
- D. Training. All officers and supervisors working grant assignments will receive documented training on applicable policies. Officers working grant assignments are responsible for adhering to all current Department policies, City policies, applicable state and federal laws, grant contract specifications and any other governing ordinance, rule or law.

344.2 GENERAL PROCEDURES

- A. The OPSG grant project director will announce via email at least one week in advance all scheduled operations to include dates, times and locations for grant assignments. If exigent circumstances exist, the one-week announcement period may be adjusted. Officers and supervisors wishing to work the OPSG assignment will respond, via email, their exact dates and

times that they are available to work. The OPSG grant project director will send an email advising who was scheduled for assignments.

- B. For certain scheduled operations, the OPSG grant project director will select individuals to work the grant on a rotational basis. The OPSG grant project director will review submissions based on current work schedules as listed. Officers/supervisors deemed lacking in dependability will not be scheduled. The OPSG grant project director will make the final determination if the officer/supervisor is eligible to work.
- C. Special assignments worked under OPSG will be handled by the OPSG grant project director and assigned to personnel pertinent to the operation or case being investigated under OPSG. These assignments will be pertinent to the mission of the OPSG and may be scheduled outside of regularly scheduled OPSG assignments.
- D. Supervisors may not work in a supervisory role unless other personnel is scheduled to work an OPSG assignment in an enforcement role. This does not preclude a supervisor from working in an administrative capacity without other personnel; however, such work shall be documented appropriately on the DAR.
- E. Officers and supervisor shall be limited up to an 8-hour shift on the day which the officer/supervisor has worked a regular shift. If on a day off and no other pre-arranged extra-duty assignments are scheduled, the officer/supervisor may work a 10-hour shift. Officers/supervisors may extend their grant work schedule if the additional time is needed to complete an arrest or investigation related to the assignment.
- F. Work sites will be determined by operational need and available intelligence information. These operation assignments are documented in the Yearly Frag Orders (FRAGO). Operations will run for the dates designated in the Yearly Frag Orders.
- G. Any OPSG grant assignment may be canceled by the OPSG grant project director. Officers and supervisors will be notified via email if there is a cancellation. A message left on a phone will constitute notification. Any person that arrives at a grant assignment after being notified of cancellation will not be allowed to work nor will they be eligible for compensation.

344.3 SUPERVISION

- A. Each grant shift will have an assigned supervisor. The supervisor may be a lieutenant or sergeant. The supervisor will be responsible for all duties of a patrol supervisor to include notifications, prisoner checks, report approvals, etc. All traffic citations will be turned in with the DARs. Once citations are compared with the DAR they will be notarized by close of the next business day and forwarded to Municipal Court.
- B. Users of e-ticket devices must dock their device immediately prior to starting an assignment and dock again immediately upon the conclusion of the assignment.
- C. The assigned supervisor shall hold a briefing at the start of each grant shift for all personnel assigned to that grant period. There may be occasions when an officer(s) are deployed from a regional command due to staffing concerns. During these occasions, the briefing will be conducted by phone. The officer(s) will call the operation supervisor (preferably from a city phone) at the beginning of their grant shift. During these occasions, the operation supervisor will document the briefing on their DAR. The officer(s) will also document the briefing with the operation supervisor on their DAR. Applicable policies and procedures will be reviewed at each briefing.
- D. All officers and assigned supervisors will be given a call sign. At the conclusion of each grant assignment briefing, the assigned supervisor will immediately enter assigned units into

I/NetViewer or send to 911 Communications via email. This will include the officer's full name, ID number, vehicle number and call-sign.

- E. Officers and supervisors will place their call sign on their DAR. Officers and supervisors who have a working Mobile Computer Terminal (MCT) will log on and must remain logged on throughout the assignment. Officers and supervisors will utilize the radio to notify communications when they are in service and again at the end of the shift to notify that they are concluded for the day.
- F. Officers and supervisors will be required to report back to the designated location given at the beginning briefing to turn in all DARs. The supervisor will collect the DARs and check for accuracy. Once accuracy is satisfied, the supervisor will sign the DAR. Once all DARs are completed they will be placed in an OPSG envelope and submitted to the grant project director. If an officer cannot make the debrief by the report time because of a late call, the DAR shall be submitted directly to the Stonegarden box located at Headquarters. In addition, the officer shall email the grant project director detailing what time their overtime ended. The grant project director will verify the overtime with the assigned supervisor. The OPSG grant project director or designee will sign late DARs and all supervisor DARs.

344.4 RESPONSIBILITIES/DUTIES

- A. At the end of the grant shift, officers and supervisors shall:
 - 1. Complete the DAR per established policy
 - 2. Turn in citations and DARs to the assigned supervisors
 - 3. If an arrest was made, the case number shall be placed in the "address" column next to the times in/out
- B. At the end of the grant shift, the assigned supervisor shall:
 - 1. Review all DARs for accuracy and completeness
 - 2. Sign all DARs (except his or her own DAR)
 - 3. Make sure all citations are with the DAR
 - 4. Hand-deliver the hard copy DAR to the Stonegarden box located at Headquarters
- C. The OPSG Grant Project Director shall:
 - 1. Enter, review, and approve the overtime requests for all personnel working the grant shift. The OPSG grant project director shall submit overtime request per overtime procedures.
 - 2. Review all DARs. Sign off on the field supervisor's DAR and late DARs.
 - 3. Ensure that all necessary documentation has been turned in by all personnel.
 - 4. File all DARs along with the final work schedule and Stonegarden DAR for reimbursement purposes. The grant project director shall adhere to the records retention policy as stated in the agreement.
 - 5. Perform quarterly audits of e-grant reports filed under OPSG.
 - 6. Submit required paperwork to the EPPD Grants Section for reimbursement.
 - 7. Assist in OPSG grant application process.
 - 8. Prepare and submit all statistical documents along with any other required documents to the appropriate entity as identified in the grant agreement.
 - 9. Create a yearly "FRAGO" to designate days of operations and the release of monies for operations and submit to EPCSO.
 - 10. Submit a yearly, or more often as requested, "After Action Plan", to the appropriate entity as identified in the grant agreement.
 - 11. Participate in quarterly Integrated Planning Team meetings.
 - 12. Attend intelligence meetings as needed.

13. Submit monthly statistical information as well as good arrest cases to the appropriate entity identified in the grant agreement.

344.5 ACTIVITY CONDUCTED UNRELATED TO GRANT PURPOSE

- A. Officers on grant overtime who handle on-view activity or who otherwise respond for emergency assistance, when such activity/response is unrelated to the scope of the grant being worked, shall cease grant overtime and commence regular overtime when such work performed exceeds thirty (30) minutes;
- B. Officers shall summon assistance and relief from on-duty units; and
- C. Officers shall notify the assigned supervisor and log such activity on the DAR.

344.6 ACCOUNTING PERSONNEL RESPONSIBILITIES

The OPSG Accountant/Payroll Clerk is responsible for the grant application process, the post-award accounting procedures, closing out the grant, and providing responsive material for audits and monitoring visits.

344.7 GENERAL DUTIES


The OPSG Accountant/Payroll Clerk is responsible for:

- A. Grant application process.
 1. Provide support and technical assistant to the grant project director
 2. Review, analyze, and prepare the budget
 3. Attend planning workshops as needed
- B. Post Award Procedures.
 1. Set up grant specific expenditure and revenue accounts in PeopleSoft
 2. Prepare grant drawdown reports and reimbursement requests
 - a. Ensure payroll expenditures are accurately posted by reconciling DARs, overtime slips, and payroll distribution reports for each pay period
 - b. Notify the Grant Project Manager of any discrepancies or missing documentation.
 - c. Reconcile grant accounts
 - d. Prepare journal entries
 - e. Complete a Personnel Activity Report at the end of each pay period to document their OPSG hours worked
 3. Advise the grant project director of reported expenses and the remaining available funds for the grant
- C. Grant close out
 1. Upon completion of the grant, provide the required documentation to OMB and Office of the Comptroller to close out the grant in PeopleSoft
- D. Audits and monitoring visits
 1. Attend all entrance and exit meetings
 2. Provide responsive materials and detailed work to support compliance with the grant agreement

344.8 FINANCIAL RECORD KEEPING

The OPSG Accountant/Payroll Clerk will maintain grant records and adhere to the records retention policy as stated in the grant agreement for the following:

- A. Grant applications;
- B. Grant award letters;
- C. Budget transfers;
- D. Copies of DARs;
- E. Overtime slips;
- F. Payroll reports;
- G. Journal entries; and
- H. Grant correspondence.

 El Paso Police Department Procedures Manual	Chapter 3: Police Operations, Custody, and Traffic Enforcement
345 Social Host Ordinance	Effective Date: 11/01/2019 Previous Version:

345 SOCIAL HOST ORDINANCE

It is the goal of the El Paso Police Department to promote the reduction of underage drinking by imposing a civil penalty on persons responsible for gatherings where alcohol is consumed by, served to, or in the possession of underage persons.

345.1 DEFINITIONS

- A. Gathering involving underage drinking - a party or gathering of two or more persons at a residence, other private property, or rented public property, upon which any minor is served, possesses, or consumes one or more alcoholic beverage.
- B. Minor – a person under 21 years of age.
- C. Juvenile has the same definition as found in Texas Family Code Section 51.02.
- D. Intentionally, Knowingly, and Recklessly all have the same definition and meaning as found in Texas Penal Code Section 6.03.
- E. Negligently has the same definition and meaning as the term is defined for civil negligence. That is, failure to do that which a person of ordinary prudence would have done under the same or similar circumstances, or doing that which a person of ordinary prudence would not have done under the same or similar circumstances. *Inc. v. Parker, 249 S.W. 3d 392, 398 (Tex. 2008); Thompson v. Gibson, 298 S.W.2d97, 105 (Tex. 1957).*

345.2 PROHIBITION OF GATHERINGS INVOLVING UNDERAGE DRINKING

Except as allowed by the laws of Texas, a person commits a civil violation under Municipal Ordinance #018617, also known as the Social Host Ordinance, if the person:

- A. Intentionally, knowingly, recklessly, or negligently facilitates underage drinking; or
- B. Is present while underage drinking is taking place, is over the age of twenty-one, and has actual knowledge of or with reckless or negligent indifference, should know underage drinking is taking place; or
- C. Intentionally, knowingly, recklessly, or negligently allows underage drinking on property which is under his care, custody, or control; or
- D. Paid for the rental of any premises and underage drinking takes place on those premises.
- E. A person does not commit a violation if a gathering involving underage drinking occurs on the premises under that person's care, custody, or control and said gathering was the result of a criminal trespass or unauthorized use of premises.

El Paso police officers may issue a Notice of Violation or written warning for a violation of this ordinance. Violations under this ordinance carry a civil penalty. These penalties do not replace or supersede criminal penalties that may also have occurred.

345.3 ENFORCEMENT

- A. Upon discovering a possible violation, officers may, to the best of their ability, determine who is responsible for the gathering, whether it is an adult or minor, and whether additional parties may be in violation of this ordinance, whether present or absent.
- B. The officer will complete a report listing the responsible parties whom the officer believes to be in violation. Possible responsible parties are as follows:
 - 1. Violator
 - I. If violator is a juvenile, then the violator's parent(s) or guardian(s) in addition to the juvenile.
 - B. Property owner
 - C. Tenant
- C. Other individuals present at the gathering over 21 years of age.
- D. If both criminal and social host ordinance violations exist, a second case number will be requested.
- E. Upon completion, the social host report will be forwarded to the regional Police Area Representative (PAR) for follow up investigation.

345.4 FOLLOW UP


- A. The assigned PAR officer will determine if the elements of a social host ordinance violation exist. If so, the PAR officer will determine if a warning or notice of violation shall be issued. The PAR officer will also complete the Civil Processing report in the records management system.
- B. A warning shall be mailed within twenty days of the date of occurrence in the event that:
 - a. The person who is in violation of this ordinance is a juvenile, and the parent(s) or guardian(s) are not present at the gathering; the parent(s) and/or guardian(s) will only be liable for a second or subsequent offense. A second offense, subsequent to a warning letter, will be assessed a penalty at the first violation rate.
 - b. The person who commits a violation of this ordinance does not reside at the location where the underage drinking occurs; the person will only be liable for a second or subsequent offense. A second offense, subsequent to a warning letter, will be assessed a penalty at the first violation rate.
- C. Notice of Violations and warning letters will be mailed to the responsible parties within twenty days of the date of occurrence. A Notice of Violation may be sent if the violator was present at the gathering, or if the violator had previously received a warning or a prior Notice of Violation. The notice must include the resulting applicable penalty:
 - a. A first violation shall result in a Notice of Violation with a penalty of \$250.
 - b. A second violation shall result in a Notice of Violation with a penalty of \$500.
 - c. A third, or any additional violation, shall result in a Notice of Violation with a penalty of \$1,000.
- D. The information that is mailed must include the date and time of violation, name of violator, address of violation, date and time of previous warnings or citations, along with

associated case number, the level of fine assessed, and the names and contact information for any witnesses.

- E. Social Host Ordinance cases resulting in citation will be linked via the records management system to the Municipal Court upon the mailing of the citation.

345.5 APPEAL

- A. In the event of an appeal, the Office of the Chief will forward the appellant's letter to the appropriate region, where it will be disseminated to the PAR officers. Upon receipt, the PAR officer will scan it into the case and link the case via the records management system to the Municipal Court for review by the administrative hearing officer, who will schedule a hearing.
- B. The case will be linked to the assigned PAR officer in the records management system.
- C. Once a decision is rendered by the Administrative Hearing Officer, it will be scanned and uploaded into the incident report. The PAR officer and supervisor will be notified.
- D. The PAR office will mail the decision to the accused, and will update the case in the records management system.
- E. Any violation overturned on appeal shall no longer count as a violation for any future violations.

 El Paso Police Department Procedures Manual	Chapter 3: Police Operations, Custody, and Traffic Enforcement
346 G4S Policy	Policy Effective: 01/11/2021 Previous Version: 12/21/17

346 G4S POLICY

The purpose of this policy is to provide guidance to El Paso Police Officers when working with G4S employees. The City of El Paso has a contract with G4S with regard to the processing, transportation, and prisoner watch of El Paso Police prisoners. G4S employees shall abide by the operational procedures set out by the G4S service contract with the City of El Paso to include disciplinary actions for infractions. G4S supervisors shall supervise all G4S employees during every shift at each staffed location. The G4S Project Manager shall be available as stated in the contract. The usage of police radios and MCTs by G4S employees are subject to FCC regulations and EPPD policies and procedures, to include using codes and language common to EPPD. G4S employees will use the appropriate talk group when transporting prisoners across different sections of the city. El Paso Police Supervisors will utilize G4S services as deemed reasonable and safe with regard to the safety of the officers, the public, and the prisoners.

346.1 OPERATIONS

- A. Cooperation: El Paso Police Department (EPPD) Officers assigned to G4S duties will cooperate with each other and with G4S transport employees to accomplish the mission/task at hand.
- B. Communication: EPPD Officers assigned to G4S will make themselves available by phone to each other and to the G4S transport employees.
- C. Equipment: EPPD Officers assigned to G4S will be issued an equipment bag with G4S handcuffs, leather transport belts and leg shackles from their regional command. EPPD Officers will arrive at the El Paso County Detention Facility (EPCDF) with the G4S equipment bag and have all necessary items readily accessible for use when G4S employees turn over prisoners to EPPD Officers.
- D. Physical Location: EPPD Officers will report to the EPCDF and/or Municipal Court. Officers will work in either the booking area, the jail magistrate area, or Municipal Court depending on if warrants need to be picked up. EPPD Officers assigned to G4S duties will distribute their work evenly. EPPD Officers should rotate half of their time in the booking area and the other half in the jail magistrate/Municipal Court.

346.2 SUPERVISORS

- A. EPPD Supervisors shall review and approve all incident reports BEFORE prisoners are turned over to G4S transport employees. EPPD Supervisors will ensure that the incident report is complete, affidavits scanned, and that the arrest card is correct.
- B. EPPD Supervisors will update their daily schedules to identify the EPPD officers working G4S duty. Proper documentation of this assignment allows any investigative unit to conduct follow-ups as needed or required.

346.3 WARRANT/PROTECTIVE ORDER PAPERWORK PROCEDURES

EPPD Officers, who are working on a warrant for family violence and/or a protective order, may use G4S transport employees to deliver the paperwork (complaint affidavit, “pink” arrest warrant, protective order affidavit, and the protective order) to the EPPD officer assigned to the magistrate area at the EPCDF. The EPPD officer assigned to work G4S will then present the paperwork to the jail magistrate. EPPD officers working G4S will follow the appropriate procedures below.

- A. If the jail magistrate signs the arrest warrant and the protective order, the EPPD officer assigned to work G4S shall:
 1. Obtain a warrant number,
 2. Scan the warrant and protective order into the incident report at their regional command before the end of their shift (officers may scan the paperwork at the jail if possible),
 3. Supplement the incident report to document the name of the magistrate, the bond amount, the warrant number, and that the warrant and protective order were scanned into the report,
 4. File the warrant at Municipal Court,
 5. Ensure that copies of affidavits and protective orders are sent back to the originating regional commands so that a copy can be delivered to the victim by officers from that regional command center, and
 6. Submit copies of affidavits and protective orders to Records.
- B. If the jail magistrate does NOT sign the arrest warrant or the protective order, the EPPD officer assigned to work G4S shall:
 1. Supplement the incident report to document the name of the magistrate that refused to sign the warrant and include the reason,
 2. Immediately notify a supervisor from the originating regional command who may send an officer to correct any paperwork if possible, and
 3. Ensure that all unsigned paperwork is sent back to the originating regional command for correction or disposal.

346.4 BOOKING PROCEDURE

When all magistrate activity is completed, the officer shall go to booking and assist with paperwork.


- A. When the prisoner is arrested under DIMS:
 1. EPPD officer working G4S will present the prisoner to the magistrate for the warning.
 2. EPPD officer working G4S will then escort a prisoner through the booking process.
- B. When the prisoner is arrested on a warrant (Long Route):
 1. EPPD officer working G4S will receive the prisoner and the necessary paperwork from G4S transport.
 2. EPPD officer working G4S will present the prisoner to the magistrate for the warning.
 3. EPPD officer working G4S will obtain a warrant number.
 4. EPPD officer working G4S will supplement the case to document the name of the Magistrate, bond amount, and the warrant number. (EPPD officers shall also document that signed affidavits were scanned and the prisoner was booked into county jail).
 5. EPPD officers working G4S will complete the arrest card with the necessary information to book the prisoner.

6. EPPD Officers working G4S will scan the affidavit with the magistrate signature and warrant number into the report.
7. EPPD Officers working G4S will ensure that copies of affidavits and other relevant documents (Protective Orders) signed by the magistrate are sent back to respective regional commands if needed.
8. EPPD Officers working G4S will turn in copies of affidavits and other relevant documents (Protective Orders) to Records.

346.5 ADULT LIVESCAN PROCESS

A two finger fast ID (FID search) will initiate the search to establish a positive ID. This search will reveal if the arrestee has an adult EPPD arrest package on file by replying with a HIT or NO HIT.

- A. EPPD requires G4S contractors to do a full scanning process on ALL prisoners, regardless of whether there was a HIT. This will upgrade thousands of existing cards in the AFIS system with better quality prints and update those older records that never had palm prints. This will also apply to sworn officers when G4S contractors are not available.
 1. Complete the Live Scan procedure by entering the arrestee's information, capturing the prints, and obtaining a mug photo;
 2. Complete case report documentation; and
 3. Transport the arrestee to the County Jail or release the arrestee.
- B. For any technical assistance with the Live Scan, call the Help Line number located to the left of the keyboard. This help desk is staffed twenty-four hours a day, seven days a week.

 El Paso Police Department Procedures Manual	Chapter 3: Operations, Custody, and Traffic Enforcement
349 Michael Morton Act (CCP CH.39)	Effective Date: 03/24/2022 Previous Version: 03/02/2018

349 MICHAEL MORTON ACT

349.1 PURPOSE

The purpose of this policy is to ensure that department personnel is in compliance with state law: Michael Morton Act of 2013 Chapter 39 of the Code of Criminal Procedure. Department law enforcement officers will fully document, preserve and disclose all evidence that is gathered and prepared for criminal investigations.

349.2 MICHAEL MORTON ACT OF 2013- BACKGROUND

In January 1, 2014, the Michael Morton Act (S.B 1611) went into effect and requires prosecutors to turn over evidence to defendants accused of crimes as well as requires prosecutors to keep a record of the evidence that is disclosed. These requirements were codified under Chapter 39, Texas Code of Criminal Procedure.

349.3 POLICY

Officers shall treat as evidence, per established evidence-handling procedures, everything associated with a case that is evidence, or potentially may be evidentiary, including, but not limited to: all documents, videos, photos, recordings or anything that is:


- A. Available in case of an arrest for a Class B or above whether the offender is a juvenile or an adult.
- B. Or, available in a case or incident that an officer reasonably believes, or should reasonably believe, may result in a future arrest of a juvenile or an adult for an offense that is class B or above (i.e, when an investigator is assigned or may be assigned a case for follow up or is conducting an investigation).

In addition, notepads, pocket notes, and diagrams are to be scanned to the FIELD NOTES supplement on the records management system for any offense Class B or above. The officer must print their rank, last name, and ID number legibly on the top of each page that is to be scanned into the supplement.

The responsibility for collecting and properly turning in any evidence and/or scanning/ attaching documents to a case file rests with the arresting officer(s) for anything available at the time of the arrest. Follow up investigation(s) are responsible for ensuring that any evidence or documentation discovered as available subsequent to the arrest of during follow up investigation leading to an arrest or potential arrest is responsible for turning in that evidence and/or scanning/attaching documents to a case. Such action shall be documented on a supplement(s) to the case.

349.4 SUPERVISOR RESPONSIBILITY

Supervisors are responsible for specifically verifying with officers or investigators whether all known evidence has been collected and turned in and or attached to the records management system supplement.

 El Paso Police Department Procedures Manual	Chapter 3 Operations, Custody and Traffic enforcement.
350 Motor Vehicle Collisions	Effective Date: 06/28/2022 Previous Version: 03/02/2018

350 MOTOR VEHICLE COLLISIONS

Officers are required to complete a Texas Peace Officer’s crash report, CR-3, for any traffic accident they investigate fitting any of the following categories.

- A. One or more vehicles are disabled and require a wrecker.
- B. There is damage to the property of any one person to an apparent extent of \$1,000 or more.
- C. There is an injury or death.
- D. A physical arrest related to the accident is made (for example, DWI).
- E. A city vehicle or school bus (as defined by the transportation code) is involved, and:
 - 1. There is a person who is not an on-duty police employee involved.
 - 2. There is a reported injury to any person.
 - 3. There is a damage to a structure.
 - 4. There is damage over \$1,000.
- F. A commercial vehicle with a gross weight over 10,000 lbs. or carrying hazardous material is involved.
- G. A vehicle has left the scene (hit and run).
- H. A motor vehicle collision with a train.

350.1 RESPONSE

- A. When an accident creates a major traffic congestion, the responding officers will request the necessary assistance to safely control the flow of traffic and ensure the safety of other motorists.
- B. Other collisions. Officers dispatched to accidents, not fitting the categories for a CR-3, will advise the driver(s) to clear the roadway and exchange information. Officers may assist with the exchange of information and ensure that the information is correct. Investigation of the accident is not necessary, except as noted above. The CR-2 or “blue form” will not be issued to drivers per Transportation Code 550.061. Operators Accident Report.
- C. Calling in reports. Parties involved in minor accidents (under \$1,000.00) and no injuries may call in a report within ten days of the accident to the Telephone Reporting Unit of Records. Officers will advise the parties to be ready to provide the following information.
 - 1. Driver(s) identification – Name, driver’s license number, date of birth, addresses, phone numbers
 - 2. Vehicle identification- Year, Make, Model, VIN, license plate number.
 - 3. The exact location of the accident to include block number and street name.
 - 4. Registered owner’s name.
 - 5. Insurance information_ Company name, Policy number, phone number.
 - 6. Names of passengers involved.
- D. Barratry. Officers will assist the State Bar of Texas in informing persons involved in accidents about the barratry law. Barratry is the practice of illegally soliciting clients who may need the

services of a lawyer. The information provided will assist members of the public in reporting suspected violations of these sections.


- E. Traffic Deaths. When called to traffic accidents where death has occurred or may result, officers will secure the scene and treat it as any major crime scene. Officers will immediately notify a supervisor. The special traffic investigations (STI), the medical examiner's office and the Texas Department of Transportation (if on State roadway) shall be notified by communications. STI will assume command of the scene. The primary unit is responsible for the completion of the Accident Report (CR-3).
- F. City Vehicle. Officers will immediately notify a supervisor when an accident occurs involving a city vehicle. If a death or serious injury has occurred, the supervisor will make immediate notification to the City Attorney's Office through Communications. If only minor injuries or damages occurred, a copy of the CR-3 will be sent to the City Attorney's Office.
- G. Private Property Accidents.
As per Texas Transportation code Sec. 550.001 the following section applies only to;
 - 1. A road owned and controlled by a water control and improvement district;
 - 2. A private access way or parking area provided for a client or patron by a business, other than a private residential property, or the property of a garage or parking lot for which a charge is made for storing or parking a motor vehicle; and
 - 3. A highway or other public place.
 - a. Officers shall create an accident report (CR-3) and an incident report on the records management system for the following incident(s).
 - i. Code-Sec.550.021 Accident involving personal injury or death.
 - ii. Transportation Code-Sec.550.022. Accident involving damage to vehicle.
Class C misdemeanor, if the damage to all vehicles is less than \$200.
Class B misdemeanor, if the damage to all vehicles is \$200 or more
 - iii. Transportation Code- Sec.550.023. Duty to give information and render aid.
 - iv. Transportation Code- Sec.550.024. Duty on striking unattended vehicle.
Class C misdemeanor, if the damage to all vehicles is less than \$200.
Class B misdemeanor, if the damage to all vehicles is \$200 or more
 - v. Duty on striking fixture/highway landscaping.
Class C misdemeanor, if the damage to all vehicles is less than \$200.
Class B misdemeanor, if the damage to all vehicles is \$200 or more.
 - vi. Failure to maintain financial responsibility.
Class C misdemeanor.
 - vii. Reckless driving.
Class B Misdemeanor.
- H. Train Accidents. Train accidents will be handled the same as any other traffic accident when it involves an automobile on a public roadway. Railroad police shall be notified.

350.2 ENFORCEMENT

- A. Citation issuance.
 - 1. Citations may be issued on traffic accidents provided the collision meets the criteria for investigation by the department and the officer is able to establish probable cause for the violation. The case information will include, but not limited to, interviews with drivers and occupants, interviews with independent witnesses, if any, and any physical evidence at the scene. Any physical evidence found at the scene and the names and addresses of any

witnesses upon whose statement officers base their probable cause for the issuance of the citation must be mentioned in the CR-3 report.

2. Officers shall not issue citations where they cannot establish probable cause. Issuance of citations should be avoided in accidents with conflicting stories that cannot be supported by an independent witness or physical evidence, and any other situations in which the officer is not able to establish probable cause. Officers have the option of presenting the case to the City Prosecutor in lieu of issuing a citation.
 3. No citation will be issued unless the investigating officer completes a CR-3 accident report.
- B. Access to Accident Reports. Officers will inform persons involved in an accident that accident reports are available to the public in 3- 5 working days. A small fee must be rendered to receive the report.
- C. Supervisors should ensure accident reports submitted for their approval are reviewed daily and approved promptly to prevent delay to persons needing to pick up the accident reports.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
351 Sound Level Measurement	Effective Date: 8/26/2019 Previous Version:

351 SOUND LEVEL MEASUREMENT POLICY

351.1 PURPOSE

To provide a consistent method across City Departments to address noise complaints in accordance with Section 9.40.030.C.

351.2 REFERENCES

- A. Noise Nuisances
 - 1. Exempted Sounds – 9.40.020.A
 - 2. Defined Nuisances – 9.40.020.B
 - 3. Sound Level Violations – 9.40.030
 - 4. Vibration – 9.40.040
 - 5. Sound Level Measurement – 9.40.050
 - 6. Identification of Violators – 9.40.060
- B. Outdoor Amplified Sound Permits
 - 1. Permit Standards – 5.03.010

351.3 SELECTED DEFINITIONS

- A. Chapter 9.40
 - 1. Noise nuisance: means any loud, irritating, vexing or disturbing sound originating from a nearby property under separate ownership or occupancy, which causes injury, discomfort, or distress of a person of reasonable sensibilities, or any sound that exceeds the maximum permitted sound levels specified in this chapter.
 - 2. Nonresidential property: means any real property that is not included in the definition of residential property as defined in this section. Without limitation, the term includes properties that have been developed other than as residential properties, properties that are undeveloped, and properties that are devoted to public purposes, such as public streets and parks.
 - 3. Reasonable sensibilities: means the ordinary, typical and/or expected sensory perception of noise when taking into account the source, volume, time of day and duration of the noise.
 - 4. Residential property: means a parcel of real property which is developed and used in part or in whole for human habitation, other than transient uses such as hotels, motels, and hospitals.
 - 5. Sound level meter: means an instrument which is used to measure sound pressure levels, issued by the City and meeting the standards prescribed by the American National Standards Institute.
- B. Chapter 5.03
 - 1. Outdoor Area: means any portion of the Establishment premises that is not fully enclosed by permanent, solid walls and a roof and is identified in the Sound Impact Plan where sound amplification equipment will be utilized for the enjoyment of Establishment customers; includes fixed, non-portable structures used in conjunction with sound amplification equipment, including but not limited to stages, decks, risers, and lighting support structures.

2. Sound Amplification Equipment: means a loud speaker, public address system, amplification system for voice and musical instruments, or other sound producing device that relies on electrical power to generate and/or amplify sound.
Does not include hand held devices, such as cell phones, that are in the possession of establishment customers
3. Sound Meter: means a device approved by the Permit Official for the purpose of measuring the level of emitted sound (in decibels), is recognized as adhering to an established industry technical standard, and is capable of calibration to ensure precision and accuracy.

351.4 SOUND LEVEL STANDARDS

- A. Sound level standards must be made using only a sound level meter authorized by ordinance and this policy. Measurements made by a person other than officers authorized by ordinance to enforce Chapter 9.40 and 5.03 of the El Paso City Code may not be used to document a noise nuisance violation;
- B. Related to a noise nuisance, sound level may not exceed 70 dB(A) at a property line where the sound is being received between the hours of 10:00 p.m. – 7:00 a.m.;
- C. Related to an outdoor amplified sound permit, sound level may not exceed 70 dB(A) at the property boundary of the permitted establishment; and
- D. Sound level measurement is not required to document a nuisance when applying the reasonable sensibilities standard, which includes documenting source of noise, volume, time of day and duration of noise.

351.5 NOISE COMPLAINTS

- A. When documenting any violation of an outdoor sound permit, the responding officer shall be the complainant;
- B. When documenting any Noise Nuisance violation, the complaining witness shall be the identified individual initiating the complaint; and
- C. When a complainant remains anonymous, outdoor sound permit violations may be enforced, however, for Noise Nuisance violations, a citation may not be issued by the responding officer, unless for offenses other than a noise nuisance.

351.6 PROCEDURE

- A. When responding to a Noise Nuisance complaint, the officer shall:
 1. Identify and proceed to complainant's property;
 2. If equipped, take a sound level reading on complainant's property at property line closest to source of noise. Take note and record sound level meter reading in dB(A);
 3. Observe and record the four reasonable sensibilities criteria (source of noise, noise volume, time, and duration of noise); volume can be expressed as being able to be heard from a certain distance, such as audible from 60 feet away;
 4. Determine if a noise nuisance violation is warranted;
 5. Proceed to offender's location to issue warning or citation; and
 6. Depart location.
 7. If a citation is issued, generate a corresponding incident report, which shall be maintained according to the Department's policy. An incident report should include the Defendant's

identifiers, address, the complainant's information, the number of people in attendance, any statements made by the Defendant, any prior warnings given and photos taken.

- B. When responding to an outdoor sound permit complaint, the officer shall:
1. Identify and proceed to general vicinity of establishment;
 2. When nearing the establishment, open window to observe if any amplified sound is audible from the outdoor area and take note and record time;
 3. If equipped, take a sound level reading at the establishment's property at property line closest to nearby residential properties. Take note and record sound level meter reading in dB(A);
 4. Determine if a sound level violation is warranted;
 5. Proceed to contact person responsible at the establishment to observe required posted permit and issue warning or citation; and
 6. Depart location.
 7. If a citation is issued, generate a corresponding incident report, which shall be maintained according to the Department's policy. An incident report should include the Defendant's identifiers, address, the complainant's information, the number of people in attendance, any statements made by the Defendant, any prior warnings given and photos taken.

351.7 SITE CONDITIONS

Any sound that when measured at the property line where the sound is being received exceeds 70 dB (A) (10:00 p.m. to 7:00 a.m.) would be considered a noise nuisance violation. Noise level measurement must be taken from the complainant's property line and shortest distance to the source of noise.

Violations:


The violations listed in this section are the most commonly encountered, and are not meant to be all-inclusive. Refer to the appropriate ordinances for any violations not listed here.

- A. When responding after 10:00 p.m. for complaints related to an outdoor amplified sound permit, officers may identify any of the following violations:
1. Permit must be posted at the establishment (5.03.110.D);
 2. Sound level may not exceed 70 dB(A) at the establishment's property boundary (5.03.110.A); and
 3. Amplified sound, per a valid permit, is not allowed from an outdoor area of a non-residential property between the hours of 12:01 a.m. and 7:00 a.m. (5.03.130.D).
- B. When responding after 10:00 p.m. for complaints related to noise nuisances, officers may identify any of the following violations:
1. Exceeding 70 dB(A) at the property line where sound is being received (9.40.030.B);
 2. Any of the nuisances defined in Section 9.40.020.B, when applying the "reasonable sensibilities" standard; and
 3. Operating power equipment outdoors at a residential property (9.40.020.B.11).
- C. When responding between 7:01 a.m. and 9:59 p.m. for complaints related to noise nuisances, officers may identify the following violation:
1. Any of the nuisances defined in Section 9.40.020.B, when applying the reasonable sensibilities standard.

351.8 RESPONSIBLE PARTIES

- A. When a Noise Nuisance violation is warranted, any of the following may be cited (9.40.060):

1. Residential Property: Any resident, owner or occupant present at the time of the offense, and any guest or trespasser with the ability to control the sound level at the time of the offense when no resident, owner or occupant is present at the time of the offense;
 2. Nonresidential property: Any property owner, business owner, operator, manager, employee in charge, and all persons in control or in possession of the noise nuisance generating instrument or device at the time of the offense; and
 3. Any location: At any location with an unattended noise nuisance producing machine, device, instrument, animal or combination of same. Any person who leaves unattended any machine, instrument, device, animal, or any combination of same, which thereafter commences to produce a sound in violation of this chapter.
- B. When a Noise Nuisance violation is warranted at a residential or nonresidential property with multiple tenancies, but the responding officer is unable to determine which tenancy is creating the nuisance, the property owner shall be cited. If the officer is unable to issue the citation at the time of the violation, a report shall be filed and shared with Code Compliance, who will issue the citation at the earliest possible date, in cooperation with the responding officer.
- C. When a violation of an outdoor amplified sound permit is warranted, any person, including, but not limited to, the property owner, the owner of the establishment, the employee in control of the establishment, or the operator of the sound amplification equipment serving the outdoor area (D.J., musician, etc.) may be cited.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
352 Cite and Release Program	Policy Effective: 06/29/2021 Previous Version: N/A

352 CITE AND RELEASE PROGRAM

The Cite and Release Program is a discretionary program approved by the City Council Resolution dated May 12th, 2020, offered to offenders who would otherwise be arrested for Possession of Marijuana (Class A or B misdemeanor). This program provides the offender a notice to appear before a magistrate of the State at a later date and time at the County Courthouse.

352.1 PURPOSE

The purpose of the Cite and Release Program is to release offenders from custodial arrest in an efficient manner. Officers shall select the most appropriate method of enforcement when issuing a citation in lieu of arrest which shall:

- A. Stop existing criminal conduct
- B. Prevent persons from endangering themselves or others

352.2 AUTHORITY

Article 14.06 (c) of the Texas Code of Criminal Procedures permits law enforcement agencies to use citation release procedures in lieu of arrest for eligible Class A or Class B misdemeanor offenses. This policy does not apply to publicly intoxicated persons, juveniles under the age of 17, or offenses within a Drug Free Zone, as described in the Texas Health and Safety Code 481.134.

352.3 ELIGIBILITY

An offender is considered eligible for the Cite and Release Program if:

- A. They are an adult, age 17 or older (no juveniles under the age of 17 are eligible; therefore, no supplement shall be created in the current Records Management System for juveniles under the age of 17).
- B. They are detained for Possession of Marijuana (Class A or B misdemeanor), for which the officer would have probable cause to make an arrest.
- C. They possess sufficient identifying information at the time of detention.
- D. They reside in El Paso County, Texas.

352.4 INELIGIBILITY

An offender is considered ineligible for the Cite and Release Program for the following reasons:

- A. There are additional charges.
- B. They are intoxicated or under the influence.
- C. The offense happened in a Drug Free Zone.

- D. They are a confirmed gang member (confirmed through 911 Communications).
- E. They do not reside in El Paso County, Texas.

352.5 DISCRETION

When using discretion for an arrest, the following reasons may be used:

- A. Uncooperative individual.
- B. Habitual offender .

352.6 OFFICER RESPONSIBILITY

The officer will call the Fusion Center for a check of the offender's complete criminal history (CCH). Based on the information provided by Fusion, the officer will make the determination if the offender is eligible/not eligible for the Cite and Release Program or for a discretionary arrest. The information provided by Fusion will assist the officer in determining if the offender is a Habitual Offender.

- A. Habitual Offender. A person who has been previously convicted or arrested of multiple (three or more) misdemeanors and/or felonies.

If the offender is eligible for the Cite and Release Program but does not wish to participate or refuses to sign the citation, the officer shall explain that the charge(s) will be filed immediately, the offender will be taken to jail, and the case will proceed in the court system as any other criminal case.

If the offender is eligible, the officer shall:

- A. Obtain positive identification of the offender at the scene by either Two Finger Fast ID, a government issued identification card, or other acceptable form of verifiable identification.
 - 1. Explain the process of the Cite and Release program, the offender promises to appear at the El Paso County Courthouse, where the offender will arrange for a court date and enter a plea. Failure to appear at court will result in the issuance of an arrest warrant for the offender.
 - 2. Have the offender acknowledge and accept the Cite and Release program.
 - 3. Label the narcotics evidence bag and secure the evidence in the lock box located in the trunk of the patrol vehicle. The narcotics lock box will not contain narcotics from multiple cases; no cross contamination is permitted.

352.7 LATENT FINGERPRINTS

The officer shall escort or transport the offender to the nearest regional command center and complete a full Live Scan on the offender and issue the Cite and Release Citation. This will be done even when an offender has previously submitted fingerprints. Officers will not impound the offender's vehicle. The officer may allow the offender to drive their own vehicle to the appropriate regional command center. If the offender is the passenger, the offender can make the arrangements with the driver to be driven to the regional command center or be taken by the officer.

- A. The officer will take the offender's identification and direct the offender to follow the officer at a safe distance and speed.
- B. The offender will be warned of the consequences of fleeing prior to following the officer to the regional command to be processed.
- C. At the regional command, offenders will not be placed in holding cells. The officer will follow all safety protocols and maintain constant visual on the offender until processing is complete.
- D. The officer shall use the AFIS Live Scan machine to do a full fingerprint process of the offender.

1. If the Live Scan is not functioning or is malfunctioning and the officer is unable to successfully fingerprint the offender, the officer will use the Ink Print Station located at the regional command center. The officer will use the CR43 Form to capture the offender's fingerprints.
2. If the Ink Print Station is unavailable, not fit for use, or broken, the officer will escort the offender to Records at Headquarters to be processed.
3. Once the officer has completed a Live Scan or fingerprinted the offender, the offender will be released from custody.

The officer shall provide the offender with the pink copy of the citation. It is the officer's responsibility, once the offender is released, to document in the report that a Live Scan or CR-43 form was completed on the offender. The officer shall send an email to PDLatent@elpasotexas.gov with the following information of the offender:

- A. Name
- B. Date of birth
- C. Case number
- D. The regional command center where the offender was processed

352.8 CITE-RELEASE SUPPLEMENT

The arresting officer shall complete a Cite-Release supplement in the Records Management System as noted in the system. The purpose of this information is for transparency, to provide data regarding citations being issued, and when discretionary arrest(s) are made in lieu of a citation. The officer shall complete one of the two supplements pertaining to their case. If an arrest is made, the officer shall complete the Cite-Release Arrest Discretion or Ineligible supplement. If the officer issues a Cite and Release citation, or if the offender is eligible but declines the citation, the officer shall complete the Cite-Release Citation Issued or Declined supplement. The supplement shall contain at a minimum:

- A. The documented reason for the stop or arrest if the call was self-initiated or a dispatched call for service.
- B. The reason for the arrest, including, but not limited to:
 1. Other charges
 2. Intoxicated individual/under the influence
 3. Drug Free Zone
 4. Confirmed gang member
 5. Does not reside in El Paso County
- C. The reason for the discretionary arrest, including, but not limited to:
 1. Uncooperative individual
 2. Habitual offender
- D. The race/ethnicity of the person
- E. The general location, such as the region and zip code of the incident

352.9 RECORDS MANAGEMENT SYSTEM REPORT

The Cite-Release supplement in the current Records Management System shall be completed on all Possession of Marijuana 2 ounces or less and Possession of Marijuana 4 ounces or less but more than 2 ounce cases. The officer shall enter the following information into the respective fields:

- A. Name Module
 1. Age

2. Gender. Male or Female
3. Race/Ethnicity. The officer will ask the offender, if the officer cannot determine the race.
 - a. Alaska Native or American Indian (AN/AI)
 - b. Asian or Pacific Islander (A/P)
 - c. Black (B)
 - d. White (W)
 - e. Hispanic or Latino (H)
- B. Non-Arrest Affidavit. Officers shall complete the Non-Arrest Affidavit.
- C. Arrest Card. Officers shall generate and complete an arrest card for every Cite and Release case on all Possession of Marijuana 2 ounces or less and Possession of Marijuana 4 ounces or less but more than 2 ounces. The officer shall select the disposition of Cited/Released when the officer issues a Cite and Release citation.
- D. Cite-Release Supplements
 1. Officers shall only select the options allowed for selection from the supplements. Officers will scan the yellow copy of the citation to the supplement. If the officer needs to provide additional information, it should be added to the bottom of the supplement.
 2. Officers will email the citation to DACiteandRelease@epcounty.com and CiteandRelease@epcounty.com the same day and on separate emails. The yellow copy of the citation will be turned into Records.
 3. Officers will turn in the white copy of the Cite and Release citation to their supervisor for review. The citation will be delivered to Planning and Research for safekeeping.

352.10 SUPERVISOR RESPONSIBILITY

Supervisors will ensure the report and supplements are completed and that the necessary documents (Cite and Release citation) are scanned into the report.

352.11 AUDITING AND TRACKING


Planning and Research will audit the Cite and Release Program. Planning and Research will generate a quarterly report for the City Manager's Office as required by the Cite and Release Resolution. The report should not include any information that would jeopardize any ongoing criminal investigation or prosecution, or include any sensitive, witness, or crime tip information.

352.12 CASE MANAGEMENT

Upon receiving the initial report in the Records Management System, the following will take place:

- A. Cases will be assigned to the Narcotics section for follow-up. Narcotics supervisors will assign the case to an investigator.
- B. Narcotics investigators will ensure the report is properly documented. Once the report is correct and complete, the investigator will complete the presentation supplement, provide case disposition, and approve the supplement.
- C. Narcotics supervisors will provide case disposition in the case management field, approve the supplement(s), and link/forward the report to the Transfer Office.
- D. The Transfer Office will review for accuracy. If further work is needed, the case will be returned to the Narcotics section for corrections. Once the report is finalized, it will be sent to the District Attorney's Office for final disposition.

- E. Once the evidence is collected by the Narcotics custodians, the evidence will be catalogued and stored, pending the final case disposition.
- F. Narcotics investigators will ensure the Cite and Release affidavit is scanned into the appropriate Records Management System case, with supplementation that the narcotics associated to the case will be stored until final disposition of the case.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
353 Mental Health Call Disposition	Policy Effective: 03/08/2021


353 MENTAL HEALTH CALL DISPOSITION

During an officer's course of duty, if the officer encounters a person whether dispatched or on view, where the officer notices indicators that a person may be suffering from a mental illness, the officer shall provide a disposition of "Mental Health" in addition to their regular disposition.

The officer will use their best judgement in determining if a person may be suffering from a mental illness. The officer will utilize any resource available, to include any admission by the person themselves, that they are diagnosed with a mental illness. Other resources that officers may utilize include: family members that may provide information on a person's mental illness, the Records Management System, and the officer's own personal experience and training.

The mental health disposition code should only be used by the officers when the generated call is a result of the person's mental illness.

The disposition of "10-7" will no longer be used to describe calls for mental illnesses.

 El Paso Police Department Procedures Manual	Chapter 3: Field Operations, Custody, and Traffic Enforcement
354 Recall and Refile	Policy Effective: 10/27/2021 Previous Version: N/A

354 RECALL AND REFILE

The Recall and Refile Program enables an offender with outstanding traffic warrants the opportunity to be released at the regional command instead of being booked into the El Paso County Detention Facility. The offender must provide payment for one or more of their outstanding traffic warrants.

354.1 DEFINITIONS

- A. Recall. The offender pays for half or more of the outstanding warrants. The unpaid warrants are recalled- the warrant statuses are removed, and the offender is summoned to court on a future date to answer for the original charges.
- B. Refile. The offender pays for one or more of the outstanding warrants. The unpaid warrants are refiled and remain active.
- C. Habitual Offender. A person who has been previously convicted or arrested of multiple (three or more) misdemeanors and/or felonies.

354.2 ELIGIBILITY

The Recall/ Refile program is offered at the officer's discretion. Discretion may be used in cases where the individual is uncooperative, a habitual offender, a verified gang member, or if the offender has a history of habitual hazardous moving violations. The offender is eligible when they have outstanding traffic warrants with the City of El Paso and no other charges. The offender must be able to pay for at least one of their outstanding warrants in full. At no time shall warrants be refiled more than once. Offenders who do not qualify for either option shall be booked for all of the outstanding warrants.

354.3 RECALL PROCESS

- A. Officers shall confirm EPPD traffic warrants via 911 Communications.
- B. Officers shall place the offender under arrest and proceed to the regional command center. The offender shall be searched and processed as with any other arrest.
- C. The offender must pay at least half of the active warrants. All commitments must be paid prior to any other warrants.
- D. The officer shall notify the municipal court clerk and indicate which warrants were paid and which warrants are to be recalled.
- E. The officer shall issue the notification form and advise the offender of the recalled warrants.
- F. The officer shall then release the offender from the command.

354.4 REFILE PROCESS


- A. Officers shall confirm EPPD traffic warrants via 911 Communications.
- B. Officers shall place the offender under arrest and proceed to the regional command center. The offender shall be searched and processed as with any other arrest.
- C. The officer shall check the offender's eligibility for the refile process utilizing the LEMS Prisoner Log system.
- D. The offender must pay for at least one warrant. Commitments must be paid prior to any other warrants. All other warrants remain active.
- E. The officer shall notify the municipal court clerk and indicate which warrant(s) were paid and which must be refiled.
- F. The officer shall issue the notification form and advise the offender of the remaining active warrants.
- G. The officer shall then release the offender from the command.
- H. The Refile Program may only be offered once and shall be tracked by the LEMS Prisoner Log System.

354.5 OFFICER'S RESPONSIBILITIES

Officers shall make a report and complete the Traffic Warrant Data Entry in the LEMS Prisoner Log. The report must contain complete information on the offender, the traffic warrants, and the name of the municipal court clerk.

354.6 PAYMENT

- A. Payment for each individual warrant must be for the full amount of the warrant. No partial payments are authorized.
- B. Only the municipal court clerk can authorize the waiving of processing fees.
- C. The following are methods for payment:
 - 1. Cash
 - 2. Debit/Credit Card
 - 3. CitepayUSA (On-Line Payments)
 - 4. Money Orders
- D. Payments are made at the following locations:
 - 1. Cashier's office during business hours
 - 2. Warrants' office after hours
 - 3. Night deposit box after hours (money orders only)

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
400 On Scene Investigations	Policy Effective: 09/20/2023 Previous Version: 08/03/2022

400 ON SCENE INVESTIGATIONS

400.1 CRIME SCENE

Employees will act to protect a crime scene and any evidence contained within it from unauthorized intrusions or contamination. An incident commander will be designated to command and control the actions of all persons at each major crime or incident scene. The incident commander will ensure that necessary police services are provided and that the scene is processed in a manner that enhances the quality of subsequent investigation and prosecution.

400.2 INITIAL RESPONDING UNIT

The first responding unit to any criminal incident is responsible for conducting a preliminary investigation. When an officer's preliminary investigation, based on physical evidence and/or interviewing of involved parties, determines that a crime has been committed, officers will take appropriate measures to secure the scene. When multiple crime scenes are identified, all scenes will be secured as per Department policy. The following steps will be followed to render the scene safe:

- A. Establish a perimeter (red, yellow, green zones) by use of crime scene tape;
- B. Initiate a crime scene log;
- C. Restrict access to the crime scene;
- D. Preserve all evidence;
- E. Prevent the destruction or altering of evidence by any person, animal or thing;
- F. Safeguard any evidence found on the person of a suspect;
- G. Preserve evidence that may be destroyed by the elements;
- H. Alterations to the crime scene will only be made as a matter of necessity and will be documented. Any alterations will be reported to the incident commander;
- I. Officers will attempt to positively identify all witnesses;
- J. Officers will request that any witnesses voluntarily remain on the scene until interviewed by investigators; and
- K. **Officers will keep witnesses separate from each other prior to their interview.**

400.3 PRELIMINARY INVESTIGATIONS

The following steps must be completed in a preliminary investigation. The completion of these steps must be documented in the report:

- A. Officers will interview involved parties to determine if a criminal offense has taken place. If it is determined that a criminal offense has occurred, officers will establish where the criminal offense occurred.
- B. The conditions of the scene, sequence of events, remarks made by parties, and descriptions relevant to the criminal investigation must be noted on report.

- C. All evidence will be collected by the officer and/or proper arrangements will be made for evidence collection by the Crime Scene Unit.
- D. If a suspect is interviewed, the interview will be in accordance with the Code of Criminal Procedure, the Constitution of the United States, and Department Procedures.
- E. Officers will provide complainants with case numbers on an incident information card and will provide the complainant with information about case follow-up and victim assistance services phone numbers.

400.4 INCIDENT COMMAND

The first officer to arrive at the scene of any crime or other incident will assume incident command until the arrival of the officer assigned to the call or designated as incident commander by proper authority. An incident commander will remain so for the duration of the investigation or until another officer assumes command by proper authority.

- A. Crime Scene Log: The incident commander will ensure that a log is kept of all persons having access to secured areas of the crime scene. The log will include the person's identity, time of arrival, and time of departure. The log will be submitted as evidence to the case.
 - 1. The designated patrol officer must be posted just outside of the Red Zone with a Contamination Log Form.
 - 2. Entry in to the Red Zone must be limited to one access point and through the patrol officer possessing the contamination log (one way in, one way out).
 - 3. Only officers and investigators that actually enter the Red Zone will be placed on the Contamination Log form.
 - 4. The patrol officer maintaining the Contamination Log will document accurately the times anyone goes in or out of the Red Zone to include but not limited to: EPPD personnel, FMS, and the Medical Examiner's Office.
 - 5. Responding officers that are assigned to the perimeter, command post drivers, or support personnel who do not enter the Red Zone, should not be placed on to the Contamination Log.
- B. Crime Scene Security: The incident commander will ensure crime scene security from unauthorized and unnecessary intrusions. No person will be allowed physical entrance to the crime scene until the arrival of the Criminalistics Section evidence technicians. All other access to the crime scene must be authorized by the incident commander.
- C. Incident Summary Report (Morning Report): In addition to all other necessary reports, an incident summary report will be made by the incident commander in charge at the conclusion of the situation. The report will include a brief but comprehensive overview of the incident. The incident summary report will be used to critique the incident, identify training needs, and to ensure accountability.
- D. Transfer of Incident Command: An incident commander may transfer command of the incident to another officer of any rank. Officers relinquishing incident command will brief all circumstances to the officer assuming incident command.
- E. Upon assuming incident command, the officer assuming command will advise Communications of their I.D. number and state, "I am assuming command."
- F. Witnesses: Incident commander will ensure that witnesses are identified at the scene, and when possible, witnesses will remain there until no longer needed for preliminary investigation.

400.5 SUPERVISOR AND COMMANDER RESPONSE

Supervisors and commanders responding to the scene after the initial officer's response will use the following guidelines for their conduct:

- A. Contact Incident Commander: Contact the incident commander and receive a briefing on the situation.
- B. Assess the Situation: Assess the nature and seriousness of the situation.
- C. Assess Scene Management: Assess the handling of the scene up to the time of their arrival.
- D. Make notification to appropriate investigative section supervisors and provide synopsis of incident.
- E. Make notifications to the next level of command when notification criteria has been determined.

400.6 DEATH INVESTIGATION

To improve and standardize all death investigations by centralizing responsibility under one unit, the Crimes Against Persons (CAP) will be responsible for all death investigations. Motor vehicle crash related deaths (other than murder) will be handled by the Special Traffic Investigations Unit (STI). All death cases (other than accidental motor vehicle crash related) will be forwarded to CAP for investigation and disposition.


The following types of death investigations require immediate notification to a CAP supervisor by a patrol supervisor who has evaluated the situation:

1. Capital Murder
2. Murder
3. Manslaughter (not traffic related)
4. Criminally Negligent Homicide (not traffic related)
5. Assaults where death is imminent
6. All juvenile and child deaths-17 years of age and under (not traffic related)
7. In-Custody Deaths. An In-Custody Death Report will be completed and submitted to the Attorney General's Office
8. Suicides or suspected suicides
9. Officer involved shootings
10. Death under suspicious circumstances
11. Industrial accident deaths
12. Train vs. Pedestrian collisions resulting in death or serious bodily injury
13. Overdose where fentanyl is suspected

The following types of deaths DO NOT require notification to a CAP supervisor. CAP will be notified via Case Management:

1. Obvious natural deaths
 2. Obvious overdoses where fentanyl is not suspected and the decedent has a history of drug abuse
 3. Accidental deaths where foul play is not suspected
- A. Next of kin notification will be the responsibility of CAP on cases where CAP personnel respond to the scene. All other death notifications will be made in accordance with the procedures manual.

- B. The decision to deploy CAP personnel will be made by the on-call CAP supervisor after notification by a patrol supervisor.
- C. When CAP is unable to respond to a death situation where foul play is suspected, responding officers will conduct preliminary investigations. When CAP does respond, they will assume incident command of the scene. All other responding officers and units will support CAP.
- D. Medical Examiner Notification: A medical examiner will be requested when one or more of the following conditions exist:
 - 1. Circumstances of death are unknown
 - 2. The person may have died from unlawful means
 - 3. The person may have committed suicide
 - 4. The death occurred without the presence of an attending physician
 - 5. The attending physician was present when the death occurred, but does not know the cause of death or does not want to sign the death certificate
- E. Reports: Officers will make a report for every death where medical examiner notification is required.
- F. Next of Kin Notification: The officer or detective assigned to investigate a death or fatality is responsible for notification of next of kin. Officers will inform their supervisors of the need for death notification which will be made as soon as practical. Officers may request a Police Chaplain to accompany them during death notifications. Names of the decedent may not be publicly released until notification is made. Action taken on notification will be annotated in the death report.
- G. Transportation of Deceased: The medical examiner will make arrangements for transportation when at a death scene. In all other cases, it is left up to the physician or members of the immediate family to have the body moved to a mortuary. Employees will never transport deceased persons in any Department vehicle.
- H. Property of Deceased: Unless property of the decedent is taken as evidence, employees will not take the property of the deceased. The Medical Examiner's Office is responsible for disposition of property. Disposition of the property, however, will be noted in the death report.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
401 Follow Up Investigation	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

401 FOLLOW UP INVESTIGATION

All felony cases will be assigned for follow-up. Misdemeanors will be assigned for follow-up when evidence or property has been seized or when required by the case investigation guidelines in the Criminal Investigation Operations Manual.

401.1 CASE DISTRIBUTION

Generally, cases will be distributed to the appropriate Regional Command investigative unit for follow-up. Serious felony cases will be assigned to the Criminal Investigations Division.

401.2 FOLLOW UP INVESTIGATION SECTION RESPONSIBILITY


On a daily basis, follow-up investigative sections will review RMS case distribution logs and assign cases based on established criteria. Investigative sections will ensure all appropriate MCI entries are made.

401.3 INVESTIGATORS' RESPONSIBILITY

Investigators will take all actions necessary to complete investigations. Supervisor approval is required for closing a case. Investigators will supplement cases on all actions taken.

401.4 OFFICER INVOLVEMENT DURING INVESTIGATIONS

Any Department employee, officer or representative member from any outside agencies deemed to have a conflict of interest or pecuniary interest involving a criminal investigation will be excluded from direct involvement in the functions of the investigation.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
404 Eyewitness Identification Policy	Policy Effective: 09/20/2023 Previous Version: 06/03/2021

404 EYEWITNESS IDENTIFICATION POLICY

The investigation of criminal incidents includes many diverse aspects. Eyewitness identification is only one element of a successful criminal investigation. The purpose of this policy is to outline a proper protocol for eyewitness identification procedures in order to maximize reliability and objectivity; protect innocent persons; minimize the likelihood of misidentifications; and establish, collect and preserve evidence that is reliable and conforms to established legal requirements.

404.1 DEFINITIONS

- A. **Blind Administrator.** The presenter of a photo or live lineup who does not know the identity or appearance of the suspect.
- B. **Blinded Photo Lineup Procedure.** A procedure wherein the person who administers the photo lineup knows who the suspect is, but each photo is presented so that the administrator cannot see or track which photograph is being presented to the witness.
- C. **Confidence Statement.** A statement in the witness' own words articulating their level of confidence in their identification of a suspect. This statement is recorded verbatim using the witness' own words to describe their level of certainty as to the suspect identification.
- D. **Double Blind Photo Lineup Procedure.** A procedure wherein the lineup is administered by an officer independent of the investigation at hand who did not compose the lineup and has no knowledge of the actual suspect or location of the suspect within the lineup.
- E. **Fillers.** Non-suspect photographs or persons. Fillers are selected to both fit the description of the suspect provided by the witness and to ensure that no individual or photo stands out.
- F. **Folder Shuffle Method.** A method of administering a photographic lineup in a way that the officer administering the lineup cannot see the photographs or the order in which the photographs are being presented to the witness until the procedure has been completed. This method is to be used when a blind procedure or double-blind procedure is not possible.
- G. **Identification Instruction Forms.** A written form that is read aloud to the witness or victim describing the procedures of the identification process. Forms are specific to and are used for, photo lineups, live lineups, and show-ups.
- H. **Illiterate Person.** An individual who speaks and understands English but cannot read and write in English.
- I. **Independent Administrator.** An officer not involved in any stage of the investigation at hand, who does not know the identity of the suspect(s), and who does not know the victim or any other witnesses involved in the case.
- J. **Interpreter.** An interpreter is a person who is fluent in English and the language of the witness or victim and who facilitates communication between two parties in two different languages. The term includes persons who facilitate communication with persons who are deaf, hearing impaired, speaking impaired, or who have limited English language proficiency.

- K. Live Lineup. An identification procedure in which a group of persons is displayed to the witness or victim in a controlled environment in order to identify or reject the suspect.
- L. A person with Limited English Proficiency. An individual who is unable to communicate effectively in English with a level of fluency that is typical of native English speakers. Such a person may have difficulty speaking, reading, or writing in English and includes persons who can comprehend English but are physically unable to talk or write.
- M. Photo Lineup. An identification procedure in which a series of photographs is displayed to a witness in a controlled environment in order to identify or reject a suspect.
- N. Sequential Live Lineup or Photo Lineup. An identification procedure in which the persons in the live lineup or the photographs in the photo lineup are displayed one by one (sequentially). This method is less likely to result in a witness' misidentification of, or failure to identify, a suspect. This is the only method in which a live lineup may be conducted.
- O. Show-Up. An identification procedure in which a single suspect is shown to a victim or witness soon after the commission of a crime for the purpose of identifying or eliminating the suspect as the perpetrator. May also be referenced as field identification or a one-on-one identification.
- P. Simultaneous Photo Lineup. An identification procedure in which a group of photographs is displayed simultaneously and presented to one witness.

404.2 CONSIDERATIONS FOR SELECTION OF METHOD

- A. Photo Lineups
 1. It is recognized that photo lineups are advantageous as they are more easily controlled, nervousness can be minimized, and they are logistically easier.
 2. A blind administrator shall be used unless there is no other officer present who can conduct the photo lineup. In such instances, a blind photo array procedure shall be used such as the folder shuffle method.
 3. When selecting a simultaneous or sequential presentation to be used, the witness' age and intellectual ability should be taken into consideration.
- B. Live Lineups
 1. Live lineups are preferred over field identifications because they are less suggestive and involve multiple persons in relatively controlled circumstances.
 2. Blind administrators shall conduct the lineup whenever possible.
- C. Show-ups
 1. Photo arrays or live lineups are preferable to show-ups.
 2. Show-ups can be highly suggestive and are therefore vulnerable to challenges to their validity. To ensure as much fairness and objectivity as possible and to diminish any potential suggestiveness, a show-up shall be used only under exigent circumstances under specific procedures outlined in Section 404.10 (Show-Ups).

404.3 DOCUMENTATION AND EVIDENCE

Any eyewitness identification method or procedure used shall be documented in detail in an investigative supplement whether or not an identification was made. Sworn witness statements shall be obtained from any witness who participates in an identification method or procedure in addition to completion of the instruction form. Proper documentation includes, but is not limited to, names of the persons present while conducting the line up (including the suspect if applicable), the identification method used, the witness' confidence statement, date/time/location of the identification method, exact

words of the witness in any suspect identification or rejection, the order that photos or persons are presented to a witness, and any other relevant details. All materials, photos, video or audio recordings, documents, or other relevant items shall be turned in as evidence per established procedures.

404.4 PHOTO LINEUP CRITERIA

Photo lineups may be created by the investigator who selects their own photos, or by TxDPS via requests through the Fusion Center. The following are requirements for using a lineup as a means of identification:

- A. Photo lineups will only be conducted when a specific suspect is developed during an investigation, or when a suspect has been narrowed down to a specific group of individuals.
- B. Use of a lineup consisting of random suspects when the investigation has not resulted in articulable development of a specific suspect is prohibited.
- C. The showing of a single photograph for identification purposes is prohibited unless the subject is positively known by the victim and the photograph is shown only to confirm the identity.
- D. The suspect photo shall be one that most resembles the suspect at the time of the crime.
- E. The photo of the suspect will be grouped with at least five fillers. Only one photo of the suspect shall be included in any one lineup.
- F. Fillers shall be of similar characteristics (i.e. hair color, length, facial hair, age, weight, and general appearance, etc.). If a distinguishing characteristic is included in a suspect description, that characteristic shall be present in like form in all photos. Photos shall not have any visible or obviously camouflaged characteristics unrelated to the suspect description that may distinguish one person from another in the lineup (i.e. scars, marks, tattoos, etc.) unless all photos display the same characteristic or obvious camouflage.
- G. Avoid using fillers that so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.
- H. Do not mix color and black and white photographs. Filler photos shall be all color or all black and white, shall have similar backgrounds, shall be the same size, clarity, and composition, and shall be on the same paper type.
- I. Cover any portions of mug shots or other photographs that provide identifying information about the subject. All photos shall have the same method of covering used in the photo whether or not the identifying information is present in all photos.
- J. If there is more than one suspect, include only one suspect in each lineup. When showing a new suspect, avoid reusing the same fillers in lineups shown to the same witness.
- K. If presenting a simultaneous or sequential photo array, always place a filler photo in the first position. If using the folder shuffle method, this step does not apply.
- L. The source of the photos used and the person or unit that developed the lineup shall be documented in a supplement report.

404.5 PHOTO LINEUP PROCEDURES

- A. Identification procedures shall be video recorded whenever possible. If this is not practical, an audio recording of the procedure will be done. If neither is possible, document why recording is not available.
- B. An independent administrator shall be used for all lineups unless extraordinary circumstances necessitate using the same officer to both compile and administer the lineup. If this occurs, the

extraordinary circumstance(s) shall be documented in the incident report and the folder shuffle method described in Section 404.8 (Folder Shuffle Method) shall be used.

- C. No other person who knows the suspect's identity shall be present during the lineup presentation.
- D. The appropriate Photo Lineup Instructions/Confidence Statement Form will be used (Form #17-04003 for English, Form #17-06002 for Spanish) during the administration of all such lineups. The witness must acknowledge understanding of the instructions before proceeding. The form must be completed in its entirety.
- E. Administrators of the photo lineup, and any other officers present shall avoid any unintentional overt actions that might influence the decision made by the witness, and shall avoid actions or statements that could contaminate witness perception or judgment. Be aware that witnesses may perceive such things as unintentional voice inflection or prolonged eye contact, in addition to off-hand words or phrases, as messages regarding their selection. Avoid casual conversation comments such as "very good".
- F. No information about any of the people in the photos shall be provided to any witness prior to a sworn statement being obtained from the witness.
- G. If there are multiple witnesses:
 - 1. Each witness shall view the lineup separately.
 - 2. Each witness shall be given an instruction form regarding the identification procedures without other witnesses present.
 - 3. The officer will read the instructions aloud to each witness.
 - 4. The suspect will be placed in a different position of the lineup for each witness.
 - 5. Witnesses shall not be allowed to confer with one another until all identification presentations have been completed and statements were taken.
- H. If the witness declines to sign the instruction form for some reason, then the officer will document that the witness was instructed to sign, but they refused.
- I. A witness shall not view a photo lineup more than two times.
- J. If an identification is made by the witness, the confidence statement shall be completed verbatim on the Photo Lineup Instructions Form using the witness' own words. The witness shall be asked to provide his or her level of certainty with the identification. In addition, a sworn witness statement shall be obtained.

404.6 ADDITIONAL PROCEDURES FOR SIMULTANEOUS PHOTO LINEUPS.

In addition to the requirements in Section 404.5 (Photo Lineup Procedures), the following process applies to simultaneous lineups:

- A. The lineup must be administered by a blind administrator. If this is not possible, then a sequential line up must be used.
- B. All six photographs must be numbered and placed on a single page.
- C. A filler photo must be in position 1.
- D. The witness shall be instructed to look at all of the photos. If a selection is made, the witness shall be instructed to circle, initial, date and time the photograph.

404.7 ADDITIONAL PROCEDURES FOR SEQUENTIAL PHOTO LINEUPS

In addition to the requirements in Section 404.5 (Photo Lineup Procedures), the following process applies to sequential lineups.

- A. The photographs shall be separated into individual folders.
- B. Always place a filler in the first position of a sequential lineup.
- C. Witnesses should not be told how many photos will be shown.
- D. Witnesses will not be allowed to view photographs side-by-side during a sequential lineup.
- E. Witnesses will be shown all photographs, even if an identification is made on an earlier photograph. Showing all photographs enhances the objectivity and reliability of the identification.
- F. After each photograph is shown, the administrator shall ask the witness, "Is this the person you saw [insert description of the act here]?"
- G. The witness shall not view the photographs in the lineup more than two times. If a witness requests to see one or more photos a second time, the entire lineup shall be presented in the same order as the original presentation.
- H. The officer will document in the offense report the order in which the photographs were presented and the number of times that the lineup was presented to any given witness.
- I. If the same suspect needs to be shown to a different witness, then the officer will remix the lineup maintaining a filler photo in the first position.

404.8 FOLDER SHUFFLE METHOD

In circumstances where the use of an independent administrator is not possible, the folder shuffle method with a blinded photo lineup procedure shall be used. The folder shuffle method is done using only sequential lineups.

- A. The administrator will place the suspect photograph and a minimum of five filler photographs in separate envelopes.
- B. The administrator will shuffle the envelopes until the officer does not know which envelope contains the suspect's photograph.
- C. The administrator shall place two empty folders at the end. This is intended to cause the witness to think there may still be photographs to view in order to reduce pressure to choose what the witness may presume to be the last photograph.
- D. The administrator will provide the witness one envelope at a time without looking at the photograph first.
- E. Each time the witness has viewed a photograph, the witness will return the folder to the administrator.
- F. Each time the witness returns a folder, the administrator shall ask the witness, "Is this the person you saw [insert description of the act here]?"
- G. The administrator will maintain the envelopes in the original order so that it can later be documented in the offense report.
- H. The witness should not view the photographs in the lineup more than two times and will not compare photographs side-by-side.
- I. As with all lineup presentations, the administration of the folder shuffle method will be videotaped if at all possible. If videotaping is not practical, then audio recording will be done. If the circumstances do not allow either form of documentation, the reasons shall be documented in the offense report.

404.9 LIVE LINEUP PROCEDURES

Live lineups shall only be conducted by CAP or with the oversight of CAP and shall only be used when no other means are available to seek a suspect identification by a witness. All live lineups shall be conducted at the County Jail and shall be coordinated with County Jail staff. An independent administrator will be the administrator for live lineups. Only sequential live lineups are authorized for investigative use. The suspect's attorney and the assistant district attorney will be notified of the date, time and location of the live lineup once the determination is made that a live lineup will be conducted. Attorneys will attend at their discretion.

- A. Witnesses shall remain separated prior to and during the live lineup presentation process. Witnesses must not be allowed to discuss the case with each other during or immediately after the lineup process.
- B. Only one witness can view the lineup at one time.
- C. The live lineup shall be video and audio-taped. In the event that the County Jail recording system is not available, CSU shall video and audio tape the entire process, to include the reading of instructions to the witness, the witness's identification, if any, as well as the sequential presentation of the suspects.
- D. The lineup shall consist of the suspect and at least five fillers. Persons acting as fillers shall have no involvement in the case. For the lineup to be valid, each person must meet the following criteria:
 1. Similar in physical characteristics
 2. Approximately the same age, height, and weight
 3. The same race and sex
 4. Wear similar clothing
 5. Wear no jewelry or other distinguishing items
 6. Display a distinguishing characteristic in like form if that characteristic is part of the established suspect description
 7. Shall not have any visible or obviously camouflaged characteristics unrelated to the suspect description that may distinguish one person from another in the lineup (i.e. scars, marks, tattoos, etc.) unless all persons display the same characteristic or obvious camouflage
- E. Prior to viewing the lineup, an officer will individually read the Live Lineup Instructions/Confidence Statement Form (EPPD Form #16-01004 for English, Form #17-01002 for Spanish) to each witness who will be viewing the lineup. The witness must acknowledge understanding of the instructions before proceeding. The form must be completed in its entirety.
- F. No information about any of the people in the lineup shall be provided to any witness prior to a sworn statement being obtained from the witness.
- G. Each person is viewed in the lineup will be out of the view of the witness before the next person is brought in.
- H. After each person is viewed, the officer will ask the witness, "Is this the person you saw [insert description of the act here]?"
- I. If an identification is made by the witness, the confidence statement on the Live Lineup Instructions Form shall be completed verbatim using the witness' own words. The witness shall be asked to provide his or her level of certainty with the identification.
- J. Even if the witness makes an identification, each person in the lineup will be shown to the witness. This provides objectivity and reliability to the lineup process.

- K. The witness may view the lineup again after the first full viewing if requested. If a second viewing is requested, then all steps involved in the first viewing will be followed. A witness shall not view the lineup more than two times.
- L. Identification of the suspect by those viewing the lineup will be done separately from other witnesses.
- M. No talking is allowed during the live lineup. Any need for communication such as questions, requests for persons in the lineup to speak certain words or perform a particular act shall be handled by writing on index cards. Such needs shall be addressed prior to the commencement of lineup viewing.
- N. If a request is made for one person in the lineup to speak certain words or perform a particular act, then all persons in the lineup will be instructed to do the same.
- O. In addition, a sworn witness statement shall be obtained.
- P. Administrators of the live lineup, and any other officers present shall avoid any unintentional overt actions that might influence the decision made by the witness, and shall avoid actions or statements that could contaminate witness perception or judgment. Be aware that witnesses may perceive such things as unintentional voice inflection or prolonged eye contact, in addition to off-hand words or phrases, as messages regarding their selection. Avoid casual conversation comments such as "very good".

404.10 SHOW-UPS

- A. Conditions. Use of show-ups shall be limited to situations involving exigent circumstances and shall be performed within the following conditions:
 - 1. Other means of identifying the suspect are not timely or practical
 - 2. Prior supervisor's approval has been obtained
 - 3. Other corroborating factors are present, including but not limited to, the suspect is located close in time and place to the crime and the suspect matches the available description(s). These factors shall be determined and reasonably articulated based on circumstances of each individual case, any available modes of transportation, and/or other factors present
 - 4. The field show-up must be completed within two hours following the occurrence of the crime as that time frame has been held by courts as acceptable
 - 5. There is an immediate need to identify the suspect
 - 6. A photo lineup cannot be promptly arranged
- B. Procedure. If the above conditions are met, a show-up may be conducted under the following procedures:
 - 1. A full and detailed description of the suspect shall be provided by the witness before the witness observes the suspect. The description provided shall be documented and evaluated in terms of the amount of time the witness had to view the suspect during the crime, and the degree of witness' attention to the suspect's actions during the crime.
 - 2. The witness shall be transported to the location where the suspect is being detained. Returning the suspect to the scene of the crime or to the residence of the witness shall be avoided. If the witness cannot be transported to the suspect's location, an alternate neutral location shall be selected for the show-up. Such actions shall be documented in the case report.
 - 3. Measures shall be taken to reduce potentially influencing the witness. Whenever possible and only if safe to do so, officers shall:
 - a. Remove the suspect from the patrol car


- b. Remove handcuffs from the suspect
 - c. These actions are not all inclusive and any other actions available to reduce unintentional or perceived influence shall be taken. The first priority is always the safety of the public and the officer and such shall influence decisions regarding the above or similar actions.
4. Administrators of the show-up, and any other officers present shall avoid any unintentional overt actions that might influence the decision made by the witness, and shall avoid actions or statements that could contaminate witness perception or judgment. Be aware that witnesses may perceive such things as unintentional voice inflection or prolonged eye contact, in addition to off-hand words or phrases, as messages regarding their selection. Avoid casual conversation comments such as "very good".
 5. If there are multiple witnesses to the offense:
 - a. The witness with the most complete information should participate in the show-up.
 - b. If a positive ID is made by the witness, any other witnesses shall be shown a photo lineup by the assigned investigator at a later time.
 6. If there are multiple suspects, suspects shall be separated and each suspect shall go through a separate show-up process under the same criteria and procedures as used for the first suspect.
 7. Avoid requirement of a suspect to speak words, perform an act, or put on a particular item of clothing during a show-up. The only exception to putting on clothing is if the suspect is in a state of undress generally deemed to be embarrassing to the suspect or unacceptable in public and the clothing is to cover the suspect.
 8. No information about the suspect(s) shall be provided to any witness prior to a sworn statement being obtained from the witness.
 9. The Show-up Instructions/Confidence Statement Form (Form #16-01005 for English, Form # 17-01003 for Spanish) will be used during the administration of all show-ups. All fields shall be completed. The witness must acknowledge understanding of the instructions before proceeding.
 10. If an identification is made by the witness, the confidence statement shall be completed on the Show-up Instructions Form verbatim using the witness' own words. The witness shall be asked to provide his or her level of certainty with the identification. In addition, a sworn witness statement shall be obtained.
 11. All field identifications shall be recorded with the in-car video recording system. The recording shall be submitted as evidence per established evidence procedures regardless if any witness(es) identified any suspect(s).

404.11 PROCEDURES FOR ILLITERATE PERSONS OR PERSONS WITH LIMITED ENGLISH PROFICIENCY

- A. Unless the administrator speaks the witness's language fluently, an interpreter should be used for persons who do not speak English, this includes sign language for the hearing impaired.
- B. If the witness is unable to read, the administrator shall read any forms and/or provide any explanations in the witness' primary language. The administrator shall obtain a verbal acknowledgement from the witness that he or she understands what has been explained and/or read to him or her.
- C. Any interpreter or administrator who performs any translation or reading of instructions to a witness shall sign the form as to such actions on the applicable instructions form.

404.12 POLICY REVIEW

To maintain compliance with CCP 38.20, Section 4(b), not later than September 1 of each even-numbered year, this policy shall be reviewed and modified as appropriate.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
405 Interview Rooms	Effective Date: 03/30/2022 Previous Version: 04/08/1999

405 INTERVIEW ROOMS

The El Paso Police Department will ensure security, safety, and basic comfort needs are provided for during the use of designated interview and polygraph rooms. Designated interview or polygraph rooms at police facilities are clearly labeled and are available for use by trained personnel.

405.1 INTERVIEW ROOM PROCEDURES

- A. **Weapons Control.** Before entering the interview or polygraph room to conduct an interview/interrogation or polygraph examination of an individual, employees will secure their weapons in weapons lock boxes or in a locked desk drawer.
- B. **Security Measures.** Employees will ensure that the following actions are taken when conducting interviews:
 - 1. Perform a safety/contraband inspection of the interview room prior to starting an interview/interrogation;
 - 2. Individuals are thoroughly searched prior to placing them in an interview room; and
 - 3. A second officer or detective is present or in the immediate area of the interview room while an interview/interrogation or polygraph examination is being conducted.
- C. **Personnel Restrictions/Limitations.** Generally, no more than two employees should be in the interview room at any given time. If circumstances dictate otherwise, a supervisor may authorize more than two employees be in the room.

405.2 SUMMONING EMERGENCY ASSISTANCE


Employees using an interview or polygraph room will ensure that they or a second officer/detective in the immediate area has access to a portable police radio or telephone for summoning emergency assistance if needed. Employees may summon emergency help by using the radio (emergency button or voice), by contacting 911 Communications by telephone, or by other available means.

405.3 EQUIPMENT OR ITEMS INSIDE THE INTERVIEW/POLYGRAPH ROOM

The interview or polygraph room should be uncluttered, with only the minimal amount of furniture and/or equipment necessary to conduct the interview/interrogation or polygraph examination. Special care should be taken to ensure that items that could readily be used as weapons are not readily accessible to the interviewee.

405.4 ACCESS TO RESTROOM FACILITIES

El Paso Police Department facilities with designated interview and/or polygraph rooms will ensure individuals being interviewed are afforded reasonable access to restroom, water, and comfort breaks. Individuals will be escorted as per established policy.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
406 Warnings Prior to Taking Statements	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

406 WARNINGS PRIOR TO TAKING STATEMENTS


Prior to a custodial interrogation of a suspect accused or suspected of committing a criminal act, officers will read the Miranda Warning to the subject from the Miranda Warning card provided by the Police Department and the District Attorney's Office. If the card is not available, officers will use the warning listed below. Officers will document the reading of rights in case supplements and on the Warning Card (when confessions or written statements are being taken). Officers will request that the subject initial the Warning Card and include the date and time. The initialed Miranda Warning card will be turned in as evidence. If an electronic recording is taken, Officers shall follow all rules set forth in CCP Art 38.22 Sec. 3.

406.1 MIRANDA WARNINGS

- A. The Miranda Warning consists of: (see Texas CCP Art 38.22 Sec. 2)
 1. You have the right to remain silent and not make any statement at all and that any statement you make may be used against you in trial.
 2. Any statement you make may be used as evidence against you in court.
 3. You have the right to have a lawyer present to advise you prior to and during any questioning.
 4. If you are unable to employ a lawyer, you have the right to have a lawyer appointed to advise you prior to and during any questioning.
 5. You have the right to terminate the interview at any time.
- B. The suspect(s) must intelligently and voluntarily waive the listed rights before any statement can be used in court. Officers will verbally ask the suspect(s) if the rights were understood and whether they will voluntarily answer questions. Officers should make a reasonable effort to explain the Miranda Warnings if the suspect(s) indicates that they do not understand each of the admonitions. If the suspect cannot understand the admonitions, a voluntary statement may not be taken.
- C. To ensure compliance with constitutional requirements, civil rights and to make certain that the statement is admissible in court, officers will not physically abuse, threaten or make any promises or agreements in order to solicit information. Questioning must be halted when the suspect indicates a desire to consult with an attorney about the case prior to continuing the questioning. Unless the suspect initiates a conversation about the case at a later time and has had time to consult an attorney, officers may not question the suspect again.

406.2 NON-ENGLISH SPEAKERS

Warnings and questions will be given to the subject in a language which the subject fluently speaks and understands.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
407 Statements of the Accused	Policy Effective: 07/21/2021 Previous Version: 2017

407 STATEMENTS OF ACCUSED

Officers, detectives, and investigators must follow these guidelines when taking statements of accused and custodial interrogations.

407.1 WARNINGS TO BE GIVEN

When a person accused of a crime is willing to give a voluntary confession, whether written or electronically recorded, the officer will take the person before a magistrate for a formal warning or the officer may personally issue the warning to the suspect as described under article 38.22 of the CCP.

407.2 WRITTEN STATEMENTS

Before taking a confession, officers will ensure the suspect initials, dates, and notes the correct time the confession is to begin at the top of the Voluntary Statement of Accused Form (Confession Form). Officers will then take the confession (in the first person). Officers should write the exact wording of the suspect confessing. If another page is used, officers will have the suspect initial, date, and note the time of the confession at the top of the page. The body of a written confession should contain the following information:

- A. Voluntariness. The written confession should state that the confession was voluntary and that no promises were made to the suspect.
- B. Location. The location in which the confession was taken, a description of the surroundings, and anything that was offered to the suspect (such as coffee, water, etc.).
- C. Officer. The name of the officer taking the confession will be included, along with any other officers/detectives in the opening paragraph.
- D. Witnesses. When the confession is complete, the suspect will sign the Confession Form in the presence of two unbiased witnesses. The suspect and both witnesses will sign each page of the confession.

407.3 MULTIPLE CRIMES

Officers taking a confession for multiple crimes should use a separate Confession Form for each crime or attempt to separate the crimes by paragraph.

407.4 DISPOSITION


Two copies of the confession will be sent to Records along with the Complaint Report. An Evidence Voucher will be initiated and sent with the original Confession Form to the Property Office as evidence.

407.5 ELECTRONIC RECORDINGS

Article 38.22 Section 3 of the Texas Code of Criminal Procedure regulates how officers can take confessions on electronically recorded media, which also includes visual recordings. Officers shall not take electronically recorded confessions unless the equipment being used is capable of making an accurate recording and the operator can competently operate the recording equipment. Officers employing electronic recordings to document confessions shall follow the following procedures:

- A. Case Number and Time/Date. When initiating the recording, whether visual or audio, the officer will state the date, time, and case number.
- B. Identify All Voices/Individuals. Officers conducting interviews will identify themselves and all other officers present by name and ID number. Officers will ask the suspect to give their complete name.
- C. Record the Warning. In accordance with policy 404 Eyewitness Identification Policy of the Procedures Manual and Article 38.22 Section 3 of the CCP, the Miranda Warning and the knowing, intelligent, and voluntary waiving of constitutional rights by the suspect must be recorded on the electronic recording prior to the initiation of the interview.
- D. Recording Procedures. Officers will comply with Article 2.32 of the Texas Code of Criminal Procedures regarding "Electronic Recording of Custodial Interrogations". All statements of the accused must be made freely and voluntarily and without compulsion or persuasion. All statements will be recorded, exceptions will be granted only with supervisor approval. Unless good cause exists that make a recording infeasible, officers of this Department shall make a complete and contemporaneous electronic recording of any custodial interrogation that occurs in a place of detention and is of a person suspected of committing or charged with the commission of the following offenses:
 1. Murder
 2. Capital murder
 3. Kidnapping
 4. Aggravated Kidnapping
 5. Trafficking of Persons
 6. Continuous Trafficking of Persons
 7. Continuous Sexual Abuse of Young Child or Children
 8. Indecency With a Child
 9. Improper Relationship Between Educator and Student
 10. Sexual Assault
 11. Aggravated Sexual Assault
 12. Sexual Performance by a Child
- E. Complete Recordings. An electronic recording of a custodial interrogation is complete only under the following circumstances:
 1. The recording begins at or before the time the person being interrogated enters the interview room.
 2. Continues until the time the interrogation ceases.


- F. Electronic Recordings Infeasible. Officers will follow Article 2.32 Section D regarding good cause that makes electronic recording infeasible. Officers shall document all the reasons and circumstances in their investigative supplement regarding any electronic recordings that were not feasible.
- G. Recordings as Evidence. Officers will make a true backup copy of the recording, if possible. The backup copy will be sent to the District Attorney's Office upon the presentation of the case. The original recording will be turned in to the Property office as evidence.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
408 Witness Statements	Policy Effective: 10/27/2021 Previous Version: 06/29/2021

408 WITNESS STATEMENTS

Witness Statements. Investigators will refer to Section 605.3 (B) Witness Statements, for contents of Witness Statements.

- A. When taking witness statement.
 1. Investigators will utilize Department’s authorized Witness Statement Form.
 2. Statements will only be taken from voluntary witnesses.
 3. Statements will be written in first-person format.
 4. Statements will be written in the witness’s own words.
 5. Statements will be taken in the language the witness speaks.
 6. Witness statements will be reviewed by a supervisor.
 7. The witness will sign the statement and swear to it before a notary.
 8. Witness statements will be notarized.
 9. Statements will be scanned into the incident report.
 10. Witness statements will be routed to Records Section for filing.
- B. The following information shall be included in the statement.
 1. Witness’s Identity. Name, date of birth, age, and Social Security Number.
 2. Witness’s Contact Information. Phone number(s) and email address.
 3. Witness’s Residence. address and length of time residing at the current location.
 4. Witness’s Employment. Place and type employment (if applicable).
 5. Residence. How long at current residence.
 6. Pertinent Information. All information about the incident perceived by the witness.
- C. When video statements are authorized.
 1. Statements will only be taken from voluntary witnesses.
 2. Statements will be taken in the language the witness speaks.
 3. Prior to taking a juvenile statement, consent must be obtained from the juvenile’s parent.
 4. Video witness statements will be uploaded to Photo Transfer or submitted as evidence as soon as possible.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
409 Mentally Ill Persons	Policy Effective: 07/06/2021 Previous Version: 04/08/1999

409 MENTALLY ILL PERSONS

409.1 INITIAL RESPONSE GUIDELINES

Due to the potential volatility of situations involving mentally ill persons, responding officers shall employ the following actions, as appropriate to each individual situation:

- A. When responding to mental health calls, there will be a minimum of two officers dispatched at all times to ensure a timely arrival of assistance. This does not stop an officer from arriving prior to the second unit.
- B. Visually inspect the immediate area for possible weapons and threats to the safety of officers and others.
- C. Approach mentally ill persons with caution and close observation in an unhurried, deliberate, calm, and friendly manner.
- D. Utilize de-escalation techniques whenever possible. Officers should encourage communication, demonstrate empathy, and be aware of their body language so as not to be perceived as threatening or hostile. Officers are encouraged to be patient when circumstances are such that rushed or immediate action is not required or appropriate.
- E. Guide the mentally ill person to a safe and quiet area, away from other persons or objects which may incite the individual.

Use extreme caution when dealing with someone attempting or threatening suicide.

409.2 DEFINITION

Emotionally Disturbed Person (EDP)- An EDP appears to be mentally ill or temporarily deranged and is conducting himself in a manner which a police officer reasonably believes is likely to result in serious injury to himself or others.

409.3 NON-VIOLENT MENTALLY ILL PERSONS

- A. With No Offense. Non-violent mentally ill persons who do not present an immediate threat to themselves or others and who have not committed an offense may be informed of appropriate treatment options. Officers may not take the person to a treatment facility without their agreement. Officers may, however, attempt to contact a relative or responsible person for the mentally ill person and attempt to arrange for family intervention or report the person to the Texas Department of Family and Protective Services (DFPS). If the incident is reported to DFPS, officers will obtain a tracking number and note the number in the CAD disposition.
- B. Offense Charged. Non-violent mentally ill persons presenting no immediate threat to themselves or others and who has committed an offense will be handled in the same manner as

any other person who commits a similar offense. Officers will document suspected mental illness on the arrest supplement, and will also notify other officers who may transport the person and/or staff of a vendor contracted to perform prisoner processing, transportation and booking services. Jail personnel shall also be notified of this status.

409.4 VIOLENT OR POTENTIALLY VIOLENT MENTALLY ILL PERSONS

When officers have reason to believe a person poses a substantial risk of harm to themselves or others, regardless of age, they may take that person into custody for the purpose of obtaining an evaluation of the person's mental health and the potential need for involuntary hospitalization. Individuals shall not be taken into custody merely for displaying signs of a mental illness. Probable cause for an Emergency Detention Order (EDO), or for obtaining an Emergency Detention Warrant, may be established by a reliable third party or the officer's own observations. Action taken in such situations shall be based on the totality of the circumstances.

- A. Obtaining an Emergency Detention Warrant. If probable cause exists to warrant an emergency detention and the person is absent from the scene, officers shall make every reasonable attempt to locate the person. If unable to do so, officers shall request supervisory approval to obtain an emergency detention warrant. The warrant will be filed with the warrants office.
 - 1. Emergency Detention Warrant Execution. As in the execution of any criminal warrant, the officer executing an emergency detention warrant must have the warrant in-hand or confirmed and on file with a warrant clerk.
 - 2. If a designated facility obtains a warrant for an existing patient, the warrant may be executed by any peace officer once verified.
- B. Emergency Detention Order without a warrant. Emergency detention without a warrant shall be used when probable cause exists that a mentally ill person presents an immediate threat to themselves or others and immediate transport to a psychiatric facility is necessary. Supervisors must be notified and approve the circumstances for the emergency detention without a warrant.
 - 1. The officer must immediately inform the mentally ill person orally, in simple, non-technical terms:
 - a. The reason for the detention.
 - b. That a staff member of the facility will inform the person of their rights within 24 hours after admission.
 - 2. Upon transport to the facility, officers are to complete the Notification of Emergency Detention form and leave the original form with the facility.

409.5 OFFENSE COMMITTED

Officers may obtain a warrant for arrest when subjects have committed an offense and are admitted to a medical or psychiatric facility for treatment.

409.6 MINORS

Should medical treatment be required by a minor who is in custody under an EDO, consent for such treatment must be provided by a parent or legal guardian. In the event that a parent or legal guardian is not available, officers may give consent if they have reason to believe the minor is in need of immediate medical treatment.

409.7 TRANSPORT

- A. Facility selection. To ensure fair distribution between hospitals, the suitable facility will be selected by Emergency Health Network (EHN) using a running rotational system which includes all facilities currently deemed suitable by the local mental health authority. Officers must contact EHN (via Channel One, if necessary) to obtain the suitable facility. Self-referrals are an exception of this policy and such persons may be taken to the closest facility or facility of their choice. Issues with non-adherence to this procedure shall be reported to the current Department liaison.
- B. Facility selection exception when medical treatment is required. Mentally ill persons in custody under an EDO who are violent, uncontrollable or in need of emergency medical treatment shall be transported to any facility designated by Fire Medical Services (FMS) personnel. Officers shall notify a supervisor when this occurs. Officers will assist FMS personnel with controlling the person, if necessary. This may include accompanying the mentally ill person in the ambulance.
- C. Restraint/transport by officer. The mentally ill individual may be restrained only during apprehension, detention, or transport. The means of restraint, however, must permit the individual to sit in an upright position without undue difficulty. The exception to this is when the individual is transported by FMS in an ambulance.
- D. Transport between facilities prohibited. The authority for the detention of mentally ill persons is different for officers than it is for suitable facilities. Because of this difference in authority, when a facility already has the mentally ill person admitted, the Department cannot provide or assist in the transportation of mentally ill persons from one facility to another through the use of a peace officer's emergency detention authority.

409.8 EMERGENCY DETENTION ASSISTANCE TO ADULT PROTECTIVE SERVICES

Officers may be summoned to assist Adult Protective Services (APS) with the intervention of mentally ill adults and elderly persons. If an APS worker requests that an adult or elderly person be detained by an officer under the officer's authority for emergency detentions without a warrant, the officer shall conduct an independent investigation of the circumstances to determine probable cause for an emergency detention. Only if probable cause is established, shall officers proceed with an EDO without a warrant.

409.9 EMERGENCY DETENTION ASSISTANCE TO HOSPITALS

Texas State law does not provide for any emergency detention of a person without a warrant except under the authority of a Peace Officer. In emergency situations, when a hospital cannot obtain a warrant, officers may assist hospitals in obtaining an EDO without a warrant. The officer shall conduct an


independent investigation of the circumstances to determine probable cause for an emergency detention. Only if probable cause is established, shall officers proceed with an EDO without a warrant. Transportation will not be provided by the Department.

409.10 OFFICERS RESPONSE TO EDP / SUICIDAL SUBJECT WITH WEAPONS

- A. A minimum of four officers will be dispatched along with a supervisor to incidents related to EDP/suicidal subjects with weapons. Unless there is a need for the immediate defense or protection of the life of a third person, no less than two officers will attempt to contain, control, and communicate with the subject.
 - 1. One officer will be designated to establish communication/negotiate with the subject, while a second officer will be designated to provide less-lethal cover, ideally, the 12-gauge bean bag launcher, to allow officers a greater reactionary gap. The third officer will provide lethal cover, and the fourth officer will assist with containment and rear cover to the officers attempting to negotiate and control the subject.
- B. Officers will inform the Communication Division, at the start of their shift, that their unit is equipped with a 12-gauge Less-Lethal bean bag launcher.
- C. Officers should deploy with less lethal and cover officer options.
- D. Officers will assess, contain, and attempt to establish communication with the EDP while maintaining a reactionary gap.
- E. On scene, officer will coordinate with the duty supervisor if the need to request the Crisis Management Team and SWAT are required. There may be on-duty CMT/SWAT personnel that can immediately respond to help patrol officers, until the CMT and/or SWAT arrives.

409.11 SUPERVISOR RESPONSIBILITY

- A. On-duty supervisors will ensure the 12-gauge bean bag launchers are being issued and deployed in the field on a daily basis.
- B. If the incident will require further assistance from officers from other Regional Commands, the supervisor will coordinate with Communication.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
410 Seizure of Non-Evidentiary Firearms (EDO Without Warrant Only)	Policy Effective: 06/29/2021 Previous Version: 04/08/1999

410 SEIZURE OF NON-EVIDENTARY FIREARMS (EDO WITHOUT WARRANT ONLY)

An officer taking a person into custody under an EDO without a Warrant, not in connection with an offense involving the use of a weapon or an offense under Chapter 46, Texas Penal Code, may seize any firearm found on the person or in the immediate control of the person under the authority of the Texas Health and Safety Code 573 Emergency Detention.

410.1 PROCESS

- A. A peace officer must obtain a search warrant before conducting a search or seizure for any other firearm unless exigent circumstances exist.
- B. Firearm(s) will be handled safely in accordance with Department policy and procedures.
- C. If a non-evidentiary firearm is seized, the officer will immediately provide the person with the Firearm Seizure Receipt and Procedure for Firearm Return (EPPD#16-07010). The officer will then promptly deliver a copy of the form to the County Clerk’s Office per instructions on the form.
- D. Firearm(s) will be turned in to the Property Office following procedures for safekeeping of property. Property Office personnel shall:
 1. Not later than the 15th day after the person is taken into custody and upon receiving the firearm, the Property Office shall issue a written notice of the procedure for return of the firearm to the last known address of an immediate family member of the detained person via the Department EDO Notification Letter for Return of Firearm (Form EPPD#16-07011).

410.2 CASE ASSIGNMENT

Cases shall be assigned to investigators of the Regional CID sections. Investigators assigned the case shall within 30 days after the firearm is seized, contact the County Clerk’s Office and request disposition of the emergency detention via the Department Mental Commitment Disposition Request (Form EPPD#16-07012). By statute, the County Clerk has 30 days to respond to this request.

410.3 DISPOSITION OF MENTAL HEALTH PATIENT

Disposition of Release of Mental Health Patient:

- A. Within 30 days, the investigator shall request a criminal history check through the Fusion Center to verify the person may lawfully possess a firearm pursuant to 18 USC 922 (g) (4).
- B. The investigator will provide written notice to the person that the firearm may be returned via the Department EDO Letter-Authorized Release of Firearm (Form EPPD#16-07013)

- C. The person will have 30 days after the written notice to make arrangements to pick up or dispose of the firearm(s). If the person does not pick up the firearm(s) within 30 days, the firearm(s) are subject to sale per Section 410.04 of this policy.


Disposition of Mental Health Patient Ordered to Receive Inpatient Mental Health Services:

- A. Within 30 days, the investigator shall provide written notice to the person by certified mail that the person:
 - 1. Is prohibited from owning, possessing, or purchasing a firearm
 - 2. May petition the court that entered the commitment order for relief from the firearms disability
 - 3. May dispose of the firearm as described in Section 410.2.
- B. A person may request to dispose of the firearm by:
 - 1. Releasing the firearm to the Police Department for disposition; or
 - 2. Releasing the firearm to the person's designee. In such cases, the investigator shall:
 - a. Receive a notarized statement from the mental health patient releasing the firearm to the designee
 - b. Determine that the designee can lawfully possess a firearm as verified by a criminal history check conducted by the Fusion Center pursuant to 18 USC 922 (g)
 - c. Obtain an affidavit from the designee via the Department Firearm Release Affidavit (Form EPPD #16-07014) confirming that the designee:
 - i. Will not allow, permit or grant the mental health patient access to the firearm(s) until they are legally allowed to do so
 - ii. Acknowledge that the designee has the sole responsibility to verify whether the mental health patient has reestablished his or her eligibility to lawfully possess a firearm.
 - 3. If the firearm is owned, in whole or in part, by another, the investigator shall:
 - a. Determine that the person claiming a right to or interest in the firearm can lawfully possess a firearm as verified by a criminal history check conducted by the Fusion Center pursuant to 18 USC 922 (g)
 - b. Obtain an affidavit from the person claiming an interest in the firearm (Form EPPD#16-07014 Firearm Release Affidavit) confirming that they:
 - i. Wholly, or in part, own the firearm
 - ii. Will not allow, permit or grant the mental health patient access to the firearm until they are legally allowed to do so
 - iii. Acknowledge that they have the sole responsibility to verify whether the mental health patient has reestablished his or her eligibility to lawfully possess a firearm.

410.4 DEPARTMENTAL DISPOSITION OF THE FIREARM

- A. Under no circumstances will the Department forfeit to the state or destroy a firearm seized under this section.
- B. If the person to whom notice was directed per Policy 410.1 (D) (1) or another lawful owner of a firearm subject to disposition pursuant to Texas Code of Criminal Procedure 18.191 does not submit a written request to the magistrate for the return of the firearm before the 121st day after notice was provided by the Property Office, the Property Office shall request the magistrate to order the sale of the firearm(s).

- C. After a hearing ordering the sale of the firearm, the Property Office must select a licensed firearms dealer to sell the firearm.
- D. All proceeds will go to the owner of the seized firearm minus any administrative costs.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
411 Vehicle Theft	Policy Effective: 08/27/2021 Previous Version: 04/08/1999

411 VEHICLE THEFT

411.1 VEHICLE THEFT QUESTIONNAIRE

Officers conducting an initial investigation of a vehicle theft should obtain at least the following information and advise the victim to notify the Police Department if the vehicle is recovered.

- A. Total value of vehicle \$:
- B. Was the vehicle locked? Yes or No
- C. Does the owner/reporter have the keys? Yes or No
- D. Was the vehicle up for sale? Yes or No
- E. Was the vehicle in drivable condition? Yes or No
- F. Did the vehicle have an alarm and/or anti-theft devices? Yes (type of device) or No
- G. Did the vehicle have glass etching on window? Yes (Etching #) or No
- H. Has the owner/reporter reported a previous auto theft? Yes or No
- I. Does the vehicle have a lien? Yes or No
- J. Name of financial institution or N/A:
- K. Auto theft insurance company name or N/A:
- L. Does the owner/reporter know of any suspects? Yes or No
 - 1. If yes, see listed suspect(s):
- M. Any witnesses? Yes or No
 - 1. If yes, see listed witness(es):
- N. Was a canvass completed? Yes or No
 - 1. If yes, list addresses canvassed on supplement.
- O. Is prosecution desired? Yes or No
- P. Items of value in vehicle at time of theft? Yes or No
 - 1. If yes, see below property description.
- Q. Was the owner/reporter advised to contact the El Paso Police Department if vehicle is recovered? Yes or No
- R. Was any evidence left at the scene? Yes or No
 - 1. If yes, add evidence to report.
- S. When was the last time the vehicle was driven outside of the city limits, to include Mexico?
 - 1. If yes, who was driving the vehicle and on what date did the vehicle return?
- T. Any additional information:

Officers will make an NCIC/TCIC entry by sending the completed Records Management System template to 911 Communications.

411.2 RECOVERED STOLEN VEHICLES

Officers will determine through the police report and/or the NCIC/TCIC entry if the vehicle was recently stolen. If the vehicle was recently stolen, the officer(s) handling the recovery will contact an on-duty

Auto Theft Task Force supervisor over the police radio (PD TAC2, Talk Group) or by calling the Auto Theft Task Force office's main number to request a supervisor, during regular business hours. If an after-hours call out is needed, the officer(s) will contact channel-one via their immediate supervisor and request that the on-call Auto Theft Task Force supervisor call them back. The Auto Theft Task Force supervisor will make the determination, based on the facts, if taskforce officers will be sent out to assist at the scene. In the event that taskforce officers will not be sent out to assist with the recovery, the officer(s) handling the recovered stolen vehicle will be responsible for completing the following:

- A. Confirm the stolen status of the vehicle.
- B. Process the car and collect all available evidence.
- C. Determine if the stolen vehicle was recovered within 14 days of being reported stolen. If the vehicle was recovered within 14 days of the theft, the vehicle may be returned to the owner that is listed on the certificate of title or vehicle registration, with a property receipt.
- D. If it is determined that the vehicle was reported stolen for more than 14 days, the officer(s) will impound the vehicle and place a hold for the Auto Theft Task Force.
- E. Contact the vehicle's owner and have the owner respond to the recovery scene.
- F. Upon arrival to the scene, ask the owner of the vehicle if the stolen vehicle has any new damage or if any items are missing from the stolen vehicle.
- G. When the owner of the vehicle cannot go out to the scene, impound the vehicle and place a hold for the Auto Theft Task Force.
- H. Officers will request, through Communications, that the NCIC/TCIC entry be removed and will then supplement the case report.

In the event that the officer(s) cannot contact an Auto Theft Task Force supervisor, the officer(s) will send an email to PDATTF@elpasotexas.gov and provide the case number to the report and a brief summary of the recovery.

411.3 UNAUTHORIZED USE OF A VEHICLE (UUV)


It will be the reporting officer's responsibility to have the owner of the vehicle sign a Non-Consent Affidavit for Unauthorized Use of a Vehicle, before the vehicle can be entered into NCIC/TCIC as stolen. In the event that the vehicle owner is uncooperative or cannot sign the Non-Consent Affidavit, the vehicle will not be entered into NCIC/TCIC, and a police report will be generated with all of the details. The owner of the vehicle will be referred to the Auto Theft Task Force for follow-up on the case. The Auto Theft Task Force investigator assigned to the case will follow-up with the owner and attempt to obtain a prosecution statement on the case, before the vehicle is entered into NCIC/TCIC as stolen.

411.4 AFTER HOURS ASSISTANCE

In an effort to simplify the process of identifying and recovering stolen American vehicles in Mexico, the El Paso Police Department Auto Theft Task Force participates in an after-hours vehicle inquiry program. The Auto Theft Task Force (Border Partners Liaison Officer) participates in assisting Mexican law enforcement agencies query the status of vehicles. The after-hours assistance operates during the hours that BATIC is closed. The After Hours Project also operates on holidays when BATIC is closed.

- A. Preparations. Communication between the Mexico Border Partner Officers and the Auto Theft Task Force Border Partner's Officer is accomplished via a direct connect cell phone provided by the Auto Theft Task Force. Incurred costs associated with the use of the phones used for this project are paid for by the respective agencies.

- B. Execution. After a request by the Mexico Border Partners to query a vehicle is made by phone and acknowledged by the Border Liaison Officer, the Border Liaison Officer will request a license plate number and state, and/or vehicle identification number (VIN), plus a description of the vehicle (make, model, type, etc.).
1. The Border Liaison officer will check the request via various sites (Integrated Claims Solutions) and Channel 1 for stolen or wanted vehicle. The Border Partners Officer will query the license plate or VIN in NCIC/TCIC (QV), Integrated Claims Solutions (ISO) , and depending on the results, will reply in Spanish by text or call to the requesting Mexican Border Partner Agency with either:
 - a. “SI – Robado” for Confirmed stolen. If the vehicle is confirmed stolen, the Mexico Border Partner agency may request a “hit confirmation—Respaldo” to confirm the stolen status as well as details on the vehicle.
 - b. “NO – Robado” - for Confirmed not stolen. If the vehicle is not listed as stolen, this is the end of the exchange with the Border Partners Liaison.
 2. Respaldo-hit confirmation. The “Respaldo-hit confirmation” is a document that is completed and done on El Paso Police Department letterhead. The document consists of the following details:
 - a. Date of document
 - b. Case number on hit confirmation
 - c. Agency that entered stolen vehicle (where occurred)
 - d. Type of offense
 - e. Location of theft
 - f. Place of theft
 - g. Person reporting the theft
 - h. Vehicle owner
 - i. Plate number
 - j. State
 - k. VIN number
 - l. Color of vehicle
 - m. Make; model; type
 3. The “Respaldo-hit confirmation” is completed by the Border Liaison Officer, signed and notarized. A copy is then sent via text or email to the requesting Mexico Border Partner agency for the recovery of the stolen United States vehicle in Mexico.
 4. The Border Partner Officer will keep the “respaldo-hit confirmation with the NCIC/TCIC stolen American vehicle hit attached in a file for future reference.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
412 Hearing Impaired Persons	Policy Effective: 05/11/2021 Previous Version: 04/08/1999

412 HEARING IMPAIRED PERSONS

The United States Department of Justice has reviewed and approved the Department’s Hearing Impaired Persons Policy. It is the policy of the Department to furnish appropriate auxiliary aids and services whenever necessary to ensure effective communication with individuals with hearing impairments.

412.1 AUXILLARY AIDS AND SERVICES

Auxiliary aids and services include qualified interpreters, writing materials, note pads, and other effective methods of making aurally delivered materials available to individuals with hearing impairments. The services of qualified interpreters may be requested through Communications.

412.2 CHOICE OF IMPAIRED PERSON

When an auxiliary aid or service is required to ensure effective communication, the El Paso Police Department must provide an opportunity for individuals with hearing impairments to request the auxiliary aids and services of their choice and must give primary consideration to the choice expressed by the individuals. “Primary Consideration” means that the Department must honor the choice, unless it can show that another equally effective means of communication is available or that use of the means chosen would result in a fundamental alteration in the service, program, or activity or in undue financial and administrative burdens.

412.3 APPLICABLE SITUATIONS

This policy addresses only those situations where a police officer, after consulting with the individual with a hearing impairment, determines that the services of a qualified interpreter are necessary to ensure effective communication.

- A. Arrest Interview of Suspect Not Necessary. If an individual without a hearing impairment would have been arrested on probable cause, then a suspect with a hearing impairment in the same situation does not need to be provided a qualified interpreter. For example, if an officer responds to an aggravated assault call and upon arriving to the scene observes the victim bleeding and the individual with a hearing impairment holding a weapon in his hand and is told by witnesses and the victim that the person with a hearing impairment struck the victim with the weapon, the officer obviously has sufficient probable cause to make a felony arrest without taking any statement from the suspect. However, a qualified interpreter may still be required if an officer is unable to convey to the arrestee the nature of the criminal charges by communicating on a note pad or using another means of communication. If the arrestee does not decline the opportunity to communicate through an interpreter, the arrestee should be

transported to a holding cell at the El Paso Police Department. Either the arresting Officer or the transporting Officer can convey the information through the interpreter when the interpreter arrives.


- B. Interviewing Suspect to Establish Probable Cause. If a police officer needs to interview a suspect with a hearing impairment to determine if there is probable cause to make an arrest, a qualified interpreter must be provided if written communication is ineffective. When the services of a qualified interpreter are required to provide effective communication, but the officer has to respond to another more urgent call, the following procedures apply:
 - 1. If the investigation does not involve a serious offense, the officer must postpone the interview and possible arrest until the officer can return to the scene when a qualified interpreter is present. If the qualified interpreter is unable to respond or if the officer cannot return to the scene, then, after leaving the suspect at the scene, the officer must document his or her investigation as completely as possible and file the appropriate report.
 - 2. If the investigation involves a serious offense, before leaving the scene the officer must contact the appropriate Investigations Division supervisor and advise the supervisor of the case. The supervisor will determine if a detective will be called in to wait for a qualified interpreter. If the supervisor determines that a detective will not be responding and if the officer cannot return to the scene, then, after leaving the suspect at the scene, the officer must document his or her investigation as completely as possible and file the appropriate report.
- C. Interrogating an Arrestee with a Hearing Impairment. If an officer cannot effectively inform the arrestee of the Miranda Warning without the use of an interpreter, then the officer must secure the services of a qualified interpreter in order to communicate accurately the warnings to the arrestee prior to any interrogation.
- D. An officer seeking to interrogate an arrestee with a hearing impairment must obtain the services of a qualified interpreter prior to any interrogation whenever an interpreter is needed for effective communication. If exigent circumstances do not permit a delay in the interrogation of the arrestee, and if an interpreter cannot be located within a reasonable period of time (which should occur very infrequently), and if written communication between the officer and the arrestee was effective in conveying an understanding of the Miranda Warnings, and if the arrestee specifically declines the opportunity to communicate through an interpreter, the officer may proceed with the interrogation by using a note pad. However, if written communication becomes ineffective, for example, because the factual pattern is complex, because the arrestee is having difficulty communicating without an interpreter, or because the arrestee chooses to discontinue the interrogation, the officer must discontinue the interrogation and wait until a qualified interpreter is present before continuing the interrogation. In most instances, a qualified interpreter will be available and the interrogation will not be delayed.
- E. Issuing Class C Citation - Interview of Suspect Not Necessary. If an individual without a hearing impairment would have been issued a citation for a Class C misdemeanor violation of the Texas Transportation Code or Title 12 of the City Code without being questioned by the investigating officer, then a suspect with a hearing impairment in the same situation does not need to be provided with a qualified interpreter. For example, if the suspect with a hearing impairment is caught on radar speeding, the investigating officer does not have to provide an interpreter to the violator. If an officer has stopped a suspect for committing a Class C misdemeanor violation of the Texas Transportation Code or Title 12 of the City Code, and if the officer is unable to convey to the violator the nature of the alleged violation by communicating on a note pad or by using another means of communication, then the officer should use his or her discretion as to

whether to call a qualified interpreter to the scene or whether to issue a warning rather than a citation.

- F. Interviewing a Hearing Impaired Victim or Critical Witness. If an officer is able to communicate effectively by writing questions on a note pad and having the victim or the witness with a hearing impairment write his or her responses, then the officer may proceed with the interview using a note pad. However, if an investigating officer is unable to communicate effectively with a victim or critical witness by using a note pad or some other means of communication other than a qualified interpreter, then the investigating officer must provide the victim or critical witness with a qualified interpreter. If the investigating officer cannot wait until a qualified interpreter arrives because the officer has to respond to another more urgent call, the following procedures apply:
1. If the investigation does not involve a serious offense, then:
 - a. The officer can have a qualified interpreter dispatched to the victim's or critical witness's location and request Communications to re-contact the officer when the interpreter arrives. If a qualified interpreter is unable to respond or if the officer cannot return to the scene, the officer must document his or her investigation as completely as possible and file the appropriate report; or
 - b. The officer can ask the victim or critical witness to come voluntarily to the Regional Command when a qualified interpreter is available. At that time, the investigating Officer can return to the Regional Command to complete the investigation. If a qualified interpreter is unable to respond or if the Officer cannot return to the Regional Command, the Officer must document his or her investigation as completely as possible and file the appropriate report.
 2. If the investigation involves a serious offense and if the victim or witness with a hearing impairment is critical to establishing probable cause for an arrest or for completing the investigation, then the investigating officer, before leaving the scene, must contact the appropriate supervisor and advise the supervisor of the case. The supervisor will determine if a detective will be called in to wait for a qualified interpreter. If the supervisor determines that a detective will not be responding, and if neither option 1(a) nor 1(b) above is available, then the officer may leave the victim(s) or witness(es) at the scene. The investigating officer must then document his or her investigation as completely as possible and file the appropriate report.

412.4 DOCUMENTATION

All identifying information of the interpreter must be included in the Complaint Report. All written questions and responses between and among Police Officers and persons with hearing impairments must be treated as evidence and handled accordingly. A copy of the written questions and responses must be forwarded with the Complaint Report, and the originals must be placed into evidence.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
413 Kidnapping/Abduction	Valid Date: 12/7/2021 Previous Version: 08/24/2016

413 KIDNAPPING/ABDUCTION

There are legally mandated requirements associated with both attempted and actual kidnapping/abductions. The following procedures are guides for officers to properly document, report and investigate attempted and/or actual kidnapping/abduction incidents.

413.1 ATTEMPTED OR ACTUAL KIDNAPPING/ABDUCTION


Actual kidnapping/abduction: Regardless of the age of the victim, (see subsection H if the victim is a child) the officer shall:

- A. Obtain any and all available descriptive information for the victim(s), the vehicle(s) and suspect(s).
- B. Ensure that a spot broadcast has been put out.
- C. The on scene supervisor will notify the on-call CAP supervisor and PIO via 911 Communications.
- D. Act upon any and all available leads.
- E. Complete a report on the kidnapping/abduction.
- F. Complete an NCIC/TCIC entry via fax to 911 Communications, if abducted.
- G. CAP will handle case assignment and follow up the investigation.
- H. Texas Code of Criminal Procedure – Article 63.0041. Reporting of attempted Child Abductions- A local law enforcement agency, on receiving a report of an attempted child abduction, shall as soon as practicable, but no later than eight hours after receiving the report, provide any relevant information regarding the attempted child abduction to the clearinghouse. Information not immediately available shall be obtained by the agency and entered into the clearinghouse as a supplement to the original entry as soon as possible.

413.2 ATTEMPTED OR ACTUAL KIDNAPPING/ABDUCTION

Attempted kidnapping/abduction: The officer shall:

- A. Immediately verify the health, welfare, and safety of the victim.
- B. Complete a report on the attempted kidnapping/abduction.
- C. If the victim is under 18 years of age and the suspect is not a family member, CAP shall complete the Reporting Attempted Child Abduction template and fax it to 911 Communications for entry into the Texas Missing Person Clearinghouse. The clearinghouse entry must be completed and entered immediately, but no later than 8-hours after receiving the report of attempted child kidnapping/abduction. Texas Code of Criminal Procedure – Article 63.0041. Reporting of Attempted Child Abductions.
- D. Predators attempting to pick up a child or children walking from school. CAP/SORT will be notified.
- E. CAP will handle case assignment and follow-up investigation.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
415 Missing Child	Policy Effective: 10/10/2023 Previous Version: 09/15/2023

415 MISSING CHILD

415.1 MISSING CHILD PROCEDURE

- A. Criteria for a missing child:
 1. The child did not voluntarily leave the care and control of the custodian, and the taking of the child was not authorized by law.
 2. The child voluntarily left the care and control of the custodian without the custodian's consent and without intent to return.
 3. The child was taken or retained in violation of the terms of a court order for possession of or access to the child
 4. The child was taken or retained without the permission of the custodian and with the effect of depriving the custodian of possession of or access to the child unless the taking or retention of the child was prompted by the commission or attempted commission of family violence, as defined by Section 71.004, Texas Family Code, against the child or the actor.
 5. Is under proven physical or mental disability and because of one or more of these conditions is subject to immediate danger or is a danger to others.
 6. Is in the company of another person or is in a situation the circumstances of which indicate that the missing child's safety is in doubt; or
 7. Is not emancipated as defined by the law of this state.
- B. Officers responding to a report of a missing child shall:
 1. Obtain any and all available descriptive information of the missing child(ren).
 2. Ensure that a spot broadcast is put out.
 3. Act upon any and all available leads.
 4. Complete a report on the missing child(ren).
 5. Immediately start an investigation in order to determine the present location of the child(ren).
 6. Immediately, but not later than 2-hours after receiving the report, enter the name of the child into the clearinghouse and the NCIC/TCIC missing person file if the child or person meets the center's criteria with all available identifying features such as dental records, fingerprints, other physical characteristics, a description of the clothing worn when last seen, and all available information describing any person reasonably believed to have taken or retained the missing child(ren);
 7. Pursuant to H.B. 2660. (Effective 9/1/2023) -Communications will be responsible for electronically submitting to each municipal or county law enforcement agency within 200 miles the report and any information that may help determine the present location of the child or person within 48 hours.
 8. Not later than the 60th day after the date the agency receives the report, enter the name of the child or person into the National Missing and Unidentified Persons System, with all available identifying features such as dental records, fingerprints, other physical characteristics, and a description of the clothing worn when last seen, and all available

- information describing any person reasonable believed to have taken or retained the missing child or missing person; and
9. Inform the reporter that the information will be entered into the clearinghouse, the NCIC/TCIC missing person file, and the National Missing and Unidentified Persons System. Any pertinent information that is available after the initial clearinghouse and NCIC/TCIC entry shall be made as a supplement. Information not immediately available when the original entry is made shall be entered into the clearinghouse, the NCIC/TCIC file, and the National Missing and Unidentified Persons System as a supplement to the original entry as soon as possible.
 - C. Any medical and dental records obtained shall be scanned into the case and sent to the Texas Missing Person clearinghouse.
 - D. If an officer receives a report of a missing child who has been missing for less than 48- hours, the officer shall immediately make a reasonable effort to locate the child and determine the well-being of the child.
 - E. If a warrant is obtained for a suspect for taking or retaining a missing child, the warrant information shall be entered into NCIC/TCIC
 - F. Pursuant to H.B. No. 1419. (Effective 9/1/2021) Immediately after the return of a missing child or missing person or the identification of an identified body, the local law enforcement agency having jurisdiction of the investigation shall:
 1. Clear the entry in the National Crime Information Center database; and
 2. Notify the National Missing and Unidentified Persons System.

415.2 HIGH RISK MISSING CHILD

If a report is received of a missing child who has been reported missing four (4) or more times in the twenty-four (24) months prior to the current report or is in foster care of DFPS conservatorship and had been reported missing two (2) or more times in the twenty-four (24) month prior to the current report or is at a “high risk of human trafficking, sexual assault, exploitation, abuse, or neglectful supervision” for any reason the agency considers the child to be high risk including because the missing child:


- A. Was in a “dangerous environment” when they disappeared.
- B. Has mental or behavioral health “needs”.
- C. Previously exhibited signs of mental illness.
- D. Has an intellectual or developmental disability or
- E. Is known to have last seen or in communication with an adult unknown to the child’s family/legal guardian.

Officers taking a report of a missing child where any of the above criteria is met for a “high risk” missing child will specify “high risk” on the NCIC/TCIC entry form that is sent to Communications.

Communications will be responsible for, within two (2) hours, notifying all law enforcement agencies within 100 miles, including in other states, of the circumstances and high-risk designation of the missing child.

415.3 MISSING CHILD ENDANGERED

If the officer believes that the missing child is in danger, but does not meet the below criteria for an AMBER alert, the officer shall notify the on-call CAP supervisor via 911 Communications. The CAP supervisor shall evaluate the need to initiate a local or regional Missing Endangered Child Alert, which does not require the approval of the SOC.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
416 Amber Alert	Effective Date: 12/13/2021 Previous Version: 04/08/1999

416 AMBER ALERT

The Amber Alert is only activated if all of the below criteria are met. The Amber Alert is not to be used for “runaways” or in the majority of child custody dispute cases.

- A. Criteria to request Amber Alert of an Abducted Child.
 1. The child is 17 years of age or younger, whose whereabouts are unknown, and whose disappearance has been determined by law enforcement to be unwilling which poses a credible threat to the child’s safety and health.
 2. If abducted by a parent or legal guardian, was the abduction in the course of attempted murder or murder.
 3. The child is 13 years of age or younger, who was taken (willingly or unwillingly) without permission from the care and custody of a parent or legal guardian by someone unrelated and more than three years older, or another parent or legal guardian who attempted or committed murder at the time of the abduction. (Obtain a current photograph from reporter(s)).
 4. The child is in immediate danger of serious bodily injury or death or of becoming the victim of a sexual assault; and
 5. It has been verified that an abduction has occurred and alternative explanations for the child’s disappearance have been eliminated; and
 6. Sufficient information is available to disseminate to the public that could assist in locating the child, information of the person suspected of abducting the child or a vehicle suspected of being used in the abduction.
- B. Criteria to request a missing person with an intellectual disability- endangered missing person alert.

Similar to wandering incidents in older adults with Alzheimer’s and related dementias, those with intellectual disabilities (Autism, Developmental Disorders etc.), are also prone to wandering into unsafe environments. Texas AMBER Alert legislation was updated to include alerts for missing persons (of any age) with an intellectual disability. In order to avoid public confusion with AMBER Alerts for abducted children, the name "Endangered Missing Persons Alert" was selected.

- A. The below represents Endangered Missing Person’s Alert criteria for the state’s network.
 1. The missing person been diagnosed with an Intellectual Disability and/or a Pervasive Developmental Disorder, including Asperger’s Disorder, Autistic Disorder, Autism Spectrum Disorder, Childhood Disintegrative Disorder, Rett’s Disorder or a Pervasive Developmental Disorder (Not Otherwise Specified).
 2. If the missing person has been diagnosed with an Intellectual Disability, law enforcement shall require a written diagnosis from a physician or psychologist licensed to practice within Texas, or certified by the Texas Department of Aging and Disability Services and/or Texas Department of State Health Services.
 3. Is it confirmed that an investigation has taken place, verifying that a reasonable explanation for the missing person’s disappearance has been ruled out and that the disappearance poses a credible threat to the health and safety of the missing person

4. The Endangered Missing Persons Alert request is being made within 72 hours of the missing person's disappearance.
5. There is sufficient information available to disseminate to the public that could assist in locating the missing person. (Highway signs will be activated only if accurate vehicle information is available and it is confirmed that the missing person was in the vehicle at the time of the disappearance).
6. Obtain a current photograph from reporter(s).

If either category of potential Amber Alert or Endangered Missing Person Alert are met, CAP shall be immediately notified and CAP shall handle the notification to DPS per Section 411.356 Texas Government Code via the Texas Division of Emergency Management.

416.1 MISSING CHILD(REN) LOCATED


When a missing child is found, the child shall be interviewed as to the nature and circumstances regarding their disappearance. Any information warranting further investigation shall be documented and follow up shall be conducted by CAP. All NCIC/TCIC hits must be verified and canceled via 911 Communications and documented in a police report. Officers shall immediately return the child to the child's parents or legal guardians. The child is not to be handcuffed, unless appropriate articulable circumstances exist to warrant such action. The child is not to be fingerprinted nor photographed, unless photos are evidentiary in nature. These photographs must be properly documented and submitted to the case. If the child was reported missing under an EPPD case, the officer will supplement the original report. If the child was reported missing to another law enforcement agency, the officer will initiate a report. When officers are not able to return the child to a parent or legal guardian within 6 hours, or releasing the child to a parent or legal guardian would be inappropriate under present circumstances, the following options shall be utilized:

- A. Children 13-17 years of age may be released to the Juvenile Probation Department (JPD) if at least one of the following criteria have been met:
 1. The missing child must have at least three or more runaway law enforcement reports made to any local or state law enforcement agency within the twelve previous months, including current runaway referral (must be indicated on rap sheet as per T.F.C 52.04)
 2. The missing child or parent/guardian will be at risk of imminent harm if youth returns home. The risk of harm must be clearly stated and described in the police report.
 3. The missing child has a prior referral(s) pending process with JPD, the County Attorney or Juvenile Court and is not currently under probation.

The missing child will not be accepted if in need of a medical or mental health clearance. Officers can refer runaway/missing children once clearance is given by a medical doctor. Such criteria shall be documented in the police report. If a report is also made with CPS, the intake number must be included.

- B. Missing children who do not meet criteria for JPD referral.
 1. If the parents or legal guardians of the child cannot be reached, officers may take the child to the Runaway Shelter. This includes children up to and including age 17.
 2. If the Runaway Shelter cannot take the child, officers may call CPS to take custody of the child. This includes children up to and including age 17.
 3. Any child 9 years of age or younger shall be referred or turned over to CPS. Such actions shall be documented within the police report. If a report is also made with the CPS, the intake number must be included.

- C. Missing children who reside out of town shall be handled as follows.
 - 1. Officers shall contact the originating agency for further coordination.
 - a. Voluntary Return.
 - I. If the parent or legal guardian is capable of and willing to pay airfare, the child will remain at or be taken to the Runaway Shelter until the appropriate time to transport the child to the airport.
 - II. If the parent or legal guardian is not capable of or willing to pay for transportation, the Greyhound "Free Ride Home" program may be utilized and the child will remain at or be taken to the Runaway Shelter until the appropriate time to transport the child to the bus station.
 - III. Officers may contact CPS for assistance with young children.
 - b. Involuntary Return.
 - I. A warrant will be obtained, if possible via fax from the originating agency. Children refusing to return home will be taken, along with the warrant, to JPD. If there is no warrant, Officers may contact CPS for assistance.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigations Guidelines
417 Missing Persons	Policy Effective: 09/15/2023 Previous Version: 12/21/2022

417 MISSING PERSONS

A missing person is defined as any person 18-years of age or older and whose disappearance may not be voluntary. At the time the officer receives the missing person report, the officer shall.


- A. Complete a medical/dental release form that states that the person is missing and that there is reason to believe that the person has not voluntarily relocated or removed himself from communications with others and that authorizes the bearer of the release to obtain medical/dental information records from any dentist or physician in this state. Any medical or dental records obtained shall be scanned into the case and sent to the Texas Missing Person clearinghouse. This is a CAP function and will be handled by the CAP investigator (Texas CCP Article 63.006 and 63.007). Responding officer will obtain a current photograph from reporter(s) depicting the missing person.
- B. Immediately, but not later than 2-hours after receiving the report, enter the name of the missing person into the clearinghouse and the NCIC/TCIC missing person file, and report that name to the Alzheimer’s Association Safe Return emergency response center, if applicable, with all available identifying features such as dental records, fingerprints, other physical characteristics, and a description of the clothing worn when last seen, and all available information describing any person reasonably believed to have taken or retained the missing person;
- C. Pursuant to H.B. 2660. (Effective 9/1/2023) -Communications will be responsible for electronically submitting to each municipal or county law enforcement agency within 200 miles the report and any information that may help determine the present location of the child or person within 48 hours.
- D. Not later than the 60th day after the date the agency receives the report, enter the name of the child or person into the National Missing and Unidentified Persons System, with all available identifying features such as dental records, fingerprints, other physical characteristics, and a description of the clothing worn when last seen, and all available information describing any person reasonable believed to have taken or retained the missing child or missing person; and
- E. Inform the reporter of the missing person that the information will be entered into the clearinghouse, the NCIC/TCIC missing person file, and the National Missing and Unidentified Persons System; and reported to the Alzheimer’s Association Safe Return emergency response center, it applicable. Any pertinent information that is available after the initial clearinghouse and NCIC/TCIC shall be made as a supplement to the initial entry in the report. Information not immediately available when the original entry is made shall be entered into the clearinghouse, the national crime information center file, and the National Missing and Unidentified Persons System as a supplement to the original entry as soon as possible.
- F. If a warrant is obtained for a suspect for taking or retaining a missing person, the warrant information shall be entered into NCIC/TCIC and cross referenced with the NCIC/TCIC entry of the missing person.
 - 1. All cases of missing persons are handled by CAP.

- G. Instances where the initial investigation shows that the welfare of the Missing Person is not a concern, an ATL report shall be generated for documentation purposes.
- H. Pursuant to H.B. No. 1419. (Effective 9/1/2021) Immediately after the return of a missing child or missing person or the identification of an identified body, the local law enforcement agency having jurisdiction of the investigation shall:
 1. Clear the entry in the National Crime Information Center database; and
 2. Notify the National Missing and Unidentified Persons System.

417.1 MISSING PERSON ENDANGERED

- A. A Missing Persons Endangered Alert shall be requested when.
 1. The person qualifies as a Missing Person as defined in section 417.1.
 2. The missing person is under proven physical or mental disability or is senile, and because of one or more of these conditions is subject to immediate danger or is a danger to others.
 3. Is in the company of another person or is in a situation the circumstances of which indicate that the missing person's safety is in doubt.
 4. Is not emancipated as defined by Texas law.
 5. Delayed reporting leads to suspicions that there is abuse within the family.
 6. The person recently reported being followed or stalked.
 7. Missing under circumstances that lead the police to believe that the person has been the victim of a crime.
 8. A potential victim of foul play or sexual exploitation.
 9. In a real life-threatening situation.
 10. The person had personal, financial, or work-related difficulties.
 11. The person was suffering from a recent bout of depression.
 12. The person suffered the recent loss of a loved one.
 13. The person has threatened suicide or has previous suicidal attempts.
 14. Missing after a disaster but has not been confirmed deceased.
 15. Out of the zone of safety for their development stage, physical or mental condition.
 16. Diminished mental capacity. (see Silver and Endangered Alerts)
- B. The below represents Endangered Missing Persons Alert criteria for the State's.
 1. The missing person has been diagnosed with an Intellectual Disability and/or a Pervasive Developmental Disorder, including Asperger's Disorder, Autistic Disorder, Autism Spectrum Disorder, Childhood Disintegrative Disorder, Rett's Disorder, or a Pervasive Developmental Disorder (Not Otherwise Specified).
 2. If the missing person has been diagnosed with an Intellectual Disability, law enforcement shall require a written diagnosis from a physician or psychologist licensed to practice within Texas, or certified by the Texas Department of Aging and Disability Services and/or Texas Department of State Health Services.
 3. Is it confirmed that an investigation has taken place, verifying that a reasonable explanation for the missing person's disappearance has been ruled out and that the disappearance poses a credible threat to the health and safety of the missing person.
 4. The Endangered Missing Persons Alert request is being made within 72 hours of the missing person's disappearance.
 5. There is sufficient information available to disseminate to the public that could assist in locating the missing person. (Highway signs will be activated only if accurate vehicle

- information is available and it is confirmed that the missing person was in the vehicle at the time of the disappearance).
6. If either category of potential Endangered Missing Person Alert is met, CAP shall be immediately notified and CAP shall handle the notification to DPS per Section 411.356 Texas Government Code.
 7. CAP will be responsible for requesting the alert.
- C. Missing adults not at risk. An adult will not be considered at risk if any of the following criteria are met.
1. Absent spouse. An absent spouse has committed no crime and is legally free to come and go. Caution should be exercised both in preserving the privacy rights of the spouse and in making sure the “absent spouse” is not the victim of foul play to domestic abuse.
 2. An adult who has left a note and/or told a credible person that they are leaving. An exception is a suicide-like note or one that would be perceived by a reasonable person that the adult intends to harm themselves.
 3. An adult who simply has not been in touch with the reporting party for an extended period of time.
 4. Fugitives from justice including AWOL (Absent without leave) military service personnel.
 5. An adult who is being sought for business or social purposes, debt collections or school reunions.
 6. Any adult legally capable of making decisions.
 7. If the above criteria are met, the report shall be titled an Attempt To Locate ATL in the records management system. The case will be investigated by the region's CID. (Section 5.1 Investigator Responsibilities applies for ATL cases)

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
418 Silver Alert Policy	Effective Date: 12/7/2021 Previous Version: 04/08/1999

418 SILVER ALERT POLICY

418.1 SILVER ALERT PROCEDURE

It is the policy of the Department to utilize the Silver Alert in the handling and investigation of missing senior citizens when appropriate and in addition to established policy and procedure for the handling and investigation of missing person's cases. Wandering impacts families and caregivers statewide, affecting those who suffer with various mental conditions, to include Alzheimer's disease and other forms of dementia. The state's Silver Alert program was created and designed to notify the public of missing older adults with a documented mental condition.

- A. A Silver Alert may be requested upon confirmation that all of the below criteria have been met:
 1. The person must be 65 years of age or older or have been diagnosed with Alzheimer's Disease;
 2. The person's location must be unknown;
 3. The person must be diagnosed with an impaired mental condition;
 4. The senior citizen has a diagnosed impaired mental condition, and the senior citizen's disappearance pose a credible threat to the senior citizen's health and safety. (Law enforcement shall require the family or legal guardian of the missing senior citizen to provide documentation from a medical or mental health professional of the senior citizen's condition).
 5. Documentation from a medical or mental health professional of the diagnosis must be provided; medication prescribed to the person will suffice. Photographs of the medication and the paperwork will need to be captured by responding officers along with a current photograph of the missing person.
 6. The disappearance must pose a credible threat to the person's health and safety; and
 7. There must be sufficient information available for public dissemination that can assist in locating the missing person. The Silver Alert request must be within 72 hours of the person's disappearance and an investigation has taken place verifying that the senior citizen's disappearance is due to his/her impaired mental condition, and alternative reasons for the senior citizen's disappearance have been ruled out.
- B. CAP and the PIO's Office shall be immediately notified.
- C. CAP shall make the Silver Alert request to DPS on the proper form via 911 Communications.
- D. CAP shall handle the Silver Alert per established DPS rules.
- E. Initial Silver Alerts are valid for 24 hours. Extensions may be requested up to 23 hours after initiation, the CAP section will be called by DP SOC for updates or cancelation.
- F. Sufficient information is available to disseminate to the public that could assist in locating the senior citizen. (Highway signs will be activated only if accurate vehicle information is available AND it is confirmed that the senior citizen was driving the vehicle at the time of the disappearance).
- G. Updates shall be made when significant new information is received.
- H. Upon locating the person, DPS shall be notified as soon as possible by CAP.

- I. Case assignment and follow up shall be the responsibility of CAP.

418.2 CAMO ALERT

Current or former military members struggling with mental illness oftentimes isolate themselves and disappear without notice. The state's Camo Alert program is designed to notify the public of a missing current or former member of the United States armed forces, including the National Guard or a reserve or auxiliary unit of any branch of the armed forces.

The below represents Camo Alert criteria for the state's network:

- A. Verification from the Texas Department of Public Safety that the missing military member is registered for the Camo Alert program.
- B. Confirmation the individual reported missing is a current or former member of the United States armed forces, including the National Guard or a reserve or auxiliary unit of any branch of the armed forces, and that the individual's location is unknown.
- C. Confirmation the missing person suffers from a mental illness, including post-traumatic stress disorder or a traumatic brain injury.
- D. Confirmation the disappearance poses a credible threat to the military member's health and safety or the health and safety of another.

Note: A physician's or psychologist's letterhead, indicating the impaired mental condition, date of diagnosis, patient's name, with physician's signature is recommended to satisfy the documentation requirement.

418.3 CLEAR ALERT

The state's Coordinated Law Enforcement Adult Rescue (CLEAR) Alert program, created by 2019 Texas legislation, is designed to close the gap between missing children and senior citizens. The CLEAR alert assists law enforcement in locating and rescuing missing, kidnapped or abducted adults or adults who are in immediate danger of injury or death, as well as aid in locating any potential suspects. The name of the CLEAR Alert also in part honors victims of violence which led to the CLEAR Alert legislation: Cayley Mandadi; D'Lisa Kelley; Erin Castro; Ashanti Billie and the Rest.

The below represents CLEAR Alert criteria for the state's network:

- A. The individual is 18 to 64 years of age, whose whereabouts are unknown.
- B. A preliminary investigation verified the adult is in imminent danger of bodily injury or death or the disappearance is involuntary such as an abduction or kidnapping.
- C. The CLEAR Alert request is within 72 hours of the individual's disappearance.
- D. Sufficient information is available to disseminate to the public to help locate the individual, a suspect, or the vehicle used in the incident.


418.4 MISSING ADULT LOCATED

Any adult who is located after being reported missing, whether the circumstances were voluntary or involuntary, shall be interviewed as to the nature and circumstances of the incident. The results of the interview shall be documented in the supplement report. Any information warranting further investigation shall be documented and a follow up conducted.

- A. In cases where the officer reasonably believes the person is a danger to either himself or a third person if released, the officer will release the person to a responsible, preferably the person

who reported the person missing, or if the facts allow to a medical facility under an emergency detention order.

- B. In cases where the person does not present a threat to himself or third person and has no outstanding arrest warrants, the person will be immediately released. The officer will then notify the reporting party, remove the person from NCIC/TCIC.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
419 Found Persons	Policy Effective: 10/27/2021 Previous Version: 04/08/1999

419 FOUND PERSONS

Any person regardless of age who is located after being reported missing, whether the circumstances were voluntary or involuntary, shall be interviewed as to the nature and circumstances of the incident. Any information warranting further investigation shall be documented. The scene supervisor must call the on-call CAP supervisor via 911 Communications.

419.1 MISSING CHILD LOCATED

When a missing child is found, officers shall immediately return the child to parents or legal guardians. Pursuant to H.B No 1419 (Effective 9/1/2021), all NCIC/TCIC hits must be immediately verified and cleared, and officers must notify the National Missing and Unidentified Persons System when a missing child is found. If the missing child was reported missing to the EPPD the officer will supplement the original missing person report. If the missing child was reported missing to another law enforcement agency the officer will complete a report. Missing children shall not be handcuffed, unless appropriate articulable circumstances exist to warrant handcuffing. Missing children cannot be fingerprinted or photographed. The scene supervisor must call the on-call CAP supervisor via 911 Communications.


- A. When officers are not able to return the child to a parent or legal guardian within 6 hours, or releasing the child to a parent or legal guardian would be inappropriate under circumstances present at the time, the following options shall be utilized.
 1. Children 13-17 years of age may be released to the Juvenile Probation Department (JPD) if at least one of the following criteria have been met.
 - a. The missing child must have at least three (3) or more runaway law enforcement reports made to any local or state law enforcement agency (must be indicated on rap sheet as per Section 52.04, Texas Family Code) within the twelve (12) previous months (includes current runaway referral).
 - b. The missing child or parent/guardian will be at risk of imminent harm if youth returns home. The risk of harm must be clearly stated and described in the police report.
 - c. A CPS reference number was obtained by the responding officers and noted in the report.
 - d. The missing child has a prior referral(s) pending process with JPD, the County Attorney or Juvenile Court and is not currently under probation.
 - e. The missing child will not be accepted if in need of a medical or mental health clearance. Officers can refer runaway/missing children once clearance is given by a medical doctor.
 2. Missing children who do not meet criteria for JPD referral.
 - a. If the parents or legal guardians of the child cannot be reached, officers may take the child to the Runaway Shelter. This includes children up to and including age 17.
 - b. If the Runaway Shelter cannot take the child, officers may call CPS to take custody of the child. This includes children up to and including age 17.
 - c. Any child 9 years of age or younger shall be referred to or turned over to CPS.

3. Missing children who reside out of town shall be handled as follows.
 - a. Officers shall contact the originating agency for further coordination.
 - I. Voluntary Return. If the parent or legal guardian is capable of and willing to pay airfare, the child will remain at or be taken to the Runaway Shelter until the appropriate time to transport the child to the airport.
 - a) If the parent or legal guardian is not capable of or willing to pay for transportation, the Greyhound "Free Ride Home" program may be utilized and the child will remain at or be taken to the Runaway Shelter until the appropriate time to transport the child to the bus station.
 - b) Officers may contact CPS for assistance with young children.
 - II. Involuntary Return. A warrant will be obtained, if possible, via fax from the originating agency.
 - a) Children refusing to return home will be taken, along with the warrant, to JPD.
 - b) If there is no warrant, Officers will contact CPS for assistance.

Such criteria and or actions shall be documented within the police report. If a report is also made with CPS the intake number must be included.

419.2 MISSING ADULT LOCATED

- A. In cases where the officer reasonably believes the person is a danger to either himself or a third person if released, the officer will release the person to a responsible party, preferably the person who reported the person missing, or if the facts allow to a medical facility under an emergency detention order.
- B. In cases where the person does not present a threat to himself or third person and has no outstanding arrest warrants, the person will be immediately released. The officer will then notify the reporting party, immediately clear the entry in the NCIC/TCIC database, notify the National Missing and Unidentified Persons System, and supplement the report.
- C. The scene supervisor shall call the on-call CAP supervisor via 911 Communications to relay necessary information.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
420 Blue Alert Policy	Policy Effective: 12/7/2021 Previous Version: 01/11/2021

420 BLUE ALERT POLICY

The Blue Alert is a statewide alert system used as a means to speed in the apprehension of violent criminals who kill or seriously wound a local, state or federal law enforcement officer. It is the policy of the El Paso Police Department to utilize the Blue Alert protocol when appropriate and in addition to established policy and procedure in the handling and investigation of incidents resulting in the serious injury or death of a local, state or federal law enforcement officer. A Blue Alert may be requested upon confirmation that specific criteria have been met.

420.1 BLUE ALERT CRITERIA

All criteria listed below must be met in order to request a Blue Alert:


- A. A law enforcement officer must have been killed or seriously injured by an offender;
- B. The investigating law enforcement agency must determine that the offender poses a serious risk or threat to the public and other law enforcement personnel;
- C. A detailed description of the offender's vehicle, vehicle tag, or partial vehicle tag must be available for public broadcast; and,
- D. The investigating law enforcement agency of jurisdiction must recommend activation of the Blue Alert to the State Operation's Center, Governor's Division of Emergency Management (GDEM). Request for Blue Alerts may only be initiated by a law enforcement agency.
- E. If the criteria in A-D are not met, a Blue Alert Request cannot be made.
- F. Blue Alert is a CAP function, the scene supervisor must call the on-call CAP supervisor via 911 Communications.

420.2 REQUESTING ACTIVATION OF THE BLUE ALERT

- A. When all Blue Alert criteria have been met, requests to activate the Blue Alert will be made by faxing the Blue Alert Request Form to the State Operations Center, Governors Division of Emergency Management (GDEM). The form is available through the TXDPS website, www.dps.texas.gov. The CAP supervisor will complete the form and fax it to Communications, Channel One. Communications will in turn fax the request to the State Operations Center via the fax numbers on the form.
- B. If available, a photograph of the offender's vehicle must be emailed to the GDEM at soc@txdps.state.tx.us. The photograph will be provided to Communications who will in turn forward the photo via email.
- C. Communications must contact the GDEM by phone to verify that the fax and email, if applicable, were received.
- D. A knowledgeable law enforcement officer must be designated by the supervisor to remain available to discuss the case with a representative of the GDEM. Communications must be advised of the selected officer's contact information.

- E. Once the GDEM has confirmed that a request meets all criteria, a GDEM representative will notify the state network partners for dissemination of information.
- F. Blue Alert activations are in effect for a maximum of 24 hours but may be extended upon request to the State Operations Center (GDEM) by phone via the number on the Blue Alert request form. This request will be made by Communications upon notification by the investigating unit's supervisor.

If the vehicle/offender is located/recovered, the investigating unit's supervisor will notify Communications who will in turn notify the State Operations Center, GDEM, at the phone number on the Blue Alert request form.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
421 Hate Crimes	Effective Date: 03/31/2022 Previous Version: 04/08/1999

421 HATE CRIMES

Officers will report incidents regarded as Hate Crimes. Hate Crimes are those that are motivated by a bias toward a particular individual or group based on race, color, ethnicity, religion, national origin, gender, gender identity, sexual orientation, or disability.


421.1 REPORTING

- A. Flagging. The report will be flagged as a hate crime by utilizing the appropriate drop box in the current Report Management System incident module, as well as the Bias Motivation Information drop box in the offense module of the report.
- B. Review of the Report. The Special Investigations Unit will review the case, and if it meets the elements of a hate crime, a UCR-23 report will be completed and forwarded to DPS. The Special Investigations Unit will act as a liaison to the FBI, and a joint investigation may be conducted at the FBI's request for reported hate crimes.

421.2 REPORTABLE HATE CRIMES

Hate Crimes will only be reported in conjunction with the following types of offenses:

1. Murder
2. Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Larceny-Theft
7. Motor Vehicle Theft
8. Arson
9. Simple Assault
10. Intimidation
11. Vandalism

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
422 Animal Incidents	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

422 ANIMAL INCIDENTS

422.1 ANIMAL BITES


Officers will notify Animal Control any time an individual is bitten by an animal. Officers will complete a Complaint Report, provide a copy to Animal Control, and include the following information:

- A. Name, address, phone number, and age of victim;
- B. Name, address, phone number of animal's owner;
- C. Description of the animal by breed, color, and sex;
- D. Circumstances of the bite;
- E. Nature of treatment, when and name of provider;
- F. Location of the wound;
- G. Date and time bite occurred; and
- H. Tag number/lack of tags.

422.2 DESTROYING ANIMALS

Officers may destroy an animal, using their firearm, when it is critically injured, rabid, or potentially dangerous and Animal Control is not readily available. All precautions will be taken to ensure the animal is destroyed in a safe manner. Rabid animals should not be shot in the head.

- A. Authority. Before destroying an animal, officers must obtain the owner's permission, if possible. When owners are not available, officers will obtain the names and addresses of witnesses to verify that the animal was critically injured, rabid, or potentially dangerous. When feasible, officers will obtain their supervisor's permission before destroying an animal.
- B. Review. The Shooting Review Team will be notified any time an animal is destroyed by an officer's firearm. The Shooting Review Team will determine if the incident must be reviewed. The animal, weapon, and evidence will not be removed from the scene until released by the Shooting Review Team.
- C. Disposal of the Animal. Small animals such as dogs or cats may be disposed of by Animal Control. To dispose of larger animals, officers will contact Solid Waste Management through Communications, or the owners may choose to contact a private rendering service.


 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
423 Arson	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

423 ARSON

The Fire Department’s Fire/Arson Investigation Unit will respond to fire incidents when criminal activity is suspected. Responding officers will meet with the Fire Incident Commander and assist with determination of the offense involved.

423.1 ARSON INVESTIGATIONS

- A. Any fire scene that appears to have been intentionally set or meets the elements of a criminal offense will be investigated by the Fire/Arson Investigation Unit. These include Criminal Mischief, Reckless Damage, Unauthorized Burning, and Arson, as well as incidents of “child fire play.”
- B. Requests for a fire/arson investigator are made by the Fire Department Incident Commander at their discretion. Should the incident involve a death unattended, burglary, or other secondary offense, the responding officer will follow established regional or Department policy concerning calling out an investigator for that offense. Officers responding to incidents where fire personnel did not respond will notify the Fire Department through Police Communications.
- C. Established crime scene containment procedures will be followed. Officers will maintain security of the scene until relieved by a Fire/Arson Investigator. The initial report and all subsequent investigation will be the responsibility of the Fire/Arson Investigator assigned to the call. Reports of fires ruled accidental in nature will be generated by Fire Department personnel.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
424 Identity Theft Crimes	Policy Effective: 01/21/2021 Previous Version: 04/08/1999

424 IDENTITY THEFT CRIMES

424.1 IDENTITY THEFT CRIME REPORTS

Reports of Identity Theft crimes can be taken via telephone by the Telephone Reporting Unit, by an officer, dependent upon circumstances surrounding the case, or reported online by filling out an online crime reporting form on the Department's website: www.elpasotexas.gov/police-department

- A. Identity Theft crime reports can be taken in the City or County of residence of the victim or in the City or County in which the offense was committed. If the offense occurred within the City of El Paso the report will be titled Fraudulent Use or Possession of Identifying Information and will be investigated by the Department.
- B. If the offense occurred outside of the City of El Paso and the only connection to the offense is that the victim lives within the city limits, an Information Received report will be taken and reference to Identity Theft will be noted in the body of the report. The victim will then be advised to contact the law enforcement agency where the offense occurred for investigation.

424.2 SPECIALIZED REPORT FORMS


Victims will be encouraged to visit the Texas Attorney General's website at www.texasattorneygeneral.gov/crime-victims for guidance on steps to follow if their identity is stolen. Identity Theft crime victims may also fill out a complaint input form available online on the Federal Trade Commission's website at www.ftc.gov.

424.3 PROVIDING INFORMATION AND ASSISTANCE TO IDENTIFY THEFT VICTIMS

- A. The employee taking the report will be responsible for providing the Federal Trade Commission's Internet address to the victim regarding Identity Theft. The Federal Trade Commission provides the most comprehensive information for victims regarding Identity Theft. The website refers victims of this crime to the appropriate resource(s), to include:
 1. Information for contacting credit reporting agencies;
 2. How to place fraud alerts on their credit report; and
 3. Additional actions the victim needs to take in recording important information related to the crime.
- B. The employee taking the report will inform the victim on the procedures of obtaining a copy of the police report and if the report was taken in person will provide the victim with an incident information card.

424.4 COORDINATION OF INVESTIGATIONS WITH OTHER AGENCIES


A Financial Crimes Investigator will be responsible for coordinating and sharing information with other agencies as needed to further the successful apprehension of identity theft suspects.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
425 National Incident Management System (NIMS)	Effective Date: 03/08/2021 Previous Version: 04/08/1999

425 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Officers of the EPPD will manage all emergency incidents and preplanned (recurring/special) events in accordance with the Incident Command System (ICS) organizational structures, doctrine and procedures as defined by National Incident Management System (NIMS).

NIMS guide all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems that guide how personnel work together during incidents.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
426 Emergency Medical Care/Duty to Request and Render Aid	Policy Effective: 04/11/2022 Previous Version: 03/17/2022

426 EMERGENCY MEDICAL CARE/DUTY TO REQUEST AND RENDER AID

426.1 DUTY TO REQUEST AND RENDER AID

- A. Pursuant to S.B. 2212 (Effective 9/1/2021) A peace officer who encounters an injured person while discharging the officer's official duties shall immediately and as necessary:
 - 1. Request emergency medical services personnel to provide the person with emergency medical services; and
 - 2. While waiting for emergency medical services personnel to arrive, provide first aid or treatment to the person to the extent of the officer's skill and training.
- B. The peace officer is not required to request emergency medical services or provide first aid or treatment under Subsection A if:
 - 1. Making the request or providing the treatment would expose the officer or another person to a risk of bodily injury, or;
 - 2. The officer is injured and physically unable to make the request or provide the treatment.

426.2 EMERGENCY MEDICAL CARE (EMC) NOTIFICATION LEMS SUPPLEMENT

The Emergency Medical Care Notification LEMS supplement must be completed when an incident occurs involving an employee providing emergency medical care (EMC) to any person. If the EMC was provided while the employee was on duty, it shall be reported utilizing the prescribed EMC supplement. If the EMC was provided when the employee was off duty and their Departmental training or experience was significant in their ability to render aid it can be reported utilizing the EMC supplement. The EMC supplement must be submitted within five days of the EMC event using the process outlined below.

- A. Emergency Medical Care (EMC). Direct medical aid that is provided to any person:
 - 1. Whose condition is stable for the moment and not in any immediate danger of death, but their condition would require the need for medical treatment under normal circumstances (i.e., broken bone splint, large wound dressing, shoulder sling, puncture wound stabilization, etc.).
 - 2. That directly results in the saving of that person's life, not necessarily requiring bravery or action beyond the scope of the Department training (lifesaving event).

426.3 EMC REPORTING PROCEDURES

The following information will be documented during an EMC incident.

- A. Date of Incident. Indicate the appropriate date of the incident.
- B. Time. Indicate the appropriate time of the incident (Use 24-hour format (Ex: 13:12)).
- C. County. Select the county in which the event occurred.

- D. Address of incident. Provide the physical location of the incident, including the name of the road/highway where it occurred. The use of highway name and mile markers is acceptable. Indicate the direction from the nearest city when not within the city limits.
- E. Employee First/Last Name. Document the employee's name who provided the EMC.
- F. ID#. Indicate the employee's current department ID number.
- G. Division. Select Division assigned.

ACD - Academy	IAD - Internal Affairs Division
ASD - Auxiliary Services	NARCO - Narcotics
ATTF - Auto Theft Task Force	MHRD - Mental Health Response Division
CAC - Crimes Against Children	OCD - Organized Crime Division
CAP - Crimes Against Persons	PLAN - Planning and Research Section
CO - Chief's Office	SOG - SWAT/BOMB/CMT/K9/Etc.
CSU - Criminalistics	SSD - Special Services Division
FCD - Financial Crimes	CID/TAC - All Regional Commands
FUS - Fusion Center	PATROL - All Regional Commands
HR - Human Resources	EPIA - Airport

- H. Region. Indicate the appropriate Regional Command.

WSRC - Westside Regional Command Center
CRCC - Central Regional Command Center
NERC - Northeast Regional Command Center
PHRC - Pebble Hills Regional Command Center
MVRC - Mission Valley Regional Command Center
PDHQ - Police Department Headquarters

- I. District. Indicate the appropriate District to which the employee is assigned.
- J. Commissioned. Check only if the employee providing the EMC is a commissioned peace officer.
- K. Civilian. Check only if the employee providing the EMC is not a commissioned peace officer.
- L. Other EPPD Employees Involved. Indicate Y or N if other Department employees provided direct medical aid to the subject listed on the LEMS supplement. Complete additional LEMS supplements for each employee involved in providing direct medical aid during the incident using the same date/time/location information.
- M. Employee Activity at Time of Incident. Select the activity that best fits the actions the employee was taking in the moments prior to conducting the EMC. (This activity should be highlighted in the summary).
- N. Off-duty. Should only be selected when an employee provides care outside the time frame of their normal scheduled shift. Off-duty status does not include an employee who is providing the EMC while working as either a paid or volunteer emergency medical professional.
- O. Time Employee Began Care. Indicate the time in which the employee began the direct EMC on the subject involved. Use 24-hour format (Ex: 13:12).
- P. EMS Responded. Check if Emergency Medical Services responded to the scene of the incident.
- Q. Subject Transported. Check if EMS transported the subject from the scene of the incident to a medical facility.
- R. Arrival Time of EMS. Indicate the time in which EMS arrived to provide emergency medical aid on the subject.

- S. Ambulance Service Name: List the name of the ambulance service involved in the medical aid and transport of the subject.
- T. EMS Name. List the name of the emergency medical services involved in the medical aid and transport of the subject.
- U. Hospital Destination. List the name of the first hospital that the subject was transported to and from the scene.
- V. Transported by. Check the appropriate box to indicate whether the subject was transported by ground or air ambulance.
- W. Subject's First/Last Name. Provide name of subject to whom the EMC was provided. One report per subject involved.
 - 1. Age. Provide the age of the subject involved.
 - 2. Sex. Provide the gender of the subject involved.
 - 3. Race. Provided the race/ethnicity of the subject involved.
 - a. A = Asian or Pacific Islander
 - b. B = Black
 - c. H = Hispanic or Latino
 - d. I = Alaska Native or American Indian
 - e. W = White
- X. Check All That Apply.
 - 1. Lifesaving Event. Emergency medical aid that directly results in the saving of any human life, not, necessarily requiring bravery or action beyond the scope of Department training.
 - 2. Cardiopulmonary Resuscitation (CPR). The employee provided CPR aid with either compressions, breath, or both.
 - 3. Tourniquet Applied. Employee utilized either issued tourniquet or equivalent to control venous and arterial blood circulation.
 - 4. Combat Gauze Used. Employees utilized issued combat gauze to cover or pack a bleeding wound.
 - 5. Narcan. Employee utilized Narcan nasal spray to block the effects of an opioid overdose. When Narcan is utilized, the employee must also indicate the number of vials or nasal doses provided, total milligrams administered, and whether it had positive results.
 - 6. Hyfin Chest Seal Used. Employee utilized this occlusive dressing as the result of a penetrating chest wound that caused an open pneumothorax (sucking chest wound) with severe respiratory difficulty present.
 - 7. Pressure Bandage. Employee utilized this bandage to limit venous and/or arterial blood circulation.
 - 8. Water Rescue. The employee pulled stranded or drowning subjects from swift or flooding waters.
 - 9. Heimlich Maneuver. Employee utilized any procedure to clear an obstruction from a choking person's windpipe.
 - 10. Released No Further Action. Once the EMC was provided the subject did not receive additional medical treatment from either EMS or a medical facility.
 - 11. Subject Living. Indicate if the subject is alive at the time of this report.
 - 12. Subject Deceased. Indicate if the subject is no longer alive at the time of this report.
 - 13. Automated External Defibrillator (AED). Employee utilized an AED to treat possible cardiac arrest. When an AED is applied to a subject, the employee will also need to indicate the number of shocks they were required to administer. If no shocks were administered enter "0".

14. Other Treatment. Select this box if a treatment was provided that is not listed, such as bone splinting, shoulder slings, puncture wound stabilization, or large wound dressings for extreme lacerations or avulsions. This may not necessarily qualify as a lifesaving event but would require additional medical assistance such as sutures or the resetting of bones.
- Y. Summary. Provide a summary of the employee's actions and events surrounding the EMC-involved incident.

426.4 CARDIOPULMONARY RESUSCITATION (CPR)

All employees (Sworn and Non-Sworn) should be trained in CPR as prescribed by Departmental training Standards and Guidelines.

426.5 AUTOMATIC EXTERNAL DEFIBRILLATORS

The following steps will be observed concerning the use of AEDs:

- A. The shift supervisor will determine which units will be assigned AEDs and issue the equipment to the officers at the beginning of each shift and upon availability. AEDs will only be issued to those officers who have been trained in CPR and have been trained to operate the AED in accordance with Department guidelines.
 1. The Training Academy will coordinate with the station managers to ensure that each AED is tested and maintained in good working order according to the manufacturer's specifications and that each unit has adequate supplies. AEDs should have two sets of pads, two batteries, and two data cards.
 2. Officers will notify Dispatch, as they go into service, and identify their unit as being AED equipped.
 3. Officers responding to cardiac events will deploy the AED unit in accordance with Department training.
 4. The officer shall provide emergency care to the patient until relieved by the appropriate personnel. They will assist with the treatment of the patient if requested by Fire Department personnel.
 5. The officer must ensure that an AED unit used by other emergency personnel is recovered as soon as practical.
 6. When an AED unit is deployed to assist a person the officer must turn in the AED to the shift supervisor or their designee at the end of their shift. The shift supervisor or their designee will then have the Station Manager turn in the AED to the Training Academy.
 7. Training Academy (In-Service Staff) will make arrangements with the Office of the Medical Director for downloading and storage of the event information and the return of the AED to the regional Station Manager. The Station Manager will return the AED unit back into service once it is delivered back to the regional command.
 8. The officer will notify the shift supervisor of any expended AED supplies that need to be replaced. Upon notification by the shift supervisor, the Station Manager will replenish the requested items. Station Managers will maintain the required supplies for the AEDs.
- B. Station Managers will ensure the AED's located at their facilities are maintained in good working order according to the manufacturer's specifications and that each unit has adequate supplies. AEDs located at police facilities will follow the set protocols in Section A: 3-8 in the event of deployment.

426.6 TACTICAL EMERGENCY CASUALTY CARE (TECC) CASUALTY KIT BAGS

The purpose of the TECC casualty kit bags is to assist EPPD personnel in the event of an active shooter/active attack incident where mass casualties are located. The TECC casualty kit bags contain the below-listed equipment that EPPD personnel has been trained in through the TECC course that is provided by the Training Academy.

Tactical TECC Bag	
Front Outside Pouch Top: PPE	
Items	Quantity
EMS Gloves (Plastic or Latex)	6 pair
Front Outside Pouch Bottom: Tourniquets	
Items	Quantity
Combat Application Tourniquet CAT	8
Front Compartment Section: Direct Pressure and Bleeding	
Items	Quantity
Israeli Bandages	8
Rear Compartment Section: Bandaging, Splinting, Misc.	
Items	Quantity
Emergency Blankets	4
EMS Trauma Shear Scissors	1
5x9 Sterile ABD Dressing Pads	10
4x4 Sterile Gauze Dressing Pads	10
Sam Splits	2
Triangular Bandages	6
Sterile Kerlex Wrapping Gauze	16
Roll of 2 Inch Tape	2
30 Foot Section of 1 Inch Tubular Webbing	2
Locking Load Bearing Carabineer	2
Disposable Mega Mover (1,000 pound capacity)	1

Each EPPD Regional Command Center and selected departmental sections have been assigned TECC casualty kit bags for deployment out in the field. Each Shift Field Supervisor(s) (Sergeants and above) shall check out a minimum of one TECC casualty kit bag during their tour of duty and will deploy as necessary. In the event of an active shooter/active attack incident(s) where mass casualties have occurred, shift supervisors along with designated officer(s) from the region will deploy their regional TECC casualty kit bags to the location of the incident. Should the incident require a larger deployment of TECC casualty kit bags, it shall be requested by the Shift/Incident Commander via communications for a departmental response. The TECC casualty kit bags were obtained via the Special Investigations Unit and are subject to grant rules and specifications. Bi-annual inspections of the TECC casualty kit bags will be


coordinated by the EPPD Training Academy, SIU Section, and the Regional Station Managers. The EPPD Training Academy will provide replacement equipment for the TECC casualty kit bags.

426.7 NARCAN RESCUE KIT

The purpose of the Narcan Rescue Kit is to have Narcan nasal spray accessible to officers in the field to assist in reversing the effects associated with an opioid overdose. Officers will only administer Narcan in accordance with Departmental training guidelines.

Narcan Rescue Kits will be checked out by the desk officer through the LEM system, and signed back in when returned at the end of the shift. When equipped, officers will carry the Narcan Rescue Kit in the patrol unit's glove box for easy access and protection. Officers will notify Dispatch, as they go into service, and identify their unit as being equipped with a Narcan Rescue Kit. Officers will also note on their Daily Activity Report that a Narcan Rescue Kit was checked out. Station managers shall notify the OCD Commander 6 months before the Narcan Rescue Kits expire to ensure time for replacement procurement.

Desk officers upon issuance and return will inspect the Narcan Rescue Kits to verify that the kit has not been compromised, expired, lost or used. Supervisors and Station Managers will conduct a monthly inspection of the Narcan Rescue Kits to verify the same. In the event an officer administers the Narcan nasal spray, the officer will complete an "Overdose" report in RMS using the PD NARCAN supplement and provide the case number to the desk officer. The desk officer will in turn enter the case number in the LEM system in order to document the replacement of the used Narcan Rescue kit.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
427 Lost or Stolen Law Enforcement Equipment	Effective Date: 03/24/2022 Previous Version: 04/08/1999


427 LOST OR STOLEN LAW ENFORCEMENT EQUIPMENT

The El Paso Police Department works in conjunction with several local, state, and federal law enforcement agencies. As such, the members of the various agencies live in the El Paso Metropolitan area. The Law enforcement community is not exempt from crime and is sometimes targeted for their equipment, i.e. uniforms, credentials, weapons, etc. The El Paso Police Department will assist agencies without reporting or NCIC/TCIC access to properly document and broadcast lost or stolen items of law enforcement equipment.

427.1 LOST OR STOLEN LAW ENFORCEMENT EQUIPMENT

In the event a law enforcement official of any agency is the victim of a crime involving loss or theft of law enforcement uniforms, credentials or equipment used in their profession, the following procedure will be followed:

- A. A report will be completed in the Records Management System. Officers will make every attempt to verify if the reporting law enforcement official's agency will be handling the NCIC/TCIC entry.
- B. If it is verified that the reporting law enforcement official's agency cannot or will not be handling the NCIC/TCIC entry, officers will notify Records immediately via email if after hours or by phone and email if during business hours to request an NCIC/TCIC entry of the items (utilizing the email address PD RECORDS CIV).
- C. Regardless of the agency handling the NCIC/TCIC entry, officers will notify the Fusion Center immediately via email if after hours or by email and phone if during business hours (utilizing the email address PD FUSION).
- D. Records personnel will enter all items per NCIC/TCIC entry conventions. All identifying characteristics and/or markings will be included.
- E. Records personnel will supplement the case report to document NCIC/TCIC entry. The NIC number will be included in the supplement.


 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
428 Request for Cell Phone Ping	Effective Date: 03/08/2021 Previous Version: 04/08/1999

428 REQUEST FOR CELL PHONE PING

Officers will adhere to the following steps when requesting a cell phone ping:

- A. The officer believes that an emergency involving danger of death or serious physical injury to any person will notify a supervisor prior to requesting a cell phone ping.
- B. The officer will then contact the Fusion Center to request a phone ping. In the event that Fusion Center staff is unavailable, 911 Dispatch may be contacted.
- C. The supervisor's name will be noted in the incident report.
- D. If either the Fusion Center or 911 Dispatch refuses to conduct a cell phone ping, the officer will not direct secondary requests to an alternative source.
- E. The officer's supervisor may contact the Fusion Center or Communications to inquire about a refusal to conduct a cell phone ping.

Cell phone ping requests will not be granted unless an emergency involving a danger of death or serious physical injury exists.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
429 Incidents Requiring Notification	Policy Effective: 08/11/2023 Previous Version: 03/08/2021


429 INCIDENTS REQUIRING NOTIFICATION

When employees become aware of any of the listed incidents, or where there may be a question as to the agency's liability or those which may result in heightened community interest, they will immediately notify a supervisor. The supervisor will ensure all necessary actions are taken and notify the Chief of Police through their chain of command. Notification will be made regardless of the time of day via a text message and phone call by the commander, their designee, or lieutenant without a commander. Actual contact of chain of command by phone is required.

429.1 NOTIFICATION TO COMMAND STAFF

The following incidents require immediate notification to Communications, who will create an Everbridge notification to the "PD-COMMAND" group with detailed information regarding the below:

- A. An on-duty Department employee is assaulted or injured requiring admission into a medical facility.
- B. A Department employee is killed.
- C. A Department employee is relieved of duty by a supervisor.
- D. An off-duty Department employee suffers a life-threatening illness or injury.
- E. A Department employee is arrested.
- F. An employee uses deadly force which injures or causes the death of anyone.
- G. A hostage situation.
- H. Any major disaster, natural or manmade (e.g. active shooter, terrorist incident etc.).
- I. Criminal allegations against public figures.
- J. Criminal allegations of public corruption or any felony offense against a City employee.
- K. Traffic fatalities.
- L. On-duty officer-involved traffic accidents.
- M. Call-outs of the below teams:
 1. SWAT
 2. CMT
 3. COMSAR
 4. STI
- N. Murders or Aggravated Assaults that result in a call out of Gangs or CAP.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
430 Officer Involved Shooting/Deadly Force Investigations	Policy Effective: 04/22/2022 Previous version: 08/24/2021

430 OFFICER INVOLVED SHOOTING/DEADLY FORCE INVESTIGATIONS

The following procedure addresses officer involved shooting (OIS) incidents. However, where applicable, these procedures pertain to other situations where an officer uses deadly force (i.e., use of baton, etc.) resulting in serious bodily injury or death. This policy does not apply to situations where an officer utilizes a weapon to euthanize an animal.

430.1 DEFINITIONS

The following definitions pertain only to this policy.

- A. **Administrative Leave.** Leave with pay for administrative purposes. Administrative leave up to ten days can be approved by the Police Department Human Resources Manager. Administrative leave in excess of ten days must be approved by the City of El Paso Human Resources Department Director. Officers are prohibited from participating in outside employment while on Administrative Leave.
- B. **Administrative Duty.** Officers on Administrative Duty are assigned to administrative duty assignments and restricted from working field duty assignments. Officers who normally wear a uniform will continue to do so, unless otherwise directed by the Chief's Office. Examples of Administrative Duties include, but are not limited to, desk assignments; assignment to a support unit such as the Academy, Property Office, Fusion Center, Human Resources; or the Telephone Reporting Unit. Officers are prohibited from participating in extra-duty employment while on Administrative Duty.

430.2 CONCURRENT INVESTIGATIONS

When an officer becomes involved in an incident in which either the officer or another person is seriously injured or killed, or where a death or serious injury occurs to a person in police custody, three (3) separate investigations will be conducted.

- A. Crimes Against Persons (CAP) - criminal investigation;
- B. Texas Rangers of Texas DPS - criminal investigation; and
- C. Shooting Review Team (SRT) - administrative investigation.

The CAP lieutenant or his designee will respond to all OIS and will direct the CAP criminal investigation, accordingly. The CAP lieutenant or his designee will coordinate the investigation with the SRT and the Texas Rangers. Information and documents related to the criminal investigation will be made available to SRT and the Texas Rangers. However, to protect the integrity of both the criminal and administrative investigations certain documents and/or information may not be shared between CAP and SRT which may include.

- A. Grand jury documents and testimony will not be made available to SRT.
- B. "Garrity" protected documents and information will not be made available to CAP and the Texas Rangers.

Matters that clearly do not fall under the protection afforded by “Garrity” and the secrecy of the Grand Jury may be used in criminal and administrative investigations, in accordance with State and Federal laws as well as the Rules of Evidence and Department policy.

430.3 SECTION RESPONSIBILITIES

While no two incidents are exactly the same, there are many activities which should be conducted during an OIS investigation. The procedures below should not be construed as all that is needed for a thorough and unbiased investigation. It is the responsibility of CAP to use their training, skill, and experience to determine the course and needs of the given investigation.

- A. Initial Responders. The crime scene at issue will be held and the integrity of such protected by officers on the scene. In the event that the involved officer is the only officer on the scene, the involved officer is responsible for protecting the crime scene, until a non-involved officer or supervisor arrives on the scene. To protect the integrity of the crime scene, the following must be done.
 1. The supervisor or officer in charge shall establish control and assess all involved parties, and provide first aid and/or summon medical assistance.
 2. The supervisor and/or the officer in charge of the scene will secure the scene per established procedures, and establish a field command post immediately. Securing of the scene includes, but is not limited to, preventing any person from entering or leaving the scene at issue. Officers of any rank with no investigative or other legitimate need are not to enter the crime scene. Legitimate need includes, but is not be limited to, preservation of life and/or prevention of imminent loss or destruction of evidence. Securing the scene includes, but is not limited to, mitigating contamination or loss of evidence to the best degree possible; and securing and separating witnesses. The supervisor and/or officer in charge of the scene will insure that a contamination log is created, and CAP will review the log for completion when the scene is released by CAP. The contamination log will be scanned into the report and submitted as evidence by the officer.
 3. The supervisor and/or the officer in charge of the scene shall keep the involved officer within the scene until CAP arrives, unless said officer requires immediate medical attention. If the involved officer is transported to the hospital for medical attention, a uniformed officer shall accompany the officer to ensure the security and safety of the injured officer and ensure that evidence, if any, is preserved. Officers shall accompany the involved officer in the ambulance when possible.
 4. A supervisor shall respond to the hospital per established procedures.
 5. The involved officer may be placed into a police department vehicle prior to CAP’s arrival to the scene; however, said vehicle will then be processed (if necessary) by the Crime Scene Unit (CSU) prior to the vehicle returning to service.
 6. Pursuant to the Collective Bargaining Agreement (CBA), the supervisor may ask questions relating to the welfare of the involved officer and/or subject to determine if medical attention is required. The field supervisor is not permitted to interview the involved officer(s) about the incident at issue other than to obtain public safety information, urgent investigative information, information to define the scope of the crime scene(s), and/or spot broadcast information.
- B. CAP. The CAP lieutenant or his designee shall take command of the investigation upon arrival, which includes control of the crime scene. CAP will have all resources of the Department at their

disposal to conduct the OIS investigation. An important objective of the investigation will be to ascertain what happened through sources other than the involved officer's statement and accounts. This is not meant to lessen the importance of the officer's testimony, but to ensure the independent establishment of facts. To this end, emphasis will be placed on the collection and analysis of physical evidence, thorough interviewing of witnesses, and the careful analysis of any other sources that could provide information relative to the incident at issue. CAP will be responsible for the following:

1. Upon arrival at the scene, CAP will meet with the involved officer.
 - a. CAP will place the involved officer inside the command post as soon as practical. One EPMPOA representative may be present inside the command post with the involved officer.
 - b. CAP will transport the involved officer to the CAP office as soon as practical. An EPMPOA representative will be permitted to meet the involved officer at the CAP office.
 - c. CAP or designee will notify SRT when the involved officer is being transported to the CAP office.
 - d. CAP will notify the Academy staff and request a replacement weapon for the officer. This request will be made as early as possible to ensure a timely response, thus resulting in a minimal delay for the involved officer.
 - e. The involved officer will be asked by CAP if he/she will provide a statement, or if the officer will provide a statement at a later date.
 - f. CAP lieutenant or his designee will release the involved officer(s) upon completion of the steps outlined in this procedure.
2. While at the scene, and as soon as practical, CAP shall conduct a briefing of known facts with CSU, SRT, and the Texas Rangers.
3. CAP will conduct a canvass of the area to identify individuals as witnesses.
 - a. Any individual identified as a witness will be asked to provide a sworn statement at the CAP office and then transported, accordingly. If a witness does not wish to be transported to the CAP offices to provide a statement, a CAP detective will schedule the witness for a statement at a later time. If a witness simply refuses to give a statement and is uncooperative, he or she will be summoned by a Grand Jury at the discretion of the District Attorney's Office.
 - b. Any and all witness statements taken by CAP, whether in the field or at the CAP office, shall be reviewed by the SRT and Texas Rangers prior to notarization.
 - c. Statements from witness officer(s) will be completed at the CAP office. Witness officer(s) do not have a right to EPMPOA representation or a right to counsel before being interviewed, unless the witness officer(s) claim that responses would expose them to criminal liability.
4. CAP will communicate to CSU, SRT, and the Texas Rangers the date and time of the autopsy, if any, as soon as practical depending on the circumstances of each case.
5. CAP will be responsible for releasing the scene. CAP will coordinate with CSU on the processing of the scene and the securing/sealing of any residence or building to be held for further investigation.
6. CAP will hold a debriefing with CSU, SRT, and the Texas Rangers as soon as practical.
7. Upon completion of the criminal investigation, CAP will present the case to the District Attorney's Office and the City Attorney's Office, with an exact copy provided to SRT and the Texas Rangers.

8. CAP shall send an email to notify Victim Services of the incident.
 9. CAP shall complete the "Peace Officer Involved Injury or Death Report" within 30 days as per C.CP Article 2.139 and scan that into the case. CAP will submit the report to the AG's Office.
- C. CSU. CSU will respond to the OIS and assist with the investigation. CSU will be responsible for the following:
1. In collaboration with CAP, CSU shall process the scene, as well as collect any and all items deemed to have evidentiary value. Officers shall holster and retain their handguns, until disarmed by CSU and CAP, unless the officer is under arrest or is transported for medical attention.
 2. To protect the crime scene, participation in the walk-through will be limited to the CSU officer(s), a CAP detective, one SRT investigator, one Texas Ranger, and the medical examiner (when available).
 3. CSU will complete the GSR Swabbing and take photographs of the officer(s) prior to the involved officer(s) being transported to the CAP office.
 4. At the CAP Office, a CSU supervisor and CAP detective will meet with the involved officer(s). CSU will again photograph the involved officer(s).
 5. On all OIS, CSU shall collect the involved officer's uniform, the weapon used, magazines for said weapon and duty belt. CSU and CAP will determine if any other equipment, items, or possessions in the control or custody of the involved officer(s) have evidentiary value, and collect such on a case-by-case basis.
 6. CSU will be responsible for the round count which will be conducted in a controlled environment within the CSU lab. The round count will be video-taped and photographed. CSU, a CAP Investigator, and a Texas Ranger will be present during the round count.
- D. SRT. SRT will respond to the scene for administrative purposes only. SRT will be responsible for the following:
1. The SRT Supervisor, in coordination with PD HR, shall place the involved officer(s) on administrative leave for the remainder of his/her tour-of-duty, plus a minimum of two days (48-hours) following the OIS. The administrative leave will commence at the time the officer is released by CAP.
 - a. The 48-hour rule is intended to place the involved officer on leave for two days immediately following an OIS if the officer is scheduled to work. If the involved officer will be on his/her days off immediately following an OIS, then the 48-hour rule would not apply, and the need for further administrative leave will be determined by the Chief's Office.
 - b. If an involved officer is going on his/her days off immediately following an OIS, SRT will inform and order the officer not to work any outside employment during the days off.
 - c. If the involved officer is placed on administrative leave under the 48-hour rule or at the direction of the Chief's Office, the SRT Supervisor or a designee will enter the administrative leave into Agency-Web and send notification to EPPD-HR of such via email.
 - d. After the expiration of the administrative leave, the involved officer will return to work and be placed on administrative duty. The involved officer will remain on administrative duty until SRT takes his/her administrative statement and discusses

- the same with the Chief of Police. When feasible, input will be sought from the officer prior to making the administrative duty assignment.
- e. Statements from involved officers will be obtained in compliance with the Contract.
 - f. The Chief's Office may consult with the SRT, CAP, a Stress Management Representative, the involved officer's chain of command, and any other Department employee who has a close relationship with the involved employee, if additional administrative leave or administrative duty is being considered. The well-being of the involved officer is of utmost importance.
2. SRT shall call out stress management for a consultation with the involved officer(s). Said consultation will take place as soon as practical, as determined by the CAP Commander, upon the involved officer(s) arrival at the CAP office.
 - a. SRT will serve a written direct order for mandatory stress management to the involved officer(s) prior to the officer being released by CAP.
 3. SRT will be responsible for notification to EPPD-HR to request drug lab personnel to respond to Police Headquarter for the mandatory drug screening of the involved officer(s).
 4. SRT shall also make notification to the City Attorney's Office, as soon as practical.
 5. Notifications to Stress Management and EPPD-HR will be made as early as possible to ensure timely response by both, thus resulting in minimal delay for the involved officer.
 6. To protect the integrity of the criminal and administrative investigations, during the course of the SRT investigation, any SRT Investigator who discovers evidence or information (other than that involving Garrity) pertinent to the criminal investigation shall immediately notify CAP, who will assume responsibility for the handling of the evidence and/or information.

430.4 OFFICER EQUIPMENT

- A. The involved officer will be issued a replacement weapon and magazines prior to being released by CAP. Replacement weapons will be of the same caliber and type as the officer's primary duty weapon. When an identical weapon is not available, the most similar model available will be provided. In those instances, officers will be required to pass a weapon transition course with the weapon prior to returning to duty. The involved officer will need to qualify with the replacement weapon before returning to duty. CAP is responsible for notifying the Academy staff.
- B. The involved officer will be given the option of being issued a replacement uniform, duty belt, and other replaceable equipment prior to being released by CAP. The involved officer will have the option of going to Central Supply at a later time, if the officer prefers.
- C. If an officer opts to have items issued right away, CAP will be responsible for calling out Central Supply and/or the Communications Liaison to facilitate the replacement of the items referenced above. Such call-outs shall be timely in order to keep the waiting period for the officer(s) at a minimum.
- D. The Communications Liaison and Academy staff responding to the call-out shall retrieve the items needed and bring them to the CAP office to be issued.
- E. The Department will only replace such items that are standard Department-issued. Any item seized as evidence that was purchased by the involved officer that is above and beyond the standard Department-issued equipment will not be replaced by the Department.

- F. As available, and if needed, body armor will be issued to the officer(s) on a temporary basis. Officer(s) will need to make arrangements to be measured for replacement body armor and to obtain replacement name tags along with any other items that were not available at the time the replacement uniform and equipment were issued.


430.5 EVIDENCE RELEASE

CAP will meet with the District Attorney's Office within 30 days of the case being presented, or as soon as practical, to determine if the involved officer's personal items seized as evidence can be released. CAP will relay the date and time of this meeting to CSU and SRT.

- A. CSU will document any evidence to be released with photographs and/or video prior to returning the same to the involved officer. CSU will forward the photographs to SRT for review prior to returning the evidence to the involved officer.

430.6 ANIMAL AND UNINTENTIONAL SHOOTINGS

SRT shall investigate all animal and unintentional shootings. SRT is responsible for notification to the City Attorney's Office during regular business hours. In the event of an unintentional firearms discharge, SRT will ensure that the involved officers firearm is checked by an armorer at the academy for function and safety inspection. The results of the inspection will be documented in the IAD case report.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
431 Notification of Off-Duty Incidents	Policy Effective: 05/11/2023 Previous Version: 04/08/1999

431 NOTIFICATION OF OFF-DUTY INCIDENTS

Officers responding to any incident in which a Department employee is alleged to be a suspect/subject in a criminal allegation will notify the Assistant Chief of the employee's bureau through the chain of command. An employee must notify his or her chain of command if the employee observes or is involved in a serious incident requiring investigation, such as a shooting or a stabbing. An employee detained or arrested for any alleged offense inside or outside the City will advise his or her bureau Assistant Chief through the chain of command. If a complaint report is required for an offense occurring within the City of El Paso, it will be completed in the Department's authorized Records Management System.

431.1 NOTIFICATION OF CHAIN WHEN OFFICER IS INTERESTED PARTY OR COMPLAINANT

Officers responding to or investigating any incident in which a Department employee or officer is an interested party or complainant will notify an officer of the next higher rank than the interested party, complaining employee, or officer. The ranking officer will be consulted prior to any enforcement action to assess the appropriateness of such action. It is the ranking officer's duty to ensure that any actions taken are done on the basis of objective information, facts, and evidence gathered during a thorough investigation of the complaint. All incidents will be recorded in a supervisor's log and investigations will be documented in a police report when a report is required under existing procedure.

431.2 OFFICER ARRESTED

- A. Arrest procedures will be the same as any other arrest. A supervisor will notify the Chief of Police as per procedures. All criminal investigations involving department sworn officers shall not be presented to DIMS unless cleared by the Chief of Police or designee. Officer Involved in a Criminal Offense.
 1. A Supervisor will request the Special Investigations Unit (SIU) to be called out via communications to investigate all cases that involve an Officer(s) of this Department involved in a criminal offense(s). SIU shall be assigned and follow up on the furtherance of the criminal investigation(s) and possible presentation to the District Attorney's Office for prosecution. SIU will continue to notify the Chief of Police on all on-going criminal investigations as per procedures. In cases where prosecution is not desired by the victim, a statement will be taken to that effect.
 2. In cases where prosecution is desired, an Assistant Chief will be notified before arresting the officer to ensure that no special treatment is given.
- B. Arrested Officer Responsibilities.
When an officer of the El Paso Police Department is arrested for a criminal offense above the grade of Class C misdemeanor or for any Class C misdemeanor involving the duties and

responsibilities of office or family violence, it is the officer's responsibility to make written notification to TCOLE.

1. Written notice must be made within 30 days of the incident to TCOLE reporting the facts of the incident.
2. Written notification shall
 - a. Include the name of the arresting agency,
 - b. The agency case number,
 - c. The officer's address where any TCOLE action will be mailed to regarding the affected officer, and
 - d. No Department address may be used in lieu of the officer's address.
- C. Within 30 days of the effective disposition of the criminal offense, it is the arrested officer's responsibility to report in writing to TCOLE the exact disposition of the charge(s).


431.3 NOTIFICATION OF ARRESTED TEXAS PEACE OFFICER OR JAILER

The incident being reported is for any criminal offense above the grade of Class C misdemeanor or for any Class C misdemeanor involving the duties and responsibilities of office or family violence.

- A. When an officer of the El Paso Police Department, a Texas peace officer or a jailer is arrested, it is the responsibility of the handling officer to notify a supervisor.
- B. The supervisor handling the incident will make immediate notification via e-mail to PD Academy Supervisors. The following MUST be contained in the e-mail submitted:
 1. The officer's complete name and date of birth,
 2. The officer's identification number, personal identification number (PID), and/or social security number (if available),
 3. The date and nature of the arrest (if multiple charges exist then all must be listed),
 4. The case number for the incident.

431.4 NOTIFICATION OF ARRESTED CITY OF EL PASO EMPLOYEE

Any time a City of El Paso employee is arrested, a supervisor will make e-mail notification to the City Manager, the Health and Safety Deputy City Manager, the City Human Resources Director, PD Exec Staff, the notifying supervisor's chain of command, and the affected employee's Department Head. The supervisor will complete the City Employee Arrest Notification Form (Form 21-04001) and attach it to the email notification. The notification will also be documented on the station log.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
432 Foreign Diplomats/Consular Officers	Effective Date: 05/05/2022 Previous Version: 04/08/1999

432 FOREIGN DIPLOMATS/CONSULAR OFFICERS

Diplomatic immunity is a privilege governed by international law. Officers of this Department will give due respect and courtesy to Diplomats, Consular Officials and their family members. Officers dealing with an individual claiming immunity will request to see their credentials. Credentials or indications of a Foreign Mission Member can include; tax exemption cards, motor vehicle registration, specialized license plates, driver's license or State Department issued identification cards, or verbal claims of immunity.

When a person has been detained for law enforcement purposes and an indication of immunity is given by the individual due to Diplomatic or Consular membership, contact the United States Department of State via telephone to confirm (the phone number will be on the back of the individual's driver license or State Department identification card).

432.1 DIPLOMAT OFFICERS

Diplomatic officers, their family, official staff, and most employees (not of U.S. citizenship or permanent residency) are protected by unlimited immunity from arrest, detention or prosecution for any civil or criminal offense. These officials, however, may be taken into protective custody when their actions threaten public safety. A diplomat officer may be handcuffed, but only as long as the threat exists. Officers will immediately notify a supervisor and make arrangements to transport the person home. Every effort should be made to minimize the detention.

- A. **Service Staff.** Service staff members are immune only when the action in question was taken in the course of official duties. Service staff members are those without policy making positions such as clerical workers, cooks, or drivers.

432.2 CONSULAR OFFICIALS

Consular officers are protected by immunity only when the action in question was taken in the course of official duties. These officials may be arrested for felony offenses when the Officer has an arrest warrant. Consular officials may be taken into protective custody when their actions threaten public safety. Officers will immediately notify a supervisor and make arrangements to transport the person home. Family members and employees of consular officers are not protected by immunity, however, they should be treated with due respect and courtesy. Officers may issue traffic citations to consular officials.

432.3 HONORARY CONSULS

Honorary Consuls are not protected by immunity, however, by virtue of working in an official capacity should be treated with respect and courtesy. All documents of an Honorary Consul will be treated as property of a diplomat.

432.4 DOCUMENTS ON CONSULAR PREMISES

Officers will not review or seize any documents belonging to a diplomat or consular officer. Premises used exclusively for the work of a Consular Post will not be entered without explicit permission of the head of the post unless entry is being made in the case of fire or other disaster requiring prompt protective action. Diplomats also enjoy personal inviolability, meaning you cannot search their person or their personal property (car, briefcase, etc.).


432.5 REPORTING

Officers will report the stopping of or the taking of action against any diplomat, consular officer, their family members or official staff as follows:

- A. Officers who stop or issue a notice to appear to a Diplomatic or Consular official for a violation of Subtitle C, Rules of the Road, Transportation Code, (Chapters 541-600; including but not limited to traffic, bicycle and pedestrian violations; vehicle equipment and inspection violations; and accidents), Section 49.03 or 49.04, Penal Code, or Section 49.07 or 49.08, Penal Code, involving the operation of a motor vehicle, will record all relevant information from the driver's license or identification card presented and/or any statement made by that person regarding immunities or privileges and promptly deliver the information to their supervisor who will immediately forward it via the chain of command to the Chief's Office. Both diplomats and consular personnel can be issued a citation at an officer's discretion, but the subject cannot be compelled to sign the citation if they have immunity. Sobriety tests can also be offered, but may not be compelled if the individual has immunity.
- B. Officers will contact the United States Department of State during initial contact with a Diplomat or Consular individual to verify status and immunity, no later than the fifth working day after the stop. The following documents will be sent to the Bureau of Diplomatic Security Office of Foreign Missions (OFM) of the United States Department of State:
 1. A copy of any notice to appear, citation, or written warning issued and any accident report prepared or,
 2. If a notice to appear was not issued and an accident report was not prepared, a written report of the incident.
 3. The OFM can be reached at fax number 202-895-3646 or by email to OFMImmunity@state.gov
- C. Officers taking any other action against a diplomat, consular officer, their family members or official staff will send a hard copy of the complaint report and an explanatory memorandum if necessary through the chain of command to the Chief's Office.

432.6 LEGISLATORS

All Senators and Representatives shall, except in cases of treason, felony or breach of the peace, be privileged from arrest during the session of the Legislature, and in going to and returning from the same, allowing one day for every twenty miles such member may reside from the place at which the Legislature is convened.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
433 Emergency Tactical Alert Protocol	Policy Effective: 03/08/2021 Previous Version: 07/27/2017

433 EMERGENCY TACTICAL ALERT PROTOCOL

This protocol is to assist Department personnel in organizing and operating effectively during significant emergency incidents. Based on the Incident Command System, the policies contained in this protocol provide for the expansion of personnel from the initial responder to a major commitment of Police Department personnel and resources.

433.1 TACTICAL ALERT OBJECTIVE

The objective of the Tactical Alert Protocol is to establish order and control in situations involving a large scale and rapid response by police officers to the scene(s) or a staging area as designated by the Incident Commander of a significant emergency incident. The Tactical Alert Protocol does not replace the Incident Command System but is a component of it. The objectives of the Tactical Alert Protocol are to:

- A. Prevent further loss of life and/or injury.
- B. Establish field command as soon as possible.
- C. Establish a command post at a suitable location.
- D. Establish a staging area at a suitable location.
- E. Control the response of personnel to the scene and the staging area.
- F. Separate the different operations required to control the incident and place them on separate radio channels.
- G. Designate a police supervisor to command each operation, should there be multiple incidents, and place them on separate radio channels.
- H. Free field supervisors and area commanders from routine concerns and decisions so that they may focus on gaining control and managing the incident.
- I. Determine the identity of units already involved in the incident, their position, and their function.
- J. Revise, supplement, and refine deployment as necessary.

433.2 GENERAL POLICY

A Tactical Alert is the preliminary stage of the Department’s Mobilization Plan. It announces a redistribution of on-duty personnel to achieve staffing levels necessary for controlling an emergency or disaster. In the event of an emergency (e.g. civil unrest, active shooter, terrorist attack, flash mobs, disaster, major explosions, environmental disasters, major industrial accidents, etc.), Department personnel will comply with this protocol in reacting to the initiation of a Tactical Alert. The affected regional sergeants, in coordination with the shift lieutenant, will restore conditions to normal as rapidly and efficiently as possible.

- A. Definitions

1. Regional Tactical Alert. Only one region is affected by an emergency situation that will require resources from another unaffected adjoining region.
 2. Citywide Tactical Alert
 - a. Two or more regional commands are affected by large-scale emergency situations or asymmetrical attacks that will require additional resources from other unaffected regions or may require the recall of off-duty personnel.
 - b. May be initiated due to a single large-scale major disaster/incident that will require additional resources from other regional command centers or outside law enforcement agencies. It may be a simultaneous disaster affecting more than one regional command center or multiple citywide asymmetrical criminal incidents designed to inflict substantial loss of life, e.g. terrorist attack.
- B. Initiation and Notification
1. When needed, a Tactical Alert will be initiated as soon as possible by a sergeant or above. The supervisor initiating the Tactical Alert will determine if the alert is a Regional Tactical Alert or Citywide Tactical Alert.
 2. Upon declaration of a Regional Tactical Alert, the sergeant or lieutenant of the affected region will inform the Communication Division of the number of additional resources they are requiring from other regional commands. The Communication Division will identify and dispatch the required resources as identified by the requesting field supervisor. The identified units will be dispatched to the affected region(s)'s incident or staging area as designed by the Incident Commander. Ideally, the Communications Division shall locate the closest units from adjoining regions.
 3. Upon declaration of a Citywide Tactical Alert, the Communication Division will identify and dispatch the required number of resources as identified by the requesting field supervisor from all the other unaffected regions to the regions declaring the Citywide Tactical Alert. Major incidents that affect all or several regional commands may require a mobilization of off-duty personnel.
 4. Mobilization of off-duty personnel will be made by the Chief of Police or their designee.
- C. Actions upon Alert
1. Communications personnel will then sound an alert tone and broadcast the Tactical Alert Message by radio and MCT. The message is as follows:
“ _____ Regional Command has initiated a [Regional or Citywide] Tactical Alert. [Describe incident and state which commands will provide staffing to the Region(s) declaring the alert or all Commands] begin preparations for redistribution of personnel. All personnel are to maintain normal patrol operations unless directed otherwise by the Communication Division or by a police supervisor at the rank of sergeant or higher.”
 2. The patrol field force will maintain normal operations, patrolling their assigned areas and answering dispatched calls, unless otherwise assigned to the Tactical Alert by the Communication Division or by a police supervisor.
 3. Commanders and supervisors will immediately assess their staffing and equipment strengths. The Fusion Center will provide the Chief's Office and all Commanders with the current on-duty resources. The Fusion Center will assume the duties of the Police Operation Center (formally referred to as the SOC) for the Department unless otherwise designated by the Chief's Office.
 4. All police personnel may be required to change into class B uniforms.

5. Communications will screen all calls and advise citizens with low priority complaints of the estimated delay in response and/or direct them to the Telephone Reporting Unit if applicable.
6. Fusion Center's MATRIX will contact the Investigation and Administrative Bureaus' supervisors, who will immediately contact their uniform personnel and provide instructions.
7. The Chief of Police or designee may hold over on-duty personnel to work overtime and may establish 12-hour shifts.

433.3 OFF-DUTY PERSONNEL MOBILIZATION PROTOCOL

The purpose of the mobilization protocol is to provide uniform guidelines for the activation of additional Department personnel during increased civil unrest/terrorism threat levels, weather-related emergencies, and unusual occurrences in the community that impact the Department's staffing levels and workload. All personnel should be familiar with the mobilization plan so that when it is activated it can be implemented without delay. It is possible for the mobilization plan to be implemented at any stage of Department preparedness as most critical incidents occur without warning.

A. General Deployment Order

1. Only the Chief of Police or their designee can order the recall of off-duty personnel.
2. Sworn personnel will be contacted by an on-duty supervisor and will be provided with instructions.
 - a. Division heads, e.g. commanders and lieutenants with no commander, will ensure their personnel contact information is current and accurate in the Department's paging system, Everbridge.
 - b. Commanders and lieutenants will ensure during documented monthly audits that their sworn personnel contact information is accurate.
 - c. Commanders and lieutenants will utilize a "Telephone Call Back Tree" should the Department's paging system fail.
3. During extreme emergencies, it may not be possible for each officer to be contacted directly by their supervisor and given specific instructions. In the event of communication failure(s), officers may be called back to duty via general public service announcements.
4. In the case that on-duty supervisors cannot make notification to sworn personnel to report for duty, sworn personnel must attempt to make telephone contact to the following in the following order:
 - a. Assigned shift supervisors
 - b. Any supervisor in their assigned regional command
 - c. Any supervisor at any regional command including HQ
 - d. EPPD Academy
5. Officers are ordered to self-report to the assembly areas listed below if they become aware of any of the following events and the officer has tried and failed to establish contact with an on-duty department supervisor to determine if the mobilization plan is in effect.
 - a. A city-wide power outage that lasts more than eight hours
 - b. Weapon of Mass Destruction attack
 - c. A terrorist attack with mass casualties
 - d. War events directly affecting the El Paso area
 - e. Large-scale civil unrest
 - f. Major natural or man-made disasters or weather emergency


- B. Assembly Areas. Unless given specific instructions that differ from these areas, off-duty personnel called back to duty as part of a mobilization plan shall report to the following areas:
 - 1. Primary Assembly Area. Regional Command Center where the officer is assigned.
 - 2. Secondary Assembly Area. When events (e.g. extreme weather, impassable infrastructure, etc.) prevent the officer from reporting to the Primary Assembly area, officers shall attempt to report to the following facilities, in the listed order, and attempt to establish contact with the Department chain of command to receive instructions:
 - a. Any Police Regional Command Center
 - b. Police Headquarters
 - c. Police Academy
 - d. Texas Department of Public Safety (DPS) stations listed:
 - i. Scott Simpson Office. 11612 Scott Simpson
 - ii. Ysleta POE. 9670 Rio Del Norte
 - iii. BOTA POE. 650 Gateway North
 - iv. Texas State Building. 401 E. Franklin, Suite 140
 - e. El Paso County Sheriff's Department patrol facilities:
 - i. Vinton Station. 436 E. Vinton
 - ii. Montana Station. 12501 Montana Ave
- C. Sworn personnel who are recalled to duty or self-report while on their RDOs will report in a Class B uniform. Any other gear worn or utilized must follow policy.
- D. Personnel who are on-duty at the time of a Tactical Alert and are not in Class B, Class C, Class D, or Class E uniform will change into a Class B uniform.

433.4 ON DUTY RESPONSE LEVELS

In the event that a Tactical Alert is issued, patrol officers already on duty will be the first level of response. Communications will dispatch available patrol units to the location that they are needed. Supervisors may hold personnel until they are no longer needed or the Tactical Alert has expired. The Incident Commander or their designee will determine how officers are deployed to the incident(s).

Additional resources may be activated in the following order:

- A. On-duty motor and traffic officers
- B. On-duty special teams and additional special team's personnel that are needed will be controlled by the Special Operations Group (SOG) supervisor in charge at the time of the Tactical Alert.
- C. On-Duty Criminal Investigation Division (CID) and TAC officers in the region where the Tactical Alert is issued.
- D. On-duty Criminal Investigation Division (CID) and TAC officers nearest to the region where the Tactical Alert is issued.
- E. All other available on-duty sworn personnel who are not assigned to the essential function of the Department.
- F. The Incident Commander or Chief of Police will activate additional resources, as needed.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
434 Terrorism Response Plan	Effective Date: 04/11/2022 Previous Version: 04/08/1999


434 TERRORISM RESPONSE PLAN

The purpose of the El Paso Police Department Critical Incident and Terrorism Response Plan is to provide a comprehensive and effective means to coordinate a law enforcement response to critical incidents and periods of heightened security.

434.1 POLICY

The El Paso Police Department will employ strategies to:

- A. Reduce vulnerability to terrorist attacks through proactive measures.
- B. Prevent and deter attacks through intelligence sharing, investigation, and working in cooperation with other law enforcement agencies.
- C. In the event of a terrorist incident, maintain public confidence through a rapid response to care for the injured and to preserve evidence for criminal prosecution.
- D. All officers will have access to the Critical Incident and Terrorism Response Plan in PD Public and hard copies available at each region.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
435 Sexual Assault	Policy Effective: 01/12/2022 Previous Version: 10/27/2021

435 SEXUAL ASSAULT

435.1 SEXUAL ASSAULT RESPONSE

In the event there is a victim of a sexual assault waiting at any location and no units are available in the region where the victim is located, 911 Communications will dispatch the call to the next available unit, regardless of the region they are located in. This is to limit any unnecessary wait for victims of sexual assault.

435.2 OFFICER RESPONSIBILITY

Responding officer’s first priority is to provide the victim with immediate medical attention when deemed necessary. In the event there is a victim of a sexual assault waiting at any location and no patrol units are available in the region where the victim is location, 911 Communications will dispatch the call to the next available unit regardless of the region they are located in. This is to limit any unnecessary wait for victims of sexual assault.

Officers will obtain detailed information that is necessary and essential to determine what offense(s) actually occurred. Officers will obtain preliminary statements from the victim and any available witnesses in order to substantiate all the elements of offense. Time and date of occurrence shall be determined in regards to the administration of a SANE examination.

Officers will secure any and all crime scene(s) associated with the sexual assault incident. When available, CSU may be summoned to assist with the collection of any and all evidence. If CSU is not utilized, officers will obtain any and all evidence associated with the offense. Items that may be considered as evidence include, but not limited to, clothing, undergarments, bedding, and DNA evidence. Articles of clothing/bedding will be collected individually and placed in paper bags. Officers should not use plastic bags in the collection of sexual assault evidence. Any evidence collected will be handled pursuant to Department policy.

Officers will obtain enough information from the victim to substantiate the offense of sexual assault and complete the offense report.

Cases Involving Children. When a child has been sexually assaulted, officers will notify Crimes Against Children (CAC) and Child Protective Services (CPS). Officers will refer to children as victims within the complaint report.

In the event of a delayed outcry, the officers will determine the age of the victim at the time of the offense for proper offense coding and proper unit notification. Aggravated sexual assaults and sexual

assaults of victim(s) 17 years of age and older are investigated by Crimes Against Persons (CAP). Aggravated sexual assault and sexual assault of victim(s) age 16 and younger are investigated by CAC.

Arrest affidavits and non-arrest affidavits will not contain the name of the victim, but will substitute a description of the survivor, i.e. 20-year-old female, etc. Additionally, no other identifiers will be placed in an affidavit to include, license plate numbers of victim vehicles, VIN numbers, the victim's address, and any other identifier that might connect a victim to an incident of sexual offense.

Officers responding to a report of a sexual assault that occurred within 120 hours will ensure that a SANE exam is made available to the victim. Authorization of the SANE exam will be made to the on-duty/on-call CAP or CAC supervisor via telephone. If the SANE exam is authorized, officers will make arrangements for the victim to be transported to an authorized medical facility. Any offense reported outside the 120-hour window must be cleared by the on-duty/on-call CAP or CAC supervisor for a medical examination.

The El Paso Police Department will ensure that the SANE exam is submitted to the Texas Department of Public Safety Laboratory within 30 days of collection. SANE exams will be collected by designated police officials. All paperwork pertaining to the SANE exam will be uploaded into their respective case.

A victim has the right to a SANE exam without police involvement; these requests will be accommodated.

During the preliminary investigation of a sexual assault, both CAP and CAC on-duty/on-call supervisors may be contacted for guidance.

In the case of an aggravated sexual assault, officers shall notify CAP supervisors.

435.3 SEXUAL ASSAULTS INVOLVING THE USE OF DRUGS

An outcry by a victim that they may have ingested any drug that may impair a person's ability to react will be relayed to medical staff.

435.4 VICTIM ASSISTANCE PROGRAM

Officers will inform the victim of all available support services such as the Center Against Sexual and Family Violence (CASFV), Adult Protective Service (APS), Child Protective Services (CPS) and EPPD Victim Services (VSRT).


Pursuant to H.B. 1172 and Code of Criminal Procedure (CCP) Article 56(A).3515, before conducting an investigative interview with a victim reporting a sexual assault, other than a victim who is a minor as defined by Section 101.003 Family Code, the peace officer conducting the interview or during the forensic medical examination shall offer the victim the opportunity to have an advocate from a sexual assault program, as defined by Section 420.003 Government Code, be present with the victim during the interview, given that the advocate is available at the time of the interview.

435.5 POLYGRAPH EXAMINATION OF COMPLAINANT PROHIBITED

Pursuant to H.B. 1172, CCP Article 15.051 prohibits a peace officer or an attorney representing the state from requiring, requesting, or asking a victim/complainant who charges or seeks to charge in a complaint the commission of an offense under Penal Code section 21.02, 21.11, 22.011, 22.021, or 25.02 (Sex Offenses) to submit to a polygraph examination.

435.6 DISCLOSURE OF EVIDENCE COLLECTED DURING INVESTIGATION

Pursuant to H.B. 2462, CCP Article 56A.052(a) allows for the victim of a sexual assault, the guardian of a victim, or a close relative of a deceased victim the entitlement, if requested, the disclosure of information regarding any evidence collected during the offense, unless disclosing the information would interfere with the investigation or prosecution of the offense, in which event the victim, or designee shall be informed of the estimated date on which that information is expected to be disclosed.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
436 Victim Forensic Sexual Assault Examination	Policy Effective: 08/24/2021 Previous Version: 10/07/2019

436 VICTIM FORENSIC SEXUAL ASSAULT EXAMINATION

The purpose of a forensic sexual assault examination is to collect evidence and photograph/record evidentiary information. Such exams will be performed with the consent of the victim, a person authorized to act on behalf of the victim or an employee of the Department of Family and Protective Services. When a juvenile is the victim, officers will make reasonable efforts to obtain consent from the child's parent or legal guardian. However, when such efforts fail, officers may give consent for the examination.

436.1 EXAMINATION CRITERIA

When a sexual assault has been reported to a law enforcement agency, a sexual assault (forensic) examination must be conducted within 120 hours of the sexual assault.

436.2 EXAMINATION LOCATIONS AND AUTHORIZATION

The forensic sexual assault exam can be performed at either University Medical Center, Children's Hospital, or the Hospitals of Providence and authorized by the responding officer before it is performed. Sexual assault forensic exams at any other medical facility, equipped with an emergency room, must be pre-approved by the CAP, CAC lieutenant, or designee. Officers are to notify a supervisor who shall in turn contact the CAP, CAC lieutenant, or designee and provide the relevant facts surrounding the case. To document the authorization or non-authorization of the exam, the Sexual Assault Forensic Exam Authorization Form must be completed.

436.3 SEXUAL ASSAULT FORENSIC EXAM AUTHORIZATION FORM

Pursuant to **H.B. No. 1172** (Effective 9/1/2021) the Sexual Assault Forensic Exam Authorization Form will be completed by the officer at the hospital and distributed as follows:

- A. A copy will be provided to the health care provider and the physician, sexual assault examiner, or sexual assault nurse examiner.
- B. The victim or the person who consented to the forensic medical examination on behalf of the victim.
- C. The original is to be scanned into the case in the Records Management System and subsequently forwarded to C.A.P. or C.A.C.


436.4 EXAMINATION COSTS

The forensic sexual assault exam is at no cost to the victim. Costs for medical treatment or services provided that are not part of the standard forensic exam will be the responsibility of the victim, regardless if the additional treatment is related to the sexual assault.

436.5 SEXUAL ASSAULT REPORTED AFTER 120 HOURS

When a sexual assault is reported after 120 hours after occurrence, officers will recommend that the victim seek a medical examination by their family physician or any medical facility (not the emergency room) of their choice. As there is no possibility of recovering forensic evidence after 120 hours, the medical exam recommendation is for any needed medical treatment and/or testing for sexually transmitted diseases. Officers do not need to authorize such exams and any associated costs are the responsibility of the victim.

Pursuant to **H.B. No. 1172** (Effective 9/1/2021) If a sexual assault is not reported within the 120 hours (Article 56A.251) and the victim is a minor as defined by section 101.03, Family Code, on receiving the consent or the consent described by section 32.003 or 32.005, Family Code, a law enforcement agency shall request a forensic medical examination of the victim for use in the investigation or prosecution of the offense. Authorization of the SANE exam will be made to the on-duty/on-call C.A.C. supervisor via telephone. If the SANE exam is authorized, officers will make arrangements for the victim to be transported.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
437 Polygraph Procedures	Policy Effective: 11/5/2021 Previous Version: 04/21/2021

437 POLYGRAPH PROCEDURES

The polygraph examination is a valuable investigative aid used in conjunction with, but not as a substitute for, a thorough investigation. The polygraph may be employed, consistent with this policy, during criminal investigations to screen candidates for positions with this or other criminal justice agencies and assist in the conduct of administrative/internal investigations and any other authorized purpose. Polygraph examinations will be conducted pursuant to State Law and the Articles of Agreement between the City of El Paso and the El Paso Municipal Police Officers' Association. Pre-employment polygraphs will be handled as per the Pre-Employment Polygraph Section.

437.1 REQUESTING POLYGRAPH EXAMINATIONS

Following approval by the immediate supervisor, employees of this Department may request a polygraph examination from a Department-authorized polygraph examiner.

- A. Submission to a polygraph examination must be a voluntary action and requires the subject's written approval, waiver, or other instrument as required by law. The Chief of Police may order Department employees to submit to a polygraph examination during administrative investigations.
- B. Investigators who are considering administering a polygraph exam to a crime victim may consult with the District Attorney's Office for advice.
- C. Pursuant to H.B. No. 1172 (Effective 9/1/2021) a peace officer or an attorney representing the state may not require, request or take a polygraph examination of a person who charges or seeks to charge in a complaint the commission of an offense under the following:
 - a. Continuous Sexual Abuse of Young Child or Children (PC 21.02)
 - b. Indecency with a Child (PC 21.11)
 - c. Sexual Assault (PC 22.011)
 - d. Aggravated Sexual Assault (PC 22.021)
 - e. Prohibited Sexual Conduct (PC 25.02)
- D. Outside agencies that request polygraph examinations require approval from the Chief of Police. Fees for polygraph examinations range from \$300-\$500 and may be waived at the discretion of the Chief of Police. Fees collected for outside agency polygraph examinations are deposited to the Police Department general fund.

437.2 PREPARING FOR POLYGRAPH ADMINISTRATION

- A. It is recommended that a suspect not be interrogated immediately prior to polygraph examinations. It is up to the polygraph examiner to determine suitability for examination. To ensure the maximum potential effectiveness of the polygraph, it is recommended that investigators not reveal case-specific information to suspects during interrogations. Department

employees shall not attempt to explain procedures that will be used in the examination but shall advise subjects that these will be explained fully by the examiner.

- B. The case agent or lead investigator requesting the examination will be the liaison and point of contact between the suspect and the polygraph examiner. Should the subject be late for or cancel an appointment the requesting Department employee shall immediately notify the polygraph examiner.
- C. If possible, the requesting Department employee shall report with the subject to the examination location and shall remain on hand until completion of the test. The polygraph examiner shall be solely responsible for any persons inside the examination or observation rooms.

437.3 JUVENILES

Juveniles taken into custody under the Texas Family Code may not be given a polygraph without the consent of the child's attorney or the juvenile court, unless the child is transferred to criminal court for prosecution. The six-hour rule and State Law regarding the Admissibility of a Statement of a Child also applies.

437.4 CONDUCTING POLYGRAPH EXAMINATIONS


Polygraph examinations used during criminal investigations must be conducted only by examiners who have graduated from an institution that provides training for this purpose and with an Active Polygraph License. Polygraph examinations shall be conducted as per the guidelines set by the certifying institution.

437.5 ADMINISTRATIVE INVESTIGATIONS

No polygraph examination will be conducted in connection with any non-criminal, administrative investigation without the approval of the Chief of Police. Sworn personnel will follow the guidelines described in the Articles of Agreement between the City of El Paso and the El Paso Municipal Police Officer's Association.

437.6 RECORD KEEPING

Unless otherwise provided in this policy or by state law, the assigned polygraph examiners of the El Paso Police Department shall maintain copies of each polygraph report for a period of five years for criminal investigations, indefinitely in capital offenses, and three years for non-criminal investigations. The results of all examinations shall be maintained in a secure location. Administrative and pre-employment examination results shall be securely stored and separated from criminal polygraph files. Retention and records release shall be handled in accordance with state law.


 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
438 GRACE Act	Effective Date: 04/27/2023 Previous Version: N/A

438 GRACE ACT GUIDELINES

The purpose of this policy is to provide the guidelines for the GRACE (Guarding the Rights to Abortion Care for Everyone) for the El Paso Police Department.

It is the Policy of the El Paso Police Department that, except to the extent otherwise required by state or federal law, Department resources, including, for example, funds, personnel, or hardware, will not be used to:

- A. Create any record of any information related to an individual seeking abortion, miscarriage, or any other event that could be prosecuted as a violation of state law criminalizing or creating civil liability for pregnancy outcomes
- B. Provide information to any other governmental body or agency about pregnancy outcomes, unless such information is provided to defend the patient’s right to reproductive care, including abortion care, or the healthcare provider’s right to provide such care; and
- C. Conduct surveillance or use any electronic surveillance device, hardware, or software that is capable of collecting, capturing, recording, retaining, processing, intercepting, analyzing, monitoring, or sharing audio, visual, digital, location, thermal, biometric, behavioral, or similar information or communications specifically associated with, or capable of being associated with, any specific individual or group; or any system, device, or vehicle that is equipped with an electronic surveillance device, hardware, or software for the purpose of determining whether an abortion has occurred, except for the collection of aggregated data without personal identifying information or personal health information for purposes unrelated to criminal investigation, enforcement, or prosecution.
- D. It is the intention of the El Paso Police Department that this policy does not apply in cases of conduct that is criminally negligent to the health of the pregnant person seeking care or where coercion or force is used against the pregnant person.
- E. In instances where a possible violation of Texas Health and Safety Code Chapter 170A.002 is reported to an officer, the officer will contact a supervisor. The supervisor will make notification to executive staff through the chain of command.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
444 Surveillance, Field and Undercover Operations	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

444 SURVEILLANCE, FIELD AND UNDERCOVER OPERATIONS

444.1 STAKE-OUTS/SURVEILLANCE

The primary concern for officers deployed to stake-out/surveillance scenes is the preservation of life and prevention of unreasonable risk to the public.

444.2 SAFETY


Suspects will be confronted in a way that does not endanger bystanders; however, officers are not restricted from taking action to prevent injury or death.

444.3 IDENTIFICATION/CONFRONTATION

When confrontation is made, officers will clearly identify themselves as members of the Department and display their badges. Officers should wear, carry, and/or have accessible identifying garments to clearly distinguish themselves as members of the Department.

444.4 NOTIFICATION

When a stake-out/surveillance is to be conducted at a fixed location, the officer/supervisor in charge will notify the Regional Commander or designee and Communications of the location. Notification should not be made over the radio.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
451 Emergency Alert Notifications	Policy updated: 8/3/2020 Previous Version: 11/01/2019

451 EMERGENCY ALERT NOTIFICATION

It is the Policy of the El Paso Police Department to immediately notify its employees both sworn and civilian upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to safety. The department will, without delay, and taking into account the safety of their employees and the community, determine the content of the notification and initiate the Emergency Alert Notification.

451.1 EVERBRIDGE NOTIFICATIONS

The Emergency Alert Notification system is a notification sent to the employees' cellular phone through a text message, call, and/or work email when there is a credible threat to safety or a critical incident has occurred that may pose a threat to sworn officers and civilians working for the El Paso Police Department. Employees of the El Paso Police Department will be enrolled in the Everbridge Notification System. Confirmation of the notification is required.

There are two types of emergency notifications:

Emergency Notification - A cellphone text message, call, and/or work email that is sent when there is confirmation of a significant emergency or dangerous situation involving an immediate threat to safety.

Warning - A cellphone text message, call, and/or email that is sent when a possible threat to safety has been reported to the Department.

451.2 CIVILIAN AND SWORN NOTIFICATIONS

Civilian Emergency Alert Notifications will include but not be limited to only the following information, depending on the circumstances of the event:

1. Location of the incident
2. Description of the incident
3. Description of the subject:
 - a. Clothing
 - b. Height, weight, ethnicity, facial and physical description and or description of vehicle

Sworn officer notifications will include but not be limited to the following information:

1. Location of the incident
2. Description of the incident
3. Description of the subject:
 - a. Clothing
 - b. Height, weight, ethnicity, facial and physical description and or description of vehicle
 - c. Name and date of birth
 - d. Picture of subject and or vehicle
 - e. Detailed description of event

The Emergency Alert Notification System will be managed by the Fusion Center and Communications. The supervisor at Fusion or Communications or their designee will be responsible for disseminating the information to both the civilian and sworn personnel.


The Planning and Research section will be responsible for updating the Emergency Alert Notification System distribution list.

451.3 DEPARTMENT AND REGIONAL NOTIFICATIONS

Emergency Notifications will be distributed to the affected Region or Department wide at the discretion of the Communications or Fusion Center Supervisor or his/her designee.

451.4 EVERBRIDGE NOTIFICATIONS REFUSAL

Civilian personnel wishing to opt out of the Emergency Alert Notifications must submit an email to Planning and Research stating their desire to opt out of the Emergency Alert Notifications.


 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
452 Bank Robbery	Effective Date: 12/20/2021 Previous Version: 11/15/2021

452 BANK ROBBERY

452.1 BANK ROBBERY RESPONSE


Federally-insured financial institutions fall under the exclusive jurisdiction of the FBI and, as such, the FBI is the sole investigating agency. Officers will adhere to the following in handling such incidents:

- A. Officers will be dispatched as first responders and to assist the FBI.
- B. Officers will follow established procedures for handling crime scenes and will ensure a perimeter is set up; the scene is secured; FMS is summoned as needed; suspects, if present, are detained; suspect/vehicle information, if suspects are no longer present, is obtained and put out in a spot broadcast; witnesses are identified and kept separated; evidence is preserved; and, an area search is conducted for suspects no longer at the scene.
- C. Officers will request CAP and FBI via 911 Communications. CAP will send one detective to act as a liaison between the Department and the FBI.
- D. Supervisors will be responsible for determining and maintaining the appropriate number of officers needed to handle the scene and assist the FBI.
- E. The FBI will assume control of the scene upon arrival and will relieve patrol.
- F. The FBI is responsible for crime scene processing. The EPPD CSU will not be utilized unless deemed necessary and requested by the CAP detective at the scene.
- G. The first unit to arrive at the scene will be responsible for completing a report titled as the appropriate actual offense.
- H. Upon CAP receiving the case, the case will be inactivated.
- I. If the FBI investigation results in identification of a juvenile offender, the case will be referred back to EPPD for investigation and handling. The case will be handled under the original EPPD case number and referred to the region's CID/JIS section.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
453 Confidential Informants	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

453 CONFIDENTIAL INFORMANTS


Employees will not release the identity of persons supplying confidential information unless ordered to do so by a court. Officers will not offer immunity or favors in return for confidential information. All confidential informants (CI's) will be handled in accordance with the Confidential Sources of Information and Informants policy outlined in Chapter 13 of the Criminal Investigations Operations Manual. The decision to compensate for confidential information will be made at the Assistant Chief level in accordance with the said policy.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
455 Routine Bar Checks	Effective Date: 12/7/2021 Previous Version: 04/08/1999

455 ROUTINE BAR CHECKS

Officers may conduct routine checks of bars, when time permits, to check the activities of persons within the bars and minimize serious violations of the law. Officers will adhere to the following.

- A. **Number of Officers.** Bar checks will be conducted with a minimum of two officers but no more than that number of officers reasonably required to ensure officer and public safety.
- B. **Informing a Supervisor.** If it is necessary for more than two officers to enter a bar for a routine check, officers will inform their immediate supervisors, prior to entry, of the circumstances that warrant such action.
- C. **Informing 911 Communications.** Prior to entering a bar, officers will advise 911 Communications.
- D. **Minimal Time.** Officers will not linger at a single establishment during routine checks. Time spent within a bar should only be that which is necessary to conduct the check.
- E. **Documentation.** All bar checks will be documented electronically in LEMS Crime Analysis database.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
457 Disarming Officers	Effective Date: 03/30/2022 Previous Version: 04/08/1999

457 DISARMING OFFICERS


Officers will not be required to surrender their weapon in public for administrative purposes unless the officer is being arrested or transported to a hospital. All officers who are on duty and appear in public wearing the police uniform will be armed.

457.1 REASONS TO DISARM

- A. Officers involved in shootings who remain on duty will relinquish their weapons only at a police facility to Crimes Against Persons or Crime Scene personnel. Unless the officer is suspected of foul play, the weapon will remain holstered until it is turned over to an investigator. The investigator will provide an evidence receipt for the weapon.
- B. Officers who remain on duty and in uniform after having relinquished their weapon will immediately be issued a replacement weapon. The replacement must be the same caliber and type (revolver or semi-automatic) as the officer's primary duty weapon. When an identical replacement weapon is not available, the most similar model available will be provided. The replacement weapon will be issued in accordance with section 430.4 of the procedures manual.
- C. Supervisors will receive an officer's weapons when the officer is injured and transported to a hospital and when an officer is suspected of foul play.


457.2 OFFICERS SURRENDERING WEAPON

Officers will make every possible attempt to avoid surrendering their weapon to any person except as ordered in the procedures above.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
458 Aggravated Assault on Peace Officer Incidents	Effective Date: 05/26/2020 Previous Version: N/A

458 AGGRAVATED ASSAULT ON PEACE OFFICER


All Aggravated Assaults against a Peace Officer incidents will require immediate notification to a CAP (Crimes Against Persons) supervisor by the on-duty supervisor. These cases will be handled by CAP for investigation.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
459 Latent Prints Evidence Submission	Policy Effective: 03/08/2021 Previous Version: N/A

459 LATENT PRINTS EVIDENCE SUBMISSION

Fingerprints found at a crime scene that can identify a suspect are extremely valuable as physical evidence and officers shall make every effort to lift, collect, and preserve the integrity of the latent prints. The following rules apply to accomplish this goal:

- A. Officers will ensure that they have an adequate supply of equipment to process latent fingerprints.
- B. Officers will collect latent prints and place them on Latent Fingerprint Cards (36-11-032/36-1 I-032A) provided by the Department’s supply unit. The latent print card(s) will be completely filled out by the officer prior to submission (case number, name, date, etc.). The cards will be placed in the designated envelope provided by the latent print section, which will be marked with the officer’s name and ID number.
- C. The envelope will then be placed in the secured lockbox marked “Latent Print Evidence” located in close proximity to the “Command Center outgoing mail” receptacle. The officer will record the latent submission on the “Command Center Latent Print Log-in Sheet”.
- D. Those responsible for making the daily mail run will collect and take control of the latent evidence, and will initial and date the “Command Center Latent Print Log-in Sheet”. The key to the lockbox will be maintained in a secure location designated by the command staff/station manager.
- E. Upon arrival at the Headquarters mailroom, the latent print envelopes will be deposited into the designated Latent Print receptacle only (see TB 18_0029) and documented on the “Latent Print Submissions” log sheet.
- F. Officers are responsible for adequately documenting the collection of latent evidence in their supplement reports to ensure that the latent evidence is admissible in court and relevant to the case being investigated.

 El Paso Police Department Procedures Manual	Chapter 4: Incident and Investigation Guidelines
460 Pen Registers/Trap and Trace Device/ESN Readers	Policy Effective: 01/24/2022 Previous Version: N/A

460 PEN REGISTERS/TRAP AND TRACE DEVICE/ESN READERS

460.1 PURPOSE

This document will be the El Paso Police Department’s (EPPD) written policy for governing the application of CCP Art 18B.251 regarding the standard, non-emergency, investigative use of pen registers, ESN readers, trap and trace devices or similar equipment being expanded from the Texas Department of Public Safety to “designated law enforcement agencies”, this policy has been developed to govern compliance with applicable laws and to be submitted to the Texas Department of Public Safety for approval. The purpose of this policy is to comply with the minimum standards of the Texas Code of Criminal Procedure (CCP) Article (Art) 18B.251 designating this law enforcement office or EPPD as “Designated Law Enforcement Office or EPPD ” (DLEA), which is defined under CCP Art 18B.001 as (A) the sheriff’s department of a county with a population of 3.3 million or more; (B) a police department in a municipality with a population of 200,000 or more; or (C) the office of inspector general of the Texas Department of Criminal Justice.

460.2 POLICY

The intention of this policy is to ensure the lawful and appropriate possession, installation, operation, or monitoring of a pen register, trap and trace device, ESN readers, or similar equipment that combines the function of a pen register and trap and trace device, or the ability to facilitate and gather prospective location information to aid criminal investigations while respecting the rights and privacy of all individuals.

This policy does not restrict an officer from pursuing a federal investigation utilizing pen registers, trap and trace device, ESN readers, or similar equipment that combines the function of a pen register and trap and trace device, or the ability to facilitate and gather prospective location information, given the appropriate cooperation from a United States Attorney’s Office/Department of Justice, so long as the officer is in compliance with all applicable laws.

The EPPD shall work with the Department, such as defined in CCP Art 18B.001(3), the “Department” means the Department of Public Safety of the State of Texas, to ensure compliance with all applicable laws and the use of this office or agencies policy that is agreeable to the Department. Qualified law enforcement agencies seeking designation as a DLEA shall submit proposed policies to the Department for review at DLEA@dps.texas.gov.

A list of designated officers who are thoroughly trained in use of a pen register, trap and trace device, ESN readers, or similar equipment that combines the function of a pen register and trap and trace device, or the ability to facilitate and gather prospective location information, shall be approved by the head of the EPPD and submitted to the Department via email at DLEA@dps.texas.gov. An updated list of designated officers will be submitted to the Department via email at DLEA@dps.texas.gov no later than January 31st of each year.

460.3 DEFINITIONS

- A. CALEA – Communications Assistance for Law Enforcement Act intended to preserve the ability of law enforcement agencies to conduct electronic surveillance while protecting the privacy of information outside the scope of the investigation.
- B. DLEA - Designated Law Enforcement Office or EPPD (DLEA), which is defined under CCP Art 18B.001 as (A) the sheriff's department of a county with a population of 3.3 million or more; (B) a police department in a municipality with a population of 200,000 or more; or (C) the office of inspector general of the Texas Department of Criminal Justice.
- C. Electronic Customer Data - as defined under CCP Art 18B.001(7), means data or records that: (A) are in the possession, care, custody, or control of a provider of an electronic communications service or provider of a remote computing service; and (B) contain: (i) information revealing the identity of customers of the applicable service; (ii) information about customer's use of the applicable service; (iii) information that identifies the recipient or destination of a wire or electronic communication sent to or by a customer; (iv) the content of a wire or electronic communication sent to or by a customer; (v) any data stored with the applicable service provider by or on behalf of a customer; or (vi) location information.
- D. ESN reader - as defined under CCP Art 18B.001(9), means a device used to record the electronic serial number from the data track of a wireless telephone, cellular telephone, or similar communication device that transmits its operational status to a base site, if the device does not intercept the contents of the communication.
- E. Immediate life-threatening situation - as defined under CCP Art 18A.201(1), means a hostage, barricade, or other emergency situation in which a person unlawfully and directly: (A) threatens another with death; or (B) exposes another to a substantial risk of serious bodily injury.
- F. Location information – as defined under CCP Article 18B.01(9-b), means data, records, or other information that is created by or accessible to a provider of an electronic communications service or a provider of a remote computing service and may be used to identify the geographic physical location of a communication device, including the current, real-time, or prospective geographic physical location of a communication device.
- G. Pen Register – as defined under CCP Art 18B.001(10), means a device or process that records or decodes dialing, routing, addressing, or signaling information transmitted by an instrument or facility from which a wire or electronic communication is transmitted, if the information does not include the contents of the communication. The term does not include a device used by a provider or customer of a wire or electronic communication service in the ordinary course of the provider's or customer's business for purposes of: (A) billing or recording incident to billing for communications services; or (B) cost accounting, security control, or other ordinary business purposes.

460.4 PROCEDURES

- A. Supervisor Requirements: At minimum, the supervisor and the designated personnel will be properly trained and knowledgeable on the legal and technical issues regarding the following:
 - 1. The legal issues regarding the ability to possess of a pen register, trap and trace device, ESN readers, or similar equipment that combines the function of a pen register and trap and trace device, or the ability to facilitate and gather prospective location information under Texas and federal law.

2. The legal issues regarding the issuance of a pen register, trap and trace device, ESN readers, or similar equipment that combines the function of a pen register and trap and trace device, or the ability to facilitate and gather prospective location information under Texas and federal law.
 3. The legal requirements regarding who may be designated within Texas and within this EPPD to operate a pen register, trap and trace device, ESN readers, or similar equipment that combines the function of a pen register and trap and trace device, or the ability to facilitate and gather prospective location information.
 4. The legal issues regarding the improper use of a pen register, trap and trace device, ESN readers, or similar equipment that combines the function of a pen register and trap and trace device, or the ability to facilitate and gather prospective location information, including possible suppression of evidence, possible revocation of authority from the Department to operate a pen register, trap and trace device, ESN readers, or similar equipment that combines the function of a pen register and trap and trace device, or the ability to facilitate and gather prospective location information, in standard, non-emergency, situations, possible civil liability, and, possible felony criminal sanctions that may be levied against employees for the illegal/improper operation of a pen register, trap and trace device, ESN readers, or similar equipment that combines the function of a pen register and trap and trace device, or the ability to facilitate and gather prospective location information.
- B. The investigative use of electronic customer data.
1. The supervisor, or designee, will personally be present during the operation and/or will oversee the operation of any pen register, trap and trace device, ESN readers, or similar equipment that combines the function of a pen register and trap and trace device, or the ability to facilitate and gather prospective location information. This includes reviewing all court orders and search warrants to ensure that the order or search warrant is valid and ensuring that the policies outlined here are followed.

460.5 PEN REGISTERS AND TRAP/TRACE DEVICES

Court orders authorizing a pen register and/or a trap/trace device are valid for no more than 60 days after the earlier of the date the device or equipment is installed or the 10th day after the order is entered, unless a court order authorizing an extension is obtained. The period of the extension may not exceed 60 days for each extension granted, except that with the consent of the subscriber or customer of the service on which the device or equipment is used, the court may extend an order for a period not to exceed one year.

- A. A warrant must be obtained to receive cell site location data in conjunction with the pen register. The requesting officer must obtain an application for a warrant from a prosecutor or a prosecutor's assistant with jurisdiction. The application must be filed with a district judge in the applicable judicial district, and the district judge will issue the search warrant.
- B. A warrant issued for electronic customer data is valid for a period not to exceed 60 days after the date the warrant is issued, unless the prosecutor or the prosecutor's assistant applies for and obtains an extension of that period from the court before the warrant expires. Each extension granted may not exceed a period of 60 days.
- C. The immediate information that will be obtained by using a pen register is:
 1. Telephone numbers (originating/terminating)
 2. Date and time that the call started/ended

3. Duration of call
4. Other numbers, and
5. Cell site locations (Only in conjunction with prospective location warrant)
- D. Analysis of the information obtained via a pen register or a trap/trace device may assist in the identification of the targets associates and their addresses, as well as the days, hours, and areas of operation of the targets and/or the target's associates.
- E. Installation of a Pen Register or a Trap/Trace Device. The EPPD requesting the installation of pen registers and/or trap/trace devices shall be able to provide the following to the Department upon request:
 1. Target telephone number and the servicing company
 2. File number
 3. Justification for the satisfaction of Jurisdiction as listed on 18B.052 such as the location of the telephone and the listed subscriber, according to telephone company records
 4. Brief synopsis of the case and the reason for requesting the pen register and/or the trap/trace device or attached case report
 5. Statement indicating whether a state or federal court order will be secured
 6. Copy of the telephone company records that list all telephones subscribed to or installed at the target location and all calling features installed on those telephones (i.e, call forwarding, speed dialing, etc.)
 7. Copy of the signed affidavit
 8. Copy of the signed court order authorizing the request, and
 9. Copy of a signed warrant authorizing location information
- F. Extension of a Pen Register and/or Trap/Trace Device
 1. If the case agent intends to seek a 60-day extension of the court's authorization for a pen register and/or a trap/trace device, the case agent will provide a copy of the signed affidavit, application, order, and warrant authorizing the extension prior to the expiration of the current order.
 2. The case agent will be responsible for ensuring that the telephone company or companies are served with the extension order.
- G. Emergency Installation and Use of Pen Register or Trap and Trace Devices
 1. An EPPD must be in compliance with TxCCP 18A Subchapter E for emergency installation and use of a pen register or trap and trace device. DLEA status does not entitle an EPPD to install an emergency pen register or trap and trace device.
 2. A peace officer who installs or uses a pen register or trap and trace device in an immediate life-threatening situation pursuant to CCP 18B.151 shall:
 - a. Promptly report the installation or use of the device to the prosecutor in the country in which the device is installed or used.
 - b. Within 48 hours after the installation of the device is complete or the use of the device begins, whichever occurs first, obtain an order under Article 18B, Subchapter C, CCP authorizing the installation and use of the device.
 - c. If an order is denied or is not issued within 48 hours, the peace officer shall terminate use of and remove the pen register or trap and trace promptly on the earlier of the denial or the expiration of 48 hours.

460.6 GEOLOCATES (LOCATION INFORMATION)

A. Overview

1. An officer desiring to obtain geolocate information shall obtain a warrant based on probable cause unless consent is granted.
2. The officer requesting geolocate services will provide the requesting officer's name, his/her investigative file number, the details of the request, the cellular phone number to be tracked, the subscriber or username if known.
3. Technical support personnel will request that the geolocate court order be served on the affected communications service provider utilizing the appropriate CALEA sheet. The authorizing supervisor or requesting officer shall provide technical personnel with a copy of the signed warrant.

B. Life Threatening Situations – Geolocates

1. The following procedures will be used to obtain geolocate information from a cellular telephone or other electronic communications devices during life-threatening situations that require the immediate location of a suspect or victim before a warrant can, with due diligence, be obtained. Personnel should become familiar with Chapters 18A and 18B, CCP.
2. Officers desiring to obtain geolocate information for an immediate life-threatening situation shall first contact their technical personnel to determine if the geolocate is technically feasible and to provide the technical personnel with any extenuating circumstances that may hinder implementation of the geolocate.
3. Before approving a life-threatening geolocate, officers will ensure that:
 - a. An immediate life-threatening situation exists
 - b. The threat is within the territorial jurisdiction of the officer making the request
 - c. The situation requires the immediate location of a suspect/victim before a warrant can be obtained through normal channels
4. Upon installation of the geolocate, the officer who made the original request shall promptly report the installation of the life-threatening geolocate to the prosecutor within the territorial jurisdiction of the officer making the request.
5. The initial oral or written approval to conduct a life-threatening geolocate expires upon a judge's denial of the geolocate order, at the conclusion of the life-threatening situation that justified the geolocate, or 48 hours after the granting of the approval, whichever occurs first. Within 48 hours (including weekends and holidays) after the life-threatening geolocate is served, the officer requesting the geolocate must obtain a warrant from a judge with jurisdiction authorizing the life-threatening geolocate. The officer's affidavit to the judge must contain only those facts known to the officer at the time the life-threatening geolocate was initially approved by the prosecuting attorney's office. The affidavit and the proposed warrant must be presented to a judge with jurisdiction regardless of whether the life-threatening geolocate is extended past the 48 hours.
6. The officer will provide the technical personnel with a copy of the warrant as soon as possible, prior to the end of the 48-hour period, to ensure that the communications service provider is served in time to prevent premature termination of the life-threatening geolocate. If the judge denies the request for a warrant to continue the exigent geolocate, the officer will immediately notify the technical personnel.
7. The technical personnel shall immediately terminate the life-threatening geolocate if:
 - a. The judge denies the request for a warrant to continue the life-threatening geolocate
 - b. The officer fails to obtain a warrant within the 48 hour period, and

- c. The emergency that initially justified the geolocate has been terminated.
8. The technical personnel who had made the request to activate the life-threatening geolocate shall be responsible for notifying the service provider to terminate the life-threatening geolocate.

460.7 ELECTRONIC CUSTOMER DATA

A. Overview

1. An Officer desiring to obtain location information that is held in electronic storage in the possession, care, custody, or control of a provider of an electronic communications service or provider of a remote computing service must obtain a search warrant based on probable cause.
2. The requesting officer must obtain an application for a warrant from a prosecutor or a prosecutor's assistant with jurisdiction. The application must be filed with a district judge in the applicable judicial district, and the district judge will issue the warrant.
3. A warrant issued for electronic customer data is valid for a period not to exceed 60 days after the date the warrant is issued, unless the prosecutor or the prosecutor's assistant applies for and obtains an extension of that period from the court before the warrant expires. Each extension granted may not exceed a period of 60 days.
4. A district court that issues a warrant for electronic customer data shall order that the warrant and the application be sealed and may not be unsealed until the warrant expires.
5. The officer requesting electronic customer data will provide the requesting officer's name, his/her investigative file number, the details of the request, the cellular phone number and the servicing company, the location of the telephone and subscriber or username if known.
6. Technical support personnel shall serve the warrant on the affected communications service provider utilizing the appropriate CALEA sheet. The authorizing supervisor or requesting officer shall provide the technical personnel with a copy of the signed warrant, application, and affidavit.

460.8 THE DEPARTMENTS AUDIT AUTHORITY

- A. Under CCP Art. 18B.301 Compliance Audit, (a) the department may conduct an audit of a DLEA to ensure compliance with CCP Art 18B.
- B. Under CCP Art. 18B.301 (b), if the department determines from the audit that the DLEA is not in compliance with the policy adopted by the EPPD the department shall notify the EPPD in writing that the EPPD is not in compliance.
- C. If the department determines that the EPPD still is not in compliance with the policy on the 90th day after the written notice is received the EPPD will lose the authority granted under CCP Art. 18B.251, until: the EPPD adopts a new written policy governing the application of CCP Art 18B to the EPPD ; and the department approves the new policy.

460.9 REPORT OF EXPENDITURES


- A. In compliance with CCP Art. 18B.302, the EPPD will maintain a yearly account of all expenditures for the purchase and maintenance of pen registers, ESN readers, or similar equipment. The EPPD will submit the previous year's total of these expenditures to the Department no later

than January 31st at DLEA@dps.texas.gov. This letter will be sent annually, whether or not expenditures were made.

- B. The Department interprets the word “purchase” to include:
 - 1. The cost of new hardware
 - 2. The cost of new software utilized to process prospective data
 - 3. Installation costs from service providers regarding the collection of prospective data.
- C. The Department interprets the word “maintain” to include any fees associated with
 - 1. The purchase of hardware associated with the equipment due to required upgrades or failures (not to include the initial purchase);
 - 2. The software associated with the equipment to include, but not limited to: additional licenses, renewal fees, firmware upgrades/updates (not to include the initial purchase);
 - 3. The costs associated with the repair of any hardware or software involved with any of the authorized equipment in this chapter.

460.10 SUBPOENAS

- A. Issuance
 - 1. The EPPD, may issue an administrative subpoena to a communication common carrier or a provider of an electronic communications service to compel the production of any carrier's or service provider's business records that:
 - a. Disclosure information about
 - I. The carrier's or service provider's customer's, or
 - II. Users of the services offered by the carrier or service provider, and
 - b. Are material to a criminal investigation
- B. Reporting
 - 1. Not later than the 30th day after the date on which an administrative subpoena is issued under CCP Article 18B.451, the chief of police, or designee, shall report to the Department the issuance of the subpoena via email at TRAC@dps.texas.gov.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
500 Special Weapons and Tactics (SWAT)	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

500 SPECIAL WEAPONS AND TACTICS (SWAT)

The Special Weapons and Tactics (SWAT) Unit will be called whenever any of the following situations exist:

- A. Barricaded subject (person believed to be armed who refuses to submit to arrest)
- B. Hostage situation
- C. Sniper
- D. High risk warrants
- E. Armed suicidal subjects.

500.1 SWAT NOTIFICATION

Officers who identify a potential SWAT situation are authorized to notify SWAT through Communications. Officers will immediately notify their supervisor of the SWAT call-out. The field supervisor may cancel the SWAT call-out if necessary. Officers are encouraged to seek the advice of the SWAT commander, the designee, or a supervisor in questionable situations.

- A. High risk warrant/Attempt to locate (ATL). When conducting ATLs for persons known to be a safety risk or armed and/or dangerous, officers shall request the assistance of SWAT. For all high risk arrest and/or search warrants, SWAT will be requested. High risk is defined as the presence of a single severe factor or any combination of multiple factors. Factors include but are not limited to:
 1. Location heavily fortified (i.e. wrought iron, cages, door bolts, etc.)
 2. Propensity for violence exists (shots fired at police/community)
 3. Weapon(s) used in the past
 4. Case involved homicide
 5. Protective systems (i.e. guard dogs, lookouts, cameras, motion sensors, etc.)
 6. Difficult geographic barriers present (i.e. fencing, vehicle barriers, terrain, etc.)
 7. Known gang member(s), para-military, terrorist organization, or religious extremists
 8. Multiple subjects with violent criminal histories believed to be present
 9. Weapons believed present or being used
 10. Entry needs to be dynamic for officer safety concerns and/or loss of evidence
 11. Use of diversionary tactics is anticipated
 12. Door and/or window pulls or special breaching anticipated
 13. Circumstances are unusual and beyond the capabilities of traditional warrant service
- B. Requesting SWAT. When high risk search and/or arrest warrants are secured, officers shall notify a supervisor. All search and/or arrest warrants shall be reviewed by the supervisor. If it is determined that execution of the warrant is high risk and that SWAT needs to be consulted, the officer shall complete the SWAT Search Warrant Checklist (EPPD Form #15-12002) and obtain the supervisor's signature. An email shall be sent to PDSwatSearch@elpasotexas.gov with the following attachments:
 1. SWAT Search Warrant Checklist

2. Affidavits
3. Signed Warrant(s)
4. Suspect Rap sheet(s)
5. Supporting intel if available (i.e. photos of subjects and residence/ building)

If immediate response is needed, the on-call SWAT supervisor shall be contacted via Communications.

- C. Response. No action shall be taken until a response is received from SWAT. There are several responses typical from PDSwatSearch@elpasotexas.gov:
 1. No SWAT assistance is necessary
 2. SWAT will offer some personnel assistance to the officers or detectives serving the warrant on the property or individual
 3. SWAT will handle

500.2 SCENE SECURITY

Officers at the scene will establish perimeter security in an attempt to contain the suspect. The senior officer at the scene will coordinate the restriction of access to the area by vehicles and pedestrians. All necessary evacuations will be made to ensure the safety of others. Access will not be permitted to relatives, friends, neighbors, clergy, or the media. The same on-scene officers will be responsible for designating and securing a media staging location. Communications will be advised to inform the PIO. A PIO on-scene response will be at the discretion of the PIO.

500.3 COMMAND POST

The supervisor or officer in charge of the scene will establish a Command Post at a strategic location that allows for safe entry and exit of primary personnel. Directions and a safe route will be provided by the supervisor or officer in charge to Communications to be relayed to SWAT and other specialty units being summoned to assist. A supervisor or officer in charge will meet with the SWAT commander or designee and remain at the Command Post for information sharing and coordination.

500.4 INTELLIGENCE


All intelligence information which may be useful in the operation will be forwarded to the Command Post. Information helpful to SWAT includes subject description, mental history, weapon information, and floor plans or sketches of the building.

500.5 COMMAND AND CONTROL

The SWAT commander or designee will be notified by Communications of all SWAT situations. The SWAT commander, or designee, will work in conjunction with the on-scene supervisor but will maintain responsibility and total authority for directing all tactical operations. In those instances when one or more special teams are deployed, all teams will be under the command of the SWAT commander, or designee.


500.6 REPORTS

The primary unit or first unit to arrive on the scene will be responsible for taking apprehended subjects into custody and completing necessary reports. Other units involved may be required to complete supplementary reports.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
501 Crisis Management Team (CMT)	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

501 CRISIS MANAGEMENT TEAM (CMT)

The Crisis Management Team (CMT) will be notified by a supervisor for suicide intervention or SWAT call-outs. The CMT will respond with SWAT on all suicide, sniper, barricaded subjects and hostage situations. CMT answers to the SWAT commander on the scene. CMT may conduct negotiations or assist any officer who is successfully negotiating with a subject. CMT is available on a call out basis 24 hours a day.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
502 Combined Search and Rescue Team (COMSAR)	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

502 COMBINED SEARCH AND RESCUE TEAM (COMSAR)

The Combined Search and Rescue Team (COMSAR) is under the direction of the El Paso Fire Medical Services (FMS). When needed, the team may be requested through Communications by an on-scene supervisor.


502.1 COMSAR SITUATIONS

The COMSAR Team may be deployed to:

- A. Rescue injured persons
- B. Search for lost persons
- C. Assist in protecting crime scenes located in mountainous areas
- D. Protect plane crash sites
- E. Recover bodies from mountain and desert sites
- F. Assist in investigation of incidents occurring in the mountain areas of El Paso


502.2 COMSAR AUTHORITY

Operations using COMSAR will be directed by the COMSAR team leader. Other police personnel will assist when requested by team members.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
503 Bomb Squad	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

503 BOMB SQUAD

The Bomb Squad will respond to any situation where an explosive device or suspected explosive is found. Under no circumstance will employees of this Department, other than members of the Bomb Squad, attempt to defuse or move any device or suspected explosive device. Any time a suspected explosive device is found, the Bomb Squad will be called out. The Bomb Squad will dispose of devices according to operating procedures. Patrol officers will assist with securing the area where a suspected explosive device is found and removed. Patrol officers may be required to assist in securing the area in which a device is taken for disposal. The Bomb Squad is available on a call out basis, 24 hours a day.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
504 Hazardous Materials (HAZMAT)	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

504 HAZARDOUS MATERIALS (HAZMAT)

Officers responding to a hazardous materials incident will immediately notify Communications, request a field supervisor and the Fire Department. Communications will notify the Fire Department's Hazardous Material Team.


504.1 INCIDENT COMMANDER

Primary responsibility for a hazardous material incident will belong to the Fire Department. Therefore, the incident commander will be the ranking official of the Fire Department.

504.2 GUIDELINES FOR RESPONSE TO HAZMAT SITUATIONS

Officers should be alert for signs of exposure, such as burning eyes, coughing, difficulty in breathing, or skin irritation. When any of these appear, officers should seek medical attention and notify a supervisor as soon as possible. To prevent exposure to hazardous materials, officers should do the following:

- A. Approach the scene from the up-wind direction
- B. Use all proper safety equipment when entering a contaminated area. Officers will follow the guidelines of the Department of Transportation Emergency Response to Hazardous Material Incidents Guidebook
- C. Rescue and evacuation from the contaminated area will not be attempted without authorization from the incident commander. Persons exiting the incident location may be contaminated and should be isolated until decontaminated and evaluated by medical personnel
- D. Binoculars should be used to read placards identifying the products involved, and
- E. The public address system on patrol cars may be used to warn persons in the area.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
505 Canine (K-9)	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

505 CANINE (K-9)

The Canine Unit assists patrol and other divisions with a variety of utilizations such as building search, area search, tracking, article search, locating people, locating bodies, narcotics searches, and explosives searches.

505.1 UTILITY SEARCHES

Utility searches usually involve searching for human scent. Building search, area search, tracking and article search are functions of utility work. Searches may be conducted to locate a hidden subject or to confirm a subject's absence.

- A. Building and Area Searches. These searches may be conducted when it is suspected that a subject may be hidden in a building or contained area. Patrol officers will assist in securing an area for canine searches.
- B. Tracking. Tracking may be used when a subject has fled. If a track is to be used, officers should take every precaution to avoid contaminating the area and not walk on or across the suspect's path of escape. The use of canines to chase down a suspect is not permitted unless the situation escalates to the point where the suspect poses an immediate threat to the safety of officers or the public and no other reasonable alternatives to gaining control of the person exist or would be feasible or appropriate under the Use of Force Policy.
- C. Article Search/Search for Lost Persons or Bodies. Objects often have the scent of the person who was in possession of the object. The canine may be used to search for this scent. Officers should take every precaution to protect the area being searched and prevent contamination.

505.2 NARCOTICS DETECTION

Canines may be used to locate narcotics in homes, buildings, open areas and vehicles. When a narcotics search is necessary, officers must secure the area to be searched and remove all people from the area.

505.3 EXPLOSIVE DETECTION

Canines may be used to locate explosive devices. Any time an explosive device is suspected, the area should be evacuated and made safe. When a canine will be used, officers must maintain perimeter security until the search is concluded.


505.4 RIOT CONTROL

The use of canines for riot control is not permitted unless the situation escalates to the point where the rioters constitute an immediate threat to the safety of officers and no other reasonable alternatives to

gain control of the persons or situation exist or would be feasible or appropriate under the Use of Force Policy.

505.5 OUTSIDE AGENCY CANINE UNITS

Due to differences in experience, training, search policies, and use of force policies among outside law enforcement agencies, the utilization of outside agency canines and handlers shall be avoided except in circumstances that clearly indicate the need for an immediate canine deployment. Requests for outside agency canine units shall be directed to the affected region's commander. If an outside agency canine unit is utilized, the EPPD Canine Unit supervisor shall be notified via the chain of command as soon as practical.


 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
506 Special Traffic Investigations	Policy Effective: 08/03/2022 Previous Version: 01/11/2021

506 SPECIAL TRAFFIC INVESTIGATIONS (STI)

STI will investigate all traffic fatalities, will be responsible for the separate collision diagram, witness statements, affidavits, and will assist patrol with completing the collision report. A train vs. vehicle collision is not a traffic accident; however, STI will handle any fatality arising from such an incident. STI will also investigate any traffic collision involving an on-duty police officer when a police officer or a third party is transported to a hospital from the accident scene.

506.1 WHEN TO CALL

STI is available on a 24-hour basis and will be notified of any traffic or train vs. vehicle collision in which a death has occurred or where a death may be imminent (life threatening injury). When dealing with a potential life-threatening injury, it will be necessary to have an officer follow-up at the hospital and inquire with hospital personnel (physician or nurse) if the victim sustained a possible life threatening injury. The accident scene should be protected until an answer is given. STI notifications will be requested through Communications.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
507 Crime Scene	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

507 CRIME SCENE


The Crime Scene Unit is assigned to the Criminalistics Section. It is staffed 24 hours a day and is available for calls for service at all times.

507.1 WHEN TO CALL

The Crime Scene Unit will be requested whenever the requirements for crime scene search and evidence collection exceed the capabilities of the Patrol Unit.

507.2 HOW TO CALL


Requests for the Crime Scene Unit will be made through 911 Dispatch. The Criminalistics supervisor will have final authority to dispatch a Crime Scene Unit.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
508 Intelligence Section	Effective Date: 04/08/1999 Previous Version:

508 INTELLIGENCE SECTION

508 INTELLIGENCE SECTION

The Intelligence Section investigates and gathers information concerning organized threats to society and organized crime. The Intelligence Section acts as a clearing house for all information other than reported crime. Intelligence maintains a network of contacts with other agencies and solicits related information in all of the mentioned categories.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
509 Gang Investigations	Policy Effective: 03/08/2021 Previous Version: 06/30/2017

509 GANG INVESTIGATIONS

The Gang Unit serves as the citywide investigative response to criminal gang activity as defined in the Texas Penal Code, Title 11, Chapter 71, Organized Crime. The Gang Unit will implement enforcement and investigative strategies and tactics to address gangs (as defined by the Texas Code of Criminal Procedures [CCP]) in the City of El Paso. The Gang Unit responds to drive-by shootings, gang-related incidents, coordinates with other sections of the Department, federal, state, military, and other local agencies to meet prosecution mandates related to gang crime. The Gang Unit also serves as the Department's central depository for the gang database that houses information pertaining to criminal combinations and gangs. This gang database is called TX Gang and belongs to the Texas Department of Public Safety. The Gang Unit is comprised of investigative and enforcement teams.

509.1 GANG UNIT INVESTIGATOR

The Gang Unit investigator responsibilities include, but may not be limited to, the following:

- A. Conduct a preliminary investigation at the scene and collect all the necessary information for further investigation.
- B. Conduct follow-up investigations of gang-related cases.
- C. Disseminate appropriate information to patrol officers about relevant gang activity that may pose a threat to law enforcement via Department email, Fusion Center, or other means as deemed necessary.
- D. Notify and assist Crimes Against Persons (CAP) with gang-related death investigations.

509.2 GANG INVESTIGATIVE TEAM

The Gang Investigative Team is primarily responsible for maintaining the Department's gang database and conducting long-term criminal gang investigations in cooperation with state and federal agencies.

- A. The Gang Intelligence Team officer or detective responsibilities include, but may not be limited to, the following:
 1. Gather all Gang Identification Cards, verify the information, and enter verified information into the El Paso Police Department's TX Gang Database.
 2. Maintain awareness of ongoing criminal gang activity and disseminate situational awareness alerts to the appropriate state and federal agencies.
 3. Coordinate with appropriate state and federal agencies.
 4. Serve as case agents on gang-related investigations that are a high priority, a part of a larger investigation, or as deemed necessary by the Gang Unit supervisor.

- B. Gang intelligence information shall be maintained in accordance with Chapter 67 of the CCP. The Gang Investigative Team is the only unit that may authorize the release of gang information to other agencies. This information will be used in identifying wanted gang members, investigating cases, and assisting in prosecution.
- C. The Gang Investigative Team may conduct education and informative presentations to the community and area law enforcement agencies.

509.3 GANG ENFORCEMENT TEAM

The Gang Enforcement Team is responsible for pro-actively addressing criminal gang activity throughout the City. The Department has zero tolerance on criminal street gangs and will work with the community to reduce gang violence. The Gang Enforcement Team officer's responsibilities include, but may not be limited to, the following:

- A. Lawfully enforce all applicable laws to reduce criminal street gang violence in the community.
- B. Maintain contact with members of the community to identify and address criminal gang activity in local neighborhoods. Members of the community include but are not limited to, business owners, residents, school officials, civic leaders, and other local government officials.
- C. Monitor criminal street gang members who are on parole or probation.
- D. Conduct a preliminary investigation at the scene and collect all the necessary information for further investigation.
- E. Conduct follow-up investigations of gang-related cases.
- F. Disseminate appropriate information to patrol officers about relevant gang activity that may pose a threat to law enforcement via Department email, Fusion Center, or other means as deemed necessary.
- G. Notify and assist Crimes Against Persons (CAP) with gang-related death investigations.


509.4 PATROL SUPERVISOR RESPONSIBILITY

The supervisor will respond to the scene and notify the Gang Unit supervisor through dispatch when responding to the below listed offenses:

- A. Discharge of a Firearm (with possible evidence)
- B. Deadly Conduct
- C. Aggravated Assault with Deadly Weapon (gang related)
- D. Any felonies with relations to gang ties

509.5 GANG UNIT SUPERVISOR CALL-OUT RESPONSIBILITY

The on-call Gang Unit supervisor will determine if a call-out is warranted and if so, how many investigators will respond. If a call-out is not necessary, then the case is referred through normal Department channels to the Gang Unit. The Gang Unit ranking supervisor or designee will be the incident commander upon arrival at the scene.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
510 Crimes against Children	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

510 CRIMES AGAINST CHILDREN

The Child Abuse/Child Exploitation Unit of the Crimes Against Children Section (CAC) investigates child abuse offenses. The majority of cases will involve adult offenders with victims of sexual abuse under the age of 17, and physical abuse, abandoning, and endangering cases with children under 15 years of age. All reports involving children as victims will be flagged in the narrative portion of the report for review by CAC and Child Protective Services (CPS), as appropriate.

510.1 CAC CALL OUT

The detectives assigned to the unit may be called out at any time and will respond depending upon the immediacy of the case. Officers will not interview victims in great detail but will conduct a preliminary investigation and obtain enough information to determine the nature of the offense and any suspect information. Crimes Against Children will be contacted through Communications or the CAC desk. Final determination of whether detectives will respond will be made by a CAC supervisor. Officers should be prepared to answer the following questions:

- A. Did the incident occur within 120 hours?
- B. Is the safety and welfare of the child in danger?
- C. Age of the victim?
- D. Seriousness of incident or nature of the injury?
- E. Might the suspect abscond?
- F. How old is the suspect?
- G. Does the suspect have access to the child?
- H. Was the scene secured and processed?

510.2 ADVOCACY CENTER

Children who have been abused physically (14 or younger) or sexually (16 and younger) may be transported to the Advocacy Center for the Children of El Paso for purposes of conducting a coordinated interview with the child. No victims may be transported to the Advocacy Center without prior approval from a CAC detective or CAC supervisor. Suspects will not be taken to the Advocacy Center under any circumstances. When calling the Advocacy Center concerning a police case, police employees will request to speak with Police Department personnel and will not speak to other agencies regarding police cases.

510.3 CHILD PROTECTIVE SERVICES (CPS) CALL-OUT

CPS may review and investigate cases of abuse and neglect under the Texas Family Code. These cases may include cases investigated by CAC.

510.4 MANDATED REPORTING

Officers will report all cases of suspected child abuse or neglect to CPS when the perpetrator has access to the child, is a caretaker, or is responsible for the welfare of the child. The safety and welfare of the child is of top priority. Notifying CPS in a timely manner, from the scene if possible, may assist in protecting the child if there is a continued threat of danger to the child.


510.5 CALL-OUT PROCEDURES

CPS may be contacted directly through their law enforcement telephone number or by Communications. Officers must be prepared to provide the following information:

- A. Involved persons identification information
- B. Ethnicity and language spoken by those involved
- C. Ages of children
- D. An assessment of risk to the victims
- E. How the officer may be contacted
- F. CAC responding to a call out

510.6 IMMEDIATE RESPONSE

CPS classifies cases as Priority I or II based on the information received. Priority I cases (response within 24 hours) will depend upon the information provided by the officers. Officers believing immediate attention is required must articulate that need. Officers should include the name of the CPS officer classifying the priority of the case in their report.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
513 Airport Operations Unit	Policy Effective: 03/08/2021 Previous Version: 06/17/2016

513 AIRPORT OPERATIONS UNIT

The Airport Operations Unit, supervised by a Lieutenant and four Sergeants, is part of the Uniform Police Service Bureau I / Pebble Hills Regional Command Center (PHRCC). The Airport Operations Unit Lieutenant is the Department liaison between the Airport Administration and the local administration of the Transportation Safety Administration (TSA).

513.1 AIRPORT OFFICER DUTIES

- A. Officers Assigned to the Airport Operations Unit
 - 1. Officers assigned full-time to the Airport Operations Unit shall assist Airport officials, air carrier employees and TSA in enforcing the laws and maintaining the integrity of the security measures at the El Paso International Airport. Officers will patrol the concourses and front lobby area of the airport terminal. Airport Operations Unit Officers will provide periodic patrols of the Air Operations Area (AOA), and the short-term and long-term parking lots.
 - 2. Airport Operations Unit officers will assist with alarms occurring at the concourse TSA screening checkpoints. A 10-19 yellow alarm alerts officers that a firearm or explosive device has been detected at the checkpoint. A 10-19 red alarm alerts officers that a life-threatening situation exists at the designated checkpoint. All on-duty Airport Operations Unit officers and supervisors will respond to this alarm. Response times to the checkpoints must be immediate with the first back-up officers arriving within one minute.
 - 3. Airport Operations Unit Officers are responsible for responding to calls for service involving ill or injured individuals. Officers will render necessary first aid until the Fire Department arrives and assumes the care of the individual. A police report will be completed. In instances where a person is injured in an accident and there is a possible civil liability against the City of El Paso, the officer will take detailed field notes. Information to include is the condition of the injured party, the officer's opinion about the cause of the accident, the name and address of witnesses, and any other important information. The officer will ensure that an Airport Operations Unit officer is notified of the incident.
- B. Solicitors at the Airport are restricted to certain locations within the terminal building. Solicitors must obtain an airport permit and stay within their designated soliciting areas. Solicitors violating the ordinance may be issued a Class C Citation under Title 14 of the Municipal Code.
- C. Citizens or Airport employees in possession of the abandoned property located within the public areas of the Airport are referred to the Airport Police Office. Officers receiving or locating lost or abandoned property will dispose of the property in accordance with Department procedures. Citizens who are looking for their lost property are first referred to the Airport Police Office and then, if necessary, to the Police Property Office. Citizens looking for lost luggage, or items left on an aircraft, are referred to the air carrier that handled the

luggage. Citizens looking for items left behind at the TSA checkpoint are referred to TSA.

1. Abandoned luggage or packages are treated as suspect packages possibly containing explosives. Officers will isolate the immediate area around the luggage or package and attempt to identify the owner of the item. Officers can inspect the item without touching it. If the owner's name is located on the item, the officer should have Airport Dispatch page the owner to take custody of the item. TSA canines can be used to determine if the item contains explosives. If the canine alerts on the item or if the officer suspects that the item might contain explosives, the officer will treat the item as a suspected explosive device and request Bomb Squad response. A larger red zone will be established around the package. If an item shows visible indicators of being an explosive device, TSA canines will not be utilized and Bomb Squad will be notified.
- D. Child and Juvenile Travelers
1. Child and juvenile travelers are the responsibility of the transporting air carrier. If a child or juvenile traveler is stranded at the airport without adult supervision, the transporting air carrier is responsible for providing shelter and care for the child or juvenile. Officers can provide assistance to the air carriers but will not assume responsibility for the care of children. Runaways will be handled in accordance with Department policy.
- E. Field patrol consists of patrolling the AOA and the long and short-term parking lots.
1. Air Operations Area. While patrolling the AOA, officers will be watchful for breaches of security. Any open gates, damaged fences or other types of security concerns will be immediately reported by radio to the Airport Dispatch Office. Officers will also report any spilled fluids or foreign objects that could damage aircraft.
 2. Officers will be watchful for unauthorized personnel inside the AOA. Unauthorized persons found to be in the AOA are violating state law and federal regulations. Appropriate enforcement action will be taken.
- F. Short-Term, Long-Term, and Employee Parking Lots
1. Officers will make periodic patrols of the airport parking lots. Officers will be observant of suspicious activity and watchful for vehicle burglaries and vehicle thefts in progress.
 2. Officers will enforce handicap and other restricted parking conditions found in the parking lots.

513.2 GENERAL DUTIES

- A. Weapons. Persons found in possession of weapons that violate state or federal laws are taken into custody and escorted to the Airport Police Office. The FBI will be notified if there is any violation of federal law. All firearms will be checked through NCIC.
- B. False Claims. Comments made about bombs, weapons, or hijackings are taken seriously. Persons making such comments will be escorted from the checkpoint for further investigation. The FBI will be notified. Appropriate law enforcement action will be taken.
- C. Air Carrier Restricted Items. Air Carriers and TSA have the authority to restrict items from entering the sterile area even though possession of the items is not illegal. Officers may be summoned to the checkpoint to assist TSA in enforcing their policy. Officers will assist TSA's right to screen individuals and restrict entry into the sterile area.
 1. Officers will not take possession of the disputed item. The passenger can surrender the item to TSA for disposal, check the item as checked baggage or return the item to their vehicle.
- D. Verification of Law Enforcement Credentials. Officers will assist TSA with the inspection and

verification of law enforcement credentials for those officers who are carrying weapons into the sterile area. This will help identify persons who are lawfully in possession of firearms in the sterile area should an incident arise. TSA retains the final authority and responsibility for granting an officer the authority to carry a weapon into the sterile area.

1. Officers are not required to check law enforcement credentials for those law enforcement officers who are displaying an El Paso International Airport identification card authorizing them to work as a law enforcement officer at the airport, except when a situation arises that may cause the officer to doubt the validity of the credentials.
2. Law Enforcement Officers who want to fly armed must report to TSA in order to verify credentials and the properly filed TSA documentation prior to entering the sterile area.

513.3 PROCEDURES AND POLICIES

- A. Airport Identification Card. Officers assigned to the Airport Operations Unit, and those whose duties require them to have access to the secure areas of the Airport, are required to display their Airport identification card while on duty at the Airport. Identification cards will be displayed with the name and face viewable to those who wish to inspect the identification card. Officers are responsible for returning their airport identification card to the airport once they are no longer assigned to work at the airport.
- B. Leave of Absence. Refer to Department policy.
- C. Professional Appearance. Officers will maintain their uniforms as per Department policy.
 1. Officers will remain alert and will not give the appearance of loitering or inattention to duty.
- D. Daily Log Sheets. Each officer is required to turn in a daily log sheet at the end of each tour of duty.
- E. Supervisor Call-Out. When an officer needs a supervisor and one is not on duty, the officer will contact one of the Airport sergeants at home. If the officer is unable to make contact with one of the sergeants, the officer will then contact the Airport lieutenant. If the lieutenant is not available, the Pebble Hills Regional Command Center Commander will be contacted.
- F. Equipment
 1. Vehicles. Officers are responsible for operating vehicles in a proper manner and ensuring proper care for the vehicle. Service of the vehicle is provided through the Airport Vehicle Maintenance Division. Officers will promptly report any mechanical problems or vehicle damage.
 2. Radios. Parking enforcers will be assigned radios on a daily basis. They are responsible for turning in the radio at the end of each shift.
 3. Keys. The Airport duty keys will be passed from shift to shift. The keys will be turned over to the oncoming officers. Officers who take the keys home will be expected to immediately return the keys to the Airport.

513.4 EMERGENCY PROCEDURES

- A. Air Piracy. Upon receiving a report of air piracy the first duty of the responding officer is to determine the factuality of the report. If the report is founded, the responding officers will ensure a supervisor has been notified. The senior officer will be in charge pending the arrival of a supervisor. The senior officer/supervisor will coordinate with Police Dispatch to request

additional units. All responding units will be directed to a designated radio channel. The senior officer/supervisor will establish communication with Airport personnel.

1. The primary duty of the responding officers is to maintain the scene and, if necessary, evacuate citizens from the affected area of the terminal.
 2. The senior officer/supervisor will request SWAT and request notification be made to the FBI. The Fire Department will be placed on standby. The first responding officer will complete the complaint report.
- B. Bomb Threats. Bomb threats at the airport are handled as per Department procedures. In addition to these procedures, the officers will ensure that the TSA and FBI are notified.
1. TSA canines can be utilized to sweep affected areas of the terminal building. If an aircraft is the target of the threat, the Airport will designate a location in the AOA for the aircraft to be inspected. At the request of the pilot in charge, TSA canines are available to sweep the interior of the aircraft and luggage. Citizens removed from the aircraft for inspection will be kept together in a secure area.
 2. Suspected explosive devices are handled as per Department procedures. Officers will request the Bomb Squad and establish a perimeter around the suspect device. Suspected explosive devices detected by TSA in the x-ray machine will be left inside the x-ray machine.
 3. The first responding officer will complete a police report.
- C. Security Threats. In accordance with the Airport's security plan, the airport has several levels of operation. These levels of operation may be modified by TSA as threats around the country mandate changes.
1. The El Paso Police Department will provide staffing as available and will make assignments as directed by security modifications ordered by TSA. All officers assigned to work at the Airport will be advised of current security measures.
- D. Aircraft Alerts. The Airport has contingency plans to respond to emergencies involving aircraft. The plan has three alert levels.
1. Alert 1. This level alerts Airport personnel and law enforcement that an aircraft with minor difficulties is approaching the Airport. Officers are alerted but no specific duties are assigned to the officers.
 2. Alert 2. This level alerts Airport personnel that an aircraft with major difficulties is approaching the Airport. Law enforcement will be notified. Officers will proceed by vehicle to the ramp area to meet with the Airport Operations Officer. Officers will stand by with the Airport Operations Officer until the alert is canceled or upgraded to an Alert 3.
 3. Alert 3. This level alerts Airport personnel that there is an aircraft approaching the Airport that has a high probability of crashing or that there has been an aircraft crash on or near airport property. If not already deployed, officers will be notified by Airport Dispatch and will respond by vehicle to the ramp area. Responding officers will ensure that a supervisor has been notified and requested to the scene.
 - a. Pending the arrival of the supervisor, the on-scene officer is in charge of directing the responding units. The on-scene officer will proceed to the Airport Command vehicle to ensure proper communications between the Police Department and Airport personnel.
 - b. All Airport Operations Unit officers will assist with the emergency.
 - c. Should a crash occur, the officer's primary duty is the preservation of life. Officers


will assist in the recovery of victims and the orderly flow of emergency response vehicles. A staging area and “safe corridor” will be established at one end of the Airport’s gates to allow emergency personnel access to the crash site. Officers will need to be stationed at the gate into the AOA to ensure that only emergency response vehicles are allowed access to the AOA. No other vehicles or persons will be allowed access into the AOA unless approved by the Airport Incident Command Center. One or two officers will also be assigned to the briefing area designated for the families of passengers of the flight.

- d. The required police staffing for a large aircraft accident will exceed the available staffing at the airport. The senior officer/supervisor will need to call in off-duty Airport officers to staff locations inside the AOA. Patrol resources from the regions can be used to staff non-restricted areas such as the family briefing area.

513.5 CANINE TEAMS

The El Paso International Airport and the TSA jointly fund the operation of the Airport Canine Unit. The Airport Canine Unit is utilized to provide security sweeps of the airport, to check suspicious packages, vehicles, luggage, persons, or other items and to sweep aircraft or buildings that have been the subject of a bomb threat.

- A. TSA canines will be scheduled to work overlapping hours to permit increased coverage and to allow for training. Hours will be based upon peak hours of passenger traffic and are subject to change.
- B. TSA Canine Teams will complete the required amount of training based on the TSA guidelines and regulations established by the National Canine Training Center (NCTC).
- C. TSA canine officers will maintain the kennels at their residence. The Airport Operations Unit sergeant or lieutenant who has administrative oversight of the canine teams will inspect all canine equipment including the home kennel as per TSA guidelines. The Airport Canine Unit supervisor will properly document these inspections on the appropriate TSA forms per TSA guidelines.
- D. TSA canines can be utilized to sweep off-airport sites, provided that at least one team will be able to respond immediately to the Airport.

 El Paso Police Department Procedures Manual	Chapter 5 Specialized Units
519 Animal Cruelty Investigations Unit	Policy Effective: 04/15/2019 Previous Version: N/A

519 ANIMAL CRUELTY INVESTIGATIONS UNIT

The Animal Cruelty Investigations Unit (ACIU) investigates allegations and reports of cruelty, neglect, and illegal exploitation of domestic, feral, and wild animals within the jurisdictional boundaries of El Paso. The Animal Cruelty Investigations Unit assists other units within the El Paso Police Department and other agencies with investigations that may include, or result in, detection of incidents of animal cruelty, including, but not limited to, narcotics, abatement, and patrol operation.

519.1 ANIMAL WELFARE AND ANIMAL ABUSE

The Animal Cruelty Investigations Unit investigates animal abuse related offenses, including the following: Cruelty to Livestock Animals; Attack on Assistance Animals; Cruelty to Non-livestock Animals; Dog Fighting and Cockfighting. The majority of cases will involve adult/child offenders and animals who are under the offender’s control, care, and/or custody. All reports involving potential animal abuse-related offenses will be flagged in the narrative portions of reports for review by ACIU.

519.2 ACIU CALL OUT

ACIU employees may be called out at any time, and will respond depending upon the immediacy of the case. Patrol officers will not interview the offenders in great detail, but will conduct a preliminary investigation and obtain enough information to determine the nature of the offense and any suspect information. The responding officers will contact ACIU through Communications or the ACIU direct line. An ACIU supervisor will make the final determination on whether ACIU investigators will respond to the scene. Patrol officers must be prepared to provide the following information:

1. Is the offender and/or witnesses on the scene?
2. Number of offenders and/or witnesses.
3. Number of and description of animals involved, to include age, species, and breed.
4. Description of injuries to the animal or the nature of the incident.
5. Was the scene secured and processed?
6. Is the offender under arrest for any other offense?

Call back after regular duty hours of the ACIU is only under extreme conditions of animal cruelty, torture, or other abuse where delay might hinder investigation, result in destruction of critical evidence, or result in further harm to animals. An ACIU supervisor will determine which calls meet this criteria on a case-by-case basis.

519.3 ANIMAL SERVICES IMPOUNDMENT OF ANIMALS


Animal Services may be called to the scene to transport animals for purposes of conducting a veterinary assessment or veterinary necropsy, as applicable. Animals may be voluntarily surrendered by owner, impounded if no owner can be located, or seized by Animal Services pending criminal investigation by ACIU.

519.4 UTILIZATION

Employees assigned to the ACIU are responsible for gathering and verifying information, interviewing witnesses and suspects, and managing cases pertaining to animal abuse, neglect, and illegal exploitation. ACIU employees are expected to fully cooperate and assist all local, state, and federal law enforcement authorities to include the following: Ft. Bliss United States Army Post; Texas Parks and Wildlife; representatives of the El Paso County District Attorney's Office; and El Paso Animal Services

519.5 DEPLOYMENT

The working hours of ACIU are adjusted, as needed, to accommodate investigations. ACIU employees are subject to call back after regular duty hours. ACIU's personnel, preferably a supervisor, may attend the monthly Animal Shelter Advisory Committee meeting.


 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
522 Source City Metro Task Force	Policy Effective: 03/24/2021 Previous Version: 04/08/1999

522 SOURCE CITY METRO TASK FORCE

The El Paso Police Department is the lead agency in the Source City Metro Task Force, which is funded by the High Inventory Drug Trafficking Area (HIDTA) Grant and operates out of the Narcotics Section. The Source City Metro Task Force is responsible for the initiation of investigations and interdiction of illicit narcotics. These investigations and interdiction efforts target narcotics being trafficked, distributed, and transported within and through the El Paso corridor traveling to different demand cities throughout the United States.

The below subgroups are part of the Source City Metro Task Force:

- A. Hotel/ Motel. A hotel/motel is considered any building providing a temporary residence for travelers/occupants.
- B. GRAB. Ground (Motor Freight), Railroad, Air, Buses.
- C. Stash House Unit:
 1. Buildings or structures used to store large amounts of narcotics (i.e. Houses, apartments, storage facilities, etc.).
 2. Vehicles used to transport large quantities of narcotics.
 3. Parcels (Third Party shipping companies i.e. FedEx, UPS, and USPS).
- D. Narco/Streets. Street level narcotics investigations.

 El Paso Police Department Procedures Manual	Chapter 5: Specialized Units
523 Crimes Against Persons	Policy Created: 12/8/2021 Previous Version: N/A

523 CRIMES AGAINST PERSONS

The Crimes Against Persons Unit investigates crimes where bodily injury, serious bodily injury, death or abduction has occurred.


523.1 CAP CALL OUT

The Crimes Against Persons Unit may be called out at any time and will respond depending upon the immediacy of the case. Final determination on whether detectives/supervisors will respond will be made by a CAP supervisor.

523.2 CAP RESPONSE


Crimes against Persons will respond to the following incidents to include but not limited to:

- A. Murder (to include murder investigations from outside agencies)
- B. Aggravated Sexual Assault
- C. Officer Involved Shootings
- D. Aggravated Assault (except when a juvenile is involved or is gang related)
 1. CAP will be notified and will respond to all Aggravated Assaults where a weapon is used and a person is seriously injured. This will include Family Violence cases. The Gang Unit will be notified if any subject involved is a gang member whether confirmed or suspected
- E. Aggravated Kidnapping
- F. Sexual Assault
- G. Juvenile Kidnappings – stranger related
- H. All Missing Persons (Attempt To Locate reports will be handled at the region)
- I. All Death Investigations
 1. In-Custody Death (an In-Custody Death Report will be completed and submitted to the Attorney General’s Office per CCP 49.18)
- J. Injury to a Child where the child expires
- K. Cold Case Unit assignments
- L. Investigation involving Registered Sex Offenders

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
600 Police Reports/Records: Documentation	Policy Effective: 05/17/2021 Previous Version: 04/08/1999


600 POLICE REPORTS/RECORDS: DOCUMENTATION

Officers will make proper report of offenses investigated, observed, or reported. Reports will be made promptly, accurately, and in accordance with the report writing procedures of the Department. All reports and supplements listed in Policy 602 Police Reports/Approval Status will be completed the day the report was received. Reports and supplements not listed in Policy 602, will be completed the next duty day upon supervisor's approval. All reports must be completed prior to the officer going into their RDO's.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
601 Police Reports/Records: Confidentiality	Policy Effective: 09/20/2023 Previous Version: 01/11/2021


601 POLICE REPORTS/RECORDS: CONFIDENTIALITY

All employees are responsible for ensuring the confidentiality of police records. Employees will not release information to any person not authorized to receive the information. Pursuant to S.B. 997 effective 09/01/2023, employees will not copy, publish, release, or distribute a photograph of human remains that the individual obtained while acting within the course and scope of the individual’s duties as an officer to unauthorized persons.

	El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
	602 Police Reports/Approval Status	Policy Effective: 03/31/2022 Previous Version: 05/11/2021

602 POLICE REPORTS/APPROVAL STATUS

If an arrest is made, a supervisor will approve the complaint report and case supplements before the reporting officer goes off duty for the day. If no arrest is made the Complaint Report may be approved the following day. All investigative supplements regardless of arrest status require supervisor approval.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
603 Records Management System	Policy Effective: 06/29/2021 Previous Version: 04/08/1999

603 RECORDS MANAGEMENT SYSTEM (RMS)

The Records Management System (RMS) will be used by Department employees to generate their reports as necessary. When unable to use RMS, employees will use the appropriate printed form.

603.1 MERGING INFORMATION

Data entry personnel who notice records information that should be merged may contact the Records Section by email explaining the information to be merged or by sending a hard copy of information to be merged.


603.2 RECORDS MANAGEMENT SYSTEM INOPERABLE

In the event that the Records Management System is not operating, supervisors will sign or initial the top left corner of hard copy reports and mark with an "F" for felony or "M" for misdemeanor cases.

603.3 RECORDS MANAGEMENT SYSTEM AUDITS

Requests for RMS audits will be made in writing with approval at the commander level and will be conducted by IT personnel, IAD personnel, or the El Paso Police Department Records Management System support staff with the authority of an assistant chief. Records of all audits will be maintained by IT.

- A. Request. Requests for audits will be made by completing the approved form and documented in Blue Team. The form will be submitted through the chain of command in hard copy. Verbal requests may be accepted from persons at the assistant chief level or higher.
- B. Approval. Only persons at the rank of commander, senior level managers, or persons of higher rank may authorize a request for audit. The approving authority must be in command of both the requester and the person about whom the request is made. This requirement may necessitate going higher than the commander level for approval, for example to the assistant chief level if the two are not under the command of the same commander.
- C. Priority. Priorities will be set by an assistant chief. Upon receipt of an approved audit request, IT will forward the list of pending audits to an assistant chief who will review and prioritize the requests.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
604 Report Management	Effective Date: 05/05/2022 Previous Version: 04/08/1999

604 REPORT MANAGEMENT

All documents sent to the Records Section must have the appropriate El Paso Police Department case number annotated on the top right corner of each document.

604.2 CORRECTING REPORTS

- A. If the submitted report has not yet been approved by a supervisor, and needs correction, request a supervisor to reject the report. It will go back to draft status, and then the corrections can be made. Resubmit the corrected report for approval.
- B. If the report is already approved by a supervisor, and needs correction, add a supplement to make the changes. If Records has not yet given final approval, supervisors may call or email PDCancelCaseNumber@elpasotexas.gov to reject the report. It will return to unapproved status, and then the corrections can be made. Resubmit the corrected report for approval.
- C. If the Records Division has already given final approval (the report will be in APPROVED status), add a supplement to make any changes.

604.3 CANCELLING CASE NUMBERS

To cancel a case number, officers will contact 911 Communications and have them cancel the case number. Officers will additionally contact the Records Division by email at PDRecordSupers@elpasotexas.gov with a request to cancel the case number and a reason for the request of cancellation.

604.4 BOMB THREAT CASES

Bomb threat cases require proper coding when the complaint reports are filed to ensure proper distribution and follow up. In addition to cases being routed to the respective regional command center, all cases will be routed to the Special Investigations Unit.

- A. Designated Major Cases. The major case designations listed below have been added to the Records Management System. Complaint reports that fall within the described categories will be coded appropriately. These cases will be routed to the Special Investigations Unit. The Special Investigations Unit will be notified of calls within the “major crimes” category during normal business hours. After hours notification will be at the discretion of the on-duty supervisor.
 1. (SG05-A) ANTI-GVT GROUP - Bomb threats involving any anti- government group. This includes known groups or new groups who propose to be anti-government. (ex: Threat is made by the Republic of Texas.)
 2. (SG05-B) INT’L BRIDGES - Bomb threats directed at international bridges. (ex: Threat is made at the Stanton Street Bridge.)

3. (SG05-F) GVT FAC/BLDGS - Bomb threats against any government building or facility (local, county, or federal) within the jurisdiction of the Police Department. (ex: Threat is made against Police Headquarters, the courthouse or federal building.)
4. (SG05-R) ANTI-RELIGION - Bomb threats made by any anti-religious group. (ex: Threats made against a church or other religious facility that are deemed to be anti-religious in purpose.)
5. (SG05-V) VIP/DIGNITARY - Bomb threats made against persons described as dignitaries or V.I.P.'s (ex: Threats made against politicians, well-known public figures.)
6. (SG05-Z) FED/ST/LOC/GP - Bomb threats made against legally recognized and sanctioned federal, state and local groups. (ex: Threats made against the N.R.A, M.A.D.D., N.A.A.C.P., etc.)
7. All cases, including bomb threats against schools will be investigated by Special Investigations Unit/Intel Unit for investigation, review and documentation. The coding system currently in place will remain the same.
8. (SG05) Standard bomb threat case.
9. (SG05-G) Gang designation bomb threat.
10. (SG05-J) Juvenile designation bomb threat.

The Chief's Office will always have the authority to supersede these listings and direct investigations as deemed necessary.

604.5 FLAGGING REPORTS

To flag a report for transmittal to another Unit/Section within the Department, officers must use the electronic notification and/ or "alerts" function icon within the automated Records Management System. Officers may note within the investigative or other supplement that the notification or alert was sent. If the report is flagged for distribution to another agency, officers must request in an electronic notification for Records Division to forward the report to the specific agency (including the address and intended recipient) by selecting the "alert" icon within the automated Records Management System. The Records Division will forward a copy of the report to the designated outside agency identified. The officer's supervisor will approve the flagging of the report as a part of the RMS report approval process.

604.6 REPORTING PROCEDURES FOR CRIMES COMMITTED AGAINST THE ELDERLY

Property crimes against the elderly will be reported to the Department of Public Safety.


- A. Definitions.
 1. Elderly Individual. Person who is 65 years of age or older.
 2. Property crime. An offense under Penal Code Chapter 31 (Theft), an offense under Penal Code, Chapter 32 (Fraud), any offense under the Penal Code involving an intent to steal or defraud, which may include robbery, burglary, or computer crime; or if the underlying offense is a preparatory offense under Penal Code, Chapter 15, or an organized crime offense under Penal Code Chapter 71.
- B. Section 411.051 of the Texas Government Code requires local law enforcement agencies to report all theft and fraud offenses committed against the elderly to the Texas Department of Public Safety.
- C. Records Division will forward all reported offenses identified or routed to them, including supplements, committed against the elderly to the Texas Department of Public Safety, Special Crimes Service.

- D. Patrol officers will select the offense code.
- E. Detectives/Investigators will forward all case supplements and original complaint reports, which meet the criteria to Records.

604.7 REPORTING PROCEDURES FOR CRIMINAL TRESPASS WARNING

When an officer issues a verbal and/or a written criminal trespass warning to individuals, the officer will create and complete an entry in the Reports Management System's Field Contact Module for tracking purposes.

- A. No arrest or need for report. If a report is not necessary as per Department policy, an incident report is not created. Documentation will be made in the Field Contact Module, only.
 - 1. The person giving notice of the criminal trespass will be referred to as WI (Witness) and will be entered into the Master Name Index or module through the name icon in the Field Contact Module.
 - 2. The person(s) being issued the criminal trespass warning will be referred to as OF (Offender). Offender(s) name(s) will be entered through the Field Contact module. Officers will utilize the same Field Contact report when entering multiple offenders.
- B. Arrest or report generated. If a report is necessary as per Department policy, then an incident report and a Field Contact entry will be required.
 - 1. The person giving notice of the criminal trespass will be referred to as WI (witness), even if they are entered under a different code in the incident, witness name will be entered into the Records Management System through the Field Contact module.
 - 2. The person(s) being issued the criminal trespass warning will be referred to as OF (Offender). Offender(s) name(s) will be entered into the Records Management System's Field Contact Module.
 - 3. Officers will utilize the same Field Contact report when entering multiple offenders.
- C. Vehicle Involved. Officers will utilize the vehicle module to enter vehicle information associated to the criminal trespass. Before the vehicle information can be entered, the field contact module needs to be saved.
- D. Approval Status. The field contact only requires approval by the user who created it.
 - 1. Once the entry is locked, the officer will not be allowed to delete the entry.
 - 2. If officers need to make a correction, they will need to contact Records to unlock the criminal trespass entry.
- E. Criminal Trespass Ban Lifted. When the criminal trespass ban is lifted, officers will contact Records to unlock the criminal trespass entry in order to document the ban lift.
 - 1. Once the entry is unlocked by records, officers will document the ban lift in the Location Comment Field.
 - a. Officer will enter the date the ban was lifted and the name of the person lifting the ban, for example: "Ban lifted on 05/10/2011 by Joseph Scott".
 - b. Officers will save the entry and exit.
 - 2. Officers will contact records again so they can re-lock the criminal trespass entry.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
605 Police Report Guidelines	Policy Effective: 06/01/2022 Previous Version: 05/12/2022

605 POLICE REPORT GUIDELINES

This section explains the various portions of case reporting and their use.

605.1 ORIGINAL COMPLAINT REPORT

Officers will only provide information required by the Texas Open Records Act on the original complaint report, also known as the Basic Information, Public Release, or #1 Report. Any items that are protected from disclosure under the Open Records Act will be listed on a supplementary report and not the basic information complaint report. Protected information includes the following:

- A. Names of suspects
- B. Names of subjects not in custody
- C. Names of witnesses
- D. Victims of sexual assaults
- E. Juvenile victims when the subject has a special relationship to the juvenile
- F. Juvenile suspects and/or subjects
- G. Names of parents or other members of the same household of a juvenile suspect or subject identified as references.

Names of arrestees, other than juveniles, can be identified in the basic information complaint report.

- A. Incident Information Card. Officers will provide an Incident Information Card to the complainant or reporter any time a complaint report will be generated. This card will be completed with the officer's ID number and case number legibly written.
- B. Multiple Complainants. If one incident (occurring at a single time and place) contains multiple complainants, officers will make one complaint report. This report will list each of the complainants.
- C. Multiple Offenses/Single Complainant. For multiple offenses against a single complainant (at a single time and place), officers will use the "Hierarchy Rule." The highest offense will be listed as the title of the report, or marked as the primary offense, all other offenses will be listed in compliance with NIBRS reporting procedure. In cases where two or more motor vehicles are stolen from a single complainant, a single report will be made listing each vehicle.
- D. Multiple Offenses/Multiple Complainants. For multiple offenses with multiple complainants at a single time and place, each complainant will be entered under Person/Vehicle Involvement. The complainant affected by the highest offense will be listed first.
- E. Multiple Vehicles Stolen/Multiple Complainants. In cases where multiple vehicles are stolen from different complainants, a separate report will be made for each vehicle. One report may be designated as the "master case," having all details of the incident and supplements attached. The other cases may make reference to the master case.

605.2 ARREST CARDS

Only one arrest card, per offender, per incident should be entered. An error will appear when a single offender has multiple arrest cards created/linked under the same incident.

- A. If the offender has remaining charges that are executed on a later date, the arresting officer should request a separate case number, create an incident report and label it either Execution of Criminal Warrant or Execution of Traffic Warrant. A new arrest card will then be added for that incident report and the charge/warrant information will be entered accordingly. Under the charge information in the arrest card, the arresting officer will be able to link the original case number to that charge.
- B. If duplicate arrest cards are made in error, the incorrect arrest cards shall be deleted from the Records Management System. Unlinking the arrest card will keep the arrest card active for the offender in Records Management System without being linked to an incident.

The arresting officer shall ensure the Racial Profiling information is correct, as this information is used for the state-mandated annual report.

605.3 MISCELLANEOUS REPORT


The Miscellaneous Reports are the investigative supplements available in the Records Management System that may be used for sworn supplements, witness statements, or supplementary reports. This applies to all reports including DIMS cases. If the Records Management System is down, hard copy reports will be used and all required fields completed.

- A. Sworn Supplements. Officers will complete a sworn supplement for any felony offense, any time requested by a district or county attorney, and for Class "A" or "B" misdemeanors in any of the following situations:
 1. Officer is the complaining witness.
 2. Officer is the victim or witness to the crime.
 3. Officer obtained a statement or admission from a suspect.
 4. Officer conducted a search, seized evidence, or seized evidence under circumstances which might be considered a search.
 5. Officer arrested the offender for possession of narcotics.
 6. Officers will provide all necessary information in the top portion of the form. Officers will include any observations, information received, known elements of the offense and actions taken in a first person narrative form.
 7. Officers will conclude the sworn supplement with the phrase, "I have read the above statement consisting of pages and find it to be true and correct." The Officer will sign the last page of the statement and have it notarized.
 8. Supervisors will review and approve all sworn supplements.
- B. Witness Statements. A witness statement is a sworn statement taken from civilian (non-Department) witnesses. The statement will be written in first person and notarized.
 1. Officers will complete the upper portion of each page of the witness statement.
 2. The statement will be taken in the witness' own words. When the witness speaks only one language, the statement should be taken in the language the witness speaks.
 3. The witness will sign the last page of the statement and swear to it before a notary. The statement will be notarized.
 4. Supervisors will review and approve all witness statements.

- C. Supplementary Reports. Supplementary Reports will be made when officers conduct follow-up investigation to a case or have additional information to the case not normally kept in the original complaint report.
 - 1. Officers will ensure the upper portion of the form is complete.
 - 2. Supplementary reports do not need to be notarized.
 - 3. Supervisors will review and approve the reports.
- D. Officer Activity Involvement. The reporting officer must document the responsibilities and roles of all involved officer(s) and/or supervisor(s) that were on scene and assisted with the investigation in the Detailed Narrative. Supervisors will ensure that this is included in the Detailed Narrative upon approval.

605.4 AFFIDAVITS

Officers will complete an affidavit for each case where an arrest has been made without warrant or when a warrant is to be obtained prior to an arrest.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
606 Police Communications: Restrictions/Rules	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

606 POLICE COMMUNICATIONS: RESTRICTIONS/RULES


The Department operates its radio system according to FCC rules and guidelines. Obscenities, vulgar language, and unnecessary transmissions are prohibited. Voice transmissions will be kept as short and to the point as possible.

606.1 DICTION/PHRASING

Employees will use good diction and standard English words and phrasing in their radio transmissions. The use of slang or jargon is discouraged as it may lead to misunderstandings which may jeopardize officer safety.

606.2 FREQUENCIES

The Department uses a trunked, 800MHz radio system. The system has 88 talk groups divided among the Regional Commands and Divisions of the Department. Some talk groups are shared with other public safety agencies, FMS and the Fire Department.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
607 Police Communications: Call Signs	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

607 POLICE COMMUNICATIONS: CALL SIGNS

The purpose of a radio call sign is to indicate the employee's assignment and function. New call signs are not placed into operation without the approval of the communications liaison.

607.1 ASSIGNMENT

Call signs used by officers assigned to regular patrol shifts are loaded into the communications system prior to each shift. The call sign is purged from the system when the officer goes off duty. Radio call signs and unit information will be loaded into the Computer Aided Dispatch System (CAD) by the Regional Commands unless prior arrangements are made with Communications. Employees in other types of positions may have call signs permanently assigned through arrangements made with the communications manager.

- A. Unit Information. Unit information must contain the radio call sign, the ID number of each officer, the hand-held radio number assigned to each officer, and the equipment number for the vehicle the officers will be using.
- B. If during the course of the officers shift, the officer changes radio call signs, radio equipment, or vehicles, the information must be changed in the CAD system as well.
- C. CAD Format. All identifiers must be entered into the CAD in accordance with the proper format. The safety equipment contained in officer's radios and MCTs will not operate correctly unless these formats are followed:
 1. Officer ID - numbers only
 2. Vehicle number - numbers followed by letters
 3. Hand- held Radio - letters followed by numbers

607.2 CALL SIGN STRUCTURE

Call signs are used to provide basic information about each unit. A detailed format for developing call signs is found in Appendix C.

- A. Regional Command Call Sign Structure. Regional Command call signs use a five-digit format.
 1. 1st Digit Numeric Denotes shift assignment
 2. 2nd Digit Letter Identifies the type of unit
 3. 3rd Digit Numeric Identifies units function in the district
 4. 4th Digit Numeric Regional Command designator
 5. 5th Digit Numeric District number
- B. Other Units. Units performing more specialized functions use a two letter acronym followed by numeric digits. These call signs will be developed in cooperation with communications. Call signs will not be used until they are reviewed by the communications manager.



608 POLICE COMMUNICATIONS: RADIO PROCEDURE

608.1 PHONETIC ALPHABET

The Department uses a phonetic alphabet which will be used when spelling similar sounding, confusing or unusual words, vehicle license plates, and any series of letters. The Department uses the following phonetic alphabet:

A	Adam	H	Henry	O	Ocean	V	Victor
B	Boy	I	Ida	P	Paul	W	William
C	Charles	J	John	Q	Queen	X	X-Ray
D	David	K	King	R	Robert	Y	Young
E	Edward	L	Lincoln	S	Sam	Z	Zebra
F	Frank	M	Mary	T	Tom		
G	George	N	Nora	U	Union		

608.2 TEN-CODES

To minimize certain radio communication transmissions, the Department uses a number of radio codes referred to as "TEN-CODES."

10-1	Receiving Poorly	10-2	Receiving Clearly
10-4	Acknowledged	10-6	Busy
10-7	Lunch / Gone FTD	10-8	In Service
10-9	Repeat	10-10	Break
10-15	Prisoner in Custody	10-16	Transporting Prisoner
10-17	Paper Work	10-20	Location
10-22	Cancel	10-27	Wanted Subject
10-28	Registration Check	10-29	Stolen Check
10-36	Time	10-37	Dispatched ID
10-42	Officer's Home	10-49	Transporting
10-97	On Scene	10-98	Traffic Warrants
10-99	Criminal Warrants		

****CODE 10 – USE CAUTION****

608.3 ABLE/BAKER CODES

ABLE/BAKER codes are additional codes used by the Department to minimize radio communication transmissions. ABLE/BAKER codes provide messages to call or go to a location. The following ABLE/BAKER codes are used by the Department:

Call	Go To	Location
A-1	B-1	Communications
A-2	B-2	Patrol Stations
A-3	B-3	Traffic Office
A-4	B-4	Detective Offices
A-5	B-5	Internal Affairs Office
A-6	B-6	Property Office
A-7	B-7	County Jail
A-8	B-8	Records
A-10	B-10	Radio Shop
A-11	B-11	Court
A-13	B-13	Garage / Service / Pumps

608.4 SIGNAL CODES

Plain language will generally be used when transmitting information. Certain situations require the transmission of information in codes that can not be understood by nearby subjects or the general public.

SIG5	Bomb Threat	SIG6	Explosion
SIG12	Civil Problem	SIG14	Illegal Alien
SIG11	Juvenile Problem	SIG37	Traffic Stop
SIG48	Alarm	SIG58	Family Fight
SIG65	Dead Body/Fatality	SIG81	Traffic Accident
SIG83	Hit and Run Driver	SIG84	Stalled Vehicle
SIG85	Receive Information	SIG88	Drunk Driver
SIG90	Drunk Disturbing	SIG96	Traffic Control

****1-99 / Emergency Button Activated****

608.5 DISPOSITIONS

Disposition codes are used by the Department to describe the outcomes of calls for service in the Computer Aided Dispatch.

A	Assisted	NR	No Report
ADV	Advised	R	Report
CAN	Canceled	RCIT	Report & Citation(s) Issued
CIT	Citation(s) Issued	RCREL	Report/Citation(s)/Released
CITREL	Cited and Released	REFR	Referred
COK	Checked OK	REL	Released
COKADV	Checked OK and Advised	RJ	Report and Jailed
CRC	Refer to CRC	RREL	Report and Released
DUP	Duplicate	S	Supplement
FN	False Alarm Notice Left	TEST	Test Call
GOA	Gone on Arrival	UTL	Unable to Locate
NC	No Contact	UTLADV	Unable to Locate, Advised
NCLM	No Contact Left Message	X	Test Call
NP	No permit		

608.6 COLORS

Plain language will generally be used when transmitting information. Color codes are used by the Department to assist in making text in the Computer Aided Dispatch easy to read and understand.

BGE	Beige	DGR	Dark Green
BLK	Black	LGR	Light Green
BLN	Blonde	GRY	Gray
BLU	Blue	HAZ	Hazel
DBL	Dark Blue	MAR	Maroon / Burgundy
LBL	Light Blue	MUL/COL	Multicolored
BRO	Brown (Not BRN)	ONG	Orange (Not ORG)
BRZ	Bronze	PNK	Pink
COM	Chrome / Stainless Steel	PLE	Purple
CPR	Copper	RED	Red
CRM	Cream / Ivory	SIL	Silver / Aluminum
GLD	Gold	TAN	Tan
GRN	Green	TRQ	Turquoise
WHI	White	YEL	Yellow

608.7 DEPARTMENTAL

Plain language will generally be used when transmitting information. Departmental codes are used by the Department to assist in making text in the Computer Aided Dispatch easy to read and understand.

ABDN	Abandoned
ACC	Accident (SIG 81)
ADDR or ADDRS	Address
AGG	Aggravated
APPROX	Approximately
APT	Apartment
ASAP	As Soon As Possible
ASLT	Assault
ATL	Attempt To Locate
BC	Broadcast
BLDG	Building
BOLO	Be On The Lookout For
BP	Border Patrol
BURG	Burglary
BSN	Business
BTW	Between
CAP	Crimes Against Persons
CHEM SPILL	Chemical Spill
COMM	Communications Section
CPS	Child Protective Services
CRIM	Criminal Mischief
CRT	Criminal Trespass
DA	District Attorney
DISTR COURT	District Court
DET	Detective
DHS	Department of Human Services
DISPO	Disposition
DIST	District
DIV	Division
DL	Driver's License
DMV	Department of Motor Vehicles
DOA	Dead On Arrival

DOS	Dead On Scene
DOT	Direction of Travel
DPS	Department of Public Safety
DUI	Driving Under The Influence of Drugs
DWI	Driving While Intoxicated
EPTA	El Paso Towing Association
ERROR	Error
EST	Estimate / Estimated
ETA	Estimated Time of Arrival
FBI	Federal Bureau of Investigations
FELONY or 10-99	Felony
FORG	Forgery
FT / ‘	Feet
HAB	Habitation
HAZMAT	Hazardous Materials
HOLD	Holding (Subject)
HOSP	Hospital
HIT AND RUN or 81/83	Hit And Run
HRS	Hours
HS	High School
HAZ	Hazard
IP	In Progress
IA	Internal Affairs Division
ID	Identify
ID & R	Identification & Records Section
IND EXP	Indecent Exposure
INFO	Information (SIG 85)
INTOX	Intoxicated
JO	Just Occurred
JP	Justice Of The Peace
JUVIE	Juvenile
K-9	Canine Section
KIDNAP	Kidnapping
LKA	Last Known Address
LOC	Location
LSW	Last Seen Wearing
LT	Lieutenant

MAX	Maximum
MUNI	Municipal Court
M.E or MED EX	Medical Examiner
MI	Miles
MISC	Miscellaneous
MM	Mile Marker
MP	Military Police
MVA	Motor Vehicle Accident
N/A	Not Available
NARC	Narcotics
NCIC	National Crime Information Center
NCPD	Non-City Police Department
NLETS	National Law Enforcement Telecommunications System
NO or #	Number
NOD	No Other Details
NOI	No Other Information
OCA	Outside City Agency
OFC	Officer
OFF	Offense
OLN	Operator's License Number
OTW	On The Way
PCO	Protective Custody Order
PD	Police Department
PED	Pedestrian
PH	Phone Number
PIO	Public Information Office
PKD	Parked
PKG	Parking
PO	Probation Office
POB	Place of Birth
PRIV PROP	Private Property
P/S	Public Service
POV	Private Vehicle
RA	Reporter's Address
REC	Record
RECD	Received
REF	Reference
REPT	Report

RESD	Residence
RM	Room
RP	Reporting Person
SEC	Section
SEQ	Sequence
SGT	Sergeant
SO	Sheriff's Office
STI	Special Traffic Investigations
TAC	Tactical Section
TCIC	Texas Crime Information Center
TXDL	Texas Driver's License
TDY	Temporary Duty
TEMP	Temporary
TLETS	Texas Law Enforcement Telecommunications System
TRAF	Traffic
TRIBAL PD	Tribal Police
TTY	Teletype
TYP	Type
UNK	Unknown
UMC	University Medical Center
UUMV	Unauthorized Use of Motor Vehicle
VEH	Vehicle
VIC	Victim
VICT	Victim
W/	With
WBAMC	William Beaumont Army Medical Center
WITN	Witness
WKS	Week
X-CEL	Cancel
X-WALK	Cross Walk
YR	Year
YOA	Years of Age

608.8 STATES

AL	Alabama	NJ	New Jersey
AK	Alaska	NM	New Mexico
AZ	Arizona	NY	New York
AR	Arkansas	NC	North Carolina
CA	California	ND	North Dakota
CO	Colorado	OH	Ohio
CT	Connecticut	OK	Oklahoma
DE	Delaware	OR	Oregon
DC	District of Columbia	PA	Pennsylvania
FL	Florida	RI	Rhode Island
GA	Georgia	SC	South Carolina
HI	Hawaii	SD	South Dakota
ID	Idaho	TN	Tennessee
IL	Illinois	TX	Texas
IN	Indiana	UT	Utah
IA	Iowa	VT	Vermont
KS	Kansas	VA	Virginia
KY	Kentucky	WA	Washington
LA	Louisiana	WV	West Virginia
ME	Maine	WI	Wisconsin
MD	Maryland	WY	Wyoming
MA	Massachusetts		
MI	Michigan	<u>Mexico</u>	
MN	Minnesota	CH	Chihuahua
MS	Mississippi	DF	Distrito Federal
MO	Missouri	DO	Durango
MT	Montana	MM	Mexico
NB	Nebraska	PR	Puerto Rico
NV	Nevada	VI	Virgin Islands
NH	New Hampshire		

608.9 EMPLOYEE RESPONSIBILITIES

While assigned a radio and call sign, employees have the following responsibilities:

- A. Response. When called, units will respond with their full unit number and location.
- B. Unit Availability. At the beginning of the shift, units will advise Dispatch when they are in the field and available.
- C. Calls For Service. Units will proceed immediately to the call for service given to them by Dispatch.
- D. Unit Status. Units will advise Dispatch when they are en route, on the scene, changing locations, or back in service: This may be done using the MCT or voice communications.
- E. Voluntary Response to Calls. Units voluntarily responding to a call for service will advise Dispatch of their full call sign, their intention, and their current location.
- F. "On-View" and Traffic Calls. Units will advise Dispatch of their location and status when they will be on an "on-view" call or traffic stop. Officers should give the nature of the call, location, and subject or vehicle information. Dispatch will note license plate numbers or descriptive information given. This may be done using voice communication or the MCT.
- G. Breaks. Units will advise Dispatch when they will be out of service for lunch or breaks. Units will give their location and advise if they will be by the radio or at a particular phone number. Lunches and breaks must be cleared over the air with Dispatch. The MCT may not be used for this purpose.
- H. Conducting Business at the Station. When advising Dispatch, officers shall not use the term "Not Out of Service (NOS)" while conducting business at the station.


608.10 SPOT BROADCAST

Spot broadcasts alert other officers to crimes, missing or endangered persons, and safety hazards. Officers will request clearance from Dispatch to give a spot broadcast. Officers will advise Dispatch when the spot broadcast is complete. The following information should be provided in order:

- A. Want on a subject or vehicle
- B. Location of the offense
- C. Direction/mode of travel
- D. Vehicle description
- E. Weapons involved
- F. Subject descriptions including name, sex, race, height, build, and clothing

608.11 INFORMATION CHANNEL

The Communications Information Channels will be used only while officers are in the field. Information Channels may not be used at any other time.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
609 Police Communications: Mobile Computer Terminal (MCT)	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

609 POLICE COMMUNICATIONS: MOBILE COMPUTER TERMINAL (MCT)

All MCT transmissions are monitored and recorded electronically. The transmission information files are accessible and considered open records documents. The Department can and will review these files to ensure that only authorized, work related transmissions are being made. Only appropriate transmissions which would normally be made via radio transmission will be made by MCT.

609.1 OFFICIAL USE

The MCT will be used by authorized personnel only. MCT use will be for official business only. Personal messages will not be transmitted by MCT.

- A. TLETS/NLETS Information. The TLETS/NLETS restrictions apply to mobile terminals. Misuse of information obtained from the files and records is a crime and could constitute a felony offense. Misuse of the system subjects the Department to suspension of TLETS/NLETS privileges.
- B. Disciplinary Action. Misuse of the system will subject an employee to disciplinary action.

609.2 CONTENT

Messages will not contain language which is offensive, profane, vulgar, or of a sexual nature.

609.3 SAFETY


Officers should always be mindful of safety considerations and not take their attention away from subjects when operating the MCT. The radio should be used when necessary. A correct street location must be entered when officers place themselves out on events. When arriving at the scene of a bomb threat or similar call, all MCTs must be turned off. Entries such as en-route, on-scene, case disposition, and location changes do not present a safety hazard; therefore, they are not discretionary.

609.4 RADIO USAGE REQUIRED

Officers must use the radio to confirm wanted hits via Communications Information Channel when checking a vehicle with dealer plates (metal or paper), making a request for a break (break requests 10-7 and 10-10), or when going out of service. Officers should not use or view the MCT while driving, except for pressing the en route or on scene buttons.

609.5 LOG ON/OFF PROCEDURES

When logging on to the MCT, officers must enter their portable radio information. Officers must “log off” their terminals at the end of their shift.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
610 Police Communications: Emergency Situations	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

610 POLICE COMMUNICATIONS: EMERGENCY SITUATIONS

610.1 ALERT TONE

The radio system's alert tones are used by Dispatch to advise units that a high priority call is about to be broadcast. Alert tones may also be used when an in-progress or just-occurred call for service is broadcast for any unit's response and there was no response on the first call. The following calls will always be dispatched with an alert tone:

- A. Officer requires Code III assistance
- B. Aggravated robbery in progress
- C. Shooting
- D. Stabbing
- E. Explosion
- F. Injury to a child in progress
- G. Injury to an elderly or invalid individual in progress
- H. Aggravated sexual assault in progress
- I. Threats on police facilities

610.2 CODE 199

A "Code 199" is the officer's silent request for emergency assistance. The code is initiated when an officer presses the emergency button on the hand-held radio, the car radio, or the MCT. An alarm is transmitted to Communications and assistance is sent based on the officer's last known location. When the radio's emergency button is pressed, the radio will no longer receive transmissions. This is a safety feature designed to allow assistance to be sent without alerting the possible subjects causing the problem.

- A. Code 199 Reaction. When a Code 199 alarm is received, Dispatch will clear the air for emergency traffic and send one backup unit to the officer's last known location. A field supervisor will be advised over the air.
- B. Canceling Emergency Traffic. Emergency traffic may only be canceled by a field supervisor. The officer who makes the Code 199 call will be physically checked on for safety by a field supervisor or designee.

610.3 SPECIAL UNIT CALL OUTS


Special units and teams are requested through Communications. This ensures that all responses will be clearly documented. Officers or supervisors requiring a special team or unit's services will make the request on their assigned talk group.

- A. SWAT Call Outs. The Communications Division is responsible for contacting the SWAT team. Communications may move units not involved in the SWAT call-out to another talk group.
- B. Other Unit Call Outs. Upon request by an officer, Communications will be responsible for notification of other units.

610.4 CONTINGENCY PLAN

Backup to disruption of the digital radio system. In the event the digital radio system is disrupted or fails, staff will switch their radio to the analog setting. Upon correction of the digital system, staff will switch back to the digital system.


Backup communication plan in the event of radio system failure. In the event communications cannot be maintained by switching to analog from digital, communications will dispatch units for service with the Everbridge system. Upon correction of the radio system, staff will return to radio use.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
611 Telephone Reporting Unit (TRU)	Effective Date: 04/11/2022 Previous Version: 04/08/1999

611 TELEPHONE REPORTING UNIT (TRU)

The Telephone Reporting Unit (TRU) of the Records Division is designed for taking police reports from citizens via the telephone. The Telephone Reporting Unit will not take reports on any incident related to family violence, accidents involving injuries, burglaries of habitations or other buildings, sexual assaults unless it is being reported by Children Protective Services (CPS), or any call where an Officer was initially dispatched to take a report. Courtesy phones are available at the Regional Command Centers that will assist the citizen in contacting the Telephone Reporting Unit operator (Public Safety Report Taker) who will complete their report.

Citizens may also make police reports online through the Department's website. Computer kiosks are available at each Regional Command Center for citizens who do not have internet access to file a police report.


 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
612 Communications Recordings	Policy Effective: 03/24/2021 Previous Version: 04/08/1999

612 COMMUNICATIONS RECORDINGS

Communications records all phone calls and radio transmissions it receives, regardless of whether the communication originated from any landline phone, cell phone, two way radio, or any other hand-held communication device. These recordings are documents of the Department and are subject to laws concerning government records. Copies of phone calls and radio transmissions are available to the Department only for the following purposes: administrative review, investigative, court use, and training. Access to the NICE Inform Recorder may be granted upon completion of Training Bulletin No. TB20 0058. Audits of recordings may be made at any time to assess compliance with applicable statutes and policies. Under no circumstances may Department personnel make a copy for, or forward a communications recording to, an unauthorized second party. Working copies will be properly disposed of or destroyed when no longer needed.

612.1 REQUESTS FOR COPIES BY OUTSIDE AGENCIES OR INVESTIGATORS

Requests to review or obtain administrative copies of recordings will be made by email directly to PDCommunications@elpasotexas.gov and by completing the Law Record Request Form (#19-01001). The email will state the reason for the request and details that will help identify the recording, to include the case number (if no case number, date and time of incident).

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
613 Asset Forfeiture	Effective Date: 12/7/2021 Previous Version: 04/08/1999

613 ASSET FORFEITURE

Officers may, in accordance with the Code of Criminal Procedure (CCP) and the following guidelines, seize property of those arrested on any second degree felony or higher or any state jail drug related felony or higher under the Texas Health and Safety Code for asset forfeiture purposes. Employees will not select enforcement targets because of the expected financial gain for the Department.

613.1 SEIZING GUIDELINES

Property may be seized under those types of arrests stated above when the following guidelines are met:

- A. The property was used or was intended to be used to commit or assist in the commission of the offense as listed under Article 59.01 (2) (A) and (B) of the Code of Criminal Procedure (CCP).
- B. The property was obtained through the profits of criminal enterprise from an offense listed under Article 59.01 (2) (A) or (B) or a crime of violence.
- C. Property of any nature may be seized pursuant to the requirements under Chapter 59 of the Code of Criminal Procedure, including cash, vehicles used as transportation, books, computers and real property.

613.2 NARCOTIC-RELATED CURRENCY SEIZURES

It is the policy of the Department to thoroughly investigate and efficiently process each case involving the seizure of currency and negotiable instruments that may be related to narcotics activities.

- A. The discovery of threshold amounts of possible narcotic-related currency or negotiable instruments may result from numerous situations including, but not limited to:
 1. Persons under arrest for any charge
 2. Persons detained as part of an investigation
 3. Persons who voluntarily consent to interview
 4. Traffic stops
 5. Lawful searches, with and without warrant
- B. When an officer, in the course of his or her duties, discovers bulk/large amount of currency or negotiable instruments that may be narcotic-related, the officer will contact a field supervisor to confirm the currency or negotiable instruments. If warranted, the field supervisor will then contact a Narcotics' section supervisor through communications. The Narcotics Supervisor notified will make contact with the on-scene field supervisor and investigating officer to determine whether a response to the scene is warranted.
- C. If the Narcotics supervisor determines that a response is not necessary, the field supervisor and the investigating officer will be advised that the currency or instruments are not to be seized and/or assist in providing another suitable course of action.
- D. If a response is warranted, the Narcotics section supervisor will assign an investigator to respond to the scene and conduct an investigation. The investigator will conduct interviews of involved


persons, conduct background checks, and gather evidence necessary to determine whether the currency or negotiable instruments will be seized.

- E. If the currency or negotiable instruments in question are seizable, the Narcotics supervisor will take custody of the currency or instruments. The assigned investigator will complete all necessary documents concerning the seizure. The Narcotics section will properly notify and forward all documentation to the District Attorney's Asset Forfeiture Unit. It is not intended for the Narcotics section to take over any criminal investigation, but only to ensure that the seizure of currency or negotiable instruments can be supported or defended in criminal or civil proceedings.

613.3 SEIZING PROCEDURES

Once the determination for seizure is made items seized, other than bulk/large amounts of currency will be treated as evidence and turned in to the Property Office (with the proper documents) or stored with a hold for Asset Forfeiture.

- A. Officers will make notification to Asset Forfeiture through email and flag the report for the Asset Forfeiture Unit.
- B. Seizing officers should complete and submit the seizure affidavit to Asset Forfeiture within 72 hours of the arrest. The Asset Forfeiture Unit will review all seizure affidavits.


 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
614 Right of Possession Procedures for Cases Pending Adjudication	Policy Effective: 07/20/2021 Previous Version: 04/08/1999

614 RIGHT OF POSSESSION PROCEDURES FOR CASES PENDING ADJUDICATION

Officers may, in accordance with the Code of Criminal Procedure and the following guidelines, seize property of those arrested on any second degree felony or higher or any state jail drug related felony or higher under the Texas Health and Safety Code for asset forfeiture purposes. Employees will not select enforcement targets because of the expected financial gain for the Department.

614.1 SEIZING GUIDELINES

- A. Purpose. This policy establishes uniform procedures for setting up Right of Possession hearings for Property, other than vehicles that have been seized before the case has been adjudicated.
- B. Scope. This policy applies to investigators, Pawn Shop Detail and Property Office personnel.
- C. General Directions. This policy is designed to expedite Right of Possession cases in order to return property in a timely manner before the case has been adjudicated.
- D. Procedures. Pursuant to Article 47.01 of the CCP:
 - 1. An officer who comes into custody of property alleged to have been stolen shall hold it subject to the order of the proper court only if the ownership of the property is contested or disputed.
 - 2. An officer who comes into custody of property governed by Chapter 371, Finance Code (Pawn), that is alleged to have been stolen shall hold the property subject to the order of the proper court regardless of whether the ownership of the property is contested or disputed.
- E. Selection of property to be scheduled for Right of Possession hearings.
 - 1. Investigators handling follow-up investigations can request a Right of Possession Hearing (ROP) for stolen property that has been pawned and has been positively identified by the victim, or property that has been positively identified by the victim as stolen and is being contested or disputed.
- F. Procedures to set up Right of Possession hearing.
 - 1. Investigators will complete the Right of Possession template and forward it to the Pawn Shop Detail via email at PDPAWN and/or linked in the current records management system.
 - 2. Pawn Shop Detail will review the case for completeness and notify the respective investigator for any corrections needed.
 - 3. Incomplete cases will be returned to respective investigator in order to complete the case.
 - 4. Investigators will photograph the stolen property and download the photos in to the photo transfer as per Department policy.
 - 5. Pawn Shop Detail personnel will forward the necessary supplements from the case to the City Prosecutor's Office where the Prosecutor's Office will be responsible for setting up the Right of Possession hearing and contacting all parties involved.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
615 Sex Offender Notification and Registration	Effective Date: 12/7/2021 Previous Version: 04/08/1999

615 SEX OFFENDER NOTIFICATION AND REGISTRATION

The Department will comply fully with the Sex Offender Registration Program, Code of Criminal Procedure, Chapter 62 in registering sex offenders and distributing information to affected personnel and the community. When a new SORT Officer is assigned to the unit, another SORT Unit officer in the unit will request access to the secure sex offender website via the secure sit under “New User Signup”.

615.1 REGISTRATION AND NOTIFICATION

All sex offenders who reside, work, or attend school within the City limits are required to register with the SORT Unit per CCP Chapter 62. Unauthorized or public release of information that is confidential under the above law is prohibited. The following statement will be posted in the email notice: “The information contained herein may be confidential under the Code of Criminal Procedure and will not be released to the public.” The SORT Officer will register and process the registered sex offender to obtain or update the registered sex offender’s records. The SORT Unit will electronically enter the appropriate information into the Texas Department of Public Safety secure website. A copy of the sex offender registration paperwork will be forwarded to Records to be scanned into the offender’s criminal package.

615.2 RECORDS SECTION RESPONSIBILITY

The Records Section will enter the sex offender’s criminal package information into the Department’s criminal database, in accordance with Section procedures.

615.3 PUBLIC NOTIFICATION

If the victim is a child younger than 17 years of age and only if the basis for which the offender is registered is not an adjudication of delinquent conduct or a deferred adjudication and is not a conviction for an offense under the Penal Code Section 25.02 (Prohibited Sexual Conduct), The S.O.R.T. Unit will enter the below listed information on the public sex offender website (TX DPS Sex Offender Website) for public view: TX DPS will publish what is defined as Public Information” on their website.

615.4 SCHOOL NOTIFICATION


If the victim is a child younger than 17 years of age, the SORT will immediately email the school superintendent with notification that a sex offender intends to reside in their district. By law, the following information is confidential and will not be sent to the schools.

- A. Registered offender’s social security number, driver’s license number, numeric street address, or phone number.
- B. Any information that would identify the victim of the offense for which the person is subject to registration.

615.5 RELEASING INFORMATION

All release of information to members of the public concerning registered sex offenders will be processed through the Records Section under procedures of the Texas Open Records Act. No other persons are authorized to release such information to the public. The Department will post a link to the TX DPS Public Sex Offender in the SORT section of the department's public website.

Members of the public can obtain further information on a registered sex offender through the Texas Sex Offender Public Website at <http://records.txdps.state.tx.us>.


 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
616 Victim Services Response Team (VSRT) Volunteer	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

616 VICTIM SERVICES RESPONSE TEAM (VSRT) VOLUNTEER

The VSRT volunteers provide needed assistance to victims of crime.

VSRT volunteers:

- A. Provides access to a network of victim service organizations in the City and state.
- B. Monitor police channels and will assist, when requested by officers, in providing initial counseling and assistance to victims of traumatic events. This includes incidents such as domestic violence, sexual assaults, homicides, and traffic fatalities.
 - 1. On weekdays, VSRT volunteers are on stand-by and can be called out through Communications. During night hours and on weekends, VSRT volunteers will be in the field, ready to respond directly to a scene when dispatched.
 - 2. During incidents where there are multiple victims, VSRT may call out additional teams.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policy
618 Chaplain	Policy Effective: 05/26/2021 Previous Version: 07/13/2016

618 POLICE CHAPLAIN

618.1 STATEMENT OF PURPOSE

The El Paso Police Volunteer Chaplain Program is a public service of the El Paso Police Department. Its sole purpose shall be that of providing ministerial service on an interdenominational basis to members of the Department and to the citizens of El Paso. Chaplains are appointed on the basis of their qualifications as a recognized minister in the community and as a result of their desire to serve. The program will function on a continuous basis regardless of day, time, or holiday.

618.2 CHAIN OF COMMAND AND OVERVIEW

- A. The Chief of Police has final authority on all matters regarding the Chaplain Program. The program is also part of the El Paso Police Department Volunteer Program. An administrative liaison will be the point of contact for participants and be the liaison between the Chief of Police, the volunteer coordinator, members of the Department and the participants.
- B. The administrative liaison will be appointed by the Chief of Police to act on behalf of the Chief in their absence in regards to the Chaplain Program. The administrative liaison will be responsible for managing the Chaplain Program and will work with the volunteer coordinator to accomplish the goals of the program. Responsibilities of the liaison include the following:
 1. Recruitment and selection of Chaplain(s)
 2. Maintenance of a current list of Chaplain(s) serving in the program
 3. Ensuring that all training requirements are met, and scheduling training as needed
 4. Ensuring that all Chaplain(s) have the required equipment and uniforms
 5. Collection and maintenance of documentation of hours donated by each Chaplain
 6. Serving as a liaison for requests from other law enforcement agencies or the Department for Chaplain services, to include work at special events or ceremonies
 7. Submission of budget requests related to the Chaplain Program to the Chief of Police as needed.
- C. A Senior Chaplain shall serve as the coordinator and leader of the volunteer Chaplain(s) and will work directly with the administrative liaison to ensure all Departmental needs are met. The Senior Chaplain will be responsible for the ongoing operation of the Chaplain Program to include:
 1. Development of necessary training
 2. Ensuring adequate staffing
 3. Reviewing workshops and seminars for potential value to volunteer Chaplain(s)
 4. Overall program implementation

Chaplain(s) shall provide interdenominational ministerial services to members of the Police Department, their families and members of the community. Chaplains serve on a continuous basis and are subject to

call-out at any time, including holidays. Chaplains are encouraged to advance their skills through attendance at workshops, seminars or courses that focus on counseling, crisis intervention, stress, grief recovery, suicide prevention, and other topics that may be related to their role as a Police Chaplain. The Procedures Manual is an official document of the Department. All employees will comply with the provisions of the Procedures Manual except where clearly inapplicable. All pre-existing orders and Department regulations, inconsistent with the Procedures Manual, are hereby revoked.

618.3 QUALIFICATIONS

All volunteer Chaplains for the El Paso Police Department must meet the minimum qualifications outlined below:

- A. Be an ordained or licensed minister in good standing
- B. Must be at least 25 years of age
- C. Have a minimum of three years full-time experience or five years part-time experience in ministry
- D. Submit a letter of recommendation for chaplain service from a recognized religious body
- E. Be able to provide own transportation with proof of financial responsibility
- F. Have a valid state-issued driver's license
- G. Have never been convicted of a criminal offense (Class B misdemeanor or above) or have been the subject of any offense involving moral turpitude.

618.4 PROCEDURE FOR CHAPLAIN APPOINTMENT

In order to obtain appointment as a volunteer Chaplain for the El Paso Police Department, all candidates must:

- A. Meet all minimum qualifications set forth in this section
- B. Submit a Volunteer Application through the Department Volunteer Coordinator
- C. Submit a Chaplain Application through the Department Volunteer Coordinator
- D. Submit to and successfully pass a thorough background check, to include NCIC and TCIC
- E. Submit to and successfully pass an oral interview conducted by a panel composed of:
 - 1. The Administrative Liaison
 - 2. The Senior Chaplain or a member of the current Chaplain Corps
 - 3. Officer or detective (with at least five years of service)
- F. Final appointment will be made by the Chief of Police based on the recommendation made by the interview panel.

618.5 TRAINING

All newly-appointed Chaplains, prior to responding to requests for service, will complete the El Paso Police Department's Chaplain Training. Training will be provided in the following areas:

- A. Radio communications, including codes and appropriate radio procedures
- B. Techniques related to officer safety
- C. Response procedures for callouts related to: incident scene, death notifications, referral resources and crisis intervention
- D. CPR
- E. Within one year of initial appointment, all Chaplains must complete the Victim Service Response Team (V.S.R.T.) Training provided by the El Paso Police Department.

All Chaplains are expected to train on a continual basis. Training may be in the form of attending in-service training; training should include topics such as Sexual Harassment, Cultural Diversity and Ethics. All training shall be documented and reported to the Administrative Liaison and Volunteer Coordinator on a quarterly basis.

618.6 RESPONSIBILITIES

- A. Chaplains will provide members of the community and the Department with spiritual guidance without regard to race, gender, rank or religious affiliation.
- B. Chaplains will maintain confidentiality and not disclose the identity of any person or the content of any contact, except when the Chaplain observes suicidal, homicidal, or otherwise potentially dangerous tendencies.
- C. Chaplains are subject to call-out on a 24 hour basis, 7 days a week, to include holidays.
- D. Chaplains are expected to carry their Chaplain identification with them at all times.
- E. Chaplains will, as appropriate, determine if an individual has a specific clergy person or a representative of a particular religious denomination they wish to be notified. If the individual does, the Chaplain will attempt to contact the person or representative so requested.
- F. Chaplains are expected to acknowledge any call from an officer or supervisor whose request is made through Communications.
- G. Chaplains are encouraged to participate in patrol ride-alongs two times per quarter.
- H. Chaplains are expected to attend all scheduled meetings. Two unexcused absences from scheduled meetings may result in suspension or dismissal from the program. In cases of excused absences, it will be the responsibility of the Chaplain to obtain information/training shared during the meeting. The Administrative Liaison will determine whether or not an absence is excused on a case-by-case basis.
- I. Chaplains shall maintain Department visibility by:
 - 1. Visiting police facilities
 - 2. Attending shift briefings
 - 3. Attending and/or participating in El Paso Police Department events such as Academy Graduations, Memorial Services and Award Ceremonies.
- J. Chaplains will not respond to any initial call for service without the presence of a police officer; the chaplain may remain at the scene if appropriate after the officer has left. A Chaplain may make necessary follow-up visits without the presence of an officer.
- K. Chaplains will serve in the following capacities:
 - 1. Death and Serious Injury Notifications. At the request of any member of the Police Department (sworn or civilian) a Chaplain may assist in the notification of next-of-kin, concerning a death or serious injury. The Chaplain may be requested to respond to the scene, a residence or a hospital. This also includes assistance with notifications involving employees or volunteers.
 - 2. Funerals. At the request of the Police Department's Funeral Committee, a chaplain will officiate, assist or work in cooperation with other members of the clergy for funerals of members of the Department, their immediate family members, volunteers, or retirees. When possible, a chaplain will represent the El Paso Police Department by attending funerals of law enforcement officers, both active duty and retired.
 - 3. Counseling. If deemed necessary, a Chaplain may refer an individual to Department-approved professional services. At no time will a Chaplain engage in formal counseling. Chaplains may engage members and citizens in pastoral support only.

618.7 APPEARANCE

Chaplains will be issued the following items at no cost:

- A. 1 White Uniform Shirt (Long Sleeve)
- B. 1 White Uniform Shirt (Short Sleeve)
- C. 2 Uniform Pants
- D. 1 Winter Jacket
- E. 1 Uniform Tie
- F. 1 Uniform Tie Clip (GOLD)
- G. 1 Uniform Belt
- H. 1 Radio Holder
- I. 1 Chaplain Badge
- J. 1 Police Department Identification Card

Other items may be issued at the discretion of the Chief of Police.

Chaplains must abide by current El Paso Police Department appearance standards. This includes no visible tattoos. Questions regarding the current appearance standards should be directed to the Administrative Liaison for clarification.

Chaplains shall wear either, the issued Department uniform or an appropriate professional attire with their credentials displayed in a conspicuous manner when responding to a scene.

Chaplains shall wear Class "A" Uniform (Long Sleeve & Tie) when attending a Police Ceremony or Funeral.

All issued items remain the property of the El Paso Police Department and must be returned upon a Chaplain's resignation or termination from the Chaplain Program. Any Chaplain who misplaces an issued item shall notify the Administrative Liaison and the Senior Chaplain as soon as they realize the item(s) are missing.

The El Paso Police Department's Central Supply will be issuing the items. The Chaplain upon separating from the program must go to Central Supply and return all issued items. Replacement of uniforms are in an as needed basis due to wear and tear.

618.8 VEHICLES

- A. Personal Vehicles. A Chaplain may use their personal vehicle to respond to any of their volunteer chaplain duties.
- B. Senior Chaplain Vehicle. The Senior Chaplain will be assigned a take home Police Department Vehicle to use for his or her Chaplain duties. This is to help facilitate the response and availability.
- C. Volunteers in Patrol Service (V.I.P.S) Units. If a V.I.P.S. Unit is not in use by the V.I.P.S. Program, a Chaplain may check out a V.I.P.S. vehicle to use to respond to requested Chaplain Assignment. These units will be available at the regional command centers.

618.9 COMMUNICATIONS

- A. Police Radio Communications
 - 1. When Chaplains participate in ride-alongs or patrol on their own, they will establish radio communication with the dispatcher. It will be the dispatcher's responsibility to make the appropriate CAD entry.
 - 2. Chaplains will notify a Communications dispatcher when they are en route to a call, when they arrive on the scene, when they change their location and when they have completed their call. If no police radio is available, notification should be made via the telephone to Communications.
- B. Electronic Mail. Chaplains will be assigned a city email account and should check their email accounts to stay update with Department news and respond to requests.

618.10 COMMENDATION / AWARD PROCEDURES

Commendations. Should a Chaplain exhibit extraordinary commitment or actions, an appropriate commendation letter shall be completed and submitted to the Department's Awards Committee by the Senior Chaplain, the Administrative Liaison or a person so designated by the Senior Chaplain or Administrative Liaison.

Chaplain of the Year Award. The Administrative Liaison and the Chief of Police will select a Chaplain to be awarded the Chaplain of the Year award at the Department's Annual Awards Ceremony. Similar to the commendation process, a letter will be drafted and submitted to the Department's Awards Committee. Selection will be based on, but not limited to, total hours volunteered, overall commitment, and any outstanding achievement during the year.

618.11 GRIEVANCE PROCEDURES

It is recognized that Chaplains serve on a voluntary basis and at the pleasure of the Chief of Police. Therefore, unreasonable demands shall not be made upon them. If a Chaplain has a complaint, they may:

- A. Notify and discuss the issue with the Senior Chaplain. If the Senior Chaplain cannot satisfactorily resolve the issue, the Chaplain may
- B. Notify and discuss the issue with the Administrative Liaison. If the Administrative Liaison cannot resolve the issue, the Chaplain may
- C. Request to meet with a three-person board, which may be made up of the Senior Chaplain, Administrative Liaison, and a current, non-affected Chaplain within the Police Chaplain Program. The Board's decision will be final and no further appeal process will be implemented.


618.12 DISCIPLINE PROCEDURES

All Chaplains serve at the pleasure of the Chief of Police. The Chief of Police has the final decision regarding all matters pertaining to the volunteer Chaplains. If an allegation of misconduct is made against a Chaplain, the Administrative Liaison or someone designated by the Chief of Police will conduct an investigation. Upon conclusion of the investigation, it shall be determined whether the allegation is not sustained, sustained, or exonerated. The findings will be documented in a memorandum and forwarded to the Administrative Liaison or the Chief of Police. The Chief of Police will then make the final decision regarding appropriate disciplinary measures, up to and including termination.

618.13 TERMINATION

Chaplains may be separated from service by one of two methods:

- A. Voluntary Separation. A Chaplain may resign from the program at any time. At the time of resignation the Chaplain must return all issued items to include uniform shirts, badge, identification card and any other items issued by the El Paso Police Department.
- B. Involuntary Separation. The Chief of Police or his or her designee may terminate the services of a volunteer Chaplain with or without cause. Reasons for termination may include, but are not limited to:
 - a. The inability of a Chaplain to fulfill the duties of their appointment.
 - b. Sustained allegation of misconduct.
 - c. Arrest for any crime.
 - d. Allegation(s) involving moral turpitude.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
621 Risk Management	Policy Effective: 03/24/2021 Previous Version: 04/08/1999

621 RISK MANAGEMENT


Risk Management is designed to conduct inspections and audits of the operations of the Department. The section is responsible for maintaining the Department's accreditation files and conducting related inspections and other staff inspections as directed by the Chief. All Department personnel will assist Risk Management, make themselves available for scheduled inspections when requested, and provide all documentation that is requested by the unit. Risk Management's reports are released to the affected Divisions at the direction of the Strategic Planning and Auxiliary Services Bureau Assistant Chief or Chief of Police. The unit's operational policies are described in the Planning & Research Operations Manual.

621.1 OBJECTIVENESS

Risk Management is designed to provide concise, objective, and relevant information free from the subjective nature of the chain of command. The focus throughout inspections will be on procedures, affects, and issues, not on persons or personalities. All facts, findings, and recommendations will be phrased without reference to particular individuals.

621.2 INSPECTIONS AND AUDITS

Inspections and audits are conducted by Risk Management to identify and recommend corrections to organizational weaknesses. Each member of the Risk Management, regardless of rank and status as a uniform or civilian employee, is acting on behalf of the Chief of Police or designee. Employees shall cooperate fully with Risk Management during inspections and audits.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
622 Property Control and Evidence	Effective Date: 10/27/2021 Previous Version: 04/08/1999

622 PROPERTY CONTROL AND EVIDENCE

To support a case, evidence collected should have the following characteristics:

- A. Each piece is identifiable.
- B. Location of the items and the time of collection is described.
- C. Evidence was protected from alteration by being kept in continuous and proper custody from the moment of collection until presentation in court.

622.1 PROPERTY AND EVIDENCE CONTROL

Investigative Officers are responsible for collecting all evidence relating to a crime. All evidence and/or property collected must be logged into agency records and turned in to the property office or other appropriate depository as soon as possible and before the Officer ends his/her tour of duty. Officers collecting evidence will document within the case report how the evidence or property came into the officer's possession, where it was found and any other relevant information, and initiate an Evidence Voucher that describes the evidence by brand name, serial number, color, physical description, and any other information that would help identify the item(s). Whenever the Records Management System is out of order and an Evidence Voucher cannot be initiated, the Officer will complete a hardcopy Chain of Evidence Form. Once the Records Management System is back online, Property Office personnel will notify the officer who completed the hardcopy Chain of Evidence. Once notified, the officer will complete an Evidence Voucher in the Records Management System, sign it and send it to the Property Office.

- A. Control. All personnel are responsible to ensure that areas used for storage of evidentiary property is strictly controlled to prevent alteration, unauthorized removal, theft, or other compromises of evidence.
 1. Evidence Voucher. The Evidence Voucher is used to show continuous and proper custody of evidence and that the evidence was not susceptible to alteration. Officers will ensure that the Evidence Voucher remains with the evidence at all times, and is properly completed any time custody changes.
 2. Property Receipt. Officers who take custody of any property will issue a Property Receipt to the person who had previous possession or control of the items. All photographic evidence will be handled in the same manner as other property.
 3. Withdrawing Property. Officers withdrawing property from the Property Office will ensure that the property is returned to the Property Office or that the Property Office is notified of the property disposition within 5 working days. Officers withdrawing evidence from the Property Office will continue to follow Chain of Evidence and Property Receipt procedures. When custody of evidence is given to a court, Officers will take the Property Receipt to Records to be placed in the case file.
 4. Taking Evidence to Municipal Court. Officers called to testify in Class "C" trials will determine if there is evidence in the case which must be brought with them to court. Officers should

- turn evidence over to the prosecutor at least 10 minutes prior to the trial so that the item(s) may be properly marked.
5. Authorized Personnel. Only authorized personnel may enter into areas used by the Department for storage of evidentiary property.
 6. Stored Vehicles. Vehicles seized as evidence must be stored in a secure facility designated for that purpose by the Department, such as the Municipal Vehicle Storage Facility (MVSF) and the Criminalistics evidentiary vehicle storage facility. Police facility parking lots may never be used to store vehicles seized as evidence, unless the vehicle is attended by the officer who seized the evidence until such time as it is transferred to a designated facility.
- B. Labeling and Securing Evidence. Officers collecting evidence must tag the items with the related case number, date collected, and the Officer's initials. Evidence will be secured in provided evidence bags or in a manner that prevents spillage or the loss of components.
- C. Evidence Drop Boxes and Lockers. Officers may use evidence drop boxes or lockers located at each Regional Command and other police facilities for submitting evidence, abandoned property or property held for safe keeping. The lockers are only for items to be sent to the Property Office. Officer may also transport evidence directly to the Property Office.
1. Evidence drop boxes and lockers will be placed in controlled access areas.
 2. Property or evidence will be placed into plastic bags or inter-department envelopes with a signed evidence voucher attached and placed in the drop box or locker. If a locker is used, it will be secured using the available locking mechanism.
 3. Officers will complete the Chain of Evidence Log located with the evidence lockers. Officers must provide the case number, Officer's name and ID number, and the date and time the evidence was turned in.
 4. The Property Office custodian will have master keys to the drop boxes and lockers and will remove all items found during periodic pick-ups. The Property Custodian will complete the Chain of Evidence Log with the date and time of pickup and the custodian's ID number(s). All log sheets will be picked up when evidence is picked up. Property custodians will leave the lockers open and unlocked upon collecting the contents indicating the lockers are available to use.
 5. No narcotics, liquids or breakable items should be placed into the drop boxes or lockers.

622.2 PROPERTY NOT ACCEPTED BY PROPERTY OFFICE

The following items will not be accepted for storage by the Property Office:

- A. Body Parts. The Medical Examiner's Office is contacted for disposition. Body parts submitted to the department's crime laboratory for identification purposes will be stored in the crime laboratory evidence refrigerator. Body parts will be returned to the submitting agency without delay, once identification is made, or it is determined that identification is not possible.
- B. Explosives and/or Fireworks. Disposition of explosive materials is made by the Bomb Squad.
- C. Live Animals. Animals held as evidence will be turned over to Animal Control.
- D. Perishables. Perishables may be photographed and entered as photographic evidence. Perishable items will be returned to the owners, when possible. Officers should obtain a receipt from the owners of items returned. When no owner can be found, perishables may be turned in to the Property Office for disposal the next business day by the Department of Solid Waste Management.

- E. Flammables, Corrosives, and Chemicals. Disposition of flammables, corrosives, and chemicals may be determined by contacting the HAZMAT unit.

622.3 EVIDENCE REQUIRING SPECIAL HANDLING

- A. Alcoholic Beverages. Alcoholic beverages in clearly marked containers do not require chemical analysis to determine their contents. Therefore, opened containers will be emptied before submission as evidence. Closed containers turned in will be sufficiently secured to prevent spillage. Alcoholic beverages will be submitted to the Property Office with an alcoholic beverage seizure report attached.
- B. Firearms and Firearms Ammunition. Firearms will be unloaded and cleared prior to turning them into the Property Office. Officers will contact a supervisor for assistance in unloading weapons with which they are unfamiliar. Firearms ammunition labeled as evidence, abandoned, for destruction or safekeeping will be turned over to the Property office.
- C. Large Quantities/Oversized. Items too large for evidence lockers will be transported to the Property Office and placed into one of the oversized property cells located there. The oversized property cells are located at the northwest corner of the Property Office building. Officers will utilize their swipe cards to gain entry to the Oversized Evidence area of the building and place the property into one of the cells, locking the cells before leaving. The Officer will also enter the necessary information on the Evidence Log sheet. If all of the oversized cells are being utilized (already have evidence inside) then Property personnel will be called out to pick up the property no matter what time of day. If the property is too large for the oversized cells, then Property Personnel will be called out to pick up the property no matter what time of day.
- D. Cash. Officers who seize currency while performing their duties will take steps to ensure that the amount of money is properly recorded and secured against loss or theft.
 - 1. Officers will record the amount and denomination of currency on the EPPD Stored Currency Form. Supervisors will verify and initial the form. The form will remain with the money.
 - 2. Amounts of \$500 or more, or consisting of 50 or more separate bills (regardless of denomination) will be transferred, in person, to the Property Office by the seizing Officer or a supervisor using one of the following methods:
 - a. Submitted directly to the Property Office by the seizing Officer or a supervisor.
 - b. Passed from the seizing Officer to another Officer for submission, if a proper Evidence Voucher is maintained.
 - c. Retrieved from storage in an evidence locker, counted and witnessed at the Regional Command by a police supervisor. If this method is used, Officers will flag the evidence on the log to alert the Property Custodian of the presence of currency.
 - 3. Extra large quantities of cash may be turned in as sealed packages if completely sealed and initialed by the Officer turning it in. Sealed packages are not verified by Property Office personnel, therefore, the Officer is responsible for the completeness of the contents when the package is opened.
- E. Theft. Recovered stolen items will be photographed and returned to their owner(s) whenever reasonably possible. Photographs will be clearly marked with the Officer's initials, ID number, the date, time and case number and will be submitted as evidence in accordance with established policy.
 - 1. If the owner(s) is known but not present, Officers will photograph the evidence as well as turn it in to the Property Office as evidence. Officers will include in their report any information which will assist the Property Office in returning the property to its owner(s).

2. Stolen property subject to the Certificate of Title Act that is recovered within 14 days from the date it was reported stolen can be returned to the owner as shown on the certificate of title. Other stolen property recovered after 14 days will be held subject to the order of the proper court.
 3. If there is a question as to the ownership of the item or more than one person may claim an interest in the property, investigating Officers will initiate a Right of Possession Hearing to determine who is entitled to have possession of the property. Any person identified through the investigation as having a potential interest in the property will be notified. These names are to be listed on the "Interested Party" section of the Right to Possession Hearing Form found as a template in RMS.
- F. Photographic Evidence. All photographs taken of a case will be turned in to the Photo Lab for filing. Officers will ensure that the case number and their ID number are legibly written on each photo turned in. Officers will note in their Complaint Report that the photo(s) was turned in to the Photo Lab. The control and security of the photographs will be the responsibility of Photo Lab personnel. An Evidence Voucher will not be required.
- G. Seizing Computer and Electronic Evidence. Computer Equipment can be severely damaged and evidence may be lost if improperly seized. Only officers trained in computer forensics will be authorized to seize computer/electronic items containing potential evidence.

622.4 NARCOTICS

All narcotics seized will be properly processed. In addition, the officer/detective will generate an evidence submission form and property evidence voucher. The evidence, submission form and the voucher will then be placed into the depositories at the regional commands. In cases where this is not possible, the narcotics will be picked up as soon as practically possible by the Narcotics Custodian who will make sure both a Submission Form and a Property Evidence Voucher are attached to the evidence. If the Records Management System is down, a hard copy Chain of Evidence form will also be completed.

- A. Working Definitions for the Purpose of Narcotic Evidence:
1. Properly Sealed. Properly sealed means the use of any mechanism or device that is applied to keep a container closed and that if broken or disturbed would reveal tampering. A proper seal may be achieved by placing packing or tamper-proof evidence tape completely across the flap of the envelope or the opening of the narcotic evidence container. "Scotch" tape and masking tape are not suitable for sealing a narcotic evidence container. Staples should not be used to seal a container.
 2. Properly Marked. For purposes of narcotics evidence submission, a properly marked container is a container that displays the submitting Officer's identifying marks, including initials on top or across the seal. The container should also reflect the date of submission and the case number.
- B. Responsibilities of Officers or Detectives Collecting Narcotic Evidence.
1. Only the narcotic substances and its container will be handled as narcotic evidence. Syringes and needles will be disposed of in accordance with this chapter.
 2. Narcotics paraphernalia, other than syringes and needles, will be turned into the Property Office with a Property and Evidence Voucher. Residue or traces of narcotics will be emptied into a zip-lock bag and submitted as narcotic evidence. Loose wrappings and packaging materials, which may have evidentiary value are considered narcotics paraphernalia and should be submitted to the Property Office as evidence.

3. Officers and detectives may use department approved narcotic test kits, if available. The type of test kit used and the test result will be documented in the case report.
4. The officer or detective must weigh the suspected narcotic in its original container (gross weight) and provide a complete description on the Property and Evidence Voucher.
5. The officer or detective must ensure that each piece of narcotics evidence is clearly marked with the officer's identifying markings.
6. When the narcotic evidence is of a size not suitable for the officer's identifying markings, it must be placed in a zip-lock bag or any other like container, which can be properly marked.
7. The officer or detective must accurately complete the Property and Evidence Voucher. This form should reflect the inventory and description of the suspected narcotics.
8. The officer or detective will have a supervisor verify the inventory, description and weight of the suspected narcotic evidence and sign the Property and Evidence Voucher.
9. The officer or detective must place the suspected narcotic evidence and the Property and evidence Voucher in an envelope or any other appropriate container, then properly mark and seal the container.
10. The officer or detective will accurately complete the depository log and place the narcotic evidence in a narcotics depository. When the suspected controlled substance cannot be placed in the narcotics depository due to its condition, quantity, size or shape, the officer or detective must contact the narcotics custodian through police dispatch to take custody and control of the narcotics.
11. The investigating officer or detective shall request the analysis of suspected controlled substances by completing an El Paso Police Department Crime Laboratory Submission Form, which will be attached to the outside of the evidence container. All blanks on the submission form must be filled in completely by the submitting officer or detective.

622.5 HYPODERMIC SYRINGES AND NEEDLES

To prevent the transmission of disease, employees must use caution when handling hypodermic syringes and needles. Latex gloves should be worn when handling such items.

Employees will not remove caps or clip needles from syringes. Syringes and needles must be immediately placed into a syringe safety container. Employees should their wash hands with a diluted bleach solution and rinse immediately after handling syringes.

- A. Paraphernalia Evidence. Syringes used in cases involving arrests and citations involving possession of drug paraphernalia will be photographed.
 1. Officers will take a photograph of the syringe
 2. Officers will dispose of the syringe according accordance with this chapter.
- B. All photographs taken will be processed in accordance with established photographic evidence procedures. Officers will note in the case report that evidence photos were submitted. (Amended 04-28-2008 C08-09)
 1. Officers will ensure that the case number or citation number and their ID number are legibly written on each photo turned in.
 2. Officers will note that the photo was turned in to the Photo Lab in their case report.
- C. Hypodermic Syringe Narcotic Evidence Collection Practices.
 1. Hypodermic syringes and needles with less than .5 cc of suspected controlled substance are considered paraphernalia evidence and will be disposed of in accordance with this chapter.

2. All syringes with more than 0.5 cc of suspected narcotics may be submitted as evidence to the Laboratory. Officers will submit syringes with more than .5 cc of suspected narcotics in the following manner:
 - a. Syringes will be placed in a puncture proof safety container provided at each Regional Command. Officers will write their initials, the date and the case number on the container. The container will be secured, placed in a plastic evidence bag, and then placed into a sturdy envelope marked with an "S" to alert all personnel of the presence of a syringe.
 - b. Officers and detectives will submit the evidence per established narcotics evidence procedures.
- D. Disposal. Officers will dispose of syringes collected as drug paraphernalia in a syringe Bio-Hazard container located at each Regional Command. Officers are authorized and mandated to photograph syringes prior to disposal. For disposal of syringes and needles not to be turned in as evidence, each Regional Command will have a syringe disposal canister available. The station managers will ensure proper disposal and replacement of the Syringe Bio-Hazard containers.

622.6 DIGITAL PHOTOGRAPHIC/VIDEO EVIDENCE

Officers are authorized to record digital photographs or videos to document any incident, criminal or civil, as deemed necessary in furtherance of an officer's official duty, or as required by policy. Officers may opt to contact the Crime Scene Unit as deemed necessary for large and/or detailed scenes. Officers will adhere to the following procedures:

- A. Officers may be issued a digital camera kit to use during their tour of duty. Issued kits will include all items necessary for the operation of the camera and download of evidentiary photos. Officers will use the digital camera kit according to manufacturer's specifications.

Use of personally owned cell phones, tablets or any other personally owned electronic and/or photo or video capturing devices is strictly prohibited when collecting any images or recordings whether audio, video or still photograph(s). Only department owned equipment may be used.

Use of personally owned devices, and/or improper use or release of any written or recorded material, is not only subject to disciplinary action but may allow for seizure of the personally- owned device as evidence, or subject contents of the device to open records request release.

- B. Officers may photograph more than one case on a memory card. Officers may photograph or capture video images of evidence in any case and will complete and photograph/record on video a new call card prior to taking any evidentiary photographs or videos. The information noted on the call card will include:
 1. Case number,
 2. Officer's name and ID number,
 3. Type, date, time and address of incident.
- C. For the best image quality, officers will utilize the highest quality setting on the camera, and will ensure that the proper flash settings are utilized for the best clarity and light. Photographs and videos to be taken include general depictions of the overall scene, photographs or video depicting areas within the scene, and/or more detailed photographs or video of specific evidentiary items, dependent on the type of crime under investigation and the amount of evidence that needs to be recorded. Care will be taken to record items that show indications of violence and any other indicators of a specific crime. Injured persons will be photographed or videotaped. Detailed photos or video of the injuries should be taken, including close-up images

and full-length body images. Head and shoulder images of all apparent victims at a scene will also be taken.

- D. Officers are responsible for downloading any photos or videos to the photo lab folder or DIMS folder via a designated computer located at the respective regional commands before the end of the tour of duty. Officers will log on to this computer using their ID number and network password. Officers will ensure that the photos or videos have been downloaded to the respective case and/or DIMS folders through the Photo Transfer desktop icon. Officers will then erase the crime scene photos and videos from the camera's memory card. A log of photo and video files downloaded will be created electronically by the computer program. Officers will log off this computer after downloading images. Officers will be trained in the use of the computer program.
- E. Supervisors will ensure that the computer designated for downloading photos is always "logged off" when not in use.
- F. Once the Photo Lab receives the downloaded images, the photo specialist will then follow the crime scene photo and video processing procedures to prepare the visible images and archive the records.
- G. Employees are prohibited from the unauthorized making of electronic copies or printing of crime scene photos or videos, or transmittal of photos and video via email or to any unauthorized folder. However, employees may do so when such copying, printing or transmittal of photos or videos is performed as part of an on- going investigation, case follow-up, case presentation, or when requested by the District Attorney's Office.
- H. Requests for copies of crime scene photos or videos to be used for training or other Department authorized use shall be routed to the Photo Lab via the chain of command.
- I. Access to photograph and video folders, other than to download photographs and videos, will be restricted to photo lab personnel in order to archive photos and create back up files and to IT personnel in order to maintain the program hardware and software.

622.7 NON-ELECTRONIC IMAGE EVIDENCE

Some occasions may occur when a traditional hard-copy photograph (such as a Polaroid photo), a videotape, DVD, CD, or other type of photographic or video media is obtained as evidence. In such instances, the original of all such items that are part of a case investigation or received from a third party as evidence will be turned in to the Property Office with an evidence voucher per established evidence procedures. Copies maybe made for inclusion with the working case or at Records as needed for investigative purposes.

622.8 EVIDENCE NO LONGER NEEDED

The final investigative officer assigned to work a case will notify the owners of property that is no longer needed as evidence. Officers must complete and mail a Notification to Owner Form.

- A. Distribution. The yellow copy will be mailed to the owner of the property, the white copy to Records, the gold copy to the Property Office, and the pink copy may be retained in the Officer's working files. P
- B. Proof of Ownership. All persons claiming property will be required to provide proper identification to the Property Office. The Property Office may require proof of ownership or a certified copy of a Court Order for restoration of property when ownership of the property is in

question. With regards to stored vehicles, sworn personnel may release a hold on a vehicle once the investigative/evidence hold is no longer needed in order to return the vehicle to the proper owner. A vehicle owner is specifically defined in the Texas Administrative Code. However, personnel of the Department do not have authority to determine who may or may not have possession of the vehicle or retrieve the vehicle from the storage facility when such determination falls within a civil matter. Civil matters include, but are not limited to: divorce cases, probate matters or right of possession. In such cases, Department personnel shall not make determination of who may possess the vehicle.

For reference, Municipal Vehicle Storage Facility personnel adhere to state law in the release of vehicles.

622.9 SAFEKEEPING/FOUND/ABANDONED PROPERTY

All property that is found, turned in for safekeeping, or abandoned will be properly labeled, listed on the complaint report, and itemized with a clear identifiable description of the property on the property receipt. All found or abandoned property held for safekeeping must be returned to the rightful owner or turned into the property office as soon as possible and before the officer ends his/her tour of duty. The officer will create a voucher in the records management system and provide copies of the property receipts to the Property Office and to the Records Section prior to the end of his/her tour of duty.

- A. Safekeeping of Property. The purpose of safekeeping property is for protection of such. Protection of property may consist of securing the property in a vehicle, releasing the property to the owner or turning the property into the Property Office, a vehicle storage facility (if dealing with a vehicle) or other place of safekeeping as designated by the Department. The officer shall document the reason(s) for safekeeping the property in question on the appropriate report form before the end of his/her tour of duty.
 1. When property, other than a vehicle, is turned in for safekeeping, officers must provide a property receipt itemizing each item of property.
 2. The property receipt will have a clear identifiable description of the property at issue, location that the property was found and the owner's identity, if known. If the owner of said property is not known, then the receipt must clearly note "unknown owner."
 3. If the owner of the property kept for safekeeping is known, then the Property Office will send written notification of the location of the property at issue and give notice that the property must be reclaimed within 30-days or the property will be considered abandoned.
 4. Examples of property eligible for safekeeping by the Department are property belonging to a prisoner that is not evidence or property that must be kept safe for a short period of time when the owner is known.
 5. If the property is a vehicle, an impound slip will be completed per established procedures and no property receipt is necessary.
- B. Finder's Claim. Persons finding property not claimed by the owner may claim the property by submitting a letter of intent to the Property Office. The Property Office will send written notification of the location of the property to the owner at the last owner's last known address and give notice that the property must be reclaimed within 30-days or the property will be considered abandoned. If the property is not claimed by the owner within 45-days, it may be returned to the finder. Department employees may not claim finder's rights to property found on or off-duty.
- C. Proof of Ownership. The Department will release property as follows:

1. Property Owner is Known. If the property owner is known by the Department at the time the property at issue is found, officers will make a reasonable attempt to return the property to the owner. Officers shall complete a property receipt indicating the property was returned to the owner. If the property is turned into the Property Office for safekeeping, the Property Office will send written notification of the location of the property and give notice that the property must be reclaimed within 30-days or the property will be considered abandoned. If the owner does claim the property at issue, said owner will be required to provide proper identification to the Property Office.
2. Property Owner is Unknown. If the owner of the property at issue is unknown at the time it was turned in and is later being claimed by a party, that party must present written proof of ownership or a certified copy of a court order granting ownership to that party before the property may be released.
3. Property Owner is Deceased. When any property owned by the deceased is held for safekeeping during any investigation, a certified copy of a court order granting ownership will be required. The property may not be released to anyone not named in the court order. No property will be released to family members or persons claiming ownership without a court order. When a vehicle owned by the deceased is held for safekeeping during any investigation, only Municipal Vehicle Storage Facility personnel may release the vehicle as per Texas Administrative Code regulations.



624 SEIZURE OF ABANDONED MONEY/PERSONAL PROPERTY


This policy will be applied in accordance with CCP 18.17. Pursuant to said section, the use of the term “personal property” includes money.

624.1 NOTIFICATIONS

- A. Upon processing incoming property, regardless of the monetary value that may be involved, Property Office personnel shall immediately generate and mail a 90-day certified notice letter to the owner of the property and to the owner’s last known address.
- B. The notice letter should:
 - 1. Describe the property and provide the name and address of the designated employee or officer holding the property.
 - 2. Inform the owner that, if the owner does not claim the property by the specified date, the property will be disposed of. The proceeds, after deducting the reasonable expense of keeping the property and costs of disposition, will be placed in the treasury of the City.
- C. Property Office personnel will keep track of letters, notices, and any other kind of communications or documentation sent out. All such letters and notices will be scanned into the respective Records Management System report.

624.2 DISPOSITION OF PROPERTY

- A. Upon the expiration of 90 days, Property Office personnel shall ascertain which property is below \$500 in value and which is \$500 or more in value.
- B. On the 91st day, for property that is deemed to be valued below \$500, a scanned letter or email will be sent through the chain of command to the Administrative Services Manager to notify them that said property has gone unclaimed and is, therefore, able to be requisitioned by the El Paso Police Department for its discretionary use.
- C. With the approval of the Assistant Chief of the Strategic Planning and Auxiliary Services Bureau, the notice for publication in a local newspaper will be prepared for property that is \$500 or greater in value. The notice will be posted in a publication of general circulation, such as a local newspaper, providing public notice of pending unclaimed or abandoned property. The owner will have 90 days from the date of said announcement in the newspaper to claim the property.
- D. The Comptroller’s Office will be notified through email or letter of the intent to seize the unclaimed/abandoned property, regardless of monetary or property value amount.
- E. On the 91st day after the announcement has been published in the newspaper of general circulation, a scanned letter or email will be sent through the chain of command to the Administrative Services Manager to notify them that the said property has gone unclaimed. The property is eligible to be requisitioned by the El Paso Police Department for its discretionary use.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
625 ORR Requests	Policy Effective: 08/24/2021 Previous Version: 04/08/1999

625 ORR REQUESTS

625.1 TEXAS OPEN RECORDS ACT

The maintenance and release of all records and reports will be in compliance with the Texas Public Information Act. TX GOVT. Code CH. 552.

625.2 ACCESS TO COMPUTERIZED RECORDS

Employees may access information from the Records Management System (RMS), Texas Law Enforcement Teletype System (TLETS), National Criminal Information Computer (NCIC), Texas Criminal Information Computer (TCIC), Computer Aided Dispatch (CAD), and the local warrants system for authorized purposes only. Information received from these systems will not be released to any person not authorized to receive it. Information retrieved from any automated systems may be used to respond to Open Records Requests (ORR), only if EPPD is the official record holder of the information on file. EPPD staff shall not release records or files belonging to other agencies.

625.3 COPIES

Copies of all reports will be controlled and released only by the Records Division. Officers will not maintain records and reports for cases they have completed.

- A. Accident Reports. Accident reports are made available to the public within five to seven working days after the report has been approved by TXDOT and the Status of ETL completed in the CRASH system. The public must pay a fee to obtain the reports.
- B. Working Copies. Employees will not maintain personal files of cases they have worked. Working files must be maintained in a location that is secure from unauthorized access. All copies of police documents may be subject to Open Records and confidentiality laws and will be handled accordingly.


625.4 SUBPOENAS FOR RECORDS

All subpoenas for case records, reports, or other Department records received by any member of the Department will be sent by email or fax directly to the Records Supervisor. Only those employees designated as custodians of the Department's records are authorized to release subpoenaed records and only in accordance with the procedures set forth by the Records Division.

625.5 OPEN RECORDS REQUESTS WITH SECURED CASES

The investigative unit securing cases is responsible for responding to Open Records requests (ORR) for information in those secured cases.


- A. When an ORR for secured case information is received, the Records Division will immediately send an email message to the Division Commander, with a cc to the Bureau's Assistant Chief, stating that the message serves as an official notification of an ORR and that the affected unit is to forward all requested information to the Records Division within one business day. Upon receipt, Records will then immediately forward all requested information to the City Attorney's Office.
- B. Whenever any responding unit is requesting to withhold information from release in an ORR, the responding staff member will notify Records Division in writing of the specific information to be withheld, and the reason or law enforcement purpose to be accomplished by not releasing the information. All relevant responsive information, or the reference to where it is filed, will be sent to Records to obtain a legal determination of the information, to be withheld.
- C. When the ORR is received by a section other than the Records Division, including a section having the secured case requested, the section receiving the request will immediately notify Records Division.

 El Paso Police Department Procedures Manual	Chapter 6: General Support Operations
626 Quality Control Surveys	Policy Effective: 12/13/2021 Previous Version: 06/26/2021

626 QUALITY CONTROL SURVEYS

In order to complete the Strategic Business Plan, each Lieutenant must adhere to the following requirements.

- A. Patrol Lieutenants will complete 10 quality control surveys each month for their assigned section via the LEMS database. Lieutenants that oversee an investigative section who are responsible for case management must also complete the 10 surveys.
 - 1. The following sections will complete 10 quality control surveys.
 - a. Regional Criminal Investigations Division
 - b. Auto Theft Task Force (ATTF)
 - 2. The following sections will complete five quality control surveys.
 - a. Crimes Against Persons
 - b. Crimes Against Children
 - c. Financial Crimes Division/White Collar
- B. Surveys must be completed on the 5th working day of every month.


 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
700 Community Policing	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

700 COMMUNITY POLICING

Community policing is a philosophy, management style, and organizational strategy which promotes proactive problem-solving and police-community partnerships to address the causes of crime and fear as well as other community issues.

700.1 MISSION OF THE PARTNERSHIPS FOR COMMUNITY POLICING PLAN

Our mission is to work in partnership with all of the diverse residential and business communities of El Paso, wherever people live, work, or visit, to enhance public safety and to reduce the fear and incidence of crime.

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
702 Regional Command Advisory Boards	Effective Date: 06/08/2022 Previous Version: 04/08/1999

702 REGIONAL COMMAND ADVISORY BOARDS

Each Regional Commander will form an Advisory Board and submit the names of participating community members to the Chief's Office. Once each Regional Command has established its Advisory Board, training workshops for board members and Commanders will be scheduled.

702.1 ROLE OF CITIZEN'S ADVISORY BOARDS

The role of these Advisory Boards is to advise and inform Regional Commanders of community problems and concerns. In the spirit of partnership, each Advisory Board will serve in advisory capacity to identify problems and propose solutions. Regions will provide feedback to the community through the Advisory Boards regarding regional operations and needs relative to these concerns.

702.2 COMMITTEES

When a problem or concern specific to a localized area within the community arises, the Advisory Board may designate a committee or working group comprised of board members or other members of the community to investigate the matter and report to the board. The appropriate number of participants will be at the discretion of the Advisory Board. The Advisory Board will review committee and working group reports and make recommendations to the Regional Commander.

702.3 RESPONSIBILITIES OF CITIZEN'S ADVISORY BOARDS

It is the responsibility of Citizen's Advisory Boards to:

- A. Assist Department leaders through community input to make quality decisions. They should advise and inform the Department of community problems and concerns.
- B. Help identify short-term and long-term concerns of the community and help identify priorities and solutions.
- C. Mobilize community resources and strengthen ties within the community.
- D. Coordinate with other agencies, community organizations, and service centers to resolve community problems.
- E. Communicate information on the role and operations of the Police Department to the community.
- F. Assist in Community-Police problem solving by analyzing problems, recommending solutions, and reviewing the progress or results of recommended strategies.

702.4 REGIONAL COMMANDER RESPONSIBILITIES

Each Regional Commander will form a Citizen's Advisory Board. The Advisory Board may be composed of as many members as the Commander feels are necessary, while still maintaining a workable group size. The Advisory Board will be co-chaired by the Regional Commander and a representative chosen by board members.

702.5 SELECTION CRITERIA


Regional Commanders have the authority to appoint members of Advisory Boards. Selection should be made on the basis of a wide range of community input and not be restricted to those who openly support the Department.

- A. **Qualifications.** Members will be selected at large for the Advisory Board. Membership may be drawn from existing organizations within communities of the region. Members should be respected in the community, knowledgeable about conditions in their community, and have the ability to work well in a group setting. They should also have the ability and willingness to inform the public or their constituents of activities of the Advisory Board.
- B. **Diversity.** Commanders will consider the diversity of their region such as ethnic, religious, business, and community affiliations, when forming Advisory Boards.
- C. **Representation.** Advisory Boards will represent the region at large and will not be dominated by any group or individual. Advisory Boards will not replace other existing community/police alliances, support groups or partnerships such as neighborhood watch groups.
- D. **Membership.** Membership on an Advisory Board will be permanent unless removed by the Regional Commander as stated in the Removal and Resignation of Members section of the CAB By-Laws.
 1. Members will complete and submit the El Paso Police Department Volunteer Application form (form #21-04004) as stated in the Auxiliary Services Manual, section 5.7. Upon completion of the process they may be appointed by the Regional Commander.

702.6 MEETINGS

Meetings will be held at least once a quarter or at the discretion of the Regional Commander.

- A. **Minutes.** The content of each meeting will be documented in formal, written minutes.
- B. **Support.** Regional Commanders will provide the staffing necessary to prepare, distribute, and file minutes of meetings.
- C. **Public Records.** The minutes of Advisory Board meetings will be considered and retained as public records.
- D. **Distribution.** Copies of Advisory Board meeting minutes will be forwarded to the Regional Commander. However, Regional Commander approval of Advisory Board minutes will not be required.

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
703 Citizens Police Academy	Policy Effective: 08/24/2021 Previous Version: 04/08/1999

703 CITIZENS POLICE ACADEMY

The goal of the Citizens Police Academy is to provide the citizens of El Paso with an orientation of the mission, structure, and the philosophies of the El Paso Police Department and law enforcement. This program is designed to increase the level of police/community cooperation and to encourage citizens to become active participants in Community Policing.

703.1 COURSE OF INSTRUCTION

The Citizens Police Academy is a course of instruction coordinated by the Department, and may periodically be run in partnership with another agency. Topics include tours of different facilities, presentations on patrol, traffic, 911 communications, various investigative units, specialty teams, and hands on practical exercises. The program does have an emphasis on areas of police work where the majority of citizen/police contact is made.


703.2 ELIGIBILITY

- A. Any citizen who is at least 18 years of age and no longer in high school can apply.
- B. The applicant must submit to a basic background check.
- C. The applicant may not have any conviction of a Class A Misdemeanor or higher.
- D. The applicant may not be the subject or included party of a criminal investigation that has not been adjudicated.
- E. The applicant may not have any outstanding traffic or criminal warrants.
- F. The applicant cannot have any convictions for any offense involving family violence.

Citizens are encouraged to commit to the entire course of instruction. To apply for the program, citizens need to complete a Citizen Police Academy Application for Enrollment Form #21-06004 which can be found in the department's Public Drive under the Forms Folder. The application can be sent to askpd@elpasotexas.gov or can be turned in at Police Headquarters.

703.3 PREREQUISITES

Completion of a citizen police academy is required to participate in the Department's Volunteers In Patrol Service program. In addition, completion of this program is encouraged for all volunteers with the Department and members of other community programs such as Neighborhood Watch or Advisory Boards.

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
704 Youth Police Academy	Effective Date: 11/09/2021 Previous Version: 04/08/1999

704 YOUTH POLICE ACADEMY


The Youth Police Academy is a program, similar to the Citizen’s Police Academy, which is designed to educate the youth of El Paso regarding the mission, structure and activities of the Department. The goal is to increase the level of trust and cooperation with our area youth.

704.1 COURSE OF INSTRUCTION

The Youth Police Academy is a course of instruction conducted by the Department and is coordinated through the Office of the Chief. Topics include training, communications, criminal investigations, Internal Affairs Division investigations, and specialty teams. Emphasis is on patrol operations, the area of police work where the majority of citizen/police contact is made.

704.2 ELIGIBILITY

Any youth between the ages of 13 years of age to 18 years of age who are still enrolled in a middle school or high school are eligible to apply to participate in the program. Youths must pass a basic background check and not be affiliated with any gangs, or a suspect of a pending criminal investigation. Application for enrollment can be found in the department’s Public Drive in the Forms Folder under the Youth Police Academy Application for Enrollment Form # 21-06003. The application can be sent to askpd@elpasotexas.gov or can be turned in at Police Headquarters or any regional command.

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
705 Volunteers In Patrol Service (V.I.P.S) Program	Policy Effective: 03/25/2021 Previous Version: 04/08/1999

705 VOLUNTEERS IN PATROL SERVICE (V.I.P.S) PROGRAM

The Volunteers In Patrol Service (V.I.P.S) is an extension of the El Paso Police Department’s Volunteer Program in partnership with the El Paso Citizen Academy Alumni Association and Neighborhood Watch Association. The program is an effort to bring together interested members of the Citizens Police Academy Alumni and Neighborhood Watch programs of El Paso to work together with the El Paso Police Department to address community concerns regarding crime, safety, and quality of life issues. Each VIPS Program participant will receive basic training in order to recognize suspicious activity and report such activity to the Department in a clear and timely manner. VIPS members are non-confrontational and only act as witnesses who report incidents and problems to the police department.

705.1 PROGRAM STANDARDS

- A. Eligibility. Participants must meet all requirements of the El Paso Police Department’s Volunteer Program and have attended a Citizen Police Academy. It is preferred that participants be a member of the Citizen Police Academy Alumni or a Neighborhood Watch Program. All participants will require additional training, background checks, and formal interview for participation in the V.I.P.S. Program. The following are additional requirements for consideration:
 1. Have not had any felony convictions
 2. Have not had any misdemeanor A convictions
 3. Have not had any misdemeanor B convictions in the last five years
 4. Have not had any DWI convictions in the last ten years
 5. Agree to, and pass, a criminal history check
 6. Complete all required training successfully
 7. Be willing to submit to a drug test at the discretion of the Department
 8. Resident of the City of El Paso
 9. Be at least 21 years of age
 10. Have a valid driver’s license
- B. Scope. VIPS members may participate as little or as often as they wish. While on patrol, VIPS members have no policing power or authorities beyond that of the average citizen. VIPS participants will not carry weapons of any kind and will avoid becoming involved in actual enforcement activities. VIPS members are non-confrontational and only act as witnesses who report incidents and problems to the police department.
- C. Application. Applicants must complete a VIPS application form and meet all requirements of the El Paso Police Department’s Volunteer Program. They must submit to a background check, sign a release of liability form, and attend a VIPS training session.
- D. Approval. The Department will, in all cases, have the right to refuse admission into the program or to revoke program participation if, at any time, it is felt that such action is necessary.

705.2 PROGRAM STRUCTURE


Each Regional Command Center will have a VIPS Liaison. The Liaison will be the participants point of contact at the Regional Command. The Liaison will be responsible for having a schedule of VIPS patrols and informing the patrol shifts of the scheduled VIPS personnel. The Liaison will also provide a copy of the schedule to the Patrol Lieutenant at the Command, the Volunteer Coordinator, and the Chief's Community Relations Liaison.

705.3 EQUIPMENT

Each Regional Command and Police Headquarters will have at least one VIPS-marked vehicle for use in the program. These vehicles will also be available for the Police Chaplain Program and Victim Services Response Team, if there is not a scheduled VIPS patrol. The assigned vehicles will have two reflective vests with the markings "Volunteer". The vehicles will have a basic first-aid kit, camera, Police Radio, spotlights, and amber or amber and blue overhead lights with directional bar. There will be also be at least four handheld Police Radios at each location for the participants to check out for use during their patrol.

705.4 UNIFORM

Each VIPS participant will be issued two White Short Sleeved Uniform Shirt, one White Long Sleeved Uniform Shirt, two Uniform Pants (French Blue), one Tie, one Tie Clip (Silver), one Winter Jacket, one Under Belt, and one Radio Holder. The shirts will have the VIPS patch on the left chest and a civilian/volunteer patch on the sleeves. The issued uniforms and equipment will be property of the El Paso Police Department and must be returned upon separation from the program.

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
706 Use of Community Rooms	Effective Date: 03/03/2022 Previous Version: 12/21/2017

706 USE OF COMMUNITY ROOMS

It is the policy of the Department to allow public use of its community rooms within established guidelines. Activities should not conflict with Police Departmental business of the Regional Command Centers. Persons or groups may reserve the use of community rooms within the guidelines that follow.

706.1 LIMITATIONS

- A. Rooms may not be reserved more than one calendar month in advance. Each use of the room must be requested separately. Standing reservations will not be honored.
- B. Rooms may be used only between the hours of 6:00 a.m. and 10:00 p.m.
- C. Person or groups using the community service room are responsible for any damage committed during the use of the room, to include additional cleaning. Excluded are normal wear and tear and cleaning of the room.
- D. Rooms may not be used for profit-making commercial activities.
- E. Rooms may not be used for political activity or function with a political affiliation.
- F. Noise must be kept to a moderate level so that the use or activity will not disturb police operations.
- G. No music or voice amplification may be used other than that which is currently installed in the room.
- H. No smoking, burning, or activity that will result in the generation of smoke is allowed.
- I. No cooking or food preparation on the premises is allowed.
- J. No alcoholic beverages will be served, consumed or introduced into the premises.
- K. Occupancy limits, as posted in each room, will be strictly followed.
- L. Room usage is subject to cancellation, without notice, in the event the room is needed for police department business.
- M. No connection between the activity and the Police Department can be made or implied without the Department’s consent.
- N. Police supervisors will have access to the room and may enter the room at any time.
- O. Only licensed Peace Officers and Federal Agents are authorized to carry weapons into the room. No weapons of any kind, including concealed handguns, are permitted in the room.


706.2 REQUIREMENTS

- A. Rooms will be reserved in person, or by email, between 8:00 a.m. and 5:00 p.m. Monday through Friday at the Regional Command Center in which the room is located. The Rooms are not considered reserved until an email, or a personal acknowledgement is received from personnel stationed in that Regional Command Center. Proper identification is required.
- B. A refundable cleaning/damage deposit (see below) is required one week in advance.
- C. Persons or groups using community rooms are responsible for any and all damage during the use of the room, or event, and for the cost of any cleaning or additional cleaning that may be necessary as a result of the use of the room.

- D. Rooms will be cleaned by the person(s) using them on the day of the event and immediately upon the conclusion of the event. All cleaning supplies and equipment must be supplied by the user. Users will not clean or attempt to clean any Police Department electronic equipment. No bleach, ammonia, or commercial grade cleaning products are permitted to be used and questions regarding the appropriateness of any cleaning supplies will be directed to the Police Department prior to their use.
- E. Police Department personnel will not assist in moving or arranging furniture.
- F. Other than that which is permanently installed, no equipment or supplies are furnished by the police department.
- G. Persons using community rooms will obey all laws, limitations, and requirements imposed by this policy.

706.3 DEPOSITS

- A. A cleaning/damage deposit is required in the amount of \$25.00 if no food or beverages will be consumed or \$50.00 if food or beverages will be consumed. The deposit must be made by check. NOTE: check made out to "The City of El Paso."

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
707 Police Area Representative (PAR)	Policy Effective: 05/11/2021 Previous Version: 04/08/1999

707 POLICE AREA REPRESENTATIVE (PAR)

The objectives of the PAR officer program are to develop a close working relationship with the citizens, to reduce crime, and to improve the quality of life in the City of El Paso.

707.1 ASSOCIATIONS/BUSINESS WATCH

- A. Neighborhood Association. Neighborhood Associations are created by the City of El Paso's Community and Human Development. Neighborhood Associations are a group of neighbors and business owners who work together to improve the safety of their community.
- B. Business Associations. PAR officers work in cooperation with business associations such as the El Paso Central Business Association, to address and solve crime issues or suspicious activities that are similar to those of the Neighborhood Association(s).
- C. Business Watch. A crime prevention program in which business owners, and their employees work in cooperation with the police department to reduce crime in their business area. PAR provides Security Surveys for their businesses free of charge, window stickers and signs that advertise that they are working with the police department, and that they will call the police when any criminal and/or suspicious activity is occurring.

707.2 DEFINITION

Habitual Complaints. Multiple and repeated complaints originating from one person, a group of persons or a particular residential area.

Calls are usually not an emergency but require police response. Once Habitual Complaints are identified, PAR can respond and speak with the complainant(s), host meetings with residents and provide resources if possible to resolve the problem.

707.3 DUTIES OF PAR OFFICERS

Examples of PAR officers' duties include:

- A. Fostering community involvement
 - 1. Establish Neighborhood Watch Programs
 - 2. Cooperating and providing assistance to Neighborhood Associations
 - 3. Cooperating and providing assistance to Business Associations
 - 4. Meet with school administrators, PTA's, and civic groups
- B. Prevention of Urban Decay
 - 1. Enforce abandoned/junked vehicles ordinances
 - 2. Coordinate graffiti removal

3. Identify abandoned residences and buildings
- C. Crime Prevention
 1. Presentations
 2. Business and residential security inspections
- D. Handling Complaints
 1. Respond to identified habitual complaints
 2. Identify high demand areas and ensure police are responding
 3. Follow-up on complaints to City Representatives
 4. Assist in resolving civil problems
- E. Assisting with Community Services programs
- F. Information Programs
 1. Appearing in videos, photographs, and social media to promote police relationships within the community.

707.4 PAR OFFICER ASSIGNMENT

Assignments to PAR officer positions are made through established transfer procedures.


707.5 PAR REFERRALS

Both citizens and officers may make requests for assistance to district PAR officers. Requests for assistance may relate to any of the above mentioned duties of the PAR officer. Requests for assistance can be made by sending an email to the corresponding regional Police Area Representatives.

707.6 PAR RESPONSE

To ensure response to problems identified by the PAR section are being resolved as soon as practical, PAR officers may seek assistance from other sections of the police department or City of El Paso to include but not limited to:

- A. Patrol
- B. Narcotics
- C. Gangs
- D. Metro
- E. Code Compliance
- F. Environmental Enforcement
- G. Texas Alcoholic Beverage Commission (TABC)
- H. Health Department

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
708 Ride Along Program	Policy Effective: 06/26/2021 Previous Version: 04/08/1999

708 RIDE ALONG PROGRAM

The Department's Ride-Along Program is designed to promote a better relationship and understanding between police and the community. It provides an avenue to acquaint the participants with the police patrol program and to improve their understanding of the law enforcement profession.

708.1 ELIGIBILITY

Ride-along participants must be at least 15 years of age. Citizens may be allowed to ride no more than once every six months. Police Explorers may be allowed to ride as often as once per month. Police applicants are allowed to ride unlimited times per month with approval from the regional commander. Contact Human Resources to verify if police applicants are active.

708.2 HOW TO APPLY

Ride-along requests may be made, in person, at the Regional Command in which the participant wishes to ride. Requests should be made during normal business hours at least two weeks in advance.

- A. Police explorers. Police explorer ride-alongs will be scheduled through the supervisor assigned to the Police Explorer Unit.
- B. Media. All ride-along requests from the media will be referred to the Public Information Office.
- C. Department employees. Arrangements for ride-alongs by Department employees will be made, in writing, through the chain of command.
- D. Police applicants. Each police region will screen applicants, to include performing a warrants and background check. The applicant will present their ID and ride-along form at the region of their choice.

708.3 SCREENING PROCESS

All applicants will be screened prior to being approved for a ride-along. Background checks will not be necessary for Department employees.

- A. Identification. All applicants must provide positive identification in the form of a driver's license, state issued ID card or birth certificate.
- B. Background Check. NCIC/TCIC, local warrants, and local criminal history checks will be performed.
- C. Prior Arrests. All applicants having felony arrests or convictions will not be permitted to participate without approval by the Chief of Police. All applicants having Family Violence arrests or convictions will not be permitted to participate without approval by the Chief of Police. All applicants with other misdemeanor arrests or convictions may be approved for participation at the discretion of the regional commander at the region evaluating the request.

- D. Mental illness. All applicants having a history of mental illness will not be permitted to participate without approval by the Chief of Police. Except as otherwise noted, the regional commanders will be the approving authority for ride-along participation.

708.4 GUIDELINES

All ride-along participants will be briefed on the guidelines below prior to signing the ride-along waiver form.

- A. Scheduling. Ride-alongs are scheduled for no more than one scheduled shift, Sunday through Thursday, day and evening shifts only (except Department employees).
- B. Arrival. Ride-along participants are expected 10 minutes prior to the scheduled time.
- C. Appearance. Participants are expected to be neat in appearance. The following attire is not permitted:
 - 1. Obviously soiled clothing
 - 2. Shorts or cut-off pants
 - 3. Swimwear
 - 4. Halter tops
 - 5. Tank tops
 - 6. Sandals
 - 7. High heel shoes
 - 8. Any other article of clothing deemed inappropriate by the regional or shift commander.
- D. Recording Equipment. Cameras, video recorders, or tape recorders are not permitted without prior approval.
- E. Weapons. Participants will not carry weapons.
- F. Meals. Participants must provide their own money for their lunch or refreshments during breaks. Consumption of alcohol during a ride-along is prohibited.
- G. Safety. For safety reasons, participants will follow the officer's directions regarding when to exit the patrol vehicle.
- H. Participant involvement. Officers will not allow participants to become directly involved in calls. Participants are only observers.
- I. Supervisor Discretion. Shift supervisors have the right to halt ride-along participation if, at any time, the safety of the officer or participant becomes a concern.


708.5 WAIVER FORM

All participants will be briefed on the procedures and guidelines to follow prior to signing the ride-along waiver form. This waiver releases the Department from all claims for damages arising out of participation in the ride-along program. No applications will be approved without the completed and signed waiver form.

- A. Parental consent. Waiver forms for participants under age 18 must be signed by a parent or legal guardian, as well as by the participant.
- B. Department employees. This rule does not apply to Department employees.

708.6 FILING


Each Regional Command will maintain a file of ride-along applications and waiver forms (original) for two years. Copies may be provided to the ride-along participants.

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
710 School Based Law Enforcement Program	Policy Effective: 03/24/2021 Previous Version: 04/08/1999

710 SCHOOL BASED LAW ENFORCEMENT PROGRAM

In 2007, a Memorandum of Understanding between the El Paso Police Department and the Ysleta Independent School District (YISD) was implemented, in which off-duty El Paso Police Department Officers could work at YISD high school campuses as School Based Law Enforcement (SBLE) Officers. The primary function of the SBLE Program is to ensure the safety of the students, teachers and school administrators and to enforce the law.

- A. SBLE Officers respond to calls for service at high, middle, elementary and pre-k schools.
- B. SBLE Officers are required to generate police reports, make lawful arrests and issue citations when necessary or required.
- C. SBLE Officers are also tasked to provide law enforcement information and guidance to students, parents and school administrators when needed.
- D. SBLE Officers do presentations such as bullying, anti-drug usage, hazing, and anti-gang violence. These presentations are conducted at high schools, middle schools and elementary schools.
- E. SBLE Officers work in partnership with the YISD School Security and currently cover 63 schools.

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
711 Neighborhood Watch Program	Effective Date: 04/08/1999 Previous Version:

711 NEIGHBORHOOD WATCH PROGRAM

711 NEIGHBORHOOD WATCH PROGRAM

The Neighborhood Watch Program is organized around residential neighborhoods.

711.1 OBJECTIVES


The Neighborhood Watch program has the following objectives:

- A. Increasing citizen awareness of crime problems and their impact on the community.
- B. Maintaining a cooperative system of surveillance over each neighbors' property and family members.
- C. Encouraging accurate and prompt reporting of crimes in progress or suspicious activities in the area.
- D. Encouraging citizens to come forward as witnesses.

711.2 RESPONSIBILITIES OF PAR OFFICER

PAR Officers are ultimately responsible for establishing and ensuring the maintenance of Neighborhood Watch Programs.

- A. PAR Officers will initiate attempts to organize Neighborhood Watches in areas without the program.
- B. PAR Officers will assist neighborhood leaders in meeting the requirements of the program.
- C. PAR Officers will attend Neighborhood Watch meetings in their area of assignment

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
712 Business Watch Program	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

712 BUSINESS WATCH PROGRAM

The Business Watch Program is organized around commercially zoned areas. In furtherance of the department's commitment to community policing, the El Paso Police Department under the guidance of the Neighborhood Watch Association may establish Business Watch groups throughout the city. PAR Officers at each region will be available to assist corporate neighbors and businesses with forming Business Watch groups to promote safety and a greater awareness of crime near commercial properties.

712.1 OBJECTIVES


The Business Watch Program has the following objectives:

- A. Increasing business owner awareness of crime problems and their impact on the community.
- B. Maintaining a cooperative system of surveillance over each business owner's property and employees through the cooperation of its employees.
- C. Encouraging accurate and prompt reporting of crimes in progress or suspicious activities in the area.
- D. Encouraging citizens to come forward as witnesses.
- E. This program depends on business owner's involvement to prevent and discourage crime by taking certain property, and personal self-protection precautions.

712.2 RESPONSIBILITIES OF PAR OFFICER

PAR Officers are ultimately responsible for establishing and ensuring the maintenance of Business Watch Programs.

- A. PAR Officers will initiate attempts to organize Business Watches in areas without the program.
- B. PAR Officers will assist business leaders in meeting the requirements of the program.
- C. PAR Officers will attend Business Watch meetings in their area of assignment.

 El Paso Police Department Procedures Manual	Chapter 7: Community Based Policing and Crime Prevention
713 Strategic Analysis of Crime	Effective Date: 12/8/2021 Previous Version: 04/08/1999

713 STRATEGIC ANALYSIS OF CRIME

The development and implementation of the Strategic Analysis of Crime (SAC) process was designed to focus on crime and hold commanders accountable for its reduction and performance in their commands.

713.1 SAC REPORTING AND ACCOUNTABILITY PROCEDURES

The concept of SAC goes hand-in-hand with the Department's community policing philosophy, which is a proven effective means of fighting crime by addressing quality of life issues. These issues include crime control, reduction, and the associated fear. By quickly addressing these issues, further crime can be prevented. The SAC process primarily accomplishes this by adhering to the four basic steps of crime reduction:

- A. Accurate and timely intelligence. If the Department is to respond effectively to crime and criminal events, our officers at all levels must have accurate knowledge of when particular crimes are being committed, and who the criminals are. The likelihood of an effective police response to crime increases proportionally as the accuracy of our intelligence increases. This intelligence can come from many sources, including but not limited to:
 1. The community
 2. Crime Analysis
 3. Department employees. Department employees, regardless of their position, are responsible for the criminal intelligence function. Personnel will receive training on the collection, documentation, and sharing of criminal intelligence information.
- B. Rapid deployment of personnel and resources. Once a crime pattern has been identified, a sufficient number of personnel and resources should promptly be deployed to deal with it. Although some tactical plans might involve only patrol personnel, investigators and support personnel use their expertise and resources in a coordinated effort.
- C. Effective tactics. In order to avoid merely displacing crime and quality of life problems and in order to bring about permanent change, our tactics must be comprehensive, flexible, and adaptive to the shifting crime trends we identify and monitor. Remember, it is not important how many officers we put on the street, but what those officers are doing that counts. Each command, specialized units included, must ensure that its personnel are being provided with direction and an effective game plan.
- D. Relentless follow-up and assessment. Rigorous follow-up and assessment is essential to ensure desired results are being achieved. This re-evaluation also permits us to assess our particular tactical responses, and to incorporate the knowledge we have gained into our plans. This step also allows us to re-deploy resources to meet newly identified challenges once a problem has been resolved.

713.2 SAC PROCESS GOALS

In addition to the method, the concept of SAC was introduced with the following goals in mind:

- A. Remove the operational and organizational boundaries inhibiting communication, information sharing, identification, and the solution to crime.
- B. Develop and implement department-wide strategies based on innovative ideas and proven experience of effective officers and units.
- C. Develop the capacity to quickly identify crime trends and “hot spots” where crime and quality of life abridging offenses take place
- D. Place the burden of specific crime reduction not only on the regional command, but also on the responsible specialized unit.

713.3 SAC PROCESS STRATEGY

With the aforementioned method and goals in mind, SAC accomplishes this by:

- A. By promoting a team approach to problem solving.
- B. Increasing the flow of communication amongst the commanders.
- C. Informing staff on how specific crimes and quality of life issues are being addressed within their commands.
- D. Promoting managerial accountability through close scrutiny that ensures each command and specialized unit commander knows exactly what the problems are within their area or purview of responsibility.
- E. Monitoring the activities of commands and specialized units for the purpose of evaluating the skills and effectiveness of middle and top managers.
- F. Providing a forum for commanders to bring their problems and resource needs directly to the executive staff.
- G. Sharing details of successful crime reduction tactics with other commanders.
- H. Exchanging information to ensure that existing resources are effectively allocated.
- I. Focusing on the problems that overlap geographical boundaries and the development of integrated tactics.

713.4 SAC INFORMATION AND RESPONSIBILITY

The importance of SAC lies not only in its ability to identify hot spots where crime and quality of life problems exist, but also in its capacity to share this information and responsibility throughout the Department and across organizational lines. The purpose is to instill a stronger sense of teamwork, cooperation, and accountability at all levels of the Department. Responsibility within the chain-of-command is broken down into the following four levels:

- A. Executive staff holds the commander accountable and responsible for crime reduction and productivity in their specific area or purview.
- B. The regional and divisional commander then assumes the position and holds the unit commander responsible, empowering them to produce results.
- C. The unit and shift commander in turn holds the sergeants accountable and empowers them to address problem areas.
- D. The sergeant, focusing on the problem areas, develops tactics and addresses the issues at roll call, holding the officers accountable for problem identification and resolve.

713.5 SAC MEETING AND STATISTICAL DATA

SAC meetings will be conducted every Thursday. These meetings are of the utmost importance and any scheduling conflicts will be resolved with the SAC meeting taking precedence. The SAC meeting is a mandatory function, and an assistant chief must approve absences before the meeting. Before the SAC meeting, the command staff will receive a copy of the SAC report, which will delineate statistical data for the focus categories, crimes and issues. These categories include:

- A. Patrol Demand and Calls for Service Report (Monthly)
- B. Crime Trends, Hotspots NIBRS and Crime Reports
- C. Local Crime Statistics

713.6 SAC PROCESS

The meeting will be conducted by an assistant chief and will focus on the aforementioned categories and the overall state of each command. This does not preclude the Chief of Police or any other appointed executive staff officer from attending or conducting the SAC meeting. During the SAC meetings, commanders and their subordinate commanders will be asked exploratory questions regarding crime and arrests, as well as specific cases and initiatives undertaken in their respective areas. Commanders will also be expected to have a detailed knowledge of the crime and quality of life offenses in their respective areas or purviews. In addition, what tactics have been developed to address these specific problems. While the commander is presenting, other commanders and subordinates will have the opportunity to take notes on crime problems, and the effectiveness of applied strategies and tactics. In addition, other commanders may make suggestions and establish cooperative efforts.


713.7 SAC MEETING RESPONSIBILITIES

The following outline provides the basic responsibilities during the SAC meeting:

- A. Executive Staff
 1. Coordinate the SAC meeting
 2. Oversee crime and administrative data analysis by regional research assistants and fusion center crime analysis
 3. Conduct the SAC meeting
 4. Actively monitor the performance, preparedness, and presentations of their subordinate commands, during the SAC meeting
 5. Be prepared to answer questions from the Chief of Police
 6. Be prepared to direct questions or comments to the subordinate commands.
- B. Regional and Division Commanders
 1. Appear at the SAC meeting and be prepared to provide a detailed accounting of activity and crime for their respective areas
 2. Provide trend analysis
 3. Identify specific problems and issues
 4. Provide active assessment of strategic and analytical measures
- C. Section commanders. Appear at the meeting in support of the regional or division commander with subordinate supervisors prepared to answer questions regarding specific functional areas, and lend assistance to other commands.
- D. Other Attendees. Additional persons may need to be invited to the SAC meetings. These may be other law enforcement agencies (Federal, State, and local), the District Attorney's Office, or

other City departments. It may also be appropriate or advantageous to invite business and City leaders. In any case, the Chief of Police must approve the invitation prior to the meeting.

- E. Recognition. From time to time, the Chief of Police and/or an assistant chief or an equivalent ranking civilian may invite personnel from specific commands to be recognized for specific accomplishments that have affected the success of the SAC process.
- F. Areas of Preparation for SAC Meetings. The following is a list of crime, traffic, quality of life, and management measure, which may be addressed during the SAC meeting:
 - 1. Crime
 - 2. Traffic collision patterns, clusters, trends, and problems
 - 3. Specific investigations
 - 4. Problem locations and strategies
 - 5. Unique issues, such as parks, bars, shopping centers, parades, sporting events, etc.; and,
 - 6. Gangs, narcotics, hate crime, gun crimes, and organized criminal activity
- G. The following is a list of management measures that may be addressed during the SAC meeting:
 - 1. Response times
 - 2. Deployment
 - 3. Officer involved incidents
 - 4. Complaints
 - 5. Training
 - 6. Pursuits
 - 7. Patrol demand and productivity
 - 8. Curfew violations
 - 9. National Incident Based Reporting System (NIBRS)
 - 10. Internal Affairs Division statistics and disciplinary issues
 - 11. Crime trends, hotspots, and episodes
 - 12. Narcotics hotspots
 - 13. Drive-by shooting statistics
 - 14. Traffic management
 - 15. Local crime statistics
 - 16. Crime overview
 - 17. Top crime trends
 - 18. Overtime
 - 19. Gun related incidents
 - 20. Case screening
 - 21. Case clearance rates
 - 22. Shots-fired summary
 - 23. Monthly fleet accident report
- H. Conclusion. This type of process, be it SAC, COMSTAT, etc., has proven to be an effective and progressive method for fighting crime and eliminating those organizational boundaries that inhibit a department's ability to be productive. Responsibility for the SAC process and its underlying goals is not only a regional issue; it is a Departmental one. Each and every Department employee has the responsibility of doing their part to accomplish the mission and objectives of the Department and the process through leadership and sound management will hold them to their charge.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
800 Property and Equipment Accountability	Effective Date: 04/08/1999 Previous Version:

800 PROPERTY AND EQUIPMENT ACCOUNTABILITY

800 PROPERTY DAMAGE OR LOSS

Employees will report damage or loss of Department property to their immediate supervisor. Lost or stolen property will require the generation of a Complaint Report. The incident will be documented on the Supervisor's Log. Request for repair or replacement will be at the discretion of the Commander or Division Manager who will make the request through the appropriate channels. Employees will not store any Department owned equipment, credentials or any authorized weapon (Department owned or officer purchased) in any vehicle except under the following conditions:

- A. If the vehicle is parked at the following locations:
 1. Secured Department Owned Parking Lot. Defined as a parking lot owned by the Police Department that restricts access only to Police employees. It does not include the public parking lots of Regional Command Centers or the upper level parking at Police headquarters.
 2. Secured Employee Owned Garage. Defined as a covered garage that will be locked so that only the employee has access to it. If a personally owned vehicle contains weapons or Department owned property, the employee will remove said property prior to allowing others to operate the vehicle. Carports or open driveways inside a lockable gate do not meet this definition.
- B. Handguns may be temporarily placed in a locked compartment inside a vehicle while an officer is engaged in activities where maintaining personal possession of the handgun would be inappropriate, such as physical or sporting activities.

800.1 CITY INVENTORY CONTROL

The City of El Paso Purchasing Department maintains an inventory of all city property that exceeds a value threshold established by the City. The Police Department shall comply with all Purchasing Department inventory regulations and shall assist with periodic purchasing inventory audits as needed.

800.2 CENTRAL SUPPLY

Central Supply is the primary point of delivery for all property purchased by the Police Department. Central Supply shall complete asset inventory control sheets for all property purchased. Property meeting the city inventory control threshold guidelines shall also be bar-coded and a report as to the property's destination and assigned Section/Division sent to the City Purchasing property control office. Employees picking up property from Central Supply shall identify themselves to Central Supply staff. Central Supply shall retain and safely store hard copies of all property control related documentation in accordance with the records retention schedule.

- A. Other than office supplies and disposable property, non-disposable property, to include furniture and electronics, procured by the City, Police Department, grant funds, confiscated funds or section budget shall be entered into the Records Management System supply module by Central Supply personnel, noting the division the property has been assigned to.
- B. Equipment assigned to or turned in by individual officers, such as leather gear, uniforms, riot helmets, shall also be documented in the Records Management System supply module.
- C. Only Central Supply has the authority to modify inventory information in the Records Management System supply module. Each division or region is responsible for notifying Central Supply for any inventory change. Copies of lost/damaged/worn out property reports shall be forwarded to Central Supply so the Records Management System supply module is kept updated.


800.3 REGIONAL/DIVISIONAL RESPONSIBILITIES

Each division or regional command shall conduct an annual audit of all their assigned equipment listed in the Records Management System supply and forward a report to the bureau Assistant Chief. Annual inventory audits are due by March 1st of each year. In addition to the annual inventory as required by policy, command staff personnel will conduct audits as staffing leadership changes occur. Lost/damaged or worn-out property shall be investigated as per the Property Damage or Loss section of the Procedures Manual, if necessary, and a copy of the report forwarded to Central Supply.

- A. Property taken into the field, such as surveillance equipment or division-assigned riot gear, shall be tracked with an equipment roster that is signed and dated by the person taking possession of the items.
- B. Property transferred to another division shall be documented in a memo to Central Supply, so the Records Management System supply module can be updated.
- C. Divisions are responsible to ensure that all equipment and property is kept in a state of operational readiness. Property custodians or station managers shall conduct documented monthly readiness inspections and request necessary repair or replacement without delay. Equipment designed for use during unusual occurrences, such as protective gear and riot gear shall also be inspected and inventoried monthly, with a copy of said inspection forwarded to the Special Investigations Unit.

800.4 INSPECTION UNIT RESPONSIBILITIES

When directed by the Chief of Police or Assistant Chief of Administrative Services, the Inspections unit shall conduct inventory control spot inspections, verifying the accuracy of the Records Management System supply module records and comparing them to actual equipment on hand at a Division or Region. The inspection result report shall be forwarded to the Chief of Police.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
801 Vehicles, Accidents and Maintenance	Effective Date: 04/08/1999 Previous Version:

801 VEHICLES, ACCIDENTS AND MAINTENANCE

801 DISTRIBUTION OF VEHICLES

All vehicles entering the Department fleet must be accepted and distributed by Fleet Management. All distribution of vehicles will be accompanied by a completed Vehicle Disposition Form, which can be obtained from Fleet Management. All vehicle exchanges will be made on a one for one basis.

801.1 TRANSFER OF VEHICLES

Each time a vehicle is transferred from one Section or Division to another, a Vehicle Disposition Form will be completed, signed, and sent to Fleet Management.

- A. When vehicles are transferred between Sections in the same Division, the appropriate Commander or Division Manager must sign the form.
- B. When vehicles are transferred from one Division to another outside the chain of command, the Vehicle Disposition Form must be submitted for approval to the respective Assistant Chief(s).

801.2 ADDITIONAL VEHICLES

To increase the number of vehicles in their fleet inventory table, supervisors must submit the request in writing, through the chain of command, to the respective Assistant Chief for approval.

801.3 VEHICLE RECORDS

Fleet Management is responsible for maintaining police vehicle files and will maintain the following:

- A. Vehicle equipment numbers
- B. Vehicle gas cards
- C. Vehicle registration
- D. Vehicle assignment files
- E. Vehicle title files

801.4 ALIAS PLATES

Alias plates will be obtained for all unmarked vehicles belonging to the Directed Investigations Division. Alias plates will not be removed from vehicles until reassigned or prepared for auction. Supervisors having vehicles requiring alias registration will provide the names, addresses, and zip codes under which the vehicles will be registered.

801.5. ASSIGNMENT OF VEHICLES

Vehicle assignment will be determined by Section standard operating procedures. All Sections will establish and implement a rotation plan to ensure even wear and tear on City owned vehicles. Section commanders will be responsible for ensuring that rotation plans are followed. The section equipment custodian shall keep a spare vehicle key for all section vehicles in a secure location accessible only to the custodian and section supervisors.

801.6 VEHICLE ASSIGNMENT LOGS

A log which records the use of each vehicle by user's name, date and times of use will be maintained by each Section of the Department. The vehicle assignment log will be retained by the Section for a minimum of two years.

801.7 DEFENSIVE DRIVING

All employees must have completed the Defensive Driving Course before being authorized to drive any City vehicle. Sections will ensure employees repeat the course every three years.

801.8 USE OF CITY OWNED VEHICLES

Please see version 2 of the procedures manual: Rules and Regulations Rule #15

801.9 TRAFFIC LAWS

Employees operating City vehicles will obey all applicable State and City traffic laws unless using an authorized emergency mode.

801.10 ALCOHOL CONSUMPTION

Under no circumstances will any Department employee operate a City vehicle after consuming any alcoholic beverage or while under the influence of any alcoholic beverage.

801.11 MOTOR POOL REGULATIONS

Motor Pools may be utilized to issue marked or unmarked police vehicles to Department employees whenever directed by the Chief of Police or his/her designee. Infractions will be reported to the employees' supervisor.

- A. Vehicle Check Out. When motor pools are used the following regulations apply:
 1. Vehicles will be checked out from a designated point, such as the Fleet Management Office at HQ, the station manager or desk officer, depending on the location and time of day. Vehicles may not be reserved by telephone.
 2. Unless safety or operating deficiencies are evident, users must accept the vehicle issued to them. No particular vehicle may be reserved for any individual without the approval of a Commander or higher. Vehicles may not be checked out by personnel not assigned to that region or station without approval from the Division's Commander.

3. Users will receive a vehicle binder, which will contain a fuel card, keys, vehicle inspection form, dispatch sheet, insurance card, and accident form. Users will ensure that all required forms are filled out when the vehicle is turned in.
- B. Vehicle Inspection. Users are required to inspect the assigned vehicle exterior for damage prior to operating the vehicle utilizing the Vehicle Inspection Form in the vehicle binder. The user must immediately report any damage to the Fleet Management Office or the Station Manager before operating the vehicle, at which time the user will be issued another vehicle, if necessary. The Fleet or Station Manager will complete a Supervisor's Log to document vehicle damage.
 1. Users are responsible for refueling the vehicle when the fuel gauge shows no less than ½ tank of gasoline remaining.
 2. When requested by the station manager or Fleet Management Office the user will take the vehicle to a City-contracted vendor for car washes and/or oil changes, if applicable.
- C. Vehicle Return. Vehicles will be returned with the interior free of trash and debris. The vehicle will be properly parked in the designated area, locked and its lights turned off. Users will return the vehicle binder with all forms filled out and all associated items (gas card, keys, forms, etc...) to the Fleet Management Office or station manager immediately when the vehicle is no longer going to be needed. Vehicles may not be kept longer than the user's tour of duty without approval from a supervisor and notification to the Fleet Management Office or Station Manager, as appropriate.
- D. Vehicle Breakdown and Accident Procedures. In the event of vehicle breakdown or accident employees must follow the accident guidelines issued with each vehicle. Wrecker service may be obtained by contacting the Communications Division.

801.12 SPECIAL PURPOSE VEHICLES

These vehicles are defined as any vehicle that is used for a special purpose, including, but not limited to police motorcycles, bicycles, command post vehicles, armored vehicles, aircraft and specialized single purpose vehicles, such as bomb squad trailers, towed generators/lights, etc. Normal patrol vehicles and unmarked cars are not considered special purpose vehicles.

- A. Every unit that operates any special purpose vehicle shall develop and adhere to an internal memorandum or lesson plan that covers the following topics:
 1. A statement of the objectives of the specialty vehicle's operation or usage
 2. Instructions, conditions, and limitations of usage
 3. Authorization for use in various situations
 4. Qualifications and training for personnel assigned to operate the vehicle
 5. Designation of the person or position responsible for the condition and maintenance of the vehicle
 6. A listing of equipment, if any, to be kept in or on the vehicle
 7. A listing of persons or positions authorized to operate the vehicle and its equipment.
- B. The memorandum shall be kept on file at the Section or Division assigned the vehicle. If specific training is required to operate the vehicle, the appropriate lesson plan shall be formatted as per TCOLE guidelines and sent to the Training Academy for approval and retention. Updates/revisions shall be made in a timely fashion when required and shall be in compliance with this policy.
- C. To enhance immediate rescue and/or evacuation of wounded or trapped citizens in harm's way, the El Paso Police Department has strategically positioned three (3) Ballistic Armored Tactical

Transport (BATT) Vehicles at Regional Command Centers within the City of El Paso. All Patrol supervisors will know the exact location and operational readiness of each BATT vehicle.

- D. All BATT vehicles are permanently assigned to the SWAT Commander as a specialty vehicle, but may be operated by those officers who have been certified through the BATT training course be authorized to drive the BATT vehicles.
- E. The SWAT Commander, or designee, will ensure, without unnecessary delay, that all Commanders are notified, in writing, of any changes to the operational readiness of any and all BATT rescue vehicles. The SWAT Commander will also ensure, at a minimum, that these vehicles are inspected weekly. Weekly inspection by designated SWAT personnel will include but is not limited to checking:
 - a. All fluid levels, fuel level will be no less than $\frac{3}{4}$ of tank full
 - b. Proper Tire pressure and check for signs of tire wear
 - c. Any major damage
 - d. Accurate sign in/out roster
 - e. Accurate supply inspection roster
 - f. Engine start up and movement of vehicle on a bi-weekly schedule
 - g. Proper casualty first aid kit as determined by SWAT/Bomb Medic.

801.13 ACTIVATION PROCEDURE

The use of the BATT vehicle may be used for immediate response to unusual field occurrence(s) where citizens/officers are trapped in harm's way and a delayed response to rescue them may result in the immediate loss of life, and/or the citizen/officers are critically injured and an immediate rescue response is required to obtain life saving medical attention to injured persons.

- A. Activation and limitation requirements.
 - 1. Activation procedure will require officers to notify any field supervisor on the immediate need for the BATT vehicle
 - 2. If activated, supervisors must notify the SWAT Commander, who will determine the necessity of a special team call-out
 - 3. No section or division, other than SWAT, will use a BATT vehicle for the execution of warrants or other operations not authorized by this policy
 - 4. BATT vehicles will not be used for prisoner transport, unless prescribed by this policy for the immediate preservation of life
 - 5. Use of any BATT vehicle for presentations or displays will be at the discretion of the SWAT Commander and will be the responsibility of a trained BATT vehicle operator at the presentation site
 - 6. Any request by an outside agency for the use of the BATT vehicle will require authorization by the Chief of Police or Special Operations Bureau Assistant Chief.
- B. Demobilization and After Action Review.
 - 1. Upon demobilization from the unusual occurrence the field supervisor authorizing the deployment will:
 - a. Ensure the BATT vehicle is returned back to its full operational readiness status
 - b. If a BATT vehicle is damaged during an incident and prevents the vehicle from being returned to its operational readiness status, the SWAT Commander or his designee will be notified without unnecessary delay. The supervisor authorizing the deployment of a BATT vehicle will complete the required damaged vehicle documents.

- c. Any damage caused to or by the use of the BATT vehicle will be documented as per current department policy by the supervisor authorizing the use of the BATT vehicle.
- d. Complete a written BATT vehicle After Action Review (AAR). Copies of the AAR will be submitted no later than 48 hours to the Regional Commander where the incident occurred and to the SWAT Commander. The Regional Commander and SWAT Commander will ensure their Bureau Assistant Chief obtain copies of the AAR

801.14 WHEELCHAIR LIFT EQUIPPED VAN

Any Section may check out the wheelchair lift equipped marked Police van from Police HQ, using the motor pool regulations delineated in 8-203.03. The primary function of this vehicle is to transport disabled prisoners. To ensure availability, no Section may check out the van for longer than one shift, unless permission is granted by the requesting Section's Assistant Chief, or during exigent circumstances. The van does not require a special license to drive, except that operating the wheelchair lift requires training. For pre-planned events, reservations to use the van should be made with Fleet Management to ensure availability. The van may be used during the following situations:

- A. Transporting disabled prisoners. Officers may not operate the wheelchair lift or attempt to safely restrain wheelchair using prisoners or riders until they have received training, coordinated through the Academy.
- B. Disaster and emergency response
- C. Evacuations
- D. Special team activation
- E. Mobile Field Force use
- F. Special pre-planned events, such as parades or presentations
- G. Training assignments
- H. Mass Arrest situations as a supplemental prisoner transport vehicle, during exigent circumstances only and only if enough officers are available to ensure safe transport.

801.15 PATROL VEHICLES

To ensure consistency within the Department, Regional commands will maintain a uniform policy on the equipment carried in patrol vehicles. This policy only applies to equipment that must be kept in vehicles and does not apply to equipment issued to officers, such as radios and Tasers. Vehicles are designated in the following categories:

- A. Tier-1 Vehicle. Any vehicle used for routine patrol that is marked and fully equipped with the following functional equipment in a state of immediate readiness:
 - 1. Emergency lights Mobile video recording system
 - 2. Two spot lights Shotgun rack
 - 3. Prisoner safety cage Two-way radio system
 - 4. Mobile data terminal (MDT) Automatic vehicle locator – (AVL) Radar AED's if available
 - 5. Station managers will make removable equipment bags available for Tier-1 vehicles, which will contain the below listed items:
 - a. Crime scene control tape (1-red, 1-green, 1-yellow)
 - b. First Aid Kit
 - c. Twelve Traffic Flares
 - d. 10 pairs of protective gloves
 - e. Syringe disposal container

- B. Procedures to check out Tier-1 equipment bag from the station:
 - a. Sealed tier bag must be signed out from the desk officer.
 - b. Officer must check that the tier bag seal is not broken.
 - c. If the Tier-1 bag seal is broken during the officer's tour of duty, the officer must verify the items listed in the inventory form are in the bag. The officer must notify the desk officer of any items missing or used.
 - d. A supervisor will check the Tier-1 bag once the seal has been broken and will generate an inventory form, which will be placed inside the bag. The equipment manager will restock the Tier bag and replace the seal.
- C. Tier-2 Vehicle. Any vehicle used for routine patrol that does not meet the criteria of Tier-1 vehicle but is equipped with at least the following:
 - 1. Emergency lights
 - 2. Two spot lights
 - 3. Two-way radio system
 - 4. Ten pairs of protective gloves
 - 5. Prisoner safety cage
- D. Tier-3 Vehicle. A marked vehicle or special purpose vehicle distinctly identifiable as an El Paso Police Department vehicle but is not used in routine patrol. If the primary purpose of the vehicle involves traffic related duties, the Tier-3 vehicle shall be equipped with the following:
 - 1. Emergency lights
 - 2. Two-way radio system
 - 3. Twelve traffic flares- not applicable to motorcycles or transport van
 - 4. Transportation vans- prisoner safety cage
- E. Tier-4 Vehicle. An unmarked vehicle that will not be used in routine patrol, traffic, or to respond to routine calls except during a declared state of emergency.
- F. Tier-4 vehicles may be used for traffic control duties during a state of emergency for a short period of time until a Tier-1 or Tier-2 vehicle becomes available.
- G. Tier Status Directive:
 - 1. Only Tier-1 and Tier-2 vehicles will be used in routine patrol, however regardless of whether or not they have been equipped with equipment bags both tier vehicles will have the included as part of the normal vehicle inventory.
 - 2. Exception: Declared state of emergency such as natural disasters, severe weather, civil unrest crisis, etc.
 - 3. Vehicles may move between tiers depending on availability and operational readiness of equipment.
 - 4. Station managers or supervisors may rotate Tier-1 and Tier-2 vehicles to
 - 5. maintain even mileage and wear and tear on the fleet.

801.16 INDIVIDUAL RESPONSIBILITY

Employees are responsible for City owned vehicles during the periods for which they are assigned. This includes reporting damage and parking citations. Employees will inspect the vehicle before each use and are responsible for providing proper care and preventive maintenance for City vehicles to extend their and usefulness to the City.

801.17 CURSORY INSPECTION OF TAKE HOME VEHICLES

Department employees authorized to take home a city owned vehicle will conduct a daily cursory inspection at their residence before operating the vehicle and proceeding to their scheduled work assignment. The cursory inspection will consist of a visual inspection to determine if the vehicle has any flat tires, major fluid leaks, or previously unreported exterior damage that may have been caused by an accident, vandalism, etc. Upon reporting to their work assignment and beginning their official tour of duty, employees will conduct a thorough inspection in compliance with established procedures.

- A. The vehicle must be securely locked and must be parked so that vulnerability to vandalism/theft is minimized.
- B. Police equipment and weapons must be removed from the vehicle when parked in an unsecure location.

801.18 VEHICLE INSPECTION

Prior to use of a City vehicle, employees will conduct a walk around inspection of the vehicle. Officers will log all findings on the Daily Activity Report. Vehicle inspections will include, but not be limited to, a check of the following items, where applicable:

- A. Interior. Thorough check for weapons or contraband, cleanliness, and damage to the interior. If weapons or contraband are found, employees will notify a supervisor immediately. The employee finding the contraband will write an administrative statement, and the supervisor will note the incident in their Supervisor's Daily Log.
- B. Exterior. Check for exterior damage, cleanliness, functioning driving lights and turn signals, and cracks in mirrors or windows. Report all damage that has not already been reported.
- C. Tires. Check all tires for proper inflation, sufficient tread, or any obvious damage. Ensure the spare tire is present, inflated, and properly secured. Check for and tighten lug nuts which have loosened. Ensure the jack and lug wrench are present and properly secured.
- D. Emergency Light System. Check all lights for proper operation, front, back and side. Inoperable lights will be reported immediately to a supervisor.
- E. Siren. Check sirens for proper operation. Inoperable sirens will be reported immediately to a supervisor.
- F. Spotlights. Turn spotlights on and physically rotate. Report damaged or inoperable lights to a supervisor.
- G. Additional Equipment. Check the vehicle for flares, blanket, fingerprint kit, and two first aid kits. The availability of these items will be logged on the Daily Activity Report. Other items, desired by the Officer or required for office operations, will also be noted.
- H. Trunk. Officers assigned to operate a police car will secure all items located in the trunk of the vehicle. All items, including the spare tire, must be secured to prevent shifting during operation of the vehicle and causing possible damage to radio equipment.

801.19 FUEL/OIL

Employees will check fuel and oil levels prior to using a City owned vehicle. After use, employees will ensure their assigned vehicle is left with a full tank of gas and the proper level of oil. Vehicles may be refueled at City owned pumps. Selected vehicles will be assigned gas cards from a contracted vendor. These cards will be used on a "need only" basis or for special purposes (for example, undercover

vehicles or Traffic Section vehicles). All receipts must be collected by the Regional Command or Division and forwarded to Fleet Management.

801.19 CAR WASH

Employees may have the exterior of City vehicles cleaned at any contracted car wash. Receipt for services must be obtained, collected by each Regional Command or Division and forwarded to Fleet Management.

801.20 SAFETY BELTS

All persons traveling in City vehicles will wear a securely adjusted safety belt at all times. Officers will securely fasten safety belts on all subjects including infants, toddlers, and handicapped people transported in a city vehicle. Safety measures must be considered prior to transporting handicapped individuals. Appropriate child-safety restraints will be used to transport children, toddlers, and infants based on their weight, height and age, in accordance with Transportation Code 545.412.

801.21 SECURITY OF VEHICLES

Employees will securely lock City vehicles when parking, unless a police situation makes this impractical.

801.22 PROPER USE OF VEHICLES

City vehicles may not be used to jump start other vehicles. Employees will observe parking policies for each Police building and restricted zones surrounding downtown government buildings.

- A. Pushing. Due to the potential for bodily injury or property damage, police vehicles may not be used for pushing another vehicle unless it presents an immediate danger or traffic hazard. In these cases, only vehicles with push bumpers may be used. Officers should warn the motorist of the lack of power steering and brakes. Officers may only push another vehicle a short distance to clear a roadway.

801.23 EMPLOYEES LEAVING THE DEPARTMENT

When leaving the Department, employees will turn in all assigned Department owned gas cards and vehicle keys to their Division Commander.

801.24 ACCIDENTS/VEHICLE DAMAGE

Vehicular accidents or damage will be documented on the Supervisor's Log with photographs of damage attached. All damage to vehicles must be reported to Fleet Management regardless of whether repairs will be made. The Commander or Division Manager will direct the initiation of a Vehicle Damage/Claim Notice which, accompanied by a copy of the accident report (if required) and photographs of the damage, will be forwarded immediately to Fleet Management by the supervisor on duty.

801.25 ACCIDENT REPORTS

Accident reports and diagrams will be made when there is a third party (non-employee) involved, there are possible injuries to any person, damage to any structure, or damage over \$500 has occurred.

801.26 CLAIM INFORMATION CARDS

When an accident occurs involving a City vehicle and private property or a non-employee, employees will provide the individual or owner of the property with a Claim Information Card.

801.27 ADDITIONAL DOCUMENTATION.

If a review of the Supervisor's Log indicates that further documentation or investigation is warranted, the Administrative Actions found in 2-601 and 2-602 may be utilized by the Commander or Division Manager.

801.28 MOTORCYCLE REPAIRS

All motorcycles will require a work order prior to any work being performed.

- A. Officer Responsibility. It is the responsibility of the motor officer submitting the motorcycle for repair or service to first contact the Raynor or Lafayette garage prior to a request for repair or service of the motor. If the motorcycle is inoperable, they may be towed directly to the vendor after coordinating with the garage.
- B. PD Fleet Management. Fleet Management will monitor and verify the officer's gripe form.

801.29 VEHICLE BREAKDOWN

In case of vehicle breakdown, employees will call the contracted wrecker service, through Communications, for towing to the Police Maintenance Facility or the Equipment Maintenance Facility. Employees will obtain a receipt for the services provided and forward it to Fleet Management as soon as possible. The employee assigned to the vehicle will complete a Work Order Authorization (gripe) and provide it to the maintenance facility manager.

801.30 MAINTENANCE. Vehicles needing routine maintenance or repairs will be turned in to Equipment Maintenance using the Work Order Authorization (gripe). Work orders will be tracked by vehicle numbers.

801.30 SCHEDULED SERVICES

Division supervisors will assign personnel to take vehicles for services per the mileage schedule set out by General Services.

- A. Vehicles may be taken to one of the contracted vendors for the contracted services per the mileage schedule set out by General Services.. Receipts for services will be sent to Fleet Management as soon as possible.
- B. Vehicles will be taken to Equipment Maintenance for other services.

801.31 VEHICLE MODIFICATION

Vehicle modifications are any additional accessories, including window tinting, special tire rims, tires, radars, and cameras or any other equipment that was not part of any department vehicle (marked or unmarked) when it was received.

- A. Officers seeking vehicle modifications will forward a memorandum through the chain of command to the Assistant Chief overseeing Fleet Management for approval.
- B. Modifications to any department vehicle without prior written approval are prohibited. A copy of the written approval will be kept with the information photo at Risk Management.

801.32 VEHICLE RECALL PROCEDURES

When recall notices are received by Fleet Management from manufacturers, notice will be made to all affected Sections.


Sections or Regional Commands are responsible for making arrangements with a dealership to have the recall work performed and for transporting the vehicle to and from the dealership.

- A. Arrangements will be made within ten working days from notification by Fleet Management.
- B. An invoice/work order will be obtained from the dealership at the time of vehicle pickup and will be promptly forwarded to Fleet Management.

801.33 RENTAL VEHICLE OPERATIONS

- A. Vehicle Procurement and Use. Vehicle and optional equipment selection will be made from the appropriate lease of unmarked vehicle contract section A. This section also provides the cost of the vehicle and optional equipment offered.
 - 1. In the event that a vehicle is “burned” (i.e. becomes identified as a police undercover unit), that vehicle may be exchanged at any time, for any vehicle under this contract subject to availability, upon seventy-two hours (72) notice from a supervisor. Notification will be made to Fleet Management, which will notify the appropriate rental vehicle agency.
 - 2. No more than four vehicles leased at any given time may be “identical” in make, model, and color. Vehicles must have at least a six (6) cylinder engine. Vehicles may be up to one (1) model year old and must have less than 12,000 miles upon delivery. Rental vehicles shall be returned to the vendor upon reaching 25,000 miles. Sections with rental vehicles are required to submit a mileage report to Fleet Management every 60 days. Both domestic and foreign vehicles are acceptable.
- B. Vehicle Repairs. If a vehicle experiences a mechanical problem that is going to require the vehicle to remain at the dealership for more than three (3) days, a loaner vehicle will be provided to the Officer. The loaner vehicle type will be based on the availability of vehicles on hand. Approval to receive a loaner vehicle will be made by the Fleet Management Section.
- C. Accidents/Vehicle Damage. If a vehicle is involved in an accident, the departmental accident reporting procedure is in effect and all appropriate documentation should be forwarded to Fleet Management
 - 1. For all rental vehicles, the owning rental company must be listed in the “Lessee or Owners Name” space on the Form ST-3 (i.e.: CAPPS Van & Car Rental).
 - 2. For liability insurance, check “yes” and list the City’s TMS Intergovernmental Risk Pool.
 - 3. Fleet Management will notify the section to take the damaged vehicle to the appropriate body shop for an estimate if the vehicle is drivable or make arrangements to have the

vehicle towed to the body shop for the estimate. Fleet Management will forward the appropriate accident reports and estimate to CAPPs for a decision whether or not to repair the vehicle. The CAPPs Claims department will handle all third party accident claims. No loaner vehicle will be provided due to a vehicle being taken out of service for reason of an accident.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
802 Radios	Policy Effective: 11/9/2021 Previous Version: 03/08/2021

802 RADIOS

Radio and communications equipment requires proper care and protection to ensure continued serviceability. Communications equipment should not be jarred or dropped. Care should be taken to prevent spilling of food or liquid on the equipment.

802.1 HAND HELD RADIOS

Hand held radios will be secured to the Sam Browne belt by clip or leather carrier. Hand held radios may not be carried in pockets.


802.2 REPAIRS

Communications equipment is repaired by the Communications Division or by contracted vendor. For repair of communications equipment, the Communications Division should be contacted via E-Mail for guidance.

802.3 HAND HELD RADIOS

When an employee is on extended leave for a period longer than 14 days not to include vacation or SLP, the employee's supervisor will have the radio collected and turned in with officers from the Communications sections. When the employee returns from leave, their supervisor will send an email to the Communications Lieutenant authorizing the employee to receive a replacement or reissuance of a radio.

When an employee is placed on Administrative leave or relieved of duty, a supervisor will collect the radio and have it turned in to the officer in the Communications section. The Communications section will need an email from IA/SIU or the Chief's Office reinstating the employee back to duty to receive a replacement or reissuance of a radio.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
804 Computers	Policy Effective: 06/28/2022 Previous Version: 04/21/2021

804 COMPUTERS

Computer hardware and software purchases are coordinated through the Information Technology (IT) Department. IT must approve all purchases of hardware and software. Please refer to the Technology Purchase Request Process (TPR) guide.

804.1 RMS

Access to the Department's Records Management System (RMS) will not be allowed without approval through the chain of command to Records Division. Access to RMS for District Attorney's Information Management System (DIMS) attorneys will be approved directly through the Chief of Police. Please be aware that RMS and/or any other records management system is not to be installed on any mobile devices due to Criminal Justice Information Services (CJIS) compliance per the IT Security Team.

804.2 MAINTENANCE OF USER ACCESS

Access to all computer systems will be controlled, monitored, and updated regularly. IT will provide general access to City systems for all employees.

804.3 TRAINING


Personnel having access to CJIS systems and/or access to facilities containing CJIS systems and information are required to receive Security Awareness Training. Access requirements are based on personnel duties and must receive job specific NCIC/TCIC NexTest Training and/or CJIS Security Awareness Training to maintain their applicable certifications. All employees requiring NexTest re-certification and CJIS Security Awareness re-certification, are required to recertify every two years to maintain access to NCIC/TCIC and compliance with CJIS requirements. NexTest and CJIS Security Awareness Training is conducted online via the individual training websites. All training records shall be maintained by the Academy and the Terminal Agency Coordinator (TAC_[251]).

- A. The Academy's Administrative Sergeant will be responsible for all sworn and civilian department personnel for NexTest re-certification, tracking and quarterly auditing.
- B. The Academy's Administrative Sergeant will be responsible for all sworn personnel for CJIS Security Awareness Training re-certification, tracking and quarterly auditing.
- C. The Record's Police Administrative Services Division Manager will be responsible for all civilian personnel for CJIS Security Awareness Training re-certification, tracking and quarterly auditing.

804.4 MITIGATION OF CYBER THREATS

The Fusion Center and DoITS are responsible for monitoring threats, distributing warnings about known or suspected threats, and providing information to system users to avoid and/or mitigate damage.

All users of systems are responsible for reporting any suspicious e-mails, electronic communications, or suspected threats to DoITS immediately. Users of systems shall not open suspicious e-mails or further use computers, MCT's, or other electronic devices until DoITS has cleared the threat.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
805 Weapons	Effective Date: 04/21/2022 Previous Version: 11/09/2021

805 WEAPONS

Departmental weapons training and qualifications will be conducted at the academy unless authorized by the training director. Training Division staff operate and control the ranges. Range safety will be maintained at all times by all Department personnel.

805.1 ASSISTANCE

Individual coaching and answers to firearms problems are provided by Firearms Instructors as time permits. Priority will be given to shift and special or remedial training.

805.2 SAFETY

The lead firearms instructor, regardless of rank, assumes command of the range activities and is responsible for assigning two (2) range safety officers per 10 shooters, as required. The range safety officer assists in the safe operation of the range and can stop the training at any time.

- A. The range safety officer shall:
 1. Be a certified firearms instructor.
 2. Not participate as a shooter for the purpose of qualification or in any other duties while assigned as a range safety officer.
 3. Wear a vest visibly marked "Safety Officer" along with other range safety equipment.
- B. All shooters, range safety officers and instructors will wear eye protection that meets OSHA safety standard 1910.133 that includes side protection. Furthermore, the shooter will wear ear protection that meets OSHA Safety Standard with a minimum rating of NRR 28 and a ballistic vest while on the range.
- C. All weapons will be safety inspected by certified firearms instructors or armorers at qualification time to ensure safety and adherence to Department policy. Unsafe weapons will not be fired until they are repaired, re-inspected, and pass a safety inspection.
- D. During firearms training and at the direction of the Range Master and/or Safety Officer(s), firearms will ONLY be loaded and/or unloaded on the firing line.
- E. Prior to entering a classroom, training scenario, training exercise or in any other situation in which safety is of paramount concern, range safety officers will check each weapon to ensure they are unloaded. Range safety officers will also ensure that no magazines or ammunition are present on an officer's person or in the immediate vicinity. Once this procedure has been completed, the range safety officer will issue a high visible chamber plug to the officer and ensure that the chamber plug is properly seated and visible prior to the officer entering the classroom, training scenario or training exercise.

805.3 AUTHORIZED WEAPON RECORDS

Records of weapons qualification and results are maintained by the Training Division, to include the make, model, caliber and serial number of each firearm.

805.4 FAILURE TO QUALIFY WITH PRIMARY DUTY HANDGUN

Officers who fail to qualify with their primary duty handgun may not return to duty until the officer has demonstrated proficiency with the handgun.

- A. Officers who fail to qualify with their primary duty handgun will immediately be assigned to a remedial firearms course under the authority of the Training Director.
- B. Officers who are unable to qualify with their primary duty handgun after completing remedial training will be placed on leave without pay until they are able to demonstrate proficiency with the handgun.
- C. The Training Director will be responsible for notifying the officer's chain of command when an officer is unable to qualify after completing the remedial training.
- D. No officer will be allowed to return to duty without demonstrating proficiency with a primary duty handgun documented by the Training Division.

805.5 FAILURE TO QUALIFY WITH OTHER DUTY WEAPONS

Officers who fail to qualify with a required duty weapon other than their primary duty handgun, will not be allowed to carry and utilize the weapon until the officer has demonstrated proficiency with the weapon.

- A. Officers who fail to qualify with a weapon other than the primary duty weapon will be scheduled for remedial training by the Training Division.
- B. Until the officer completes the remedial training and demonstrates proficiency with the weapon, the officer will not carry or utilize the weapon.
- C. The Training Director will be responsible for notifying the Officer's chain of command of the officer's failure to qualify with the weapon.

805.6 AUTHORIZED WEAPONS LIST

The Training Division shall keep an updated list of all Department authorized weapons, subject to the restrictions listed in this section. Weapons not listed in this section must be approved as per Section 300.8 of the Procedures Manual.

805.7 HANDGUNS

The Department's authorized handguns for uniform, off-duty/secondary and plainclothes on duty carry are listed in Section 819 Authorized Weapons and Ammunitions List. The Training Director may further restrict the choices of handguns for recruits, transition courses and lateral hires. All other officers may choose a weapon from the approved list.

805.8 SHOTGUNS

Authorized shotguns include any Department owned shotgun. Officers may purchase their own shotguns for duty carry, if the shotgun is on the approved firearms list maintained by the Training Division.

Authorized patrol rifles include any Department owned patrol rifle. Officers may purchase their own patrol rifle for duty carry, subject to the restrictions set by the Training Division's approved weapon list.

805.9 OTHER FIREARMS

Officers whose assignment requires the availability of firearms other than the ones listed above, such as SWAT, shall follow the procedure delineated in Section 300.8 Other Approved Weapons.

805.10 PISTOL-MOUNTED TACTICAL LIGHTS & RED DOT SIGHTS (RDS)

Pistol-mounted tactical lights and Red Dot Sights that are permanently mounted are authorized only when all of the criteria within this policy are met. Pistol-mounted tactical lights and Red Dot Sights must be mounted and used according to the manufacturer's specifications. The Department retains the right to disallow use of any light not deemed to meet safety and policy guidelines. Only those Red Dot sights approved by the department will be authorized to be used by officers.

- A. Officers must successfully complete the Department-prescribed training in the use of pistol-mounted tactical lights and/or Red Dot sights prior to use.
- B. Only Department-approved Level III holsters that accommodate the tactical light and/or red dot sight are authorized. Officers must purchase their own holster when opting to utilize a tactical light and/or the Red Dot Sights. Use of multiple holsters will not be allowed.
- C. Officers must qualify annually with the tactical light and the Red Dot Sights during firearms qualifications/training. Officers with Red Dot sights will be required to qualify with both the Red Dot Sights and iron sights.
- D. Only those lights with momentary and constant-on activation features are approved.

Red Dot Sight (RDS)			
Make	Iron Sights	Holster	Authorized For
Aimpoint, Trijicon, Holosun or approved RDS. Approval must come from a certified RDS Training Division firearms instructor.	Weapon must have raised iron sights (suppressor sights)	Sam Browne holster must be a level three basket weave. Plain clothes holster must meet the standards of the EPPD Policy	Any Departments authorized weapon that is either manufactured or modified by a licensed company to use the RDS

Note: It is the responsibility of the officer to purchase the above RDS, iron sights and holster standard if he/she chooses to carry it.

1. The officer must attend and successfully pass the two day (16-hour) course at the EPPD Training Division only.

2. The course will be instructed by a certified RDS Training Division firearms instructor only, and the RDS weapon must pass inspection by a certified RDS Training Division firearms instructor.
 3. It is the sole responsibility of the officer to check the RDS prior to the start of their work day.
 4. The officer will change the battery every six months, with a mandatory battery change during annual firearms qualifications.
 5. The battery change will be performed under the direct supervision of the RDS firearms instructor with the battery coming from an unbroken seal battery package.
 6. The officer will check the “zero” immediately when the battery is changed out, the zero will be checked at the Academy’s firing range.
 7. The officer will check the attachment screws for tightness prior to the start of their work day.
- E. Officers may contact a Training Division staff member for guidance in purchasing a light and/or Red Dot sight. Officers should consider approved holster availability for their handgun and selected tactical light model and/or Red Dot sight when making a purchase.

805.11 RESTRICTIONS TO OFF-DUTY WEAPONS

Officers will carry their Department identification card when carrying a firearm off-duty and will not carry a firearm off duty when:

- A. Entering an establishment whose primary business is to sell alcoholic beverages to be consumed on the premises.
- B. Under the influence of alcohol or after consuming any alcoholic beverage.
- C. Visiting the local International Airport.
- D. Traveling to a foreign country.

805.12 FIREARM SAFETY PROCEDURES

Firearms will be loaded and unloaded in an area which has been designated by the commanding officer.

805.13 CARRYING A SHOTGUN/PATROL RIFLE

- A. Definitions:
 1. A shotgun is a long firearm approved by the department that is capable of firing lethal 12 gauge loads of double 00 buckshot and rifled slugs. Use of the shotgun is intended as a means of deadly force.
 2. A less-lethal shotgun is identified by orange grips and an orange fore and rear stock. The less-lethal shotgun is capable of firing less-lethal munitions, such as 12 gauge beanbag rounds, or rubber ball rounds. Use of the less-lethal shotgun, otherwise known as a bean bag launcher, is not intended as a means of deadly force.
 3. Patrol Rifles are semi-automatic AR-15 carbines capable of firing .223/5.56N caliber rifle ammunition. Use of the patrol rifle is intended as a means of deadly force.

- B. Only shotguns will be placed in the shotgun holder/rack located in a patrol vehicle. Shotguns will be carried with the safety on, action closed, chamber empty, hammer down, magazine fully loaded, and the muzzle pointed in a safe direction.
- C. Officers that have had their M4 trigger guard modified by the Training Division Armorer, the modification is noted in the LEM system and the modification has been verified by their supervisor, may secure their patrol rifles in a holder/rack if the vehicle is equipped with a rack designed to hold patrol rifles. Patrol rifles that cannot be placed in a holder/rack shall be placed in the trunk or cargo area of the vehicle in a hard and/or soft shell case designed for patrol rifle storage.
- D. Patrol rifles will be carried with an inserted loaded magazine, one spare magazine, safety on, action closed, and chamber empty. The patrol rifle will be in a rifle case, inside the trunk or inside the patrol unit if the vehicle is equipped with a rifle rack. A round may be chambered (lock & load) only when there is potential for deadly force or it is a deadly force situation.
- E. Less lethal launchers will be carried in the trunk of the vehicle placed inside a hard case with an empty chamber, the safety on and a magazine loaded with four (4) rounds of less lethal ammunition. The lethal and less-lethal shotguns should not be placed together in the trunk of any vehicle, unless emergency circumstances exist that require such an action.

805.14 STREET SAFETY PROCEDURES

The safety will be on when loading or unloading the weapon. Officers will never unload in a crowded area. The Officer will instead control the weapon and find a safe place, i.e. rock wall, building, tree, etc., where the public is not around and safely unload the weapon. Extreme caution is always used when unloading a weapon. The safety will remain on and the muzzle pointed in a safe direction. The officer will practice the firearms safety rules when unloading the weapon.

805.15 REPAIRS/CLEANING

Cleaning of weapons is the individual Officer's responsibility. Cleaned, well maintained weapons are less likely to jam or misfire. For this reason, weapons will be clean, functional and subject to inspection at all times.

805.16 RANGE MASTER

The Training Division's Range Master or qualified weapons armorer may attempt to repair and replace parts or advise officers of required repairs for primary duty weapons only. Officers will be charged the factory cost for replacement parts. Labor will not be charged.

805.17 DEPARTMENT OWNED WEAPONS

Officers will not attempt to make repairs of any Department owned weapon. Repair of Department-owned weapons will be coordinated through the Training Division.

805.18 LOANER WEAPONS

When an Officer's primary duty weapon is temporarily out of service (i.e. for repairs or shooting review), the Training Division may be of assistance in providing a loaner weapon of the same model and type. Loaner weapon priority will be for those officers involved in an Officer Involved Shooting. Officers, however, are ultimately responsible for providing a replacement weapon. All weapons will be inspected by the Training Division prior to being returned to service.

805.19 HOLSTERS

Officers will carry primary duty weapons in Department approved holsters. Secondary and off-duty weapons will be carried in a holster that provides concealment and security.

805.20 LEVEL III HOLSTERS

Level III holsters will be part of new Officer basic issue and issued to all other Officers only as replacements for worn Department issued holsters. Officers wishing to transition to Level III holsters before replacement is warranted may purchase them without reimbursement from the Department.

805.21 TRAINING

Prior to use, Officers issued or transitioning to Level III holsters must receive the initial training course from the Training Division.

805.22 DROP HOLSTERS AND DROP HOLSTER ADAPTERS

The use of drop holsters or drop holsters adapters is approved. Officers wishing to use a drop holster or drop holster adapter may purchase the items without reimbursement from the Department. Officers must purchase the appropriate holster or adapter for which they are trained and/or required by policy to carry. Officers must obtain prior approval from a Training Division Firearms Instructor staff member prior to purchase and use.

- A. Drop holsters or adapters must conform to the following specifications:
 1. Black, basket weave design, and the drop must not exceed three inches.

805.23 AMMUNITION

All handguns will be carried de-cocked (traditional double actions) and fully loaded (meaning that an Officer will have all magazines in his possession at full capacity with a round in the chamber and applies to on-duty or off-duty status) with Department approved ammunition, listed in the Training Division's authorized weapons list.

805.24 REVOLVERS

Officers, whose duty weapon is a revolver, will carry 12 additional rounds on the belt when in uniform and 6 additional rounds when not in uniform.

805.25 SEMI-AUTOMATIC

Officers, whose duty weapon is a semi-automatic pistol, will carry at least two fully loaded magazines on the belt when in uniform and 1 or 2 fully loaded magazines when not in uniform.

805.26 SECONDARY/OFF DUTY WEAPONS

Secondary Duty Weapons will be carried fully loaded. No additional ammunition is required.

805.27 PATROL RIFLE

20 round magazines will be loaded with 18 rounds and 30 round magazines will be loaded with 28 rounds.

805.28 APPROVED LESS LETHAL WEAPONS

- A. Batons. The ASP expandable baton (16" to 31") and the 24" to 36" straight riot baton are authorized.
- B. Chemical Weapons. Only Department issued Oleoresin Capsicum (OC) spray and Department issued riot gas munitions are authorized.
- C. Bean Bag Rounds. Only Department issued bean bag rounds are authorized.
- D. Taser (Conducted Electrical Weapon). Only Department issued Tasers are authorized.

805.29 SAFE STORAGE DIRECTIVE

Officers are responsible for the safe storage of all Department authorized weapons, personally owned or Department issued, at all times. Weapons shall not be left in a vehicle after duty hours. Department issued weapons shall be kept in designated safes when not in the field. Personally owned weapons shall be secured from handling by unauthorized individuals at all times.

805.30 MAGAZINE POUCHES

Officers shall utilize the issued double basket weave magazine pouches with snap covers from Central Supply on their Sam Browne belt. Officers may choose to use an alternative open (no snap covers) basket weave magazine pouch, provided that the tension is able to secure the magazines firmly. The open basket weave magazine pouches will be purchased by the officer should they choose to use this type of magazine pouch.


805.31 PURCHASE OF FIREARM BY RETIRED OFFICER/SURVIVING SPOUSE

Purpose: This policy will provide guidelines for the purchase of the M4/AR-15 patrol rifle by officers honorably retired from the Department, surviving spouses, parent, or child of a deceased police officer. This policy only applies to the specific weapon that the officer was issued during their time of service.

This policy does not apply to any M4/AR-15 patrol rifle defined as a prohibited weapon under Sec 46.05 of the Texas Penal Code.

Eligibility: Honorably retired El Paso Police Officers may under Texas Government Code, Title 6, §614.051 may be eligible to purchase only one firearm from the El Paso Police Department that was issued to the individual. The surviving spouse, child, or parent of a deceased peace officer may under Texas Government Code, Title 6, §614.052 may be eligible to purchase only one firearm from the El Paso Police Department that was issued to the deceased peace officer that was issued to said deceased peace officer.

- A. Honorably Retired El Paso Police Officers
 1. The retiring officer must request in writing to the Chief of Police the specific make, model, caliber, and serial number of the specific weapon that was issued and complete a sworn firearm purchasing request and agreement.
 2. The weapon will be at fair market value based on a 6,000 round barrel life. The El Paso Police Academy will determine the number of rounds fired through the specific weapon requested. If it cannot be determined as to how many rounds have been fired, the weapon shall be deemed to have no more than 1,500 rounds (25% of barrel life) fired. At no time will the cost of the weapon to the retiree be lower than 50% of fair market value.
 3. During the out-processing procedure, the retiree will be informed on the proper form of payment to EPPD Budget office.
- B. Surviving spouse, parent or child of a deceased police officer.
 1. The surviving family member shall request in writing the specific make, model, caliber, and serial number of the specific weapon requested and complete a sworn firearm purchasing request agreement.
 2. The weapon will be at fair market value based on a 6,000 round barrel life. The El Paso Police Academy will determine the number of rounds fired through the specific weapon requested. If it cannot be determined as to how many rounds have been fired, the weapon shall be deemed to have no more than 1,500 rounds (25% of barrel life) fired. At no time will the cost of the weapon to the Surviving spouse, child or parent be lower than 50% of fair market value.
 3. Surviving family members who may purchase the firearm under Texas Government Code, Title 6 §614.052 are, in order of precedence:
 - a. The surviving spouse of the deceased peace officer.
 - b. A child of the deceased peace officer.
 - c. A parent of the peace officer.
 4. The survivor will be informed on the form of payment by EPPD Budget office.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
806 Personal Body Armor	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

806 PERSONAL BODY ARMOR

Officers issued protective vests by the Department will wear the vests in accordance with this policy.

806.1 REQUIRED SITUATIONS FOR USAGE

Body armor vests must be worn at all times by Department personnel in uniform while engaged in any of the following:

- A. Regular field duty.
- B. Off-duty employment.
- C. Departmental overtime assignments.
- D. The pre-planned service of any arrest or search warrant.
- E. While engaged in firearms activities on duty.

806.2 ADMINISTRATIVE DUTY

Personnel assigned to administrative-type office positions are exempt from wearing a vest during their normal duty assignments.

806.3 INAPPROPRIATE SITUATIONS


Exemptions for inappropriate situations may be granted with approval from the Division Commander.

806.4 BODY ARMOR SHIRT

Officers may wear an exterior body armor vest that matches the color and style of the uniform shirt. The badge and nameplate will be attached to the body armor shirt during its use in the same manner as with the uniform shirt.

806.5 HIGH RISK SITUATIONS

Personnel who are involved in high-risk tactical duties are required to wear protective body armor regardless of exemptions that may be in effect. Examples of high-risk situations include, but are not limited to, planned warrant executions, drug raids, etc.


 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
807 Riot Gear	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

807 RIOT GEAR

807 RIOT GEAR


Riot gear may be utilized when confronting large disturbances or riots. Regional and Section Commanders will designate an individual to be responsible for the upkeep of riot gear. The following equipment, when available, will be issued by the Regional Commands/Sections to officers who have had the proper training for riot control when the need arises:

1. Riot control batons.
2. Riot helmets with chin straps.
3. Vests.
4. Shields.
5. Any other equipment available to the Regional Command or Section.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
808 Tear Gas Masks	Policy Effective: 05/26/2021 Previous Version: 04/08/1999

808 TEAR GAS MASKS

All officers will be issued a tear gas mask. The individual officer is responsible for the upkeep of their tear gas mask. Officers can obtain replacement parts for their tear gas masks at Central Supply to include prescription glasses inserts with approval of their respective supervisors. Officers who do not have a tear gas mask may get sized at the training division by any staff member. It is the officer’s responsibility to ensure that their tear gas mask is functional and if it is not to request a replacement. Supervisors will inspect tear gas masks once a month.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
809 Self-Contained Breathing Apparatus (SCBA)	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

809 SELF-CONTAINED BREATHING APPARATUS (SCBA)

The Scott Self-Contained Breathing Apparatus (SCBA) is a specialized piece of equipment for the respiratory protection of officers responding to hazardous material scenes and other incidents that may present airborne contaminants.

809.1 TRAINING

Only those officers who have successfully completed SCBA training will use the unit in field situations. Bomb Squad and SWAT are currently the only units that are qualified to use SCBA. All Bomb Squad Technicians are certified by the Department of Homeland Security as Hazardous Materials Technicians.

809.2 BEARDS

Officers who utilize SCBA must not have a beard. Beards may prevent a proper seal on the SCBA facemask, therefore, officers with beards will not utilize this equipment.

809.3 CHEMICAL HAZARDS


SCBA equipment will only provide respiratory protection. To provide protection from skin absorbable hazards, officers will wear available protective clothing along with the SCBA equipment.

809.4 NON-CHEMICAL HAZARDS

If available, SCBA equipment may be used in non-chemical situations, such as badly decomposed body scenes for officers who have proper training in SCBA equipment. SCBA equipment will not be used underwater.

809.5 RESPONSIBILITY OF EQUIPMENT


Officers using SCBA equipment are responsible for recharging the bottle, cleaning the equipment, and replacing the unit in its carrying case after each use. Recharging may be done by El Paso Fire Department personnel at their maintenance facility. Certified SCBA officers are responsible for securing and maintaining the upkeep of their issued SCBA equipment.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
810 Spit Sock Hood	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

810 SPIT SOCK HOOD

Spitting assaults can be harmful or injurious to an officer's health; therefore, it is the policy of the Department for officers to use the spit sock hood for protection against such assaults.

- A. Officers with in-custody subject(s) may use the spit sock hood to prevent/control spitting assaults. A Sudden in Custody Death Syndrome (SICDS) Risk Assessment will be conducted prior to use. If the subject demonstrates a high SICDS risk score of 11 to 15, SICDS procedures will be followed and the spit sock hood will not be used.
- B. Use of the spit sock hood requires the presence of two officers at all times and will be used as follows:
 1. The spit sock hood is slipped over the subject's face and head.
 2. The bottom of the spit sock hood has an elastic band. Nothing else will be used to secure the spit sock hood and the band will not be tightened in any way.
 3. The subject will be observed for the duration of use of the sock for any signs of medical distress. The spit sock hood will be removed immediately upon any indication of illness or medical or respiratory distress.
 4. After one use, the spit sock hood will be disposed of in a biohazard waste receptacle.
- C. Use of the spit sock hood will be recorded in the narrative of the police report, and in the Use of Force Blue Team report.
- D. Spit sock hoods will be available through Central Supply.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
811 Secure Messaging System Policy	Policy Effective: 03/01/2022 Previous Version: 02/03/2022

811 SECURE MESSAGING SYSTEM

This policy is to create guidelines and understanding for proper handling of public information that is collected using the secure messaging system located on a personal recording or storage device. The content of this policy applies to uniform and civilian employees. It is not the intent of the El Paso Police Department to violate the privacy of any individual employee, but to initiate a policy necessary for efficient operations and security of Department operations and information.

The use of the secure messaging system application is to facilitate effective communication within the El Paso Police Department via personal devices, and Department computers, while remaining in compliance with the record retention policy. Use of personally owned cell phones, tablets, or any other personally owned electronic and/or photo or video capturing device, is strictly prohibited when collecting any images or recordings associated with investigations or police operations unless the secure messaging system or department authorized application is used. All law enforcement must download the secure messaging application and use it for all El Paso Police Department related communications only.

811.1 DEFINITIONS

- A. Secure messaging system. The secure messaging system is a cloud-based, enterprise messaging service that offers a secure platform for internal communication and collaboration only. It provides uninterrupted, end-to-end encryption for everything you send. The secure messaging system stores a master copy of messages, text, and attachments in the cloud.
- B. Criminal Justice Information (CJIS). All of the FBI CJIS data necessary for law enforcement and civil agencies to perform their missions including, but not limited to, biometric, identity history, biographic, property, and case/incident history data.
- C. Personal Recording or Storage Device (personal device). Includes any device that is utilized by Department employees to capture images or record statements, and such device is not issued for use by the department. This includes, but is not limited to, digital or regular (film) cameras, video cameras, audio cassette or digital recorders, tablets, cellular telephones (including all text messages sent and/or received while conducting official City business), and any other device designed or utilized to capture images or record statements which could constitute evidence in a criminal investigation
- D. Temporary Custodian. An officer or employee of a governmental body who, in the transaction of official business, creates or receives public information that the officer or employee has not provided to the governmental body or the officer's agent. The term includes a former officer or employee of a governmental body who created or received public information in the officer's or employee's official capacity that has not been provided to the governmental body or the officer's agent.

- E. Administrator. The point of contact, who controls permission rights to the secure messaging system, manages personnel access to the secure messaging system, coordinates training, troubleshoots issues, and manages the retention of records on the secure messaging system.

811.2 POLICY

The purpose of the secure messaging system application is to communicate official business and work related conversations during any investigations, call outs, and/or patrol functions. All official business or work related conversations will be conducted only through this application or department authorized applications. Messages, call logs, screen shots, and video call logs are subject to open record requests, and will be readily available to be in accordance with Government code 552.004 (Preservation of information). The user shall not use any other application (i.e. phone camera, Acrobat, Facebook, Instagram, Snapchat, etc.) to take photographs or perform any function that the user plans on utilizing within the secure messaging system.

Subsection (b) of Government code 552.004 states a current or former officer or employee of a governmental body who maintains public information on a privately owned device shall:

- A. Forward or transfer the public information to the governmental body or governmental body server to be preserved.
- B. Preserve the public information in its original form on the privately owned device for the time described in subsection (a).

Subsection (c) the provision of chapter 441 of this code Title 6, Local Government Code, governing the preservation, destruction, or other dispositions of records or public information apply to records and public information held by temporary custodian.

811.3 EXPORTING DATA

All CJIS information is for official use only. Employees may not export or forward any information from the application to personal devices, email, or individuals outside the application or Department. Any violation of security policies, any misuse of such information, or unauthorized release of any information is a crime and is subject to disciplinary action up to and including termination. Refer to policy 816 Criminal Justice Information Services (CJIS) Security for more information.

811.4 ATTACHMENTS

When providing attachments using the application, it is prohibited from uploading or storing any photographs, or videos in the gallery of your personal recording or storage device. Employees may not use the gallery or cloud storage from their device, all information shared through the application must remain in the application.

811.5 CONFIDENTIAL

Employees are required to adhere to policy in regards to 601 Police Reports/Records: Confidentiality. Information or work related conversations shall not be shared with unauthorized users outside of the secure messaging application.

The information contained in the secure messaging system should be treated as confidential and shall not be disclosed or utilized except by authorized personnel.


The user shall not take any screenshots, utilize the screen record option located on your mobile device, or use a separate device to record or capture anything on the secure messaging system. The program will notify the program administrators when a screen shot is taken.

811.6 OPEN RECORDS

All communication via the secure messaging system are subject to open records request via Texas Government Code 522.004, the Freedom of Information Act and the Michael Morton Act. The El Paso Police Departments Communications Unit will respond to the requests for data.

811.7 LOST OR STOLEN PROPERTY


When any device containing the secure messaging application is either lost or stolen this must be reported to PDNetsfere@elpasotexas.gov. Due to devices containing secure information, the secure messaging system needs to be wiped and a force logout needs to take place, this could be on any department desktop/laptop/city issued mobile device or personal mobile device(s).

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
812 Window Tint Meters	Effective Date: 03/30/2022 Previous Version: 04/08/1999

812 WINDOW TINT METERS

Window tint meters will only be used by trained officers. Officers will test the meters and enforce the window tint laws of the City of El Paso and the State of Texas.

- A. **Training.** All Officers utilizing window tint measuring devices will attend a one-hour training course through the Training Division or at their respective regions by lead instructors prior to its use.
- B. **Assignment of Tint Meters.** A logbook will be maintained for each window tint meter, documenting the testing of the unit. Operators will record in the daily log book which meter was used, the date the meter was tested and which test standard was used. The tint meter will be issued out to officers through LEMs at the beginning of their shift and will check the unit back in at the end of their shift. A supervisor will inspect the tint meter prior to signing the unit out and upon its return.
- C. **Testing.** All tint meters will be tested prior to and at the end of the operator's shift. Every tint meter will be equipped with at least one test standard. Meters not registering within the prescribed limits on the test standard will not be used. Each window tint meter and test standard will be sent to the factory at least once a year for calibration and test blanks will be replaced if not within standards.
- D. **Operational Use.** The operator will insure the window to be tested is clean, free of debris and moisture. Window tint meters will not be used when their utilization will expose the Officer to unnecessary harm. Each Section or Regional Command will designate one Officer/Sergeant to be responsible for the maintenance and log book records for assigned window tint meters.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
815 Computer Security Incident Response	Policy Effective: 11/08/2022 Previous Version: 06/29/2021

815 COMPUTER SECURITY INCIDENT RESPONSE

The Department will safeguard all information systems through maintenance of vigilant physical security practices and prompt reporting. All employees must be vigilant of any type of security attack, whether malicious or accidental. All security breaches or security events, and weaknesses of systems or hardware accessing CJIS data, will be reported immediately and in a manner that allows timely corrective action to be taken.

- A. Breach of Log-in Credentials. Upon becoming aware of any policy violation in which an employee's log-in credentials may have been used inappropriately, employees must first change their password and then immediately report the violation to the Terminal Agency Coordinator (TAC), currently the 911 Communications Assistant Manager, and to the Local Agency Security Officer (LASO), currently the Assistant Chief of the Strategic Planning and Auxiliary Services Bureau.
- B. Security Breaches. Upon suspecting breaches of data, the presence of malware, or computer viruses, the following actions must be taken:
 1. Disconnect the computer from the power source or, in the case of an MCT, power the computer down.
 2. Notify the Department of Information Technology Services (DoITS) Service Desk via phone and e-mail, with a cc to IT-SecurityAssurance@elpasotexas.gov, and the reporting employee's chain of command. The e-mail must contain the information required on the TLETS Security Incident Response Form, available at www.dps.texas.gov.
 3. Complete the TLETS Security Incident Response Form and forward to the LASO.
 4. Employees must notify a 911 Communications Supervisor who will, in turn, notify the TLETS Operations Intelligence Center (OIC) at 1-888-DPS-OIC0 (1-888-377-6420). Upon such notification, Communications Supervisors shall coordinate reporting to the FBI CJIS Division.
 5. All employees, contractors, and third-party users shall be made aware of the necessity of and procedures for reporting events and weaknesses that might affect the security of the systems.
 6. Any affected computer(s) shall remain disconnected and out of service until notice is received that the problem has been eradicated and the equipment is safe for use.
 7. Once an affected computer is given clearance by the CJIS Security Group, the computer may be reconnected to the TLETS and NLETS.
 8. Whenever appropriate, the Department will investigate offenses and/or assist DPS with such efforts. Such efforts include the collection and preservation of evidence, whether the criminal investigation is handled locally or by DPS or the incident is civil in nature.

Security incidents and reports shall be tracked and logged by the TAC. Such records shall be retained until the subsequent triennial audit or until legal action is complete, whichever is greater. It is the responsibility of DoITS to maintain measures to prevent, mitigate, repair, and/or recover from security breaches. DoITS is responsible to treat any reports of possible breaches, viruses, or attacks as a priority

and to address such reports immediately. The LASO will review the current policy annually and following any security incidents involving digital and/or non-digital media.

815.1 MAINTENANCE OF USER ACCESS

Access to all computer systems will be controlled, monitored, and updated regularly.

- A. Requests for access for employees, contractors, and volunteers must be submitted to the Assistant Chief of the Strategic Planning and Auxiliary Services Bureau. Justification must be provided as access to any system will not be granted unless it is necessary for job function and the person requesting access is qualified and/or trained to have such access.
- B. When employees, contractors, and volunteers depart from service, notification will be made via the e-mail address PD GOODBYE. This address list shall include representatives of HR, DoITS, Planning and Research, the TAC, the LASO, Communications, and the 911 Center.
- C. Upon receiving notification of a Department employee, contractor or volunteer, each entity receiving such notification shall terminate access to all systems for which they are responsible.
- D. Each month, Payroll will distribute a list of all employees, contractors, and volunteers who departed during the previous month to PD PLANNING-RISK MANAGEMENT. All entities receiving the listing shall audit all systems for which they are responsible to ensure that access is in fact terminated.
- E. Yearly audits of user access lists for Police systems will be conducted as follows:
 1. IT. City Active Directory Police security groups
 2. Special Investigations Unit. Physical access management systems for Police facilities
 3. Records. WebRMS
 4. Planning. CourtNotify, Agency Web, Watchguard, Everbridge, and any other software application currently in use Department wide.


815.2 TRAINING

Personnel having access to CJIS systems must receive Full Access or Less Than Full Access Training and Security Awareness Training to maintain the applicable re-certification. All employees, contractors, or volunteers who do not require Full Access or Less Than Full Access Training and re-certification must receive Security Awareness Training every two years. Security Awareness Training shall be done through the Omnix website. Anyone who does not have Omnix access will receive the training through review of the MS PowerPoint presentation. Policies regarding security awareness and reporting shall be part of the required training and re-certification for access to TLETS systems. The Information Security Assurance program requires yearly Security Awareness Training in order to access the network. All training records shall be maintained by the Academy and the TAC.

815.3 MITIGATION OF CYBER THREATS

The Fusion Center and DoITS are responsible for monitoring threats and distributing warning bulletins about known or suspected threats and providing information to system users to avoid and/or mitigate damage.

All users of systems are responsible for reporting any suspicious e-mails, electronic communications, or suspected threats to DoITS immediately. Users of systems shall not open suspicious e-mails or further use computers, MCT's, or other electronic devices until DoITS has cleared the threat.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
816 Criminal Justice Information Services (CJIS) Security	Effective Date: 11/08/2022 Previous Version: 02/03/2022

816 CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) SECURITY

All CJIS information is for official use only. Any violation of security policies, any misuse of such information, or unauthorized release of any information is a crime and is subject to disciplinary action up to and including termination. It is the policy of the Department to adhere to the Criminal Justice Information Services (CJIS) Security Policy and ensure proper access to and handling, use, dissemination, storage, and disposal/destruction of CJIS information that is available through NLETS, TLETS, NCIC and/or TCIC, regardless of whether the information is sourced directly from NLETS, TLETS, NCIC and/or TCIC. All employees, whether permanent or temporary, contract or regular, full-time, part-time, sworn or civilian, must undergo a fingerprint-based background check upon employment. In instances when functional need requires that work commences immediately, and there is no time to conduct the proper fingerprint-based background check prior to hire or assignment, such background check shall be conducted within 30 days of hire or assignment. This applies to non-Police Department City employees who have a functional need to access or view Criminal Justice Information (CJI) as part of legitimate business such as, but not limited to, Office of the Comptroller staff who work on Police Department grants. All volunteers and all support personnel, including but not limited to janitorial staff, building maintenance staff, and vendors or contractors who enter restricted portions of Police Department facilities without an escort must undergo fingerprint-based background checks upon providing services.

- A. A copy of the Security and Incident Response Policy Form will be provided to anyone who is fingerprinted in accordance with this policy.
- B. All employees and volunteers shall complete Security Awareness Training.
- C. All contracted vendor personnel who work unescorted in restricted areas of police facilities shall complete Security Awareness Training.
- D. Security Awareness Training records shall be maintained by the El Paso Police Training Academy.

816.1 PROCESS FOR CREATING/DELETING RECORDS MANAGEMENT SYSTEM ACCOUNTS

The Records Division will create user accounts for the EPPD Records Management by the delegated authority from an Assistant Chief of Police for persons who have successfully completed a background check for access to Criminal Justice Information (CJI). The background checks will include:

- a. Fingerprints
- b. Local EPPD files check
- c. National and State of Texas fingerprint and background check

Applicants meeting the requirements for CJI access will have their DPS criminal history records subscribed by EPDD via the FACT clearinghouse.

Applicants must successfully complete or be current with CJIS Security Awareness Training.

Applicants meeting requirements for CJI access will be assigned user account privileges and assigned to user groups by the Records Division.

Civilian applicants will sign and submit a non-disclosure of CJI acknowledgement memorandum or contractor security addendum to the Records Division manager.

Records Management System user accounts will be deactivated by the Records Division manager upon direction of the Chief of Police or his designees or upon separation from employment with the EPPD. Accounts shall remain deactivated for audit purposes.

Records Management System user accounts shall be reviewed annually by the Records Division for deactivation.

816.2 CJIS DATA RESTRICTIONS

CJIS information and/or data may not be accessed, processed, stored, or transmitted on personally-owned or publicly accessible computers, tablets, cell phones, smart phones, external hard drives, USB's, or other electronic devices.

816.3 DISPOSAL OF CJIS INFORMATION AND DATA

Hard drives and external hard drives must be overwritten at least three times or degaussed before disposal or re-use. IT personnel will be contacted for these services and will ensure that any contracted vendors who supply or maintain equipment capable of storing digital records comply with the disposal and re-use policies outlined herein.

Electronic media containing CJIS data including but not limited to CD's and thumb drives must be destroyed prior to disposal.

- A. Electronic media that is no longer needed will be placed into the designated secure shred bins provided by the contracted document destruction service vendor.
- B. The vendor will conduct all shredding on-site at Police Department facilities.
- C. All shredding will be witnessed by an employee authorized to handle documentation containing CJIS data.
- D. All shredding will be documented on a receipt provided by the vendor and such documentation will be filed at the division or section witnessing the shredding.

Any paper documents containing CJIS data or information must be shredded once the documents are no longer needed or have reached the end of the established retention period.

- A. Such paper documents no longer needed will be placed into the designated secure shred bins provided by the contracted document destruction service vendor.
- B. The vendor will be present at Police Department facilities for shredding of such documents.
- C. All shredding will be conducted by an employee authorized to handle documentation containing CJIS data.
- D. All shredding will be documented on a receipt provided by the vendor and such documentation will be filed at the division nor section conducting the shredding.

Any equipment containing CJIS data that is exiting a restricted area for repair or authorized use must be logged by the person removing the equipment using the CJIS Equipment Control Form located in PDPublic. This includes, but is not limited to, MCT's removed by DoITS Radio Shop personnel and laptop computers.

816.4 RESTRICTED ACCESS AREAS

Only employees whose job duties require access to restricted access areas will be granted such access. Such access must be approved by the Strategic Planning and Auxiliary Services Bureau Assistant Chief, who will coordinate access requests with the Terminal Agency Coordinator (TAC).

All restricted areas must have signs or notices posted indicating that access to the area is for authorized personnel only. This pertains to access points both from the exterior and interior of the facility. All visitors to a facility who must enter a restricted area must be logged in by the desk officer or desk attendant and be escorted at all times while within the restricted area. This does not pertain to interiors of restroom facilities, but it does pertain to hallways or other access points leading up to restroom facilities. Visitors who do not require escort must still be logged in by the desk officer or desk attendant. This includes agents, officers, and deputies of other law enforcement agencies. All visitor logs are to be protected from public and visitor view.

816.5 COMPUTER TERMINALS


Any terminals that may access TLETS information or DPS CCH Secure site must be protected from unauthorized viewing. This may be accomplished by positioning terminals to prevent unauthorized viewing or by use of security screens to limit viewing only to authorized persons. Personnel are not to use the log-in credentials of another under any circumstances. This does not apply to IT personnel who are remotely accessing a computer for legitimate purposes.

816.6 VEHICLE MCT

All MCT's with TLETS and/or OMNIX access/information shall not be removed from the vehicle unless done by authorized personnel for vehicle or equipment repair or replacement. When MCT's are unattended, the devices must be locked by using the CTRL – ALT – DEL function or shutting the system down. When this is not practical, the lid must be lowered to prevent unauthorized viewing. At all times, the screen must be positioned to prevent unauthorized viewing. Prior to a vehicle being taken to an outside vendor for service or repairs, the MCT must be removed by authorized personnel and stored securely. Officers will ensure that the MCT screen position does not allow unauthorized persons to view any information.

816.7 NCIC LOGS

All NCIC and Interstate Identification Index (III) logs must be kept for one year. All logs must contain, at a minimum, the operator, the authorized receiving agency, the requestor, and the secondary recipient.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment, Special Weapons, and Vehicles
817 Technology and Information Security Policy	Policy Effective: 11/04/2021 Previous Version: 08/27/2021

817 TECHNOLOGY AND INFORMATION SECURITY POLICY

This policy establishes the requirements, restrictions, security, and procedures related to issuance and/or usage of electronic devices and communications equipment, to include the software, systems, and data accessible through such devices, Criminal Justice Information Systems (CJIS) information, and documentation and systems containing CJIS-related information. Such equipment, systems, data, documentation, and information enhance operations, investigations, and communication capability, and require specific security and protection measures.

817.1 DEFINITIONS

- A. Criminal Justice Information (CJI). All of the FBI CJIS data necessary for law enforcement and civil agencies to perform their missions including, but not limited to, biometric, identity history, biographic, property, and case/incident history data.
- B. Criminal Justice Information Systems Security Policy (CJIS Security Policy). Located on the Texas DPS website, this document sets forth the minimum security requirements for access to FBI CJIS Division systems and information, as well as for proper safeguarding CJI.
- C. Information Security Devices. The communications devices used by the El Paso Police Department (“Department”) that are listed in section 817.2 herein.
- D. Local Agency Security Officer (LASO). The person designated to ensure that only proper equipment is connected to the state system, that personnel are properly screened in accordance with the CJIS Security Policy, that appropriate security measures are in place, and that proper notifications are made to DPS regarding security incidents.
- E. Personally Identifiable Information (PII). Information that can be used to distinguish or trace an individual’s identity.
- F. Terminal Agency Coordinator (TAC). The point of contact for the Department for all CJIS-related matters, including, but not limited to, TLETS training, system access, and compliance with the CJIS Security Policy.

817.2 DEPARTMENT ISSUED DEVICES

Issuance of the Information Security devices listed below shall be based on rank/job title, work assignment, function, and/or need for remote access. Such use is governed by City and Department of Information Technology (DoITS) information and network use policies, CJIS Security Policy, and Department policies. All devices shall be used only for official business by authorized personnel. Electronic communications and voice transmissions are recorded, and are subject to monitoring.

- A. Radios. Employees who are issued portable hand-held radios are responsible for its security and care. Any needed repairs, maintenance, or replacement of hand-held or portable (installed in a vehicle) radios shall be coordinated through the Communications Liaison.

- B. Cell Phones/Smart Phones. Employees of the Department may be issued cell phones or smart phones based on job function, need, and responsibility. Employees are responsible for the security and care of the phones. For phones that are not funded through grants, phone upgrades, repairs, and technical maintenance shall be referred to DoITS. If phones are funded through grants, the grant administrator, or designee, is responsible for coordinating upgrades, repairs, and maintenance with the phone service vendor.
- C. Tablets. Employees of the Department may be issued tablets based on job function, need, and responsibility. Employees are responsible for the security and care of issued tablets. Repairs, maintenance, and technical support for tablets shall be coordinated through DoITS.
- D. Laptop Computers. Employees of the Department may be issued laptops based on job function, need, and responsibility. Employees are responsible for the security and care of issued laptops. Repairs, maintenance, and technical support for laptops shall be coordinated through DoITS.
- E. Desktop Computers. Desktop computers are installed and maintained by DoITS. Any software installations, upgrades, and/or updates shall be coordinated with DoITS.
- F. Hardware. All requests for computer repairs, modifications, or relocation shall be made to the DoITS, who shall handle the request.
- G. Mobile Computer Terminals (MCT's). MCT's are installed and maintained by DoITS. Repair or maintenance shall be coordinated through the Communications Liaison or directly with DoITS/Radio Shop. Air cards are handled by the PD Communications Liaison Officer, who is responsible for obtaining the air cards necessary for use with MCT's and/or discontinuing services for air cards no longer needed. All invoices for such air cards shall be reviewed and approved, or approved with requested modifications to adjust for actual usage or elimination of errors.
- H. Vehicle Wi-Fi Equipment. All marked units are equipped with a Wi-Fi system. Unmarked units may be equipped with such equipment, if available and necessary for work function. Such equipment shall only be opened by authorized DoITS staff.
- I. Software and Applications. Employees will use only City or Department-owned and licensed software and/or applications on City-owned computers. No illegally obtained or pirated software and/or applications may be used. No single copy of software and/or applications will be installed on more than one computer. Software and/or applications shall only be installed by DoITS personnel.

817.3 SAFETY

When using any communications equipment in a vehicle, safety is of the utmost importance. All employees shall be mindful of safety considerations when using equipment while driving and/or interacting with subjects. Equipment shall not be operated by the driver of a moving vehicle. Equipment shall be used only when it is safe to do so.

817.4 LOST OR STOLEN PROPERTY

Lost or stolen technology equipment shall be reported and documented, per established policy 427 Lost or Stolen Law Enforcement Issued/Owned Equipment. If the property is any Department-issued equipment covered in this policy, the employee assigned the equipment, or whoever identifies the equipment as being lost or stolen, must immediately notify their supervisor by email and phone. The supervisor will then immediately notify Communications via phone. Supervisors shall follow up such notification via email to the Communications supervisors. This will allow Communications personnel to

disable the equipment as quickly as possible.

817.5 AUDIT

All City or Department-issued devices and/or usage, including, but not limited to, messages sent and/or received, applications installed and/or accessed, software installed and/or accessed, websites accessed, and/or camera usage of City-owned devices, is subject to recording and/or audit, per established policy. At any time, the use and device may be inspected to ensure compliance with applicable laws and policies.

817.6 PERSONALLY-OWNED DEVICES

Personally-owned devices including, but not limited to, cell phones, smart phones, tablets, laptops, air cards, and/or cameras, are restricted to personal use only. No personally-owned devices shall be used for business purposes, connected to a City network, or used to capture evidence or crime scene images. Only exception to this is using department approved application in accordance with Secure Messaging Policy 811. Failure to abide by this restriction subjects the employee's phone and all of its data, regardless of the storage medium of such, whether personal or business, to seizure as evidence or seizure in response to a subpoena. In the event such action occurs, the employee is solely responsible for replacement of the phone and the personal data within it, or the storage medium of the device. Neither the City nor the Department shall be responsible for any costs or device replacement.

A. Cell Phones/Smart Phones

1. The carrying and use of personal cell phones or smart phones during work hours shall be in a manner that does not interfere with the employee's work or disrupt the work of others.
 - a. If the carrying and use of a personal cell phone becomes disruptive to an employee's ability, or his/her co-workers' ability, to perform their job duties, an employee's Commander or, in those units without a Commander, an employee's Lieutenant, may revoke the right to carry and use a personal cell phone.
2. Use of personally-owned cell phones, tablets, or any other personally owned electronic and/or photo or video capturing device, is strictly prohibited when collecting any images or recordings associated with crime scenes, calls for service, or other scenes/locations that are within secured areas of police facilities, or otherwise not open or available to the general public, whether audio, video, or still photograph(s). Only department-owned equipment and department approved applications may be used.
3. Improper use of personally-owned devices, or release of any written or recorded material, is not only subject to disciplinary action, but may allow for seizure of the personally-owned device as evidence, or subject contents of the device to public release under the Texas Public Information Act.
4. Copying, printing, or transmitting photos or videos is authorized only when performed as part of an on-going investigation, case follow-up, case presentation, or when requested by a prosecuting attorney. Employees are prohibited from the unauthorized making of electronic copies or printing of crime scene photos or videos, or transmitting photos or videos to any unauthorized folder, person, entity, or website.

817.7 TECHNOLOGY PURCHASE REQUEST (TPR)

Requests to purchase Computer software connected to the City network shall be approved by the Assistant Chief of the Strategic Planning and Auxiliary Services Bureau to ensure policies for the TPR exist or are created, and are CJIS compliant. Once approval has been granted by the Assistant Chief of the Strategic Planning and Auxiliary Services Bureau, the request will be sent to IT, and the appropriate Deputy City Manager, using Technology Purchase Request Form through the DoITS Self Service Portal.

817.8 OUTSIDE AGENCIES ACCESS

Other law enforcement agencies requesting access to the Department's RMS system may be granted access for legitimate law enforcement purposes. Requests shall be approved by the Strategic Planning & Auxiliary Services Bureau Chief. A list of personnel from outside agencies, who are granted access, shall be maintained by the Records Division. Records is responsible for conducting an annual review/update of such access.

817.9 EMAIL AND ELECTRONIC COMMUNICATIONS

The City provides each employee an Outlook email account. Other City systems have messaging capabilities, such as, but not limited to, the Computer Aided Dispatch (CAD) system, text messaging, and/or instant messaging. Access to such systems is based on assignment and job function. All communications on any City-owned system is subject to potential release under the Texas Public Information Act. Any and all communications shall be limited to official, authorized communications, and shall be professional in nature and composed with appropriate language and content.

- A. Email. City email is intended for official communications. All employees are granted email access and are required to check email at least once each work day. Due to limited storage capacity, employees may not store mail in the system. Messages which might be needed for future reference will be saved to another storage medium or .pst folder in Outlook.
 - 1. Authorized Use. Email may be used for all communications of an official police nature, pertinent to day-to-day operations of the Department, or that are of general interest to Department personnel. This includes, but is not limited to, distribution of investigative information, officer safety bulletins, general law enforcement information, policies and directives, outside employment announcements, approved Police Association business, and organized police athletic announcements.
 - 2. Prohibited Use. The following actions are prohibited:
 - a. Intercepting, eavesdropping, recording, or altering another person's email message or other electronic communication.
 - b. Forwarding an email message or other electronic communication for unauthorized purposes or to an unauthorized person.
 - c. Adopting the identity of another person on any email message or other electronic communication, attempting to send an email or other electronic communication anonymously, or using another person's password.
 - d. Misrepresenting your affiliation on any email or electronic communication.
 - e. Composing and/or sending email or other electronic communication that contains racial or sexual slurs or jokes, or harassing, intimidating, abusive, or offensive material to or about others.

- f. Using email or other electronic communications for any commercial promotional purposes. Civilian and uniformed employees are prohibited from soliciting services and/or selling any type of personal items to include, but not limited to: law enforcement equipment, pets, and services. Law enforcement employees can utilize the El Paso Police Associations website (www.empoa.org) to buy and sell personal items. Misuse of City email may result in disciplinary action.
 - g. Using email or other electronic communications for political, religious, obscene, or derogatory purposes.
- B. Social Media Communications. The Public Information Officers are responsible for all social media accounts and postings, to include the Department webpage.

817.10 DISPOSING OF OFFICE EQUIPMENT

Office equipment, such as copy machines, fax machines, computers, and scanners, retain information with each use. Measures will be taken to prevent any law enforcement sensitive information or confidential information from being disclosed to unauthorized persons. Any office equipment capable of storing an image of every document copied, scanned, or emailed by the machine will be taken to Central Supply prior to releasing the equipment. Central Supply will then coordinate with DoITS so that the equipment's hard drive can be cleared of all data. Central Supply will document and forward a memo to the Special Investigations Unit indicating that the hard drive was cleared prior to its disposal.

817.11 ACCESS PROTECTION

All passwords, PIN's, codes and/or means of authentication shall be safeguarded at all times from copying and unauthorized use. Such means of systems access shall not be given to, or used by, a person other than the owner of the access credentials. Log-in credentials will be formatted in accordance with the CJIS Security Policy 817.11 Access Protection.

817.12 PASSWORD REQUIREMENTS

According to Criminal Justice Information Services (CJIS), Password Agencies shall follow the secure password attributes below to authenticate an individual's unique ID. Passwords shall:

- A. Be a minimum length of eight (8) characters on all systems.
- B. Not be a dictionary word or proper name.
- C. Not be the same as the user ID.
- D. Expire within a maximum of 90 calendar days.
- E. Not be identical to the previous ten (10) passwords.
- F. Not be transmitted in the clear outside the secure location.
- G. Not be displayed when entered.

817.13 CARRYING OF PERSONAL CELLULAR PHONES

Officers may be allowed to carry their cell phone while on duty provided they agree to:

- A. Provide their supervisor with their current cell phone number.

- B. Not request reimbursement to the City of El Paso or the El Paso Police Department for damage or loss, even when the phone is used to conduct department business such as conversations or text with other members on the department.
- C. Allow supervisors to call them on their cell phone if the need arises while on duty and off duty. Officers will not charge the City or Department for such calls.
- D. Officers shall ensure their most current phone number is updated in all department personnel management system.
- E. The phone will not be used for personal business when officers are handling a call. Phones shall be kept on silent or vibrate mode only while on duty. Officers will also ensure the flashlight or LED feature on their phone is off for notifications. This is a safety precaution to ensure noise. LED or light notifications are not placing the officer or officers at risk during tactical occasions.
- F. Officers shall understand that the carrying of cell phones is a privilege that may be revoked while on duty at any time.
- G. Officers will not use their personally owned cellular phone for personal calls except for emergencies while on duty. Officers may use their personally owned cellular phones for personal calls while on lunch break or coffee break.

817.14 SMART WATCH DEVICES


Smart watches devices are authorized for on duty use under the condition that the devices are used under the same rules and regulations set forth in this policy. At no time shall an employee utilize a smart watch to record video or audio of another employee while on duty.

817.15 HANDS FREE DEVICES

Hands free devices to include earphones, ear pods and ear buds and any low profile in ear audio device, shall only be worn under the following conditions.

- A. While using the cell phone during a police related conversation.
- B. Briefly, during a personal conversation.
- C. While in an administrator position, while indoors only.

Hands free devices must be neutral color (no bright or neon colors) and not have any highly reflective surfaces. Devices can be Bluetooth capable or wired. Wired devices must have the wires concealed except for the wire leading to the ear.


 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
818 Badge Retention	Policy Effective: 06/06/2023 Previous Version: 05/05/2022

818 BADGE RETENTION

818.1 AUTHORIZATION

Under certain circumstances, which are outlined below, officers separating from service with the El Paso Police Department may be authorized to keep in their possession the badges issued to them during their career.

- A. Officers who retire after 20 or more years of service with an Honorable Discharge as defined by the Texas Commission on Law Enforcement (TCOLE) form F-5 will be authorized to retain all badges issued to them during their career. Officers will also be issued a retirement badge. There will be no charge to these officers.
- B. Officers who medically retire with an Honorable Discharge as defined by the Texas Commission on Law Enforcement (TCOLE) form F-5 will be authorized to retain their badges at no cost to these officers. The officer must create a Memorandum to the Chief of Police and submit the Memorandum through his Chain of Command requesting the retention of the Badge(s). Officers will also be issued a retirement badge.
- C. Officers who are not retiring but are resigning from the department will not be authorized to retain any badges.
- D. The Chief of Police reserves the right to deviate from this policy in any given situation where he/she feels it is in the best interest of the department.
- E. Criteria outlined in sections listed above will be determined and validated by Police Human Resources and noted on the "Exit Checklist."

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
819 Authorized Weapons and Ammunitions List	Policy Effective: 12/13/2021 Previous Version: 10/27/2021

819 AUTHORIZED WEAPONS AND AMMUNITION LIST

The attached policy contains the list of all authorized weapons, weapon specifications, weapon attachments, holsters, and ammunition. This will remain in effect until modified or canceled.

819.1 APPLIES TO ALL FIREARMS

Approved firearm finishes are blue steel, stainless steel, nytex, matte, parkerized or factory applied nickel. Revolvers may have a factory applied chrome finish. Night sights, not including laser sights, pistol-mounted and rifle-mounted tactical lights are permitted on all firearms. Flashlight attachments and slings are permitted on shotguns and patrol rifles. Training Division approved, TCOLE compliant red dot style may be authorized for shotguns and patrol rifles only. Other modifications are not authorized, to include any trigger jobs, compensators or any other modification that changes the functioning of the weapon, unless approved by Training Division Firearms staff members. Fluorescent, pearl or other non-conventional finishes or colors are not authorized for any weapon or attachment.

819.2 LEVEL III HOLSTERS

Any officer voluntarily transitioning to any caliber handgun must utilize a Level III holster. In the case of an officer opting for a pistol-mounted tactical light, the officer will be responsible for the purchase of the holster. Training for use of a Level III holster will be incorporated into the transitional course training. Any purchases must be approved by Training Division Firearms Staff members. Replacement of holsters and/or magazine holders needed due to non-negligent damage will be made if the original holster and/or magazine holder was issued by the Department. Otherwise, officers will be responsible for purchasing replacements.

819.3 DEPARTMENT AUTHORIZED AMMUNITION

Any ammunition purchased by the Department is authorized. Officers who wish to carry an off-duty weapon of a caliber that the Department does not purchase ammunition for must provide their own practice and carry ammunition. Practice and carry ammunition is inspected by the Training Division for compliance with Department policy. Practice ammunition must be any commercially manufactured, non-reloaded, ammunition. Handguns capable of firing any rifle ammunition or armor-piercing ammunition such as the 5.7 FN are not authorized. Approved ammunition list may expand based on ammunition efficiency review.

819.4 DEPARTMENT AMMUNITION

DEPARTMENT AMMUNITION	
AMMUNITION	AUTHORIZED FOR
.380 Speer Gold Dot 90 gr. GDHP	All officers
9mm Luger +P Speer Gold Dot 124 gr. GDHP	All officers
.38 Special +P 125 gr. GDHP	All officers
.45 Speer Gold Dot 230 gr. GDHP	All officers
.223 Federal Premium 64 gr. Hi-Shok SP	All officers
Federal 12 ga. 00 buck; Federal 1 oz. slug	All officers
Super Vel, S&W, .380 in 80gr, 9mm Luger +P in 115 gr, .40 caliber S&W 125 gr., .45 Caliber 160 gr.	All officers

819.5 DEPARTMENT AUTHORIZED ON DUTY AND OFF DUTY HANDGUNS

POLICE UNIFORM CARRY HANDGUNS			
HANDGUN	BARREL LENGTH	CAPACITY	AUTHORIZED FOR
9mm in Glock, Sig Sauer, Beretta, and S&W	3.5"-6"	6-17	All officers or lateral transfers who have been initially trained in the BPOC firearms course. A transition course is needed if changing makes, i.e. Glock to Sig Sauer. Recruits and lateral transfers must use Glock during the BPOC firearms course.
.40 or .45 caliber Glock, Sig Sauer, Beretta, and Smith & Wesson in DA/SA or DAO	3.9"-5.5"	Minimum 8 round magazine capacity	All officers who have completed a .40 or .45 caliber transition course. If the transition is of the same pistol make, i.e. Glock to Glock, no transition course is needed; however, a passing qualification is needed.
.45 caliber Springfield Armory, Springfield 1911, .45 caliber, XD, XDm, Colt, Sig Sauer, and Kimber 1911 style	3.9"-5.5"	Minimum 7 round magazine capacity	All officers who have completed a .45 caliber 1911 transition course.

HANDGUNS AUTHORIZED FOR DUTY CARRY IN PLAIN-CLOTHES***			
HANDGUN	BARREL LENGTH	CAPACITY	AUTHORIZED FOR
Any handgun authorized for police uniform carry			As per uniform carry handgun list
9mm Glock, Sig Sauer, Beretta, and Smith & Wesson in DA/SA or DAO	3.1"-5.5"	Minimum 6 round magazine capacity	All officers who carry any semi-automatic pistol as their uniform carry weapon

.40 or .45 caliber Glock, Sig Sauer, Beretta, and Smith & Wesson in DA/SA or DAO	3.1"-5.5"	Minimum 6 round magazine capacity	All officers who carry any .40 or .45 caliber pistol as their uniform carry weapon
.45 caliber Springfield Armory, Springfield 1911, .45 caliber, XD, XDm, Colt, Sig Sauer, and Kimber 1911 style	3"-5.5"	Minimum 6 round magazine capacity	Only those officers who carry a 1911 style pistol as their uniform carry weapon

***Upon approval by the Assistant Chief of the Employee's Bureau, any sworn personnel primarily assigned in a duty assignment of Narcotics/Alpha may carry a handgun of another make, model, or caliber in order to aid in concealment or ensure safety during performance of the employee's job. The employee must successfully qualify with the weapon prior to carrying.

ADDITIONAL HANDGUNS AUTHORIZED FOR OFF-DUTY CARRY OR SECONDARY DUTY CARRY***			
HANDGUN	BARREL LENGTH	CAPACITY	AUTHORIZED FOR
Any handgun authorized for police uniform carry			As per uniform carry handgun list
Any handgun authorized for plainclothes on-duty carry			As per plainclothes on-duty handgun list
Any .38 special or .357 magnum double action revolver, any manufacturer	2"-4"	5-6	All officers
Any .380, 9mm, .40, or .45 in DA/SA or DAO	2"-5.5"	Minimum 5 round magazine capacity	All officers, provided they carry the same caliber or larger as a duty weapon
Any 1911 Style .45	3"-5.5"	Minimum 6 round magazine capacity	Only those officers that carry a 1911 Style weapon as their duty weapon, and other officers as approved by the Chief of Police

***Anything other than 9mm, .40, or .45 caliber ammunition the officer must supply their own ammunition for qualifications and target practice. The ammunition must comply with the Department approved ammunition.

819.6 DEPARTMENT AUTHORIZED SHOTGUNS, PATROL RIFLES AND OTHER FIREARMS

DEPARTMENT AUTHORIZED SHOTGUNS/PATROL RIFLES/OTHER FIREARMS*			
FIREARM	BARREL LENGTH	CAPACITY	AUTHORIZED FOR
Remington 870 12 gauge shotgun	18"-22"	4-8	All officers, authorized for officer purchase
U.S. manufactured AR-15 .223 Remington semi-automatic rifle	16"-20"	30	All officers, authorized for officer purchase

* Prior to purchasing or carrying a shotgun/rifle, Training Division staff approval is required to ensure the weapon meets Department specifications

819.7 DEPARTMENT AUTHORIZED LESS-LETHAL WEAPONS

DEPARTMENT AUTHORIZED LESS-LETHAL WEAPONS	
LESS-LETHAL WEAPON	AUTHORIZED FOR
Department issued Oleoresin Capsicum Spray	All officers trained and certified
Department issued ASP expandable baton	All Officers trained and certified
Taser M26/X26	All officers trained and certified
Department issued specialty impact munitions and launchers	All officers trained and certified
Department issued riot control chemical weapons and launchers	All officers trained and certified
Department issued riot baton	All officers trained and certified

Refer to the Special Operations Manual for SWAT authorized shotguns, patrol rifles, other firearms, less lethal weapons, less lethal munitions, and ammunition.

819.8 SWAT AUTHORIZED SHOTGUNS, PATROL RIFLES AND OTHER FIREARMS

SWAT AUTHORIZED SHOTGUNS/PATROL RIFLES/OTHER FIREARMS			
FIREARM	BARREL LENGTH	CAPACITY	AUTHORIZED FOR
Glock 17 9MM Handgun			SWAT personnel only for certain specialty firearms
Glock 21 .45 ACP Handgun			SWAT personnel only for certain specialty firearms
Gemtech Oasis R suppressed .22 semi-automatic rifle	18"	30	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Benelli M90 shotguns	18"	5	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
H&K MP5 full-automatic submachine gun 9mm	12"	30	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Bushmaster M4 .223 semi-automatic rifle	14.5"	30	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms

Colt AR15 .223 HBAR semi-automatic rifle	18"	30	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Colt M4 .223 full-auto rifle	14.5"	30	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Colt M16 .223 full-auto rifle	18"	30	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
H&K G36 .223 semi-automatic rifle	18"	30	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Winchester M14 .308 semi-automatic rifle	20"	30	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Remington 700 .308 sniper rifle	24"	5	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Blaser R93 .308 sniper rifle	22"	5	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Armalite AR-10 .308 semi-automatic rifle	20"	10	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Blaser R93 Tactical .338 Lapua Rifle	26"	5	SWAT personnel only for certain specialty firearms
McMillan .50 caliber semi-automatic rifle	36"	5	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms

819.9 SWAT AUTHORIZED LESS-LETHAL WEAPONS AND LESS-LETHAL AMMUNITIONS

SWAT AUTHORIZED LESS-LETHAL WEAPONS			
FIREARM	BARREL LENGTH	CAPACITY	AUTHORIZED FOR
Remington 870 less-lethal launcher	18"	4-8	All officers trained and certified
Def Tec 40mm launcher	10 -12"	1	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Remington 870 chemical/smoke launchers	18"	4-8	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms

Remington 870 breaching gun	18"	4-8	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Mossberg 500A breaching gun	18"	4-8	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Remington 870 short barrel breaching guns	14"	4-8	Personnel designated by the Division Commander, e.g. SWAT/Metro personnel only for certain specialty firearms
FTC (Full Tactical Carbine) Pepper ball Launcher	8.5"	180 Round	Personnel designated by the Division Commander, e.g. SWAT/Metro personnel only for certain specialty firearms
Pepper Fog Generator Model 3032	N/A	1 Quart	Personnel designated by the Division Commander, e.g. SWAT/Metro personnel only for certain specialty firearms


SWAT AUTHORIZED LESS-LETHAL MUNITIONS	
LESS-LETHAL MUNITIONS	AUTHORIZED FOR
Def Tec 12ga. CS	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Def Tec 12ga. Bean bag rounds	All officers trained and certified
Def Tec indoor CS (flameless tri-chamber)	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Def Tec indoor CS (flameless expulsion-long can)	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Def Tec 40mm penetrating Ferret liquid OC	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Def Tec 40mm penetrating Ferret liquid CS	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Def Tec 40mm Spede Heat long range CS	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Def Tec 40mm practice foam rounds	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Def Tec 40mm direct impact foam rounds	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Def Tec 12ga. Ferret liquid CS	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms

Def Tec 12ga. Breaching rounds	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
Def Tec 30 sec smoke cans	Personnel designated by the Division Commander, e.g. SWAT personnel only for certain specialty firearms
FX .38 simunition	All officers trained and certified
FX 9mm simunition	All officers trained and certified
Live – Pepper ball Live-X Pepper ball Inert- Pepper ball Green Marking Projectiles	Any ammunition recommended by the SWAT Commander that is approved by the Chief of Police or his designee, Metro
Pepper Fog CS Irritant	Any ammunition recommended by the SWAT Commander that is approved by the Chief of Police or his designee, Metro
Pepper Fog Inert Screening (White Smoke)	Any ammunition recommended by the SWAT Commander that is approved by the Chief of Police or his designee, Metro

819.10 SWAT AUTHORIZED AMMUNITION


SWAT AMMUNITION	
AMMUNITION	AUTHORIZED FOR
9mm Speer Gold-Dot 124 gr. GDHP, Super Vel Ammo	All officers trained and certified
.45cal ACP Speer Gold-Dot 230gr. GDHP, Super Vel Ammo	All officers trained and certified
12 ga. Shotgun Remington/Winchester 00 buckshot Remington/Winchester rifled slug	Any ammunition recommended by the SWAT Commander that is approved by the Chief of Police or his designee
.223 Federal 64 gr. Hi-Shock SP, BTHP Winchester 64 gr. Power Point	All officers trained and certified
.223 Federal 64 gr. Hi-Shock SP Federal 69gr. BTHP (marksmen) Federal 62gr. Tactical (marksmen)	Any ammunition recommended by the SWAT Commander that is approved by the Chief of Police or his designee
.308 Caliber Ammunition. BTHP (marksmen) Federal 165gr. Tactical (marksmen)	Any ammunition recommended by the SWAT Commander that is approved by the Chief of Police or his designee
.338 Lapua	Any ammunition recommended by the SWAT Commander that is approved by the Chief of Police or his designee

Any 50 Caliber Ammunition Selected for SWAT	Any ammunition recommended by the SWAT Commander that is approved by the Chief of Police or his designee
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 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
820 AVL InMotion	Policy Created: 01/11/2021

820 AVL INMOTION

The retention period for AVL InMotion records is five years, unless a request is made for an extension. For all pursuits and officer-involved motor vehicle collisions, the digital evidence (AVL InMotion) will be saved as a screenshot (converted to PDF format) and stored as evidence in a blank/miscellaneous supplement with an explanation of the reason for the supplement.

 El Paso Police Department Procedures Manual	Chapter 8: Equipment Policies
821 Cloud Share	Policy Effective: 03/03/2022 Previous Version: 01/04/2022

821 CLOUD-SHARE


Cloud-Share is a service that allows the user to export, store, and access digital evidence using the secure cloud in the WatchGuard system. Digital evidence should only be shared for investigative purposes and must be documented on the notes portion for each video that is shared.

821.1 CLOUD-SHARE INSTRUCTIONS

- A. A video link can be sent to multiple recipients by entering their email address under the Recipient(s) portion located in the Cloud-Share tab. When entering more than one recipient, a comma will be used to separate recipient email addresses.
- B. Cloud-Share users will set the Share Expiration field to 30 days.
- C. Cloud-Share users will include subtitles. This option is a check box located under Recipients. Subtitles will include the onscreen captions as part of the exported evidence package. WatchGuard recommends that captions are included with exported evidence.
- D. Cloud-Share users will then enter a reference label under Reference Label.
- E. After the required fields and settings are selected select the Prepare to Export button. This will start the process to export the digital evidence to recipient(s). The user will be able to see the status under My Exports tab.

821.2 CLOUD-SHARE USER RESPONSIBILITIES

- A. Cloud-Share users will ensure the links are being sent only to authorized recipient(s) and the email address being used is correct. If digital evidence link is sent to the District Attorney's Office as evidence use the email address DAWatchguard@epcounty.com.
- B. The reason why the video was shared is documented with your name and ID number on the notes portion for each video that is shared.
- C. A separate email sent to the recipient(s) advising them of the link being sent.
- D. Videos that are shared should be treated as evidence and should only be shared to approved personnel or email groups. Open records requests must still be requested through Records. Supplement the case in RMS stating a digital evidence link was sent via Cloud-Share. The supplement should include the vehicle/device number, where the video was obtained from and who the recipients of the link are.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
900 Outside Employment	Policy Effective: 01/13/2023 Previous Version: 08/03/2022

900 OUTSIDE EMPLOYMENT

Officers will follow the City of El Paso’s Outside Employment Policy regarding the application process and conditions that may disqualify an employee from outside employment. The City’s Outside Employment Policy can be located on the City’s website. The El Paso Police Department sets these further guidelines.

900.1 DEFINITIONS

- A. **Off-Duty Employment.** Regular off-duty employment includes any employment that will not require the use or potential use of law enforcement powers by the employee. Employment must be of non-police nature in which police powers are not a condition of employment and is not performed during assigned hours of duty.
- B. **Extra-Duty Employment.** Any employment outside the Department that is conditioned on the actual or potential use of law enforcement powers by the officer is considered extra-duty employment. This includes overtime events scheduled and paid by the City to include, but not limited to, grant activities, traffic control, parades and special events, etc.
- C. **Administrative Leave.** Leave with pay for administrative purposes. Administrative leave, up to ten days, can be approved by the Police Department Human Resources Manager. Administrative leave in excess of ten days must be approved by the City of El Paso Human Resources Department Director. **Officers are prohibited from participating in outside employment while on administrative leave.**
- D. **Administrative Duty.** Officers assigned to administrative duty assignments are restricted from working field duty assignments. Officers who normally wear a uniform will continue to do so unless otherwise directed by the Chief’s Office. Examples of administrative duty include, but are not limited to, desk assignments and assignments to a support unit such as the Academy, Property Office, Fusion Center, Human Resources, or the Telephone Reporting Unit. **Officers are prohibited from participating in extra-duty employment while on administrative duty.**

900.2 APPLYING FOR OUTSIDE EMPLOYMENT

- A. Employees wanting to work outside employment that is not funded by the City must submit the Outside Employment Application Form in writing to the Chief of Police, via the chain of command, within 10 working days prior to accepting outside employment. The application must be approved by the officers’ chain of command and must be signed by the Assistant Chief of their Bureau. Employees working outside employment must be in good standing with the Department, and no longer on probationary status. Each approved application is valid for two

years unless suspended or revoked by the Chief of Police. Renewal must be approved prior to the expiration date to continue working without interruption.

- B. **Probationary officers that are in the checkout phase** may work Department authorized extra-duty employment assignments. Probationary officers may work the Department overtime assignment in a solo capacity; however, **supervisors will closely monitor the probationary officer while they are working their assigned shift.**
 - 1. Department Extra-Duty Employment includes, but is not limited to the following:
 - a. TxDot
 - b. Entertainment Districts
 - c. 911 Communications
 - d. International Bridges
 - e. Events paid and scheduled by the City
 - f. Other Grants (i.e. STEP, Stonegarden, etc.)

900.3 UNDERCOVER OFFICERS

Due to the nature of undercover assignments and their required duties, officers assigned to such positions will not be allowed to work extra employment in any capacity which requires them to wear a police uniform or to identify themselves as police officers to any member of the general public. Officers assigned to undercover sections who do not directly work in such a capacity or whose extra employment would not compromise the integrity and confidentiality of an undercover operation or the safety of anyone involved in such an operation may be exempted by their respective assistant chief from this restriction.

900.4 RESTRICTIONS

- A. **Officers, whether on regular duty or working outside employment, must be in compliance with City policy regulating work restrictions, sick leave, and AWP.**
- B. Work hours may not conflict with the employee's performance of duty.
- C. Officers will adhere to all policies and procedures of the Department while involved in outside employment.
- D. Outside employment is limited to **25 hours per week**. In the event the officer is scheduled for a mandatory overtime assignment, **this does not count towards the 25 hours**.
- E. In no case shall an officer intentionally schedule themselves to work in excess of 65 actual hours (regular, extra-duty, and off-duty hours) in one week.
- F. **Officers will not work extra-duty assignments outside of the City of El Paso.**
- G. Employment will not present potential conflict of interest between duties as an employee of the Police Department and duties for the outside employer. **The following are examples of employment that are prohibited under this provision:**
 - 1. As a process server, repossessing agent, bill collector, towing vehicles, or any other employment in which police authority might be used to collect money or merchandise for private purposes.
 - 2. Performance of non-police related tasks while in police uniform.
 - 3. Assistance in the preparation of a criminal defense or in preparation of a civil action.
 - 4. Employment involving civil matters, if the employer is a party in the civil matter.

- H. **Employment must not constitute a threat to the status or dignity of the police profession.** This prohibits employment for adult-oriented establishments or for the business establishments not operating within the law. Officers are further restricted from working inside establishments involved in the manufacture, transportation, or sale of alcoholic beverages as a primary business.
- I. Permission for participation in outside employment may be suspended or revoked as deemed necessary by the Chief of Police, or if it is determined the employment is not in the best interest of the Department.
- J. Sworn Personnel working an approved extra-duty employment assignment shall utilize a Class B Field Uniform. Exceptions to this will only be granted in writing by the Chief of Police or his designee.

900.5 OFFICER SAFETY

Officers **shall decline** to work extra duty employment when it is **readily apparent that such employment would unreasonably compromise the officer's safety**. This includes, but is not limited to, large events that are insufficiently staffed or staffed with inadequately trained or unauthorized personnel.


900.6 REPORTING

For officer safety, and to facilitate the documentation of the significant aspects of each officer's outside employment, officers working extra-duty employment shall carry their Department-issued handheld radio. **Upon arrival at the site of the extra-duty employment and at the time the employment begins, officers will notify Communications via their radio.** This notification will include location, event name if applicable (i.e. "UTEP football game" or similar), call sign (Ocean followed by the employee's ID number), and radio number. Communications will enter the officer into CAD. Officers will advise Communications when they have completed the assignment. For large events involving more than three officers, the coordinating officer must send a work list to Communications prior to the event that includes all of the above-listed information. However, it is each individual officer's responsibility to make sure their extra-duty employment is properly documented in CAD.

Employees working off-duty employment will submit a quarterly report in an inter-office memorandum to their supervisor stating the dates, times, place of employment and hours worked in the previous quarter. The supervisor will review the report to ensure policy compliance and place the report in the employee's Division file. The Chief's Office will email a reminder Department wide approximately one week prior to the end of each quarter.

900.7 USE OF CITY EQUIPMENT

Use of City-owned equipment, other than the police uniform, body armor, radio, and leather gear, for outside employment is generally prohibited. Commanders, or lieutenants who do not report to commanders, may authorize use of City-owned equipment for safety purposes.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
901 Administrative Investigations	Effective Date: 05/05/2022 Previous Version: 06/23/2008

901 ADMINISTRATIVE INVESTIGATIONS

Employees are subject to disciplinary action for any deviations from or violations of law, the Code of Ethics, Civil Service Rules and Regulations, EPPD policies and procedures, rules, and verbal or written orders or directives of supervisory personnel.

Supervisors of this Department will take appropriate action whenever they learn of any such violation. All incidents needing documentation will be noted in the Supervisor's Blue Team Log.

901.1 INTERNAL AFFAIRS DIVISION (IAD)

The Internal Affairs Division provides oversight for all disciplinary actions taken by the El Paso Police Department. The Internal Affairs Division will conduct all investigations involving sexual harassment, use of force, discrimination, claims against the Department and shooting review. Incidents that are determined to be complex, involve employees from different units or shifts, or are of criminal or serious nature will also be investigated by IAD. The Internal Affairs Division maintains disciplinary statistics for training and reporting purposes. The Internal Affairs Division Director reports directly to the Chief of Police or designee.

- A. **Investigative Authority.** Each member of the Internal Affairs Division, regardless of rank and status as a uniform or civilian employee, is acting on behalf of the Chief of Police or designee and is authorized to issue direct orders on behalf of the Chief of Police or designee in any aspect of an administrative investigation. Employees will cooperate fully with the Internal Affairs Division during an administrative investigation. Employees who withhold information from, or fail to cooperate with Internal Affairs or who fail to report misconduct of employees, are subject to disciplinary action.
- B. **Complaint/Discipline Records.** The Internal Affairs Division will act as the repository for all records of complaints and disciplinary actions against the Department and its employees. This includes all cases completed at the divisional level.
- C. **Access to Files.** All administrative investigation reports will be considered confidential and the records of these investigations will be maintained at or by Internal Affairs in a secure area. The Internal Affairs Director or designee will control access to these files. Records will be released to the public only when required by law.

901.2 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations may be initiated by Commanders, Division Managers or above or the Internal Affairs Division (IAD).

- A. **Investigation indicated.** If, upon review of the Blue Team report, Commanders, Division Managers or above determine a possible need for disciplinary or corrective action, they will direct the employee's supervisor to prepare a Preliminary Information Document (PID), First Notice, and The Notification of Rights and Responsibility form if the case will be handled at the Division level. If the case will be handled by Internal Affairs, Commanders, Division Managers or

above will note that a PID and investigation by Internal Affairs is desired and will electronically forward the Blue Team report to Internal Affairs. In such cases, Internal Affairs will be responsible for drafting the PID. The PID is the instrument used to initiate an administrative investigation into allegations of misconduct. A PID can only be authorized by Commanders, Division Managers or above or the Internal Affairs Division (IAD). All documentation will be submitted via the chain of command to the Commander, or Division Manager or above for the necessary action.

1. Division Level. Incidents that will likely result in Division training or a Formal Counseling may be handled at the Division level.
 - a. Notifications
 - i. The investigating supervisor shall inform the complainant in writing that the complaint is being handled at the division level.
 - ii. The Commander, Division Manager, or above shall notify the complainant in writing of the results of the investigation and final disposition.
 - b. Investigations must include all appropriate statements, forms and back-up documentation. All sworn statements by any party must be notarized.
 - c. Investigations handled divisionally will receive disposition at the Division level and adjudication by the appropriate Assistant Chief or Executive Level Manager.
 - d. When a formal investigation is conducted at the Division level, it is the responsibility of the Division Commander or Division Manager to ensure all documentation is uploaded to the Blue Team log for proper record documentation.
2. Internal Affairs Division. If further investigation by the Internal Affairs Division is necessary, the case file will be forwarded to the Internal Affairs Division. Any required notifications per this policy will then be the responsibility of IAD.

901.3 CONDUCTING ADMINISTRATIVE INVESTIGATIONS

The following guidelines will be followed when conducting administrative investigations of Department employees, both uniform and civilian. The Internal Affairs Division investigations of sworn personnel will be conducted in accordance with applicable provisions of the Collective Bargaining Agreement. Human Resources will oversee and handle investigations of civilian employees and in accordance with applicable Civil Service Rules and Regulations.

- A. Statement of Allegations. The investigating supervisor or Internal Affairs investigator shall provide the affected employee a written statement of the allegations and information concerning the employee's rights and responsibilities relative to the investigation. When confidentiality is necessary because of the sensitivity of the investigation, the employee will not be notified until immediately before the initial interview. The Notification of Allegations and Rights and Responsibilities form for sworn and non-sworn personnel will be completed by the employee and submitted to the investigator.
- B. Interviews. The most involved portion of a personnel complaint investigation is the interview process. Investigators must determine who will be interviewed and the order in which the interviews will take place. A normal sequence is:
 1. Complainant
 2. Civilian (non-employee) witnesses
 3. Other Department employees
 4. Other involved agency employees
 5. The accused employee

- C. Investigators. When more than one investigator is involved in the interview process, roles should be clearly defined and strictly followed. One investigator will be designated as the primary investigator. A second investigator may only provide support and guidance to the primary investigator during the interview.
- D. Materials Relevant to Investigation. The Chief of Police may require employees, when deemed necessary, to submit to the following investigative techniques:
 - 1. Submit to a medical or laboratory examination
 - 2. Be photographed
 - 3. Participate in a physical line up
 - 4. Submit financial disclosure statements
 - 5. Submit cell phone records
 - 6. Submit to a polygraph examination
- E. Adjudication Disposition. The disposition classifications below will be used in the Adjudication Report. Each separate allegation will be classified individually. Each allegation shall be designated with one of the following dispositions based on a finding of fact and considering the totality of circumstances. The standard of proof used to arrive at a final disposition is a “preponderance of evidence.”

NOTE This subsection does not apply to SRT administrative investigations.

- 1. Sustained. When the investigation discloses sufficient evidence or facts to establish that the act at issue occurred and that said act constituted misconduct.
 - 2. Not Sustained/Inconclusive. When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.
 - 3. Exonerated. When the investigation/fact finding discloses that the act at issue occurred but that said act was justified, lawful and/or proper according to Departmental policy.
 - 4. Unfounded. When the investigation/fact finding discloses that the act(s) at issue did not occur.
- F. Investigation Period. Complaints against employees received by the El Paso Police Department shall be thoroughly investigated and completed within the time limits prescribed in the Civil Service Rules for civilian employees and the Collective Bargaining Agreement for sworn employees. Investigations are to be conducted in a timely manner to allow for proper review and disposition within the prescribed time limits.
 - G. Conclusion of Fact. When an investigation is handled at the Divisional level, the Commander or Division manager shall provide the employee and the immediate supervisor with a written notification of the final results of the investigation. All original forms will be forwarded to IAD through Blue Team. When an investigation is handled at the Internal Affairs Division, the IAD commander shall provide the written notification of the final results of the investigation.
 - H. Suspected Criminal Offenses. If, during the course of an administrative investigation, it is suspected that a criminal offense may have occurred, the Chief of Police will be notified immediately. The Chief will determine if the case will be referred to the Special Investigations Unit (SIU).

901.4 POSSIBLE DISCIPLINARY ACTIONS

The following list of actions may be taken by the Department. This list is not complete, but may be used as a guide.

- A. Divisional Counseling
- B. Formal Counseling
- C. Suspension
- D. Demotion in rank or job classification
- E. Termination

901.5 POSSIBLE ADMINISTRATIVE ACTIONS

At the discretion of the Chief of Police, the following measures may be imposed for the betterment of the Department and its employees. This list is not complete, but may be used as a guide.

- A. Training
- B. Supervised field observations for a designated period
- C. Professional counseling
- D. Fitness for duty evaluation
- E. Reassignment not resulting in a change in pay status
- F. Education Based Discipline (E.B.D.). E.B.D. is an available alternative in instances of lower level violations (that would result in up to eight hours suspension) that provides a focus on correcting behavior rather than being punitive in nature


901.6 DISCIPLINARY AUTHORITY

The following describes the authority each level of command has in imposing disciplinary actions upon employees. Investigations may be conducted at any level; however, disciplinary action is limited by authority level.

- A. Sergeants and First Line Supervisors. Sergeants and first line supervisors may recommend the need for an administrative investigation by documenting an incident on a Blue Team report, but may not make recommendations for disciplinary action.
- B. Lieutenants and Mid-Level Managers. Lieutenants and Mid-Level Managers will review the supervisor's Blue Team log and note concurrence or non-concurrence with the supervisor's recommendation. They will recommend a formal investigation or an appropriate alternative action and electronically forward the documentation to the Commander or Division Manager. Lieutenants and Mid-Level Managers do not have the authority to determine adjudication disposition or discipline.
- C. Commanders and Division Managers. Commanders and Division Managers are primarily responsible for recommending that an administrative investigation be initiated by Internal Affairs. At that time, the Blue Team Log and supporting documentation will be sent to Internal Affairs for the generation of a PID. If a case is handled divisionally, the Commander or Division Manager will review a completed case and make a recommendation as to discipline, if any as follows:
 - 1. In cases that would ordinarily result in a Divisional or Formal Counseling, or an administrative action, Commanders and Division Managers will make an adjudication disposition and determine the administrative action or discipline up to and including departmental counseling and/or a formal counseling. They will forward the case to IAD via the Assistant Chief. If the recommended discipline is above a Formal Counseling, then the final disposition needs to be made by the Assistant Chief for the bureau at issue, with the final decision resting with the Chief of Police.
 - 2. In cases that would ordinarily result in a suspension, demotion in rank or job classification or termination, Commander and Division Managers will forward cases to IAD for investigation.

Commanders and Division Managers shall never conduct an administrative investigation involving allegations of misconduct that fall within such disciplinary action. The appropriate action for such is to document the relevant facts in a Blue Team Log, notify Internal Affairs and forward all documentation to Internal Affairs. Commanders and Division Managers do not determine adjudication disposition or discipline in such cases.

- D. Assistant Chiefs and Executive Staff. Assistant Chiefs and Executive Staff may direct Internal Affairs to initiate an investigation and also have the following authority and responsibility:
 - 1. In cases ordinarily resulting in divisional counseling or formal counseling or an administrative action, Assistant Chiefs and Executive Staff will review each case and make a final recommendation as to discipline. Upon determination, the case will be forwarded to IAD for filing.
 - 2. In cases ordinarily resulting in suspension, demotion in rank or job classification or termination, Assistant Chiefs and Executive Level Managers will review the case and determine adjudication disposition and, if sustained, the appropriate level of discipline. The case will then be forwarded to IAD for filing and record-keeping.
- E. Chief of Police. The Chief of Police may direct initiation of an investigation. At the Chief's discretion, cases will be disposed and adjudicated by the affected bureau Assistant Chief, the Executive Level Manager, the Discipline Review Board, or the Special Discipline Review Board. The Chief of Police will receive the case from IAD with pre-disciplinary paperwork and will approve and sign all disciplinary decisions. Termination and suspensions of employees will be decided only by the Chief of Police after receiving such recommendations from the Discipline Review Board or Special Discipline Review Board.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
902 Discipline Procedures	Effective Date: 12/13/2021 Previous Version: 06/23/2008

902 DISCIPLINE PROCEDURES

- A. Routing. All documents forwarded to the Internal Affairs Division will be routed through the chain of command. Once disposition of a case is determined, the Internal Affairs Division will administer any disciplinary action and maintain records of the case.
- B. Employee Appeals. Employees will be informed of the disposition of their case. Employees may appeal suspensions, demotions, or terminations within 30 days of receipt of notice of the decision. Officers may appeal suspensions and terminations as prescribed by the Contract and elect to go before the Civil Service Commission, through the Association, or elect to use an arbitrator. Civilian employees may appeal suspensions or terminations through City Personnel to the Civil Service Commission.
- C. Grievances. Formal grievances may be filed regarding any order that is believed to violate the rights granted to employees by the City Charter, excluding all disciplinary matters. Additionally, officers may dispute grievances involving the application, interpretation, or enforcement of the Contract pursuant to the procedures established in Article 21 of the Articles of Agreement between the City of El Paso and EPMPOA. Civilian employees will follow grievance procedures of the Civil Service Rules.
- D. Termination. In accordance with the Civil Service Rules and Regulations and any applicable provisions of the current Collective Bargaining Agreement, when an employee is discharged for misconduct a Notice of Termination that contains the reason and effective date for dismissal will be provided to the employee. A Separation and Clearance Form notice that directs the employee to the appropriate department for review of their status of fringe and retirement benefits will also be provided.
- E. Police Action Suspended. Officers who are serving a suspension from duty will have their police powers suspended. Officers suspended for any period of time will not take any police actions nor have any police authority during the suspension. If the suspension is for four or more consecutive days, commanders will collect, and officers will relinquish, their badge and Department identification.
- F. Employees Under Administrative Leave With Pay. Employees placed on administrative leave with pay will be assigned to day shift and will report by telephone to the Internal Affairs Division at least twice during their shift. Employees will not be assigned to any particular location. Employees will not be required to remain at their homes while on administrative leave, but will be available to report to work, in uniform if applicable, on one hour's notice. Assistant chiefs or above will determine and advise the affected employee, if police action is suspended. This determination is made on a case-by-case basis.

902.1 DISCIPLINARY PROCESS

The purpose of this policy is to inform all employees of the procedures for accepting, processing, and investigating complaints concerning allegations of employee misconduct. This policy defines provisions applicable only to the investigation and disposition of allegations of administrative misconduct.

Establishment of procedures for investigating complaints and allegations of employee misconduct is crucial to the integrity of the El Paso Police Department. The Department shall accept and investigate, fairly and impartially, complaints of employee misconduct and impose any disciplinary action that may be justified, in a timely and consistent manner.

- A. Executing Disciplinary Actions. All disciplinary actions taken under the section are subject to, and shall be consistent with, applicable state law, local ordinances, administrative rulings, Civil Service Rules, and collective bargaining agreements.
- B. Acceptance of Complaints. Complaints may be received by the Internal Affairs Division or supervisory members of the Department either in person or in writing.
 - 1. Employees shall provide assistance to those who express the desire to lodge complaints against any employee of the Department. This includes, but is not limited to:
 - a. Calling a supervisor to the scene to document the complaint
 - b. Explaining the Department's complaint procedures,
 - c. Providing referral to individuals and/or locations where such complaints may be made in person
 - d. Explaining alternative means for lodging complaints, such as by mail
- C. Citizen's Complaint Form. If the complainant party is present, supervisors will have the complaining party fill out the Citizen's Complaint Form. The Citizen's Complaint Form is not the complainant's statement. Supervisors will take the citizen's sworn, notarized statement and note the complaint on the supervisor log with sufficient information to later complete a PID, if so directed. If necessary, supervisors will assist the complaining party in filling out the Citizen's Complaint Form. The complainant will be given a copy of the completed Citizen's Complaint Form and a copy of the sworn statement as a receipt. Telephone complaints and persons refusing to fill out a Citizen's Complaint Form and/or sworn statement will be documented on the supervisor log. The supervisor log with the Citizen Complaint Form and/or sworn statement will be forwarded to the division commander. If the complaining party is not present, supervisors will document the complaint on the supervisor log with sufficient information to later complete a PID, if so directed.

902.2 PRELIMINARY INFORMATION DOCUMENT (PID)


These involve an investigation of those allegations that, if true, would result in counseling, contract forms, formal counsel, or an administrative action. A Preliminary Information Document (PID) will be completed.

- A. The employee's immediate supervisor will fully investigate and take appropriate notarized statements. The documentation will be forwarded via the chain of command to the commander, division manager or above, who will make a determination of sustained or not sustained.
- B. If the complaint is sustained, the commander, division manager or above, will recommend the appropriate discipline up to and including formal counseling. The complaint will be forwarded through the employee's chain of command to the appropriate Assistant Chief. After review, the Assistant Chief will forward the complaint with the Assistant Chief's recommendation of adjudication disposition and discipline, if applicable, to IAD who will complete the necessary paperwork and ensure proper distribution, notification, and record-keeping.

902.3 COMPLAINTS RESULTING IN A SUSPENSION, DEMOTION IN RANK/PAY GRADE, OR TERMINATION

These are complaints that would, if proven true, result in suspension, demotion in rank or pay grade, or termination of the accused employee. These complaints will be investigated by IAD; however, any supervisor receiving a complaint will undertake appropriate preliminary investigation. These types of complaints are documented on the supervisor log and forwarded through the chain of command.

- A. Upon IAD's receipt of a complaint, the accused employee may be contacted and advised of the nature of the allegation(s). The employee may be advised of the appropriate discipline level, should the allegations be sustained. If desired, the employee will be given a reasonable opportunity to seek advice or counsel.
- B. If the employee agrees that the allegations are true and that the discipline is appropriate, the case is resolved without conducting a formal administrative investigation. This applies only to cases that are less serious in nature, do not open the Department or the City to liability, or would not otherwise require a formal investigation.
- C. The Department reserves the right to revisit or investigate the original matter should new allegations or evidence surface.
- D. Should an officer accept a suspension, these dispositions are made with the understanding the employee will not appeal the agreed upon discipline.
- E. Any issues involving training or Department policy that may be discovered during a formal investigation or during resolution of a case as stated in (B) of this section will be appropriately addressed.
- F. Should the employee deny the allegations or not agree upon the appropriate discipline, the case will be investigated by IAD.
 1. After completion of the investigation, at the discretion of the Chief of Police, the case will be reviewed by the Discipline Review Board, Special Discipline Review Board, or the accused employee's Assistant Chief or executive level manager who will make a determination of adjudication disposition.
 2. If determined by the Discipline Review Board, Special Discipline Review Board, Assistant Chief, or executive level manager to be not sustained, unfounded, or exonerated, the case will be sent to IAD for filing and appropriate notification.
 3. Sustained cases will require the Discipline Review Board, Special Discipline Review Board, Assistant Chief, or executive level manager to recommend the appropriate level of discipline and then forward the case to IAD.
 4. In cases presented to the Discipline Review Board, or Special Discipline Review Board, the findings of the board will be final unless discipline is too disparate in comparison to previous discipline cases being brought to the Chief of Police.
 5. IAD will prepare the appropriate pre-disciplinary paperwork for review by the Chief of Police. Once reviewed and approved by the Chief of Police, the employee will receive notification as appropriate.
- G. IAD will be responsible for issuing the final disciplinary paperwork and making all the proper notifications.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
903 Disciplinary Matrix and Penalty Table	Effective Date: 10/01/2019 Previous Version:

903 DISCIPLINARY MATRIX AND PENALTY TABLE

In order to ensure that discipline is predictable, fair, and consistent among all ranks, the Department has established a Disciplinary Matrix and Penalty Table (hereinafter referred to as the Matrix) to determine the appropriate level of discipline in the instances enumerated below.

903.1 CHIEF OF POLICE EXEMPTIONS

- A. The Chief of Police retains the right to depart from these guidelines when circumstances exist that would cause the imposition of the stated discipline to be inappropriate. Similarly, situations may arise that are not included in this matrix. In such a circumstance, appropriate discipline will be imposed. In the vast majority of cases, discipline will begin with Presumptive Sanction. In considering the merits of each individual case, and with specific justification, discipline may be administered down to the Mitigated or up to the Aggravated Sanction levels.
- B. The Chief of Police retains the right to modify or amend this matrix as needed without advanced notice.

903.2 DISCIPLINARY MATRIX GUIDELINES

- A. The Matrix follows a progressive method in that the application of the Matrix is designed to also result in an upward adjustment in the amount of discipline, where appropriate. Previous discipline, whether related or unrelated to the current issue at hand, will generally be considered up to two years previous to the date of the incident under current review; however, the existence of any specific justified circumstances may shorten or extend that time span.
- B. Additionally, the consequences of any violation will be taken into account when making adjustments in the amount of discipline. The Chief of Police retains the right to consider to depart from the indicated time frames.
- C. In order to encourage a permanent employee to readily accept responsibility, investigation dispositions of suspension may have the suspension time reduced by an appropriate amount when IAD offers the discipline.
- D. The maximum cumulative limit of suspension time in any 12-month period is 240 hours or 30 days. Violation of any policy resulting in additional suspension will result in termination.
- E. Supervisory, command, and executive officers violating policy, procedures, or orders will be subject to the same Matrix relating to line personnel outlined below. As supervisory, command, and executive level officers occupy positions of authority and leadership, such personnel must maintain the integrity of the organization through example. Therefore, in addition to the delineated sanctions, the Chief of Police may also demote an individual when prescribed by the Matrix.
- F. The Chief of Police also retains the right to apply Educational Based Discipline (E.B.D.) as he deems necessary within the Matrix.


- G. The El Paso Police Department expects and places a high value on honesty, truthfulness, and integrity at all times. Employees found to be untruthful during the investigative process will be terminated.

Discipline Matrix Categories, Violations and Level Assignments Table

Category Definition	1st Violation Level	2nd Violation Level	3rd Violation Level
Category A Conduct that has a minimal negative impact on the operations or professional image of the Department	1	2	3
Category B Conduct that has more than minimal negative impact on the operations or professional image of the Department; or that negatively impacts relationships with other officers, agencies or the public	3	4	5
Category C Conduct that has a pronounced negative impact on the operations or professional image of the Department; or on relationships with other officers, agencies, or the public	4	5	6
Category D Conduct that is substantially contrary to the values of the Department; or that substantially interferes with its mission, operations or professional image; or that involves a demonstrable serious risk to officers or public safety	5	6	7
Category E Conduct that involves the serious abuse or misuse of authority; unethical behavior; or an act that results in an actual serious adverse impact on officers, public safety, or the professionalism of the Department	6	7	8
Category F Any violation of law, rule or policy which foreseeably results in death or serious bodily injury; or constitutes a willful and wanton disregard of Department values; or involves any act which demonstrates a serious lack of integrity, ethics or character related to an officer's fitness to hold the position of peace officer; or involves egregious misconduct contrary to the standards of conduct reasonably expected of one whose sworn duty is to uphold the law; or suspension or revocation of an officer's TCOLE Peace Officer's License	8		

Penalty Table

Discipline Level	Mitigated Penalty	Presumptive Penalty	Aggravated Penalty
1		Divisional Counseling or E.B.D.	Formal Counseling or E.B.D.
2	Divisional Counseling or E.B.D.	Formal Counseling or E.B.D.	8 Hour Suspension or E.B.D.
3	Formal Counseling or E.B.D.	8 Hour Suspension or E.B.D.	24 Hour Suspension
4	8 Hour Suspension or E.B.D.	16 Hour Suspension	40 Hour Suspension
5	24 Hour Suspension	40 Hour Suspension	120 Hour Suspension
6	80 Hour Suspension	120 Hour Suspension	240 Hour Suspension
7	160 Hour Suspension	240 Hour Suspension	Termination
8	240 Hour Suspension	Termination	

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
904 Employee Concerns and Performance Improvement	Effective Date: 06/28/2008 Previous Version:

904 EMPLOYEE CONCERN AND PERFORMANCE IMPROVEMENT

This program is intended to assist police supervisors and managers in identifying employees whose behavior, performance and/or attendance warrants review and, where appropriate, intervention in circumstances that may have negative consequences for the employee, co-workers, the El Paso Police Department and/or the general public. The Employee Concerns Program is not intended to replace appropriate disciplinary action when an employee violates policy. Placement in the Employee Concerns Program does not preclude an employee from also being placed on a Performance Improvement Plan. All documentation, plans and performance notes regarding the Employee Concerns Program shall be completed by memo and filed in the employee's division or section file. This ensures retention and security of the records. All information regarding the Employee Concerns Program is confidential and unauthorized release of information is subject to disciplinary action. (amended 11-10-11 C11-13, 10-31-12 C12-27)

904.1 INITIATING THE EMPLOYEE CONCERNS PROGRAM

The Employee Concerns Program is initiated when any one or more of the following conditions are met. The Chief of Police may place an employee into the program at any time. To ensure the program's effectiveness, all Department supervisors shall ensure that all administrative investigations are properly documented and forwarded as per policy.

- A. Internal Affairs receives five or more initiated PID documents against the employee in a 12 month period, with a final disposition other than unfounded or exonerated.
- B. The employee has two sustained complaints that resulted in Department level discipline within a 12 month period.
- C. The employee has one sustained excessive force complaint within a 12 month period.
- D. The employee has one sustained family/dating violence or alcohol related incident within a 12 month period.
- E. Upon completion of an unscheduled evaluation on an employee and the employee's Commander or Division Manager feels that the placement in the Employee Concerns Program is warranted, the Commander or Division manager shall forward the request to Internal Affairs via the chain of command.

904.2 MONITORING THE PROGRAM

Internal Affairs is responsible for monitoring disciplinary records of all employees and shall immediately initiate the Employee Concerns Program when the thresholds in Section 2-605.01 C, D and E are met. Internal Affairs will conduct a quarterly review of the Department's internal affairs complaint program to check for triggering thresholds in Section 2-605.01 A and B. Internal Affairs will summarize the employee's pattern of conduct in a memo to the employee's Commander and Risk Management. The Commander will review the memo and order the employee's immediate supervisor to file the memo in the employee's file and initiate a performance improvement plan. The employee's Commander

determines the duration of the Employee Concerns Program. The program shall be no shorter than (3) months and no longer than (1) one year, but may be extended at the Commander's discretion. Special circumstances that do not meet the thresholds may be reported to the Chief of Police by the Internal Affairs Commander so that the Employee Concerns Program may be initiated at the Chief's discretion. The Chief of Police has the discretion to order a fitness for duty evaluation. Internal Affairs will monitor the overall ECP to ensure the program is implemented as per this policy. (amended 11-10-11 C11-13)

904.3 COMPLETING THE EMPLOYEE CONCERNS PROGRAM

Upon completion of the specified duration of the program, the employee's supervisor will make a recommendation to the Commander, through the chain of command, regarding removal or continuation of the plan. Within ten days, the Commander will decide if the employee has successfully completed the program or if it should be continued or revised. Such documentation will be filed in the employee's division or section file.

904.4 ANNUAL SYSTEM EVALUATIONS

The Internal Affairs Division will prepare an annual analysis of the Employee Concerns Program for the Chief of Police by January 31st of each calendar year. This report shall include statistics and an analysis of effectiveness of the program. The chief of Police will review the annual system evaluation to determine if the program requires revision.

904.5 PERFORMANCE IMPROVEMENT PLAN

In collaboration with PD HR, a Performance Improvement Plan (PIP) is developed by the employee's immediate supervisor to provide employees with a specific, measurable outline of an action plan that specifies areas needing improvement and resources that will be provided to support ongoing development. The City's PIP form will be utilized and may include, but is not limited to, any number of the following possible courses of action

- A. Retraining in a specific area (may include on the job training or attending a specific course);
- B. Mandatory participation in the Department's Employee Assistance Program;
- C. Weekly performance reviews by the supervisor;
- D. Changing the employee's partner;
- E. Recommending a duty station or assignment change;
- F. Daily documented conversation with the employee by the supervisor;
- G. Assigning the employee a different supervisor;
- H. Assigning the employee to an FTO or supervisor for the purpose of retraining;
- I. Recommending a fitness for duty evaluation; and/or
- J. Unscheduled performance evaluation.

904.6 REVIEW OF THE PERFORMANCE IMPROVEMENT PLAN

Once the PIP has been approved by PD HR, the employee's immediate supervisor will review the plan with the employee on the next available working day and request that the employee sign the PIP. Should the employee refuse to do so, the supervisor can note "refused to sign".

- A. Documenting adherence to the Performance Improvement Plan. The employee's supervisor will review the employee's progress with the employee in relation to the improvement plan. The

documentation will be filed in the employee's division or section file at periodic intervals specified by the plan.

904.7 PSYCHOLOGICAL FITNESS-FOR-DUTY EVALUATION (FFDE) GUIDELINES


A psychological FFDE is a formal, specialized examination of an incumbent employee that results from (1) objective evidence that the employee may be unable to safely or effectively perform a defined job, and (2) a reasonable basis for believing that the cause may be attributable to a psychological condition or impairment. The central purpose of an FFDE is to determine whether the employee is able to safely and effectively perform his or her essential job functions.

- A. Threshold Considerations. Referring an employee for an FFDE is indicated whenever there is an objective and reasonable basis for believing that the employee may be unable to safely and/or effectively perform his or her duties due to a psychological condition or impairment.
 - 1. An employee's chain of command, Internal Affairs, or Human Resources may upon learning of, or noticing a significant or serious behavioral or physical problem that impact the employee's performance, recommend that a fitness for duty assessment be completed. This recommendation shall be approved by the Human Resources Manager. Such an assessment is not for the purpose of treatment but to establish an employee's fitness for duty.
 - 2. An objective basis is one that is not merely speculative but derives from direct observation, credible third-party report, or other reliable evidence regarding performance.
 - 3. Examples of circumstances that would give rise to a FFDE include, but are not limited to:
 - a. Absenteeism
 - b. Difficulty Getting Along with Others
 - c. Distracted at Work
 - d. High Number on the job Injuries
 - e. Low Productivity
 - f. Not Meeting Assignment Deadlines
 - g. Tardiness
 - h. (Physically/Verbally) Aggressive towards Others
 - i. Recommendation from EAP
 - j. Alcohol or Drug Abuse
 - 4. The FFDE is not to be used as a substitute for disciplinary action
 - 5. Administration will be handled by PD Human Resources Division.
- B. Examiner Qualifications. In light of the nature of these evaluations and the potential consequences to the agency, the examinee, and the public, it is important for examiners to perform FFDEs with maximum attention to the relevant legal, ethical, and practice standards, and with particular concern for statutory and case law applicable to the employing agency's jurisdiction. Consequently, it is recommended that these evaluations be conducted only by a qualified mental health professional. At a minimum, it is required that examiners:
 - 1. Be licensed psychologists or psychiatrists with education, training, and experience in the diagnostic evaluation of mental and emotional disorders,
 - 2. Possess training and experience in the evaluation of law enforcement personnel,
 - 3. Be familiar with the police psychology literature and the essential job functions of the employee being evaluated,
 - 4. Be familiar with relevant state and federal statutes and case law, as well as other legal requirements related to employment and personnel practices (e.g., disability, privacy, third-party liability, etc.),

5. Recognize their areas of competence based on their education, training supervised experience, consultation, study, or professional experience,
 6. Seek appropriate consultation to address issues outside their areas of competence that may arise during the course of an FFDE, and
 7. Be prepared by training and experience to qualify as an expert in any related adjudicative proceeding when an FFDE is known to be in the context of litigation, arbitration, or another adjudicative process.
- C. Dual Relationships & Conflicts of Interest. Examiners shall decline to accept an FFDE referral when personal, professional, legal, financial, or other competing interests or relationships could reasonably be expected to:
1. Impair their objectivity, competence, or effectiveness in performing their functions,
 2. Expose the person or agency with whom the professional relationship exists to harm or exploitation (e.g., conducting an FFDE on an employee who had previously been a client in counseling or therapy, evaluating an employee with whom there has been a business or significant social relationship, etc.),
 3. Be mindful of potential conflicts of interest related to recommendations or the provision of services following the evaluation (e.g., referring an examinee to oneself for subsequent treatment), and
 4. Disclose the potential conflict to all affected parties for evaluation and consideration.
- D. Referral Process. Upon being notified of a pending fitness for duty, the employee will be placed on administrative leave pending the examiner's assessment. If there is a pending IA case, the employee will report to IA while on administrative leave and the Admin Leave order will be given by IA. If there is not a pending IA case, the employee will report to his chain of command in accordance with department policy and the Admin Leave order will be given by HR. The El Paso Police Department referral to the City's designated examiner will include a description of the objective evidence giving rise to concerns about the employee's fitness for duty and any particular questions that the employer needs the examiner to address. Information might include, but is not limited to:
1. Background and collateral information regarding the employee's past and recent performance, conduct, and functioning.
 2. Performance evaluations, previous remediation efforts, commendations, testimonials, internal affairs investigations, formal citizen/public complaints, use-of-force incidents, reports related to officer-involved shootings, civil claims, disciplinary actions, incident reports of any triggering events, medical records, prior psychological evaluations, and other supporting or relevant documentation related to the employee's psychological fitness for duty.
 3. Medical/psychological treatment records and other data for the examiner to consider
- E. Informed Consent & Authorization.
1. An FFDE requires the informed consent of the examinee and the El Paso Police Department to participate in the examination. At a minimum, informed consent should include:
 - a. description of the nature and scope of the evaluation,
 - b. the limits of confidentiality, including any information that may be disclosed to the employer without the examinee's authorization,
 - c. the party or parties who will receive the FFDE report of findings, and whether the examinee will receive a report,
 - d. the potential outcomes and probable uses of the examination, including treatment recommendations, if applicable, and

- e. other provisions consistent with legal and ethical standards for mental health evaluations conducted at the request of third parties.
 2. As part of the informed consent process, the examiner clarifies who the client is and communicates this to all involved parties at the outset of the evaluation regardless of who is identified as the client. The examiner owes an ethical duty to both parties to be fair, impartial, accurate and objective, and to honor the parties' respective legal rights and interests. Other legal duties also may be owed to the examinee or agency as a result of statutory or case law unique to an employer's and/or examiner's jurisdiction.
 3. In addition to obtaining informed consent, the examiner will obtain written authorization from the employee to release the examiner's findings and opinions to the El Paso Police Department. If such authorization is denied, or if it is withdrawn once the examination commences, the examiner should be aware of any legal restrictions in the information that may be disclosed to the El Paso Police Department without valid authorization.
- F. Evaluation Process. The method of evaluation utilized is listed below: A review of the relevant collateral information described in Psychological testing using assessment instruments (e.g., personality, psychopathology, cognitive, specialized) appropriate to the referral question(s).
 1. A comprehensive, face-to-face clinical interview.
 2. Collateral interviews with relevant third parties if deemed necessary by the examiner.
 3. Referral to and/or consultation with a specialist if deemed necessary by the examiner.
- G. Report and Recommendations.
 1. The examiner will provide a written report to the client agency that contains a description of the rationale for the FFDE, the methods employed, and whenever possible, a clearly articulated opinion that the examinee is presently fit or unfit for unrestricted duty.
 2. The content of the report should be guided by the referral question(s), the employing agency's written policies and procedures, the applicable terms of any labor agreement, relevant law, the terms of informed consent, the employee's authorization, and the pertinence of the content to the examinee's psychological fitness.
 3. When an examinee is found unfit for unrestricted duty, the report must contain, at a minimum, a description of the employee's functional impairments or job relevant limitations unless prohibited by law, agency policy, labor agreement, the terms of the employee's disclosure authorization, or other considerations.
 4. Examiners may provide opinions regarding necessary work restrictions, accommodations, interventions, or causation. Nevertheless, whether or not a recommended restriction or accommodation is reasonable for the specific case and agency is a determination to be made by the Human Resources Manager, not the examiner.
 5. The examiner's findings and opinions are based on all data available at the time of the examination. If additional relevant information is obtained after completion of the FFDE or if it is determined that the original evaluation was based on inaccurate information, the El Paso Police Department may request that the examiner reconsider his or her conclusions in light of the additional information.
 6. Reconsideration or re-evaluation also may be indicated in circumstances in which an employee, previously deemed unfit for duty, subsequently provides information suggesting his or her fitness has been restored.
 7. In the event there is a difference of opinion between or among the examiner and other health care professionals, the El Paso Police Department may consider:
 - a. any differences in the professionals' areas of expertise and knowledge of the employee's job and work environment, and

- b. the objective basis for each opinion and whether the opinion is contradicted by information known to or observed by the employer.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
905 Special Investigations Group	Effective Date: 02/22/2007 Previous Version:


905 SPECIAL INVESTIGATIONS

905.1 SPECIAL INVESTIGATIONS GROUP (SIG)

The unit is responsible for investigating criminal allegations made towards Departmental employees; public officials or employees; or other persons designated by the Chief of Police. The unit also investigates criminal allegations referred by the Internal Affairs Division.

905.2 EMPLOYEE STATEMENT

In cases where a Department employee is identified as a witness in a criminal investigation, the employee will be required to provide a witness statement. Employees who fail or refuse to provide a statement as requested will be immediately referred to the Internal Affairs Division. Employees who hinder, hamper, or refuse to cooperate in a criminal investigation may be subject to disciplinary action.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
906 New Civilian Employees	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

906 NEW CIVILIAN EMPLOYEES

All civilian employees are hired in accordance with Civil Service Rules. The Department will conduct a background check on potential employees and make the final selection. Background investigations on each potential employee will consist of the following:

- A. Verification of qualifying credentials;
- B. Criminal History checks;
- C. Verification of at least three personal references; and
- D. Driving History check.


906.1 PROBATION

All new employees will be on a probationary status for a minimum period of 12 months for officers and six months for civilians. The probationary period for officers includes training through the Field Training Officer (FTO) program.

906.2 CIVILIAN ORIENTATION AND TRAINING

Supervisors will be responsible for ensuring that new civilian employees receive information to include:

- A. The Department's role, mission, objectives and goals;
- B. Access to the Department general procedures manual, section operations manual and City of El Paso Civil Service Rules and Regulations; and
- C. Responsibilities and Rights of Employees

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
907 Performance Evaluations	Effective Date: 03/03/2022 Previous Version: 04/08/1999

907 PERFORMANCE EVALUATIONS

907.1 PERFORMANCE EVALUATIONS

Annual performance evaluations are required for all city employees.

907.2 PROBATIONARY

All employees will be evaluated prior to the end of their probationary period. Sworn personnel will receive written performance evaluations in accordance with the guidelines in the FTO Training Manual.

907.3 EMPLOYEE PERFORMANCE DOCUMENTATION

Supervisors are responsible for properly documenting employee performance. This will be accomplished through the use of the performance entries on LEMs, , memorandums, supervisor’s daily logs and/or e-mails.

- A. Performance to Document. All documentation must be related to positive or negative performance, attendance or conduct; and must include the employee’s full name and must contain the complete date (month, day and year).
- B. Acceptable Documentation. Performance documentation shall not use generalities, inflammatory phrases, exaggerations, or inappropriate conclusions of fact or law.
- C. Maintenance of Documentation. All documentation shall be filed in the employee’s divisional file and/or within the applicable section for the length of time specified in paragraph D.
- D. Retention Period of Documentation. All documentation shall be kept for one year, that time period being the evaluation period, unless said employee files an appeal. If an appeal is filed, the documentation shall be kept no longer than three working days after the rater or designee is notified that the appeal process has concluded.
- E. Method of Destruction. Once the applicable retention period has lapsed, all such documentation shall be discarded by shredding. Shredding is the only acceptable means of destruction.
- F. Employee Responsibility. Employees for whom documentation is prepared will be given the opportunity to sign and date the documentation or to respond by replying by e-mail acknowledgement of the documentation. Refusal to sign will not preclude the document from being filed.
- G. Supervisory Responsibility. In the event an employee refuses to sign or reply by e-mail acknowledgement of documentation, supervisors shall indicate such by noting “refused to sign” or “refused to reply e-mail” on the document and file it per this policy.


907.4 SUPERVISOR'S DAILY LOGS

Sergeants and first line supervisors will maintain a log of their daily activities. These logs will serve as a medium for documenting observations made during routine monitoring of the activities of their subordinates. The logs are to be used to report observations of good performance, make recommendations for improvements and training needs, and document all incidents involving Department personnel.

- A. Supervisor's Daily Logs will be turned in to the Shift Commander, who will initial and forward them to the Division Commander for review and filing.
- B. Comments noted on the log sheets regarding employee job performance will be initialed by the employee being observed.
- C. Although this document is a requirement for patrol, supervisors in other Sections may use this log as a tool for documenting employee actions.

907.5 EMPLOYEE PERFORMANCE DOCUMENTATION USAGE/RETENTION

- A. Performance documentation will be retained as indicated in the Employee Performance Documentation section above. Such files will immediately transfer with the employee upon any intra- department transfer that occurs within the employee's performance evaluation period. Supervisors receiving such files and assuming supervisory/managerial responsibilities of the employee are responsible for familiarizing themselves with the content.
- B. Performance documentation will not be sent to IAD unless in support of discipline administered at the division level (i.e. divisional counseling or training). If this occurs, such documentation will be included with documentation submitted to IAD.
- C. If IAD is to investigate a pattern that is established by performance documentation history, the documents will be attached to the supervisor's log and sent to IAD to be included in the administrative file.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
908 Sworn Employee Transfers	Policy Effective: 10/10/2023 Previous Version: 09/20/2023

908 SWORN EMPLOYEE TRANSFERS

To promote a fair and equitable process for the permanent filling of vacancies in coveted positions, the process set forth in the CBA Appendix F, hereafter referred to as Appendix F, and this policy shall be followed. This policy is specific to vacancies in positions deemed to be coveted and intended to be filled on a voluntary basis. This policy does not apply to transfers or assignments that are intended to be a temporary duty (TDY). The Chief of Police retains the right to direct transfers deemed in the best interest of the Department. These procedures will not apply to situations when transfer or reassignment is deemed appropriate and in the best interest of the Department.

908.1 DEFINITIONS

The definitions in this policy are applicable to the ranks of officer, detective, sergeant and/or lieutenant.

- A. **Coveted Positions.** Positions that are typically viewed as desirable, would typically receive interest from many qualified applicants, and/or require additional levels of knowledge or training.
- B. **Lateral Positions.** Positions within patrol shifts and regional detectives (excluding CID sergeants and lieutenants). Such positions are not deemed to be coveted and transfers into or out of such positions are accomplished via the Request for Lateral Transfer form in Appendix C of the CBA or the Lateral Transfer Request form in PD Public (EPPD Form #20-02003).
- C. **Non-Coveted Positions.** Positions that may meet the criteria of a coveted position as defined by this policy but are deemed to be of critical and strategic importance to the Department. These positions shall be agreed upon by the Chief of Police and the Association via written documentation on file in the Planning and Research Section. Filling of such positions shall be in the best interest of the Department through the direction and discretion of the Chief of Police.

908.2 JOB SPECIFICATIONS

Job specifications for each coveted position and/or ancillary assignment are developed by the immediate supervisor of the position and/or assignment in coordination with PD Human Resources. Each specification shall consist of the general purpose of the position, behavioral components, special requirements (if applicable), a minimum commitment period, position qualifications and preferred qualifications. One job specification will serve for all similar positions that exist in more than one location throughout the Department (e.g., CID lieutenants and sergeants). Approved job specifications shall be signed by a PD HR representative, the Assistant Chief(s) of the bureau in which the position resides, and the Assistant Chief of the Strategic Planning and Auxiliary Services Bureau. Once approved, all job specifications shall be retained at the Planning and Research Section. The approved job specification shall remain in effect and shall be used for any subsequent vacancy announcements. Job specifications shall not be revised or recreated each time there is a vacancy for the position or assignment. Job specifications shall be changed only if there has been a significant change in position or

assignment duties, or if a demonstrated need to change any portion of the job specification exists. If the immediate supervisor of a vacancy and/or any supervisor in the affected chain of command wishes to propose changes to an existing job specification, such request shall be approved by the affected Assistant Chief(s) and forwarded to PD HR for development of the revised job specification.

908.3 PROCEDURE

- A. Vacancy Announcements. Written requests to fill permanent vacant positions originate from the unit with the vacancy and are forwarded through the chain of command for executive approval. The Strategic Planning and Auxiliary Services Bureau Assistant Chief forwards the approved request to Planning for the announcement. The vacancy notification containing the job specification is announced through Department email addressed to the applicable ranks and the chain of command of the vacancy. Applicants will have a designated time frame to respond to the announcement by submitting a transfer application packet per the instructions on the announcement. Vacancies shall only be announced one time per vacancy.
- B. Minimum Qualification and Disciplinary/IA History Screening. At the close of the application period, all applications will be forwarded by Planning and Research to the assistant chief of the affected bureau who will review the applications to determine if each applicant meets the minimum qualifications. Applicants must be in good standing regarding the Department's 45- college hours within three years of service, as indicated in CBA Article 25 Section 3. In addition, the assistant chief shall conduct a review of the applicant's IA and disciplinary history to determine if the applicant is free of any potential conflict in relation to the specific position or assignment sought. The assistant chief will consider incidents of disciplinary history that occurred one year from the date of the incident that discipline was received to the date of application. The assistant chief shall indicate a recommendation for each applicant on the Qualifications / Discipline / IA History Review form. The form shall be forwarded to the Chief of Police who shall review and sign indicating approval, denial, or approval with the exception(s) of the recommendation(s). If the applicant is deemed to be "not qualified" by the Chief of Police, the assistant chief involved in the screening shall meet with and inform the applicant of the status. The packet will be returned to Planning and Research to proceed with the process accordingly.
- C. Announcement Packet. Planning and Research will then notify the requesting supervisor via email that the hard copy packet is ready to be picked up. Planning and Research will retain an electronic copy of the packet. The packet will contain:
 1. Transfer instructions and checklist
 2. Interview and signature cover sheets
 3. Applicant's transfer application packet and two previous evaluations
 4. Copy of unit's request for the announcement
 5. Copy of announcement
- D. Process. The number of qualified applicants responding to the applicable announcement (regardless of the number of vacancies existing at the time of announcement) shall determine the required course of action for the remaining steps in the transfer process.
 1. Appendix F Process. Any announcement resulting in the submission of applications by three or more qualified applicants shall be handled in accordance with all requirements in Appendix F and this policy.
 2. Open Selection Process. Any announcement resulting in the submission of applications

by less than three qualified applicants shall be handled by selection of a qualified person, regardless of whether the person selected was an applicant for the position. Interviews may be held at the discretion of the assistant chief of the affected bureau. Such interviews may be informal or follow the interview process set forth in Appendix F.

- E. Interview Questions. The supervisor of the vacant position shall consult with PD HR to develop appropriate interview questions that must include an ethics/integrity component, a technical component, and one to five behavioral components. The supervisor shall provide PD HR the best answers to the questions selected for the technical component and such answers shall be provided to the interview board. Selected questions will be inserted into the Internal Assignment Interview Questions Rating Form.
- F. Interview Boards. The commander, or lieutenant if the division does not have a commander, of the unit or section with the vacancy, shall select one interview board member and PD HR shall randomly select two board members. All board members shall be one rank higher than that of the vacancy.
- G. E.P.M.P.O.A. Representative. Interview boards held in accordance with Appendix F shall not be conducted without a representative of the E.P.M.P.O.A. present. Optional informal interviews that do not follow the Appendix G process, as allowed by Section 908.3(D)(2), may be conducted without an E.P.M.P.O.A. representative. It is the responsibility of the supervisor of the unit with the vacancy to arrange for an E.P.M.P.O.A. representative to be present.
- H. Interview Scores. Applicants shall be scored utilizing the scoring ranges for each question along with the additional scoring categories of Preferred Qualifications and Seniority Points. Seniority Points shall be based on years in current rank. Points will not be prorated for a time at less than full-year increments.
- I. Total Scores. Applicants shall be categorized as Highly Qualified, Qualified, or Not Qualified based on overall score. The score range for each category is determined on a case by case basis in line with the number of components selected per Section E.
- J. Selection. Any applicant may be selected from the Highly Qualified pool of applicants. In the event no applicant is rated Highly Qualified, selection of a qualified person may be made, regardless of whether the person selected was an applicant for the position. The supervisor shall document the selection for the affected vacancy via interoffice memo and shall ensure that all forms are complete, including all interview board scores, comments, and signatures. The supervisor shall include information in the selection memo for all applicants rated Qualified or Not Qualified as to why the applicant was not rated Highly Qualified along with recommendations for improvement. The list of Highly Qualified applicants shall remain in effect for 1 year from selection should another vacancy for the same position become available.
- K. Transfer Packet Routing. The supervisor shall forward the complete packet to the Chief of Police via the chain of command for approval and determination of the transfer date. The packet shall then be forwarded to Planning and Research via the Assistant Chief of the Strategic Planning and Auxiliary Services Bureau. Planning and Research shall make individual notification to each applicant of the selected person and each applicant's rating. For applicants not rated Highly Qualified, the explanation and improvement recommendations shall be included. Planning and Research will maintain all documentation on file.

- L. Transfer Packet Completion. Complete transfer packets outlined in Section C shall be completed and routed whether or not interviews are conducted.


908.4 PROCEDURE FOR LATERAL POSITION TRANSFERS

Sworn employees requesting a lateral transfer shall email the Request for Lateral Transfer Form (Appendix C of the Contract) to Planning and Research and cc their chain of command. Such requests expire one year after the submission date. The Executive Staff retains discretion in granting transfer requests.

- A. Employee Responsibilities:
 - 1. If the employee wishes to extend the request beyond the one year period, the employee shall resubmit the request prior to expiration.
 - 2. If the employee wishes to rescind the request at any time, the employee shall use the Lateral Request Form, check rescind and email the notification to Planning and Research and cc their chain of command.
- B. Planning and Research Responsibilities:
 - 1. Transfer Request Database maintenance
 - 2. Transfer Request List updates
 - 3. Submittal of the Transfer Request List to the Executive Staff

908.5 PROCEDURE FOR NON-COVETED POSITION VACANCIES

Non-coveted position vacancies may be filled by means deemed most appropriate by Executive Staff, including but not limited to recruitment, email announcement, or other means of selection.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
909 Promotions	Policy Effective: 05/11/2021 Previous Version: 04/08/1999

909 PROMOTIONS


Officer promotions are governed by the Police Contract and Civil Service Rules. More information can be found in these sources. Supervisors will allow officers to register for promotional exams while on duty. Newly promoted employees will be on probationary status the first six months in which they hold their new position.

909.1 GRADES P5 AND BELOW

Promotions to grades P5 and below are made from eligibility lists determined by promotional examinations, assessment centers, and seniority. Eligibility lists are developed and maintained by the City Human Resources Department.

909.2 GRADES P6 AND ABOVE

Promotions to grades P6 and above are made by appointment of the Chief of Police. These promotions are exempt from competitive examination. Rules governing these promotions are found in the Police Contract.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
910 Transitional Duty (Medical)	Effective Date: 03/30/2022 Previous Version: 07/27/2018

910 TRANSITIONAL DUTY (MEDICAL)

Temporary transitional duty accommodation, when available, is for officers in the department who, because of medical reasons, are temporarily unable to perform the duties of their regular assignments. The use of a temporary accommodation can provide officers with an opportunity to remain productive while convalescing as well as provide a work option for officers who may otherwise risk their health and safety or the safety of others by remaining on their regular assignment.

Officers shall submit to the PD Payroll department a doctor's letter that describes the officers' physical restrictions. The commander or civilian manager at the officer's assigned region will be the only person in the officers' chain of command who will be notified of the officer's restrictions (not the medical condition). It will be the officer's discretion to provide information to a supervisor about their medical condition. To prevent a situation where the officer might feel pressured to answer a question about their health to a supervisor, supervisors shall not ask an officer on medical TDY about their medical condition.

910.1 ATTIRE

Officers on transitional duty shall wear professional attire as defined below unless their duty assignment requires specific attire. Officers shall adhere to City and Department personal appearance and uniform standards.

Professional attire is the traditional, formal business look and is needed to present a professional appearance for work. Examples of professional attire include business suits, slacks and sports coat, dress shirt with collar and tie, dress boots or shoes, business dresses, coat dresses and suits, pantsuits, blouses/shells, skirts.

910.2 WEAPONS

While on duty, officers must carry a firearm in which they are currently qualified.

910.3 PREGNANT OFFICERS

- A. Pregnant officers are eligible for temporary assignments as available and as appropriate to their physical capabilities and well-being. Pregnant officers shall submit to the payroll department a doctor's letter that describes the officers' physical restrictions. Officers may be permitted to continue working their regular assignment as long as the assignment does not violate their Doctor's restrictions.
- B. Officers who request a lactation room will be temporarily assigned to PD headquarters or other PD facilities that have an HR-approved lactation room. Officers must give a minimum of 2 weeks' notice to their supervisors that they will need a lactation room to allow time for

accommodation. Officers and supervisors shall follow the City of El Paso's Right to express breast milk in the workplace policy.


910.4 SUPERVISORS RESPONSIBILITIES

Supervisors shall ensure that officers on transitional duty follow their medical restrictions and provide payroll with all the necessary paperwork. Supervisors are not to assign an officer on transitional duty a task that violates the officer's medical restrictions.

910.5 WHILE ON TRANSITIONAL DUTY

It is the officer's responsibility to obtain and submit a doctor's note in a timely manner to PD Payroll. The written documentation by the doctor must identify:

- A. The employees' temporary work limitations and/or restrictions;
- B. The specified work activities that are limited due to an illness or injury (for example; limited hours, limited functions, need for equipment, etc.)
- C. The expected duration of the work restrictions.
- D. In addition, if a doctor cancels or delays an appointment, it is the officer's responsibility to contact payroll immediately. Failure to do so may result in a disruption to the officer's work status and/or benefits.
 1. All paperwork shall be provided to Payroll in person.
 2. The officer shall not report to work until being issued a work release form by Payroll.
 3. Officers shall participate in department mandated training; provided that doing so does not violate the officer's medical restrictions. For clarification regarding this issue, contact PD Payroll.
 4. Officers on transitional duty cannot work off-duty/extra duty employment that requires working in a law enforcement capacity.

 El Paso Police Department Procedures Manual	Chapter: 9 Personnel Policies
911 Family and Medical Leave Act (FMLA)	Effective Date: 03/03/2022 Previous Version: 09/12/2018

911 FAMILY MEDICAL LEAVE ACT (FMLA)

911.1 ELIGIBILITY REQUIREMENTS

Eligibility Requirements for FMLA Full-time, part-time, or temporary employees may be eligible for FMLA leave as long as they are on the payroll and meet both of these requirements:

- A. The employee has worked for the City of El Paso for at least 12 months at the time the leave is to begin. (These do not have to be consecutive months.)
- B. The employee has worked for the City of El Paso for at least 1,250 hours during the 12 month period before the leave begins. (These months are consecutive)

The Family Medical Leave Act will be administered in accordance with all applicable Federal regulations, City policies, and Department policies. FMLA allows up to 12 work weeks of leave during a “rolling” 12-month period for the following reasons:

- A. The birth and care of a newborn child of the employee;
- B. The placement of a child with the employee for adoption or foster care;
- C. To care for a spouse, son, daughter or parent who has a serious health condition as defined by the FMLA;
- D. A “Serious Health Condition” that renders the employee unable to perform the functions of his or her job.
 1. The most common serious health conditions that qualify for FMLA leave include:
 - a. Any period of incapacity because of pregnancy or prenatal care.
 - b. Conditions requiring an overnight stay in a hospital or other medical care facility;
 - c. Conditions that incapacitate the employee or the employee’s family member (for example, unable to work or attend school) for more than three consecutive days and that include ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care, such as prescription medication); and,
 - d. Chronic conditions that cause occasional periods when the employee or the employee’s family member is incapacitated, and which require treatment by a health care provider at least twice a year.
- E. A “qualifying exigency” as a result of the employee’s spouse, child, or parent who is a military member on covered active duty or called to covered active duty, (Employee Leave Benefits Section: Family and Medical Leave Act (FMLA) January 2020 Page 2 of 10 Version: 1.0 of an impending call to active duty), or in support of a contingency operation for covered members of a Reserve component, or to care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the covered service member (Military

Caregiver Leave). (Employees are entitled to 26 weeks of leave if they qualify as military caregivers).

911.2 GUIDELINES

Employees must submit the appropriate FMLA leave request and forms to PD Payroll. FMLA documentation must be filled out completely and be on file, and it must state what type of absences (continuous, intermittent, etc.) are allowed, who the covered person is, and the condition covered.

If in the event the employee is absent from work for more than 3 consecutive working days, the employee will be required to submit FMLA documentation. Prior to reporting for duty, the employee is required to submit proper medical documentation to the Payroll section, at which time the employee will be released to full duty.

Subsequent doctor's notes will not be required as long as the FMLA documentation is on file and in effect, and the leave taken is in accordance with the person and the condition indicated in the documentation.

In order for leave to be granted under FMLA, all leave requests must indicate in Agency Web Notation the "FMLA" purposes. If the leave is for a dependent of the employee, the relationship to the employee must be included. Supervisors must verify if the leave requested falls under FMLA and must ensure the leave request includes the proper documentation.

911.3 HOLIDAYS WHILE ON FMLA LEAVE

When a holiday falls during a week in which an employee is taking the full week of FMLA leave, the entire week is counted as FMLA leave. When a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

911.4 BOTH SPOUSES EMPLOYED BY THE CITY OF EL PASO


When spouses both work for the same employer, the amount of leave is limited to a combined total of 12 weeks (or a combined total of 26 weeks under military caregiver leave) due to the birth, adoption, or foster care placement of a child or to care for the employee's parent with a serious health condition. Each employee would not be entitled to 12 weeks FMLA leave for this purpose. The limitation would not apply, however, to any FMLA leave balance each employee is entitled to for another qualifying purpose, such as the employee's own serious health condition. Exceptions may apply when the newborn, or adopted or foster child, has a serious health condition.

911.5 SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE WHILE ON FMLA LEAVE

Employees are required to use all available paid leave before the leave is unpaid LWO (leave without pay). This will not apply if an employee is on workers' compensation. Sick leave must be used then the employee may then exhaust other forms of leave. Substitution of paid leave for unpaid leave does not extend the 12 or 26 weeks permitted under the FMLA.

911.6 OUTSIDE EMPLOYMENT WHILE ON FMLA

For FMLA requests not covered in the above listed policy refer to the City of El Paso FMLA policy. For questions pertaining to FMLA please contact PD Payroll.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
912 Personnel Record Keeping	Policy Effective: 08/22/2022 Previous Version: 05/26/2021

912 PERSONNEL RECORD KEEPING

912.1 RECORD KEEPING

All employment information maintained by the Department, whether official or working copies, will be kept secured with limited access allowed. Files may only contain work related information.

912.2 OFFICIAL PERSONNEL FILES

Official personnel files are maintained at City Personnel for all City employees. Personnel files consist of four parts: personnel records, medical records, leave records, and workers' compensation records. The personnel records generally consist of five types of documents: application information, personnel action forms, evaluations, reprimands, and commendations. These files are permanently maintained by the City of El Paso.

912.3 DEPARTMENT FILES

The Department maintains personnel files on all employees during their tenure with the Department. Department personnel files are maintained by the Chief's Office. Information, in addition to what is kept in the official file by City Personnel, may be maintained in the Department file, to include copies of documents submitted to City Personnel for filing. Medical information will not be maintained in these files.

912.4 TRAINING FILES

The Training Division maintains records of training and education for Department employees. These records are primarily for TCOLE certification and to ensure that all training needs are met. Medical information will not be maintained in these files.


912.5 WORKING FILES

Regional Commands, or sections of the Department, may maintain working files of assigned employees. These are unofficial records maintained for section use only. Working files may only be maintained while an employee is assigned to that particular section for the purpose of completing annual performance evaluations. Upon transfer to a different section, the file must be transferred to the employee's new unit of assignment. The retention period and method of destruction of the documentation in the working files is further addressed in policy 907 Performance Evaluations. Medical information will not be maintained in these files.

912.6 EMPLOYEE RESPONSIBILITIES

Employees are responsible for submitting any changes to their official personnel files through the Chief's Office. Employees will update address and phone number changes through AgencyWeb, PeopleSoft, and the LEMS program within 24 hours of any change. Employees are responsible for submitting the notification of a name change within 24 hours of receiving their new social security card, or by the next business day. Employees will adhere to the following procedures:

- A. The affected employee must bring the new social security documentation pertaining to the name change to Payroll, where the documents will be copied and filed.
- B. Payroll will notify City Human Resources and Planning & Research of the change. City Human Resources will update KRONOS and PeopleSoft. Planning & Research personnel will update AgencyWeb only after a PD Human Resources supervisor confirms the change in KRONOS and PeopleSoft has occurred.
- C. The employee must obtain a Photo ID Card Authorization Form for a new identification card from PD Human Resources.
- D. The completed form must be taken to Records to complete the process for a new identification card.
- E. Sworn employees must notify the Academy and TCOLE. It is the employee's responsibility to notify TCOLE in writing by mailing the applicable form from the TCOLE website within 30 days. Employees must submit a copy of the form to the Academy. Instructions for completion of the form are available in PD/Public/Reference/Forms/Human Resources.
 1. Name changes on TCOLE records will be completed free of charge.
 2. Officers who request a new TCOLE license or certificate reflecting the name change will be charged a fee.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
913 Time Keeping and Overtime	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

913 TIME KEEPING AND OVERTIME

The Department will maintain an accurate, efficient, and uniform timekeeping system through the use of the City’s official time keeping system, KRONOS. In conjunction with KRONOS, Agency Web will be utilized by all Department employees to submit and approve/decline all overtime, comp time, and leave requests. Agency Web will also be utilized as the official scheduling system for all full-time Department employees.

913.1 TIME KEEPING

- A. **Scope of Policy.** All portions of this policy remain in effect for all employees unless otherwise indicated as applicable specifically to employees punched from schedule or employees required to swipe in/out.
- B. **Employees Punched From Schedule.** Employees punched from schedule are those employees working in units designated by the Chief of Police or their designee as not required to swipe in/out. Instead the employee’s proposed work schedule will be posted to the timecard in KRONOS through the “punch from schedule” option in KRONOS, or the employee will have an assigned schedule in Agency Web.
- C. **Employees Required to Swipe In/Out.** Employees required to swipe in/out are those employees working in units designated by the Chief of Police or their designee as required to swipe in/out. Employees’ actual work schedules will be posted to the timecard through in/out swipes.
- D. **Chief’s Retained Rights.** The Chief of Police or their designee retains the option to mandate employees who regularly work other than standard or consistent hours to remain on a swipe in/out method of timekeeping as deemed necessary for efficiency.
- E. **Supervisor Definition.** Unless otherwise specifically stated, the term “supervisor” refers to a supervisor at least one level higher than the submitting employee.
- F. **Grant/Reimbursed Overtime.** All grant-funded or reimbursable overtime is subject to the rules outlined in any applicable contract, MOU, agreement, statute, municipal ordinance, Civil Service rule, or any other governing document or law. Personnel who oversee grants or other reimbursable overtime shall ensure compliance with all such governing documents before approving overtime. Any such governing documents supersede this policy in the event of a conflict. Under general grant overtime, the following requirements will apply:
 - 1. Officers may not work any grant or other reimbursed overtime while on any type of leave if the overtime worked falls within the regularly scheduled hours for which the leave is being taken. Example: An officer normally scheduled to work 8:00 AM– 4:00 PM may take leave (VAC, SPD or CTT only) and work such overtime only if the overtime is worked before 8:00 AM or after 4:00 PM. Any overlap between the officer’s duty hours and the overtime assignment is a violation regardless of leave status.
 - 2. Under no circumstances will any part of this policy be circumvented by changing hours on paper, flexing time, or adjusting work schedules in order to accommodate meeting

these stipulations. Agency Web or KRONOS schedules will not be adjusted to accommodate overtime assignments. The only exception is changing work hours due to operational necessity.

913.2 KRONOS TIME KEEPING

Duty hours, absences, overtime/comp time requests, and leave requests of all Department employees will be submitted, approved, and posted to KRONOS via Agency Web.

- A. All supervisors must enter subordinate employees' work schedules into Agency Web accurately per the monthly notifications made by Court Liaison. Once per week, on Saturday at about 9:00 AM, the schedule as entered in Agency Web for the immediate following Sunday-Saturday will post to KRONOS. Supervisors must ensure that each subordinate employee's time card is accurate and reflects actual hours worked and actual attendance. Supervisors will ensure that all leave is posted to the time cards in accordance with established policy for leave requests.
 - 1. Employees Punched From Schedule. Each employee's weekly schedule as imported from Agency Web will automatically "punch from schedule" to the timecard in KRONOS. Any changes in an employee's days off or work hours occurring after the schedule has imported into KRONOS must be updated via the schedule tab in KRONOS by a supervisor as soon as possible, but no later than one hour after the start of the applicable tour of duty. Only the employee's regular work hours for a full day (eight or ten hours, as applicable) will be entered directly on the timecard. No overtime will be entered directly on the time card. The only time a supervisor may enter time spans longer than regularly scheduled eight or ten hours is for flex-time schedules. Overtime, leave, and partial days worked must be entered through Agency Web.
 - 2. Employees Required to Swipe In/Out. Employees' work schedules will post to the KRONOS timecard via in/out swipes on the KRONOS time clocks.
- B. Supervisors are responsible for reviewing subordinate employees' time cards in KRONOS to ensure the accuracy of hours worked and leave taken prior to the close of the pay cycle. **It is imperative that all work hours, leave, and days off be accurate in order to ensure proper pay of shift differential and overtime as well as to ensure employees are "on the clock" when they are actually working.**
- C. Employees are considered on-duty during the times the employee is recorded into the City's official time keeping system and the employee is conducting official City business. Exceptions may apply while off-duty if an employee takes official police action consistent with Department policy. Under such situations officers will be required to notify a police supervisor as soon as practical. This does not apply to officers taking off-duty police action while compensated by a third party.

913.3 OVERTIME/COMPENSATORY TIME (COMP TIME) SLIPS

It is incumbent upon each employee to submit overtime requests as outlined within this policy in order to receive payment or comp time for any and all overtime incurred. Overtime/comp time requests will be completed electronically by the employee and submitted to the appropriate supervisor or Court Liaison for approval the day the overtime/comp time is worked. When requested by the Grant Administrator, a hard copy overtime slip will be completed.

Overtime/comp time must be pre-approved by a supervisor prior to an employee working the overtime, unless the employee encounters a situation that requires the use of overtime and the employee cannot immediately notify a supervisor. These situations are limited to those circumstances which prohibit the officer's ability to immediately contact a supervisor due to safety considerations of the officer or members of the public. If an employee is working overtime due to these circumstances, the employee must notify an appropriate supervisor within the employee's direct chain of command immediately upon control of the situation. All sections of the overtime/comp time request form must be completed. The form shall include a detailed explanation supporting the need for work on an overtime basis, regardless of the funding source of the overtime. All overtime/comp time requests will be reviewed daily by a supervisor or by the next working day in cases where the appropriate supervisor is off duty at the time the overtime request is submitted and approved, denied or cancelled. In any event, approval, denial, or cancelation will be completed no later than the close of the pay period.

913.4 DEFINITION

Overtime. Overtime, regardless of overtime type, is defined as any time worked in any day in excess of an employee's regularly scheduled work hours or work on a day off. Payment of overtime is governed by the Contract, applicable Civil Service Rules and City policies, and as such is paid based on a 40 hour work week at a straight rate or time and one-half rate of pay, as applicable per productive time definitions.

913.5 ELECTRONIC SUBMISSION OF OVERTIME BY EMPLOYEES PUNCHED FROM SCHEDULE

Electronic overtime slips will be completed for all overtime incurred.

- A. Regular Overtime/Comp Time. Regular overtime (investigative call-outs, call-backs, late calls, report writing, etc.), whether pay or comp time is being requested, will be routed to a supervisor who is on-duty and/or available to review and approve the overtime at the time of submission. The submitting employee will select the supervisor to whom the overtime request will be routed.
- B. Grant/TXDOT/Reimbursed Overtime. Grant/TXDOT/Reimbursed overtime will be routed for approval to the supervisor or designee who oversees the funding grant or program. The comp time option is not allowed for this overtime. If the employee submitting the overtime request is the same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command.
- C. Court Overtime/Comp Time. All court overtime will be submitted directly by the submitting employee to Court Liaison, regardless of whether overtime pay or comp time is being requested. Court Liaison will verify and approve the overtime and then submit it to Payroll. Any needed adjustments to pay or comp time accrual balances will be made by Payroll personnel.
- D. Special Event Overtime/Comp Time (OSO). The code OSO for Special Event overtime is for major incidents or events, such as major weather events, and will only be used when the event is so designated by the Chief of Police or their designee. The comp time option under this overtime code will be determined on a case by case basis by the Chief of Police or their designee. Routing of this overtime for approval will be made to a supervisor who is available and on-duty at the time of submission.

- E. Special Event Overtime (OSP). Overtime coded OSP is overtime that occurred for organized, planned events, such as parades or foot races, that are handled in accordance with applicable Municipal Code ordinances. Overtime coded OSP will only be routed for approval to and approved by the supervisor (or designee) coordinating the event. The comp time option is not allowed for overtime coded as OSP. If the employee submitting the overtime request is the same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command.

913.6 ELECTRONIC SUBMISSION OF OVERTIME BY EMPLOYEES REQUIRED TO SWIPE IN/OUT

Overtime requests are not required for overtime incurred of less than 15 minutes that is incorporated within the swiped work hours. However, employees who are required to swipe in/out will submit overtime requests for all overtime incurred, regardless of the amount of time due to court, grant-funded activities except as noted, special event overtime coded as OSP, comp time requests, call backs, or any other situation in which the overtime worked is not already reflected in the swiped work hours on the KRONOS timecard, or when an employee is otherwise directed.

- A. Regular Overtime/Comp Time. Regular overtime (investigative call-outs, call-backs when no swipe is made, etc.), whether pay or comp time is being requested, will be routed to a supervisor who is on-duty and/or available to review and approve the overtime at the time of submission. The submitting employee will select the supervisor to whom the overtime request will be routed.
- B. Grant/TXDOT/Reimbursed Overtime. Grant/TXDOT/Reimbursed overtime will be routed for approval to the supervisor or designee who oversees the funding grant or program. The comp time option is not allowed for this overtime. Overtime incurred by employees whose positions are not funded by the general fund (such as, but not limited to, applicable HIDTA initiatives) are not required to submit overtime requests for overtime recorded within KRONOS swipes unless the overtime worked falls under a different funding source. In such cases, the supervisor or designee overseeing the grant is required to ensure that the overtime is recorded in KRONOS or on electronic overtime requests under the correct grant number. If the employee submitting the overtime request is the same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command.
- C. Court Overtime/Comp Time. All court overtime will be submitted directly by the submitting employee to Court Liaison, regardless of whether overtime/comp time is being requested. Court Liaison will verify and approve the overtime and then submit it to Payroll. Any needed adjustments to pay or comp time accrual balances will be made by Payroll personnel.
- D. Special Event Overtime/Comp Time (OSO). The code OSO for Special Event overtime is for major incidents or events, such as major weather events, and will only be used when the event is so designated by the Chief of Police or their designee. The comp time option under this overtime code will be determined on a case-by-case basis by the Chief of Police or their designee. Routing of this overtime for approval will be made to a supervisor who is available and on-duty at the time of submission.
- E. Special Event Overtime (OSP). Overtime coded OSP is that overtime incurred for organized, planned events such as parades or foot races that are handled in accordance with applicable Municipal Code ordinances. Overtime coded OSP will only be routed for approval to and approved by the supervisor (or designee) coordinating the event. The comp time option is not allowed for overtime coded as OSP. If the employee submitting the

overtime request is the same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command.

913.7 ELECTRONIC APPROVAL OF OVERTIME/COMP TIME AND HARD COPY OVERTIME

The supervisor to whom an overtime request is routed will receive an email notification. Supervisors are to review and approve/decline the overtime the same day it is worked, or by the next business day in cases where the appropriate supervisor is off-duty at the time the overtime request is submitted. In any event, approval, denial, or cancelation will be completed no later than the close of the pay period. Supervisors will submit the overtime slip directly to Payroll via the "Submit for Final Approval" option. Commanders and civilian managers, or their designee, are required to receive and review weekly overtime reports from each lieutenant or civilian supervisor. Any discrepancies will be reported to Payroll for adjustment.

- A. For overtime encompassed within KRONOS swipes (less than 15 minutes), supervisors must indicate approval through the comment function on subordinate employees' time cards. Any overtime within KRONOS swipes that is more than 15 minutes requires completion of an overtime request in Agency Web with the appropriate swipe indicator selected from the drop down box. For commanders, or any other supervisor/manager, who do not hold a KRONOS license, this function shall be formally delegated in writing to a sufficient number of supervisors one level lower within the same chain of command. Such delegation will be limited to this task only. This is not intended to preclude delegation of other tasks to an OIC during the absence of the delegating party.

913.8 COURT OVERTIME SLIPS

When required by this policy, court overtime will be submitted electronically, or hardcopy if the electronic system is down, directly to Court Liaison on the day the court overtime is worked. If submitted hard copy, the overtime slip may be delivered to Court Liaison in person or deposited at any drop box designated for this purpose.

- A. Times. Officers must ensure that the beginning and ending time of the court appearance is indicated in the notes section. The "end" time must reflect the actual time the officer was released from court.
- B. Telephone Hearings. In cases where overtime is performed during a "telephone hearing," officers will fill out the overtime slip as usual and attach a copy of the subpoena for verification. Officers will write "phone hearing" in the notes section of the overtime form.

913.9 PAYMENT OF OVERTIME

The amount of overtime to be paid will be determined by the Contract and applicable laws and regulations. Overtime pay will be processed in the pay period in which it is submitted. Any overtime requests submitted for approval outside the current pay period will be processed as retroactive. If the overtime request was submitted late by the employee, it will be so annotated.

913.10 FLEX-TIME

Flex-Time for sworn and civilian employees will be handled as per the City of El Paso's Flex-Time Policy. The Flex-Time Policy is contained in the City of El Paso's Employee Handbook. Any adjustments to an employee's work schedule as a result of an approved flextime schedule must be made by a supervisor on the employee's timecard in KRONOS as soon as possible, but no later than the end of the employee's applicable tour of duty. Supervisors will ensure that each employee's time card reflects the actual hours worked and actual attendance.

- A. Types of flex-time schedules allowed are as follows:
 - 1. Adjusted Leave or Start Time. An employee may be allowed to report later or leave earlier with prior written approval by a supervisor.
 - 2. Adjusted Lunch Period. A civilian employee's length of their lunch period may be adjusted while still working the normal number of scheduled work hours. This type of flex-time is not available for sworn personnel.
 - 3. Compressed Workweek. An employee may be allowed to work four nine hour days and one four hour day.
- B. Flex-time schedules must be approved by the employee's supervisor prior to working the flex schedule. Eligibility to work a flex-time schedule is subject to the operational needs of the Department and is a privilege, not a right.
- C. See the City of El Paso Employee Handbook for further details.

913.11 CIVILIAN EMPLOYEES MEAL BREAK

Civilian employees of the El Paso Police Department will be scheduled for a one-hour meal break each day.


- A. Civilian employees will be scheduled for a one-hour meal break each day with the exception of personnel assigned to 24/7 operations. Personnel not assigned to 24/7 operations may take a half hour meal break only when authorized in writing by the Chief of Police.
- B. Employees who are scheduled for morning and afternoon breaks will not combine this time in conjunction with the lunch break. Breaks are considered City time and not the employee's personal time.

913.12 SWORN EMPLOYEES MEAL BREAK

- A. Only one meal break and one 15-minute break is allowed per shift. Breaks will be taken only if time permits.
- B. Officers are subject to call during both the lunch break and 15-minute break. Officers will monitor the radio or be available by phone during breaks.
- C. No more than two marked units and no more than four uniformed personnel will be allowed at the same eating establishment.

913.13 OVERTIME ROTATION

Unit supervisors that need employees to work overtime to maintain normal operations within the unit or to conduct special operations will ensure that any eligible Department employee is given the opportunity to work overtime. To distribute the overtime in a fair and equitable manner, unit supervisors will rotate all eligible employees to work overtime. This applies to any scheduled overtime regardless of funding source.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
914 Leave	Policy Effective: 11/08/2022 Previous Version: 01/19/2022

914 LEAVE

Employee leave is governed by Civil Service Rules and the El Paso Municipal Police Officers' Association Collective Bargaining Agreement (EPMPOA CBA). Approval of leave will be based upon these rules. All employees must enter leave requests, and supervisors must approve leave requests in Agency Web prior to the leave being taken. Taking leave prior to approval may result in the employee being considered absent without leave (AWOL), and the employee may be subject to disciplinary action. An exception is sick leave or any other type of leave taken in an emergency situation in which case the supervisor verbally approving the leave must enter the leave and approve it as soon as is practical. The following is, in part, a summary of those rules and to that extent, does not confer any additional or different rights or benefits.

914.1 DEFINITIONS

Supervisor. Unless otherwise specifically stated, the term supervisor refers to a supervisor at least one level higher than the submitting employee.

914.2 INTENT

Leave should be approved when properly requested, except when operational circumstances do not allow (unless the employee is legally entitled to the leave). Supervisors should effectively manage and plan for employee leave to maintain adequate operational levels.

914.3 AUTHORIZATION

Supervisors and above may authorize leave for employees under their command. Leave for commanders and persons higher in rank must be authorized by their immediate supervisor. All officers subject to court appearances will provide verification that the Court Liaison was notified before leave forms are approved.

- A. If there is a conflict or short notice leave request that affects an already scheduled court, supervisor(s) may deny the request of the training or unplanned leave. If approved, Court Liaison will be notified.
- B. Officer leave requests must be submitted for review at least (4) weeks prior to scheduled court. This excludes any type of sick leave only.

914.4 REQUESTING LEAVE

- A. Leave requests should be made with as much advance notice as possible or in accordance with the EPMPOA CBA and/or Civil Service Rules. All leave requests must be submitted through the immediate supervisor or their designees. Employees should check their current leave balances through their most recent pay advice, KRONOS, PeopleSoft, or verify leave balances with Payroll. When employees who are punched from schedule are requesting leave

for a partial day, the leave request must contain the proper leave code for the type of leave in order for the time card to reflect both the leave taken.

- B. Calling in Sick. Each unit will comply with the City of El Paso Sick Leave Policy.

914.5 ABUSE OF SICK LEAVE

Abuse of sick leave is the use of sick leave for other than an authorized absence. Supervisors will refer to the Civil Service Rules and the City of El Paso Sick Leave Policy to determine what may constitute sick leave abuse.

- A. When abuse of sick leave is suspected, supervisors may initiate an inquiry or investigation into the use of sick or emergency leave within their section. Investigations will be made in compliance with Civil Service Rules. Supervisors not familiar with these rules should defer the investigation to the chain of command. When an investigation reveals abuse of sick leave has occurred, the incident will be documented and the employee notified of the outcome of the investigation.
- B. Doctor's certificates may be required for any further absences, upon written notification to the employee or in accordance with the Contract. This requirement will be reviewed every six months and eliminated if the employee's attendance improves.

914.6 CONFERENCE WITH PAY

When attending training not conducted by the Department, all employees must submit a leave request for Conference with Pay (CWP or CWPPOL) for the time that they will be attending the class. Employees who are required to swipe in/out while attending training that is not held at a facility with a KRONOS time clock must submit a leave request for CWP or CWPPOL for the actual number of hours that they will be attending the class.

914.7 ALL OTHER LEAVES

All other leaves will be requested and approved in accordance with this policy, the EPMPOA CBA, and the Civil Service Rules.

914.8 CIVILIAN HOLIDAY POSTINGS

Civilian holiday leave is not entered into Agency Web as it is entered by City Human Resources personnel. Therefore, duplicate entries for dates of holidays for civilian employees will result when both the schedule from Agency Web and the holiday leave entered by HR post to the timecard. Supervisors must ensure accuracy of the timecard, and they will be responsible for eliminating the appropriate incorrect entry so as to prevent overpayment to employees.

914.9 TYPES OF LEAVE

There are many types of leave provided by the City for which procedures are prescribed by the Civil Service Rules and by the Contract. There are conditions for the use of the various types of leave. The Civil Service Rules and the Contract should be consulted for the exact requirements

for requesting and utilizing leave. The following is only a summary of those rules and does not confer any additional or different rights or benefits:

- A. Birthday Holiday. Employees must take their Birthday Holiday on or within 14

- calendar days before or after their birthday.
- B. Military Leave. Employees wishing to use their Military Leave with Pay must provide their supervisor a copy of the military orders as soon as they become available. Employees are allowed 15 working days of Military Leave during each Federal fiscal year (October 1st-September 30). For all other military absences, employees must provide documentation to their supervisors as soon as the information is available. ***Note*** Although Reservists called to Active Duty are not required to request leave or even notify the employer prior to responding to a call-up, notification should be given to the Department as soon as is practical. Supervisors will then complete the needed paperwork and obtain a copy of the orders when they become available. Employees will not be required to show proof of attendance at military duty.
 - C. Sick Leave (Funeral). Funeral leave may be taken for a death in the employee's immediate family, to include: parents, spouse, children, grandchildren, brother, sister, mother-in-law, father-in-law, or other relatives of the employee. The amount of leave, which may be taken, is defined by Civil Service Rules. ***Note*** A death certificate or obituary notice must be provided with the leave request.
 - D. Sick Leave (Parental). Employees may take parental leave in accordance with the Family and Medical Leave Act. An employee requesting parental leave to care for a newborn or newly adopted child will, at the earliest possible time, give written notice to the employee's supervisor of the intent to go on parental leave.
 - E. Sick Leave (Personal Days). Personal Days are for employees to take for any reason the employee desires. Doctor's certification is not required to gain approval of Personal Day Leave. As with sick leave, a minimum of one hour notice should still be given. Officers will comply with the Contract when requesting Personal Days. Personal Days are approved at the discretion of the employee's supervisor.
 - F. Jury Duty (Civil Leave). Officers will be allowed leave for jury duty in accordance with the Contract. Supervisors will grant civilian employees full pay for any absence necessary for serving on a jury, such as jury duty served during scheduled work hours. Certification for jury duty service will be attached to the leave form.

914.10 MENTAL HEALTH LEAVE FOR POLICE OFFICERS

PURPOSE

The purpose of this policy is to provide for and maintain employment benefits for a specific group of employees who are granted mental health leave due to experiencing a traumatic event in the scope of the officer's employment.

ELIGIBLE EMPLOYEES

This policy applies to uniform police officers.

DEFINITIONS

- A. Peace Officer. An individual described by Article 2.12, Code of Criminal Procedure who is elected for, employed by, or appointed by a political subdivision.
- B. Traumatic Event. An event which occurs in the peace officer(s) scope of employment where the officer is involved in the response to, or investigation of, and event that causes the officer to experience unusually strong emotional reactions or feelings which have the potential to interfere with the officer's ability. Examples include and not limited to: major incidents involving multiple casualties such as mass shootings, traffic accidents, fires, terrorist attacks, weather related events, death of a child involving violence or neglect, officer involved shooting of a person, line of duty death or suicide of a department member.
- C. Mental Health Professional. Works in various capacities to diagnose, treat, and offer medical and physical care to individuals suffering from mental illnesses and disorders.

PROCEDURES

- A. Employees:


An officer that seeks to request the paid leave and benefits provided by this policy must:

 - 1. Be classified as an eligible employee as provided in this policy in section above.
 - 2. Have been directly involved in a traumatic event.
 - a. The law enforcement agency that employees the peace officer has discretion as to what constitutes a traumatic event.
 - 3. Complete and submit a Mental Health Leave Request Form and submitting through the officer's commander.
 - a. The Mental Health Leave Request Form may include supporting documents such as a daily activity report, CAD call card, or other documentation of the incident/traumatic event.
- B. Chain of command/Chief of Police: Officers request for mental health paid leave and benefits provided by this policy must:
 - 1. Be submitted by the officer's commander to the Office of the Chief of Police upon receipt.
 - 2. Be treated as a priority matter.
 - 3. Be treated as strictly confidential by all parties involved unless:
 - a. Necessary to facilitate the use of leave;
 - b. Confidentiality is waived by the officer seeking mental health leave;
 - c. The officer is a danger to him/herself or others and departmental personnel must confer with mental health professionals; or
 - d. Otherwise required by law.
 - 4. Be granted
 - a. Unless the chain of command can articulate specific compelling reasons to deny granting leave in writing.
 - 5. Be approved exclusively by the Chief of Police, or designee(s).
 - 6. Be notified of the decision within two business days following the submission of the request to the Office of the Chief of Police.
- C. Benefits:

If an employee that is granted Mental Health Leave, the employee will receive:

1. All employment benefits and compensation for the duration of the leave including:
 - a. Extensions of Mental Health Leave may be requested to the Chief of Police. All employment benefits and compensation for the duration of leave, including:
 - b. Paid leave accrual (includes holiday leave, vacation leave)
 - c. Pension benefits
 - d. Health benefit plan benefits that the employee would customarily be provided on paid leave.
2. Up to 10 days of Mental Health leave per traumatic event.
If an employee requests an extension of Mental Health Leave:
 - a. The request must be made to the Chief of Police;
 - b. The Chief of Police, in consultation with the City's Human Resources Director, may grant additional Mental Health Leave beyond the initial days granted by the Chief of Police.
 - c. Each extension requested must be accompanied by documentation including but not limited to documentation from a mental health professional indicating the necessity for additional leave;
 - d. No more than two (2) extensions will be considered per event.
 - e. No extension can be more than ten (10) days.
 - f. The Chief of Police shall grant the extension upon the receipt of sufficient documentation explaining the need for the extension.
- D. Scope: This policy does not preclude an officer from exercising his/her rights under:
 1. Family and Medical Leave Act;
 2. Americans with Disabilities Act;
 3. Worker's Compensation; and
 4. Employee Assistance Program.

All questions or concerns may be directed to Human Resources.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
915 Pay	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

915 PAY

All pay for Department employees is determined either by Civil Service Rules (Civilians) or the Police Contract (Officers).

915.1 PAYROLL INQUIRIES


Employees will make payroll inquiries by first consulting their supervisor and by following established procedures through the Department's Payroll Section, not City Human Resources.

915.2 PAYROLL DEDUCTIONS

Payroll deductions can be made by completing the proper form and submitting it through the Payroll Section. Any extra deductions would be through either the employee W4 or if a request of garnishment is received, this would be done with the Comptroller's Office.

915.3 EDUCATION PAY

The City shall pay each employee for their education as stipulated by Article 6 of the Articles of Agreement between the City of El Paso and the El Paso Municipal Police Officer's Association. Employees holding a Master's Degree or any other higher degree granted by an accredited college or university will be paid the rate of pay for a Master's Degree.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
916 Injury on Duty	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

916 INJURY ON DUTY

The Department policy regarding work-related injuries is established in accordance with City Ordinances and the State of Texas Worker's Compensation laws. Failure to comply with timely reporting requirements may subject the Department and the City to substantial monetary fines.

916.1 REPORTING ON DUTY INJURIES

- A. **Employee's Responsibility.** Employees are responsible for reporting all job-related injuries and illnesses to their supervisor within 48 hours of the injury or manifestation of the illness, to also include any off-duty injury that falls within City of El Paso Worker's Compensation coverage. Employees are responsible for seeking proper treatment and submitting all necessary documents, which includes completing all of the Department's portion of the FMLA forms, the extension request memo, and the employee statement.
- B. **Supervisor's Responsibility.** When informed of an employee's job-related injury or illness, including any off-duty injury that falls within the City of El Paso Worker's Compensation coverage, supervisors will immediately submit a Supervisor's Report of Injury to the Payroll section and record the incident on a supervisor's log. Photos of the injury will be taken and turned in with the criminal case as evidence (if the result of criminal action) and attached to the supervisor's log. Supervisors will inform the employee of their responsibilities in applying for AWP/ACC and submitting an Injured Employee's Statement form, and they will assist the employee when necessary. It is also the responsibility of the handling supervisor to ensure that the proper documentation, which includes the Department's portion of the FMLA forms and the extension request memo, have been completed upon notification of the injury or illness by an employee and submitted as required. Supervisors will immediately inform Payroll of:
 1. Name and ID number of employee
 2. Date and nature of injury
 3. Whether the injury/illness is work related

916.2 INFECTIOUS DISEASE EXPOSURE

Employees who suspect they have been exposed to an infectious disease during the course and scope of employment will report the incident immediately. Notice: To All Law Enforcement Officers: the following is an important notice made pursuant to Texas law: In order to qualify for Workers' Compensation benefits, a law enforcement officer who claims a possible work-related exposure to a reportable disease, including HIV infection, must be tested for the disease not later than the 10th day after the exposure and must provide their employer with documentation of the test and a sworn affidavit of the date and circumstances of the exposure. The test result must indicate the absence of the disease. The employee is not required to pay for the test. "Reportable Diseases" are those communicable diseases

and health conditions required to be reported to the Texas Department of Health. Exposure criteria and testing protocol must conform to Texas Department of Health requirements.

- A. Employee's Responsibility
 1. Immediately contact an on-duty supervisor to report the exposure.
 2. Contact the Infectious Disease Control Nurse as soon as possible after any exposure. The Infectious Disease Control Nurse will provide medical information, assist with coordinating treatment and testing, and provide counseling to the employee.
 3. Complete an Injured Employee Statement.
 4. In addition, all exposed law enforcement officers must be tested for the disease no later than the 10th day after the exposure and must provide documentation of the test and a sworn affidavit of the date and circumstances of the exposure.
- B. Supervisor's Responsibility
 1. Complete the Supervisor's Report of Injury and ensure that the employee has completed an Injured Employee Statement form. Supervisors will not make any determination regarding true exposure. All exposures suspected by employees will be reported.
 2. For law enforcement officers, supervisors must inform the officer that in order to qualify for workers' compensation benefits, the officer must be tested for the disease within the 10 days after the exposure, must provide documentation of the test, and must provide a sworn affidavit of the date and circumstances of the exposure.
 3. Supervisors must indicate whether the employee is claiming to have an actual disease in progress or the method of exposure.
 4. The remaining procedures are the same as for Workers' Compensation claims.
 5. Document employee exposure in a supervisor's log.

916.3 HEPATITIS B VACCINATIONS

The Hepatitis B vaccination will be made available to all officers and to civilian employees whose jobs place them at risk of exposure to Hepatitis B. Participation is voluntary; however, the Department strongly encourages officers to take full advantage of this protection. Officers who choose not to participate or complete the series of injections will be required to sign a disclosure form for the Infectious Disease Control Nurse. Officers may choose to re-enter the program and complete the series of injections at any time.

916.4 ACCIDENT WITH COMPENSATION LEAVE (ACC/AWP)

ACC/AWP is a salary supplement provided by the City and is separate, distinct from, and in addition to weekly Workers' Compensation benefits. Denial of ACC status will not affect an employee's eligibility, if any, to receive Workers' Compensation benefits. Permanent, full-time employees who are injured while on duty and in the course and scope of employment, or who suffer an occupational disease arising out of the course and scope of their employment, are eligible to request ACC leave status. ACC status may also be granted for an employee's subsequent temporary absence from duty for required medical treatment of a work related injury/illness. ACC eligibility for civilian employees is determined in accordance with Ordinance 8064. For officers, eligibility for ACC is determined in accordance with the Contract. The following is, in part, a summary of those rules and to that extent, does not confer any additional rights or benefits.

- A. Eligibility. Eligibility for ACC status will be denied or terminated for any of the following:


1. An employee fails to report to their supervisor the occupational injury or illness within 48 hours of its occurrence. The date of occurrence of an occupational disease is the date on which the employee knew or should have known that the disease may be job-related.
2. An employee is injured as a result of:
 - a. The employee breaking policies, procedures, or laws, including any safety rules adopted by the City for the prevention of accidents and injuries.
 - b. The gross negligence of the employee.
 - c. Any other unreasonable or culpable conduct of the employee as determined by the City Human Resource Director.
3. An employee fails to use Department mandated safety equipment or to follow Department-mandated safety procedures when the injury was sustained.
4. An employee refuses to submit to any independent medical examination or treatment required by the City in accordance with Texas Workers' Compensation laws.
5. An employee refuses to return to regular or restricted duty after being released for regular or restricted duty by a treating physician or other physician performing an independent medical examination for the City.
6. An employee fails to act in a manner that is conducive to or consistent with being off work and convalescing from a job-related injury.
7. An employee submits a Workers' Compensation claim that is controverted.
8. An employee submits an ACC leave request previously denied based upon the merits of Ordinance 8064 and/or the Contract.
9. An employee fails to follow any procedural processes contained within Ordinance 8064 and/or the Contract, if applicable.

916.5 APPLYING FOR ACC

Following notification to the supervisor, employees will comply with the following procedures to request ACC status:

- A. Employees will request the initial award of ACC leave status by submitting the following forms:
 1. Civilians must submit the Accident with Pay Leave Request and the Accident with Pay Leave Summary Sheet.
 2. Officers must submit the Initial Request Form.
- B. Injured or ill employees who seek treatment will obtain a physician's certificate to be submitted to PD Payroll. A physician's certificate is required for each period of absence due to the injury/illness. The following information must be included in the certificate:
 1. Name of examining or treating physician
 2. Date of examination
 3. Date of injury or illness, to include whether it is the result of employment
 4. Anticipated date of release for work or statement that the employee will not be able to return to work
 5. The original signature of the physician
- C. Employees will submit the appropriate forms and the original physician's certificate to the Payroll Section. The code ACP will be used to record the employee's absence until supervisors receive notification of the request's approval.
- D. Supervisors will notify the Payroll Section and Court Liaison by email of employee's loss of work time and the employee's return to work.

- E. The Payroll Section will forward the claim to City Human Resources, where determination of approval will be made. Upon approval, the Payroll Section will re-code all ACP time to ACC and will notify the supervisor to post the employee as AWP.
- F. If a claim is denied, employees may take vacation or sick leave for hours not worked. Appeals may be made to the Human Resource Director within five calendar days of the notification of denial.
- G. Employees will request AWP status in writing for each period of absence due to the injury or illness by submitting a leave request form.
- H. While on AWP leave, employees will report their medical status and expected date of return each pay period to their immediate supervisor.
- I. Employees will report all doctor visits while on AWP leave to the Payroll Section. To return to work, a physician's release will be submitted, in person, to the Payroll Section to stop AWP benefits. The Payroll Section will issue a Release to Work Form, which must be given to the supervisor before performing Department duties.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
917 Leaving the Department	Policy Effective: 08/05/2021 Previous Version: 04/08/1999

917 LEAVING THE DEPARTMENT

Employees separating from employment with the Department will clear all of their administrative obligations to the Department by their last day of employment. This includes return of Department property or equipment, processing of employment and financial documents, and cancellation of any electronic access codes. The Department will make a reasonable effort to conclude all outstanding requirements with departing employees and will not be held liable for any discrepancies that may occur when employees fail to comply with the procedures listed below.

917.1 NOTIFICATION TO THE CHIEF

Employees voluntarily separating from employment will notify the Chief's Office in writing (signed) with a two-week notice to be considered as leaving in good standing.

- A. The written notification will be sent through the chain of command to the Chief's Office. Supervisors will not mark on the document but may submit comments on a separate sheet of paper.
- B. The Payroll Section will not process any benefits applications for departing employees until the written resignation/retirement or termination documentation has been signed and submitted by the employee.

917.2 RETURNING DEPARTMENT EQUIPMENT

Departing employees will turn in all Department-owned property and equipment to Police Supply at Headquarters. Department-owned communications and computer equipment will be returned to the employee's supervisor.

- A. Return of Department-owned Property and Equipment while an employee is on Extended Leave. To ensure that Department-owned property and equipment is appropriately secured and safeguarded and available for necessary Department use while an employee is on extended leave, upon request of the Department, it is the responsibility of an employee to return all Department-owned property and equipment to their immediate supervisor without delay.
 1. Department-owned Property and Equipment. Items include, but are not limited to, motor vehicles, communication equipment, computers and computer-related items, access keys or cards, cellular phones, and pagers.
 2. Types of Extended Leave. Extended leave includes, but is not limited to, sick leave, vacation, military leave, ACC/AWP, administrative leave, suspension, leave without pay, attendance at out-of-town training, and a temporary duty assignment of such a nature that the employee has no need for the use of some or all of the equipment assigned for the duration of the temporary duty assignment.
 3. Length of Extended Leave. This administrative order is applicable to any extended

leave that exceeds three weeks. The Department, however, may request the return of property for any extended leave of a lesser duration when the Chief or their designee determines that the immediate return of the property is necessary for reassignment or other active use by the City. The Department may decline to collect some or all property during an extended period of leave when the Department determines that the property is not needed for reassignment or other use by the City during the duration of the leave or when, for the convenience of the Department, the collection, inventory, and re-issuance of the property is not practicable.

4. At the point in time when the extended leave begins, or at any point when the Department determines that the property is needed for inventory or reassignment, the employee will return or arrange to return all Department owned property and equipment to their immediate supervisor or such other person as may be designed by the Chief.
5. Upon return to duty or the return back to the employee's regular duty assignment, the Department will determine what property is needed for the employee to perform their assignment and will issue or re-issue such equipment and property to the employee. If the equipment or property previously issued to the employee is still available for use and is in good working condition, every effort will be made to re-issue the same equipment to the employee upon their return, provided that the employee continues to need this equipment to perform their assignment.

917.3 SECURITY

Keys, access codes, passwords, and account numbers will be cleared through supervisors for cancellation, re-issue, or other appropriate action. Supervisors will email the names and departure dates of employees who have long-distance codes to PDBuilding@elpasotexas.gov. Supervisors will notify IT of departing employees to clear access to network resources. IT will acknowledge notification of the employee's departure via email to the Payroll Section and Planning and Research.

917.4 CONCEALED HANDGUN POLICY FOR FORMER AND RETIRED EL PASO POLICE OFFICERS

Officers who separate from the Department upon honorably retiring may apply for a Certificate of Weapons Proficiency in accordance with the guidelines set forth in the Texas Occupations Code, Chapter 1701.357.

- A. Retired Officer Handgun Proficiency. The El Paso Police Department via the Chief of Police may grant a certificate of weapons proficiency to retired El Paso Police officers that meet the below listed criteria:
 1. Honorably retired from police service
 2. Never had their peace officer license revoked or suspended by TCOLE during their time of service as a commissioned officer
 3. Did not retire due to mental instability
 4. Are physically and psychologically capable of safely handling and operating a handgun
 5. Can pass a background check that verifies all of the eligibility requirements, to include a NCIC/TCIC check of their weapon's serial number
 6. Successfully complete the department's handgun qualification course
- B. Chief of Police Approval. Upon meeting all the requirements listed above, the retired

officer's application for a Certificate of Weapons Proficiency will be sent to the Chief of Police or their designee for approval or denial. If denied, the applicant will be notified in writing.

- C. Identification Cards. If approved, the applicant will take the Certificate of Weapons Proficiency to the Records Section for issuance of an identification card. The identification card and Certificate of Weapons Proficiency are valid for one year, upon which time the above listed procedure must be repeated to receive a renewal. The Academy will maintain all files related to this policy.
- D. Outside Agencies. Retired officers from outside departments shall be referred to their home agency. Retired Federal Agents shall be referred to DPS, as per the Texas Occupational Code 1701.357 (3)(h).

917.5 NON-DISCLOSURE STATEMENT

Former employees will not divulge or convey to unauthorized persons any confidential information obtained as a consequence of their employment with the Department. All employees will be debriefed by the Special Intelligence Unit and will sign a non-disclosure statement, which will be placed in the employee's permanent file maintained by the City and will be maintained on file in the Chief's Office.


917.6 RETIREMENT

Employees wanting information regarding their retirement funds must follow the procedures outlined below. Pensions for officers are managed by an office separate from that of the City Employee Pension Office. All inquiries will be made to the appropriate office.

- A. Retirement Estimates. Employees may receive an estimate of future retirement benefits by obtaining balances of unused vacation and sick leave from the Payroll Section and contacting the benefits technician at the appropriate pension office. Employees must present their last paycheck stub for reference. Employees must provide the retirement date and the amount of leave that will be taken in order to receive the estimate.
- B. Retirement Applications (Officers). To apply for retirement benefits, officers must contact the Payroll Section for an appointment to complete the retirement application. The Payroll Section will coordinate with the benefits technician to have the application processed. Retirement applications will not be processed until all forms required by City Personnel Pension Administration Office for leaving the Department have been submitted to the Payroll Section.
 - 1. To receive a pension check during the month of retirement, officers must have all necessary paperwork completed and submitted before the end of the previous month.
 - 2. When applying for disability retirement, medical documentation will be required at least one month prior to the retirement date.
- C. Retirement Applications (Civilians). Applications for civilian employee retirement will be completed and processed through the City Personnel Pension Administration Office.

917.7 REFUND OF CONTRIBUTION

Employees terminating employment must contact the benefits technician at the appropriate Pension Office to make arrangements to complete a refund request form.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
918 Volunteer Program	Policy Effective: 05/17/2021 Previous Version: 04/08/1999

918 VOLUNTEER PROGRAM


EPPD volunteers help with the myriad of administrative details necessary to manage a modern Police Department. Volunteers work at all hours of the day throughout the Department. They answer phones, enter computer data, and perform many other administrative functions (refer to Chapter 5 of the Auxiliary Services Manual).

918.1 APPLICATION PROCESS

Any citizen is eligible to apply. Applications for becoming a Police Department volunteer may be obtained at any regional command center or at Police Headquarters. A background check will be performed on all volunteer applications and processed by the volunteer coordinator before being permitted to perform volunteer work for the Department.

918.2 RESTRICTED ACCESS

Volunteers may be restricted from access to the City's network, records, RMS, and certain areas of the department. Authorization for RMS access has to be requested and approved by Records and the Strategic Planning and Auxiliary Services Bureau Assistant Chief.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
919 Temporary Duty Assignments (TDY)	Effective Date: 03/24/2022 Previous Version: 04/08/1999


919 TEMPORARY DUTY ASSIGNMENTS (TDY)

TDY assignments is the temporary placement of an employee into a position outside of their regular assigned unit. TDY assignments may be made available based upon the Department’s needs or by command and executive staff members with the approval of the Chief of Police. Such assignments can offer personnel professional development opportunities and help expand the knowledge base of the Department’s personnel.

919.1 CRITERIA FOR TDY ASSIGNMENTS


Once approved by the Chief’s Office, TDY assignments will be forwarded to Planning and Research for preparation of a Personnel Action Request (PAR) and must abide by the following criteria:

- A. Identify the employee(s) affected.
- B. Identify the position available for TDY assignment in the command, section, or unit.
- C. Identify the effective date and duration of the TDY assignment if known.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
920 Employee Rights and Contracts for Law Enforcement Services	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

920 EMPLOYEE RIGHTS AND CONTRACTS FOR LAW ENFORCEMENT SERVICES

The employment rights, benefits and career opportunities of EPPD officers assigned to duties covered under any law enforcement service agreements entered into by the City of El Paso shall not be infringed.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
921 Uniform Appearance	Effective Date: 04/08/1999 Previous Version:

921 UNIFORM APPEARANCE

All Officers will possess, at all times, a serviceable uniform and the equipment to perform uniformed field duty. Officers assigned to duty requiring a special uniform will also possess the uniform required by the special assignment. Regardless of uniform class worn, Officers will keep uniforms and equipment in good condition.

921.1 AUTHORIZED WEAR

Unless otherwise instructed, all officers will wear the Class B uniform year round. For formal occasions, the Class A uniform may be designated. For special duty assignments, any class uniform may be designated.

- A. T-Shirts: If a t-shirt or undershirt is worn while in uniform, it will be black or navy blue crew neck or a white "V" neck t-shirt. No slogans, logos or printing on the t- shirt are permitted.

921.2 UNIFORMS

Uniforms will be designated as Class A, B, C, D, or E and are described below:

- A. CLASS A - DRESS/CEREMONIAL. This uniform may be designated to be worn at official ceremonies of the Department such as funerals, memorial services, and graduations.
 1. Executive Uniform. The practice of command staff wearing the CLASS A- EXECUTIVE UNIFORM, with white shirt and distinguishing braiding on long dress jackets, is hereby discontinued. The wearing of the short or "Ike" style jacket is still appropriate.
 2. Honor Guard Uniform. The Honor Guard and Color Guard uniform is the Class A uniform with an ascot, braid, patent leather shoes, and white gloves. The ascot will be creased down the middle with the crease facing forward. The braid will be worn attached to the left epaulette button and looped under the left arm. All shirt buttons will be replaced with silver or gold metallic buttons (appropriate to rank).
 3. Long Sleeve Shirt With Tie. Worn with a black, break-away tie; the collar will be kept securely buttoned and sleeves are to remain rolled down and buttoned at all times. Gold tone (supervisory personnel) or silver tone (non-supervisory personnel) buttons will be worn only with the long-sleeve shirt. A total of eight buttons will be worn as follows: one on each epaulet, one on each pocket flap and two on each cuff.
 4. Headgear. ONLY the military-style Department issued hat will be worn with a CLASS A uniform, with the exception of Motorcycle Officers.
- B. CLASS B - FIELD DUTY UNIFORM.
 1. Long Sleeve Shirt. Personnel choosing to wear the long sleeve shirt will be required to wear it as follows:
 - a. Buttoned top collar with Department issued tie, or

- b. Open collar with black mock-turtleneck embroidered with EPPD in gold for supervisory personnel, in white for non-supervisory (if directed Class A, then a tie will be worn).
 - c. Open collar with a crew-neck black or dark blue t-shirt (if directed Class A, then a tie will be worn).
 - d. Gold or silver tone buttons will be worn as described in section 921.2 (A-3).
 - e. Motorcycle officers who wear the long sleeve shirt during the summer for regular duty assignments will be the only exception to open collar without a tie or mock- turtleneck. Sleeves will remain rolled down and buttoned at all times.
2. Short Sleeve Shirt. A t-shirt may be worn under the shirt. If showing, it must be dark blue or black. Shirts worn under the uniform shirt will not have sleeves that extend beyond the sleeves of the uniform shirt.
- C. CLASS C - TACTICAL UNIFORM.
- 1. Battle Dress Uniform (BDU). BDU's may be worn, upon approval of the appropriate Assistant Chief, as the official work uniform for certain units. The BDU top and bottom must match and be worn in its entirety unless assigned to the Training Division. The sleeves of the BDU shirt may be rolled up or, with approval, a Raid Shirt may be worn in its place. If not authorized as a daily uniform, BDU's will only be worn for special operations.
 - 2. Jump Suits. With authorization from the appropriate Assistant Chief, certain special units will be authorized to wear blue jump suits in lieu of BDU's.
 - 3. Raid Shirts. Raid Shirts are t-shirts or collared pullover shirts, black or navy blue in color, with contrasting lettering which clearly identify the wearer as being a Police Officer and their unit assignment.
- D. CLASS D - SPECIALIZED UNIFORMS.
- 1. Motorcycles. Officers assigned to motorcycle duty are authorized the following modifications to the Class A or Class B uniform:
 - a. Motorcycle helmet.
 - b. Black leather motorcycle boots.
 - c. Black leather motorcycle jacket with Department patch.
 - d. Motorcycle pants.
 - e. Gloves may be worn year round.
 - 2. Bicycle Unit. Officers assigned to the Bicycle Unit are authorized the following modification to the Class B uniform:
 - a. Bike helmet.
 - b. Bike shorts.
 - c. Bike shirt.
 - d. Bike pants.
 - e. Bike gloves may be worn year round.
 - 3. Foot Patrol. Officers assigned to foot patrol (Beats) may wear uniform shorts as a modification to the Class B uniform.
- E. CLASS E - OTHER UNIFORMS.
- 1. Training. Personnel assigned to the Training Division are authorized to wear, as a daily uniform, a collared, pullover shirt of an approved color, which identifies the wearer as a member of the Training Staff or instructor assigned to the Training Division, with dark blue BDU pants. Training Division personnel are exempt from the requirement of wearing the BDU shirt.

921.3 INSIGNIA

Insignia, buttons, badges, and name plates worn by supervisors will have a yellow or gold appearance. All other Officers will wear insignia, buttons, badges, and name plates with a white or silver appearance. Detectives will wear silver colored insignia, buttons, and hardware, however, their badges will have a gold appearance.

921.4 BADGE

The official badge will always be worn when Officers are in uniform. Uniform clothing is equipped with reinforced holes over the left breast pocket for the placement of the police badge.

921.5 DEPARTMENT PATCH

The official Department patch will be worn on the uniform shirt, dress jacket, and other approved outer garments. The patch will be sewn to the left and right sleeves, centered, 1/2 inch down from the shoulder seam.

921.6 NAME PLATE

Approved name plates will be centered, horizontally, on the top edge of the right breast pocket. The bottom edge of the name plate will be aligned against the top edge of the pocket.

921.7 AWARD BARS (RIBBONS)

Award bars will be centered ½ inch above the nameplate. Employees are encouraged to wear authorized award bars (ribbons) on their uniform shirt. Ribbons are worn in order of precedence from the wearer's left to right (most important closest to the heart) in one or more rows, with no more than a 1/8-inch space between rows. No more than three ribbons are worn in any one row. Employees will not start a new row of ribbons until the row below it has been filled with three ribbons. The bottom row of ribbons will be placed approximately ½ of an inch above and centered on the nameplate. If more than one row of ribbons are worn, the top row of ribbons will be centered on the row beneath.

- A. ORDER OF PRECEDENCE FOR AWARD RIBBONS. The following list indicates the order of precedence when two or more award ribbons are worn:
 1. Medal of Honor.
 2. Medal of Valor.
 3. Purple Heart.
 4. Life Saving.
 5. Meritorious Service.
 6. Distinguished Service.
 7. Community Service.
 8. Military Service.
 9. Executive of the Year.
 10. Supervisor of the Year.
 11. Officer of the Year.
 12. Unit of the Year.
 13. Regional Command of the Year.
 14. FBI Academy Graduate.

15. Law Enforcement Management Institute Graduate.
 16. TCOLE Academic Recognition.
 17. Physical Fitness.
 18. Perfect Attendance.
- B. OFFICERS RECEIVING ADDITIONAL AWARDS. An Officer being awarded a second medal of a type already received will be awarded a star for attachment to the first medal.

921.8 SERVICE/AUTHORIZED UNIT PIN

Officers serving in special units or performing certain services may be authorized by the Chief of Police to wear identifying insignia on their uniforms.

- A. Authorization. Officers may wear service/unit insignia only during the period assigned to the special unit or performing the service.
- B. Placement. Service/unit insignia will be centered 1/2 inch above the name plate unless an award bar is worn, in which case the specialty unit insignia will be centered 1/2 inch above the award bar.

921.9 UNAUTHORIZED PINS/INSIGNIA

With the exception of a single tie tack or tie bar, all other types of pins/insignia are prohibited from being worn on the uniform. Tie tacks or tie bars will be the plain bar type, the EPMPOA tie tack, or the City of El Paso tie tack.

921.10 SERVICE STRIPES

Service stripes (white for Officers and Detectives and gold for Sergeants and above) may be worn on the left sleeve of long sleeve shirts, dress jackets, and winter jackets. One stripe is worn for each completed three years of service from the date the Officer graduated the Academy. These stripes will be worn two (2) inches above the top seam of the shirt cuff and five (5) inches above the bottom edge of the jacket.

921.11 RANK STRIPES

Rank stripes on the dress jackets will be worn on both sleeves starting 3 inches up from the end of the sleeve.

- A. Sergeants: One 1/4-inch gold.
- B. Lieutenants: Two 1/4-inch gold, spaced 1/4 inch.
- C. Commanders: Four 1/4-inch gold, spaced 1/4 inch.
- D. Assistant Chief: One 1-inch gold and one 1/2-inch gold, spaced 1/4 inch.
- E. Chief of Staff: One 1-inch gold and two 1/2-inch gold, spaced 1/4 inch.
- F. Chief of Police: One 1-inch and three 1/2-inch gold, spaced 1/4 inch.

921.12 RANK INSIGNIA

Officers will wear the rank insignia appropriate to their position. See Appendix D for a chart of rank insignia.

- A. SERGEANTS AND BELOW. Chevrons will be worn on all uniform shirts, jackets, and coats. Sergeants will wear three gold chevrons. Officers with at least five years of service will wear two

white chevrons. Chevrons will be sewn centered on both sleeves 5 1/2 inches below the shoulder seam.

- B. SENIOR PATROL OFFICER INSIGNIA. The rank insignia of the Senior Patrol Officer will be displayed to reflect the Officer's corresponding years of service.
 - 1. 10 years—Diamond
 - 2. 15 years---Star
 - 3. 20 years---Star with Leaf cluster
- C. LIEUTENANTS AND ABOVE. For Lieutenants and above, rank insignia will be worn on the collars of uniform shirts and on the epaulets of uniform jackets.
 - 1. Collar insignia will be worn in symmetrical pairs, one on each collar, parallel to the side edge of the collar and positioned 1 inch in from both edges of the collar. Insignia worn on the epaulets will be worn 1 inch from the shoulder seam.

921.13 EQUIPMENT BELT

The Officer's equipment belt will be the Sam Browne type, made of leather or synthetic leather, in the basket weave design. All equipment worn on the equipment belt will be Department approved. Officers will use no less than four (4) black leather or synthetic leather keepers to secure the equipment belt to the trousers belt. A keeperless, velcro belt may be authorized for wear while assigned to an administrative duty.

- A. REQUIRED ITEMS. At a minimum, Officers will wear the following items on their equipment belt:
 - 1. Holster. Holsters for uniformed Officers will be the Department approved, black leather holster, with the basket weave design. Holsters will be positioned on the side of the shooting hand with the butt of the pistol toward the rear.
 - 2. Ammunition Carriers. Approved ammo pouch, loops with extra ammunition, or speed loader holders will be worn on the front of the belt, on the side opposite from the shooting hand.
 - 3. Handcuff Case. A single or double cuff type case, with handcuffs, will be worn on the rear area of the belt.
- B. OPTIONAL EQUIPMENT. The following extra equipment may be worn on the equipment belt:
 - 1. Concealed Handcuff Case. Officers wearing a 12 round ammunition
 - 2. carrier may wear a flat handcuff case concealed behind the ammunition carrier.
 - 3. Baton Holder. Ring type baton holders may be worn with Department approved baton. If worn, supervisors will carry the version with brass colored metal. To carry a baton, Officers must have met current certification requirements.
 - 4. Chemical Agent Carrier. Chemical agent dispensers will be issued by the Department. To carry a chemical agent, Officers must have met current certification requirements.
 - 5. Knife Case and Knife. Officers may carry a knife to assist in the performance of their duties. The type of knife authorized for this purpose excludes prohibited weapons as defined by the Texas Penal Code. Compliance and control will be exercised by supervisors during uniform inspections. Any knife case must be black leather in a basket weave pattern, or ballistic nylon to match the issued Sam Browne.

Illegal knives as defined by the Texas Penal Code Section PC 46-01(6) (11) include but are not limited to:

- a. Knife with a blade over five and one-half inches;
- b. Hand instrument designed to cut or stab another by being thrown;
- c. Dagger, including but not limited to a dirk, stiletto, and poniard;

- d. Bowie knife;
 - e. Sword;
 - f. Spear;
 - g. Switch blade knife.
- C. Flashlight and Holder. Department approved or issued flashlights may be used.
 - D. Key Ring.
 - E. Extra Handcuff Case.
 - F. Whistle. A whistle may be worn on one of the keeper straps or on a black leather strap on the opposite shoulder from the gun. A silver or brass (appropriate to rank) colored gun chain may substitute for the black leather strap.

921.14 OTHER UNIFORM REQUIREMENTS

- A. CAPS/HATS. Only Department issued or authorized caps or hats may be worn with any class of uniform. The Department issues or authorizes several types of headgear, some of which have specific limitations or requirements. Unofficial emblems, pins, or other decorations on the hats are prohibited. The following items are authorized:
 1. Military Style Hat. This hat, issued by the Department, may be worn with a Class A or B uniform. The hat will be worn with the bill facing forward and the bottom edge of the hat parallel to the ground.
 2. B. Baseball Cap. Department approved black baseball style caps may be worn with any uniform except the Class A. Crimping, folding, or bending the bill is not authorized. Baseball caps will be worn with the bill to the front.
 - a. The cap with "POLICE" written across the top is issued through Central Supply. Officers and Detectives will be issued caps with white lettering while all supervisory staff will be issued caps with gold lettering.
 - b. Officers may purchase a black baseball cap to be worn with an issued Department patch on the front. The cap must be solid black with no mesh or other writing or decoration. Officers will be responsible for any costs associated with application of the patch to the cap.
 - c. Civilian staff authorized to wear caps will continue to wear the baseball cap with the department patch.
 3. Trooper Style Winter Caps. These caps may be worn during cold weather and must be black or navy blue in color. The hat badge will be affixed to the front of the hat.
 4. Helmets. Department issued helmets may be worn with Class B, C, or D uniforms as the job or activity requires. Officers will always wear the proper department issued helmet when riding a motorcycle or bicycle.
 5. Stocking Caps. Winter stocking caps may be worn with the Class B or C uniform and must be black or navy blue in color.
- B. FOOTWEAR. Footwear must be made of smooth grained leather or a similar synthetic material having an acceptable likeness to leather. The shoe or boot must be black in color and capable of having a shined or polished appearance. A polished appearance must be maintained.
 1. The soles and heels of shoes and boots will be made of leather, rubber, or synthetic material with a black edge.
 2. Decorative stitching, embossing, welts, holes, or other patterns are prohibited.
 3. Wing-tips or shoes with ornamental designs, buckles, or stripes are not acceptable. The toe style will be either round or medium-round.

4. Official's or coach's shoes or boots are acceptable as long as they are black and made of leather or leather-like synthetic material. They must be kept polished and repaired.
 5. Taps or metal plates on footwear is prohibited.
 6. Socks which may be exposed, will be black or navy blue.
- C. JACKETS. Only jackets authorized by the Department may be worn. Jackets with removable linings may be worn with or without the lining. Jackets will be worn with the sleeves rolled down at all times. When worn, jackets will display the Department patch, a "badge" like patch, and name plate.
 - D. TROUSERS BELT. Officers will wear a black leather trousers belt when in uniform.
 - E. GLOVES. Officers may wear black leather or black cloth gloves provided they do not interfere with the proper firing of the weapon.
 - F. NECK SCARVES. Scarves or mufflers will be solid black or navy in color.
 - G. RAIN CLOTHING. Officers may wear plastic or water repellant rain suits, coats, or ponchos that are clear, yellow, black, or navy in color.
 - H. SUNGLASSES. Sunglasses may be worn, when necessary, but must be of conservative appearance. Glasses restraints may be used to secure the glasses. No strings or chords may be used. Sunglasses may not hang from the neck.
 - I. PRESCRIPTION GLASSES. Prescription glasses will have a conservative appearance. Glasses restraints may be used to secure the glasses. No strings or chords may be used. Glasses may not hang from the neck.
 - J. REFLECTIVE VESTS. Officers will wear a reflective vest while directing traffic, investigating accidents and/or in the roadway controlling traffic. Officers will also wear reflective vests during special functions when required by a supervisor.

921.15 UNIFORM APPEARANCE AND MAINTENANCE

- A. REPAIRS. Officers will repair uniform clothing and leather gear as much as possible when damaged. Uniforms which no longer fit will be altered at the Officer's expense. If alterations are not possible, the items can be replaced by Central Supply at the Officer's expense.
- B. REPLACEMENT. Shift or Section Commanders will sign written requests to Central Supply for exchange of unserviceable or worn out uniform or leather gear items. Commanders will ensure that items exchanged were not damaged due to the Officer's negligence. The Central Supply supervisor makes the final determination for replacement of items.

921.16 INSPECTION OF UNIFORMS

Supervisors will inspect the Officer's uniforms and equipment within their command and will take corrective action when an Officer is not conforming with this policy.

921.17 OFF DUTY UNIFORM WEAR

Except when otherwise authorized, Officers will not wear a uniform, or any part of it, when off duty.

921.18 SUSPENSION

Officers will not wear the police uniform while under suspension.

921.19 APPEARING FOR DUTY


Department employees who normally wear a uniform will not appear for duty in civilian clothing without permission of a supervisor.

921.20 COMPLETE UNIFORM

An Officer will be considered out of uniform when not wearing the complete prescribed uniform. The appropriate Division Commander may authorize exceptions allowing certain personnel to remove their Sam Browne belt and equipment while working at their office.

921.21 SHIFT COMMANDERS

Uniformed shift commanders, while on duty inside their respective police facility, may wear an approved high ride type holster in lieu of the Sam Browne belt.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
922 Plain Clothes Officer	Policy Effective: 05/11/2021 Previous Version: 04/08/1999

922 PLAIN CLOTHES OFFICERS

Officers working in plain clothes will wear the appropriate attire for their duty assignment. Officers will adhere to department personal appearance standards and the attire prescribed by respective office operations manuals.

922.1 BADGE

Plain-clothes officers will display the badge in the following manner:

- A. Officers working in an office or training setting may wear the badge on the belt, breast pocket holder, waistline, or from an ID chain around the neck. The back will be affixed by a clip-type badge holder.
- B. Officers working in the field conducting interviews or collecting evidence may wear the badge from a breast pocket holder or from an ID chain around the neck. The back will be affixed by a clip-type badge holder.
- C. Officers working any type of operation will display the badge from an ID chain around the neck.
 1. Undercover operations are the only exception since displaying the badge may jeopardize the operation and/or officer safety.
 - a. During an undercover operation, officers will wear the badge from an ID chain around the neck; however, the badge may be placed under clothing so it is not displayed.
 - b. Before officers make contact with the community, officers will display the badge from the ID chain around the neck.
 2. Officers wearing raid equipment, such as a raid vest or a raid jacket, will have a cloth badge or their issued badge attached to the left lapel of the equipment.
 3. Officers wearing raid equipment will have the word "POLICE" displayed on the back of the equipment.

922.2 ID CARDS

Officers will have their Department ID cards readily available at all times while on-duty and when practical while off-duty. Exceptions may be made by the division commander for employees working undercover assignments.

922.3 HOLSTERS

Plain-clothes officers will carry their handguns in Department approved holsters.

- A. Color. Holsters will be plain black or brown with a basket weave or smooth finish. Ornamentation is prohibited.
- B. Type. Shoulder or high ride belt holsters may be used. Cross draw holsters are prohibited.
- C. Security. Holsters will be of a type that provides adequate security so that the handgun will not fall out or be easily taken by another individual.


922.4 UNIFORM AVAILABILITY

To ensure all officers are capable of rapid uniformed deployment, plain clothes officers will maintain a Class B uniform, required leather gear, and approved footwear in their workplace at all times.

- A. Compliance. Division Commanders will ensure that each section under their control conducts a monthly random inspection to ensure compliance with this policy.
- B. Exempt Sections. The Narcotics, Interdiction and Vice Sections, and personnel on light duty will be exempt from this policy.
- C. Court Appearance. When the class A, B, or D uniform cannot be worn for court appearances, officers will wear appropriate business attire.

922.5 PLAIN CLOTHES OFFICER WEAPONS

All officers will carry a weapon on their person while on duty. Plain-clothes officers will conceal their weapon in public to avoid unfavorable attention. Female plain-clothes officers may carry their weapon in a purse, which must be in their possession at all times. Exemptions may be granted by Department instructors during training courses requiring physical activity where carrying a weapon would interfere with the training or create a safety hazard. Officers attending or participating in training courses involving the consumption of alcohol by any course participant or volunteer (such as, but not limited to, Standardized Field Sobriety Testing or Intoxilyzer Operator courses) shall not carry weapons while in attendance at the course or while intoxicated.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
923 Personal Appearance Standards	Effective Date: 05/11/2023 Previous Version: 05/26/2020

923 PERSONAL APPEARANCE STANDARDS

923.1 PROFESSIONAL APPEARANCE STANDARDS

As representatives of the Police Department, employees will recognize that their appearance is a direct reflection of the level of professionalism in the organization. Employees will follow the City's Professional Appearance Standards policy with regard to dress and personal appearance.

923.2 GENERAL STANDARDS

Officers will maintain dress, grooming, and fitness standards that portray a professional image and are appropriate to the work conducted. Division Commanders may approve alternate attire or personal appearance standards in accordance with work assignments.

- A. Only the top button of a shirt may remain unbuttoned. Capri pants or pants not reaching the ankles are allowed when they are not made of spandex material and have the appearance of business attire as determined by an employee's immediate supervisor. Backless shirts, halter tops, spaghetti straps, and low cut or transparent blouses are prohibited.
- B. The professional appearance standards apply any time an officer is in uniform, on or off duty, as the officer is a representative of the Department.

923.3 UNIFORM OFFICERS

Males.

- A. Hair. When in uniform, hair will be cut or styled so that it does not extend below the middle of the ear on the sides or below the top of the collar in the back. Depth of hair will be no more than two inches at any point. Hair must be kept neat and may not impede the proper wear of uniform caps. Hair color will be of a natural appearance. Hairpieces or wigs may be worn in accordance with the above guidelines.
- B. Facial Hair.
 1. Male officers may be permitted to maintain the following approved styles of facial hair:
 - a. Clean Shaven – no facial hair (Fig 1).
 - b. Mustache – hair below the nose and above the upper lip (Fig 2).
 - i. Shall be trimmed and not extend below the upper line of the upper lip.
 - ii. If worn alone, may not extend below the corners of the mouth.
 - iii. Extreme styles such as handlebar mustaches are prohibited.

- c. Goatee – a mustache that extends down around the side of the mouth and joins hair on the chin, also referred to as a circle beard (Fig3).
 - i. Shall be worn with a mustache.
 - ii. The cheeks, jaw line, and neck shall remain clean shaven.
 - d. Natural Beard – also referred to as a full set (Fig 4).
 - i. Shall be worn with a mustache.
 - ii. Shall cover the complete jaw line.
 - iii. Cheeks shall be shaved on and above the cheekbone.
 - iv. The neck shall be shaven on and below the Adam’s apple.
2. The following styles of facial hair are NOT permitted:
 - a. Chin Strap Beards – Beards that are trimmed to a thin line along the jaw.
 - b. Patchy Beards – Beards of uneven or patchy growth.
 - c. Beards Taking Excessive Time to Grow – If, after one week of growth, the beard remains patchy.
 - d. Designer Stubble – Beards shorter than 1/16th of an inch.
 3. All facial hair shall conform to the following restrictions:
 - a. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed ¼ of an inch;
 - b. No portion of the beard shall be exceptionally longer than the rest;
 - c. No designs may be shaved into facial hair;
 - d. Facial hair must be neatly sculpted and trimmed at all times;
 - e. Officers shall not claim a constant state of growth, only to avoid shaving on a regular basis;
 - f. Officers in assignments where the frequent use of a negative pressure respirator is likely will only be permitted to maintain a style of approved facial hair that does not come into contact with the seal.
 4. Supervisors shall:
 - a. Ensure officers conform to an approved style of facial hair;
 - b. Retain final approval and judgement on whether facial hair is acceptable in appearance.
 5. If at any time a supervisor determines that the beard or goatee is not within policy standards, the employee will be required to make changes or return to a clean shaven face. The Public Affairs and Communications Office and Police Academy staff will be clean shaven.
 6. If needed, a medical or religious waiver may be requested through the Human Resources department. An exemption due to work status (undercover) may be requested through the bureau commander.
- C. Jewelry. No more than one ring will be worn on each hand. Watches and medical alert bracelets may be worn. No other jewelry may be visible.
- D. Fingernails. Fingernails will be neatly trimmed and no longer than 1/4 inch from the tip of the finger.



Fig 1



Fig 2



Fig 3



Fig 4

Females.

- A. Hair. When in uniform, hair will not extend below the shoulders, including when hair is worn up in a bun, ponytail, or similar style. Hair will be kept in a manner that is neat, secure, and does not impede the proper wear of uniform caps. Hair color will be of a natural appearance.
 - 1. Hairpieces, wigs, and hair extensions may be worn in accordance with the above guidelines.
 - 2. Hair securing accessories will be black, with no ornaments or decorations. Banana clips, bows, or butterfly clips are not permitted.
- B. Cosmetics. Make-up, if worn, will be conservatively applied in shades complementary to natural skin tones. The wearing of false eyelashes is prohibited.
- C. Jewelry. Female officers may wear one pair of stud earrings. No more than one ring will be worn on each hand (wedding set counts as one). Rings with dangling items may not be worn. Watches and medical alert jewelry will be allowed. No other jewelry may be visible.
- D. Fingernails. Fingernails will be no longer than 1/4 inch from the tip of the finger. Clear polish or a natural-toned, conservatively colored polish may be worn. Bold colors and patterns are prohibited.

923.4 PLAIN CLOTHES OFFICERS

Males.

- A. Hair. Plain clothes officers will wear their hair in a contemporary, conservative style. Hair will be kept neat and professional in appearance.
- B. Facial hair. Facial hair will conform to uniformed standards except as required for work assignments.
- C. Jewelry. Non-uniformed officers may wear additional jewelry that is not excessive and is conservative in appearance.
- D. Fingernails. Same as uniformed standards.
- E. Attire. Clothing will be appropriate to the officer's work assignment. Attire will be of conservative style and professional appearance.


Females.

- A. Hair. Plain clothes officers will wear their hair in a contemporary, conservative style. Hair will be kept neat and professional in appearance.
- B. Cosmetics. Same as uniformed standards.
- C. Jewelry. Plain clothes officers may wear additional jewelry that is not excessive and is conservative in appearance.
- D. Fingernails. Fingernails will be neat. Clear polish or a natural-toned, conservatively colored polish may be worn. Bold colors and patterns are prohibited.
- E. Attire. Clothing will be appropriate to the officer's work assignment. Attire will be of conservative style and professional appearance. Shoe heels will not exceed 3 inches in height. Evening style shoes or heels are not allowed.

923.5 WEARING OF TATTOOS

All police department personnel must maintain standards of appearance that project a professional image to the public and are appropriate to the general work environment. The display of any tattoo, regardless of its depiction or physical location, is prohibited.

- A. Existing Tattoos: Employees that have obtained tattoos prior to the effective date of this order must conceal the tattoos to the greatest extent practical by use of the authorized uniform, a naturally colored concealing device, or clothing items.
- B. Authorized Tattoos: When deemed operationally necessary, officers in undercover assignments may display tattoos with the approval of the section commander. Tattoos that substitute for the application of cosmetics are acceptable provided that the make-up is applied in shades appropriate to natural skin tones.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
924 Civilian Employee Appearance Standards	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

924 CIVILIAN EMPLOYEE APPEARANCE STANDARDS

924.1 GROOMING STANDARDS

Contemporary hair and grooming standards are allowable as long as a neat appearance is maintained and styles do not constitute a safety hazard to the employee.

924.2 CIVILIAN CLOTHING


Civilian employees required to wear a uniform for duty will wear the complete prescribed uniform provided by the City. Civilian uniforms present a strong association with the Department; therefore, uniformed civilian employees will maintain a neat, groomed appearance while wearing the uniform.

- A. Uniformed civilian employees may replace unserviceable uniform clothing through Police Central Supply.
- B. Appropriate name tags and patches will be worn.
- C. When in uniform, appearance standards for sworn uniformed employees apply to civilians.

924.3 CIVILIAN ORIENTATION AND TRAINING

Supervisors will be responsible for ensuring that new civilian employees receive information to include:

- A. The Department's role, mission, objectives and goals.
- B. Access to the Department general procedures manual, section operations manual and City of El Paso civil service rules and regulations.
- C. Responsibilities and Rights of Employees.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
925 Discrimination and Sexual Harassment	Effective Date: 04/27/2023 Previous Version: 01/11/2021

925 DISCRIMINATION AND SEXUAL HARRASSMENT

Employees have the right to a workplace free from discrimination, intimidation, retaliation and harassment from co-employees and supervisory personnel.

925.1 POLICY

It is the policy of the Police Department to maintain a working environment free of discrimination, harassment and intimidation and to foster the fair and respectful treatment of employees and the public. As protectors and defenders of the community, it is especially critical for police officers to exhibit an attitude of tolerance and respect toward all citizens and fellow employees.

- A. Employees will treat one another and members of the public with respect at all times. Employees who participate in any kind of discrimination, harassment, retaliation, or intimidation of another employee or a member of the public will be subject to disciplinary action, which may include termination. This includes, but is not limited to, negative prejudicial remarks, offensive jokes, the promotion of stereotypes and ridicule based on personal characteristics, age, health, race, ethnicity, sex, or sexual orientation.
- B. Employees who report any misconduct are not to be subjected to any form or kind of harassment, retaliation or intimidation by co-employees, their chain of command, or any supervisory personnel.

925.2 PROCEDURE

Employees are encouraged to notify a supervisor, any command officer, the Chief of Police, Personnel Director, or City Human Resources to report instances of ridicule, intimidation, or discrimination.

- A. Employees who feel they are the subject of harassment or intimidation as a result of reporting wrongdoing, may immediately bring their complaint to any supervisor within their chain of command, any command officer, the Chief of Police, Personnel Director or City Human Resources.
- B. Any supervisor who receives a report of such misconduct will immediately take appropriate action to investigate the allegation or have it investigated by the appropriate authorities. Supervisory personnel will enforce all policies and procedures. If misconduct is reported by one employee against another, supervisors will ensure that no harassment, retaliation or intimidation of the reporting employee occurs.
- C. In addition to immediately taking appropriate action, the on-call Internal Affairs supervisor will be notified immediately of any alleged misconduct involving sexual harassment. The IAD supervisor will in turn notify the Human Resources manager. The supervisor generating the Blue Team report will label the incident under sexual harassment and forward up the chain of command for proper handling.

925.3 SEXUAL HARRASSMENT

Sexual harassment is a violation of federal and state law and of City of El Paso and El Paso Police Department policy; likewise, retaliation against an employee who files a complaint of sexual harassment is also prohibited by law.

Respect for individual dignity is an integral part of the Department's philosophy and must be practiced by all employees.

- A. "Zero Tolerance" policy. The Department's Sexual Harassment Policy is in addition to the City of El Paso's Sexual Harassment Policy. Sexual harassment is viewed by the Department as serious misconduct that may result in disciplinary action as serious as termination. The City of El Paso and the El Paso Police Department take a zero tolerance stance on sexual harassment.
- B. Definition. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other written, visual, verbal or physical conduct of a sexual nature or harassment that is based on gender when one or more of the conditions below exist:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

925.4 EMPLOYEE RESPONSIBILITY

Employees observing behavior they believe to be sexual harassment may choose to confront the offender directly, especially if the offended employee considers the offense minor in nature. Communicating personal boundaries and tolerances with others is important to reducing misunderstandings, increasing awareness and promoting mutual respect. However, confronting an offender is not a pre-requisite or requirement for reporting the incident to a supervisor, the Personnel Director, or City Human Resources Office.

- A. If an offended employee is uncomfortable with approaching the offender, or if the behavior continues after the employee has put the offender on notice, the offended employee may contact any of the following for assistance:
 - 1. Any Department supervisor
 - 2. Any command officer
 - 3. The Chief of Police
 - 4. The Personnel Director
 - 5. City Human Resources
- B. Third Party Observations. Employees who witness conduct they believe is sexual harassment will report the incident to a supervisor immediately, irrespective of whether the offender was confronted directly. Employees who do not receive satisfactory response to their complaint will contact the next level of supervision or City Human Resources.

925.5 SUPERVISOR RESPONSIBILITY

Supervisory employees will ensure that each workplace has a working atmosphere free from sexual harassment for all employees. The working environment will be businesslike, ensuring fair and courteous treatment for all employees and the public they serve.

A. Supervisors Mandate.


Supervisors observing or made aware of any action or conduct that may be interpreted as sexual harassment will initiate an internal investigation. There is no discretion on the part of the supervisor under this circumstance. All complaints will be reported to the Personnel Director through the chain of command.

B. Confidentiality.

Supervisors will ensure that, at their level, complaints of sexual harassment, and the investigation into the allegations, remain confidential.

925.6 COMMAND RESPONSIBILITY

Commanding officers are responsible for ensuring that their commands are free of sexual harassment by providing appropriate training and inspection. Commanding officers will ensure that supervisors assigned to their commands strictly enforce the policy of the Department against sexual harassment in a prompt and appropriate manner.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
926 Recording of Employee Conversations	Policy Effective: 01/11/2021 Previous Version: 04/18/1999

926 RECORDING OF EMPLOYEE CONVERSATIONS


To be effective in their work, employees must be able to communicate freely. It is difficult, if not impossible to maintain good communication in a hostile or distrustful work environment and the taping of conversations without the knowledge and approval of all parties can lead to hostility and distrust.

926.1 POLICY

The Department prohibits the recording of conversations between employees unless all parties have been made aware that the conversation will be recorded and have given their expressed consent in advance. Therefore, recording of conversations between employees is prohibited unless the above conditions are met. Violations will be considered a serious infraction of our work rules and are subject to disciplinary action, up to and including termination.

926.2 RECORDINGS EXEMPTIONS

This policy will not apply to any recordings made by an officer as part of or in furtherance of any authorized criminal investigation or conversations recorded on the recorded telephone lines in the Communications Section. Lastly, the making of and access to any tape recording of any officer in the course of an investigation by the Internal Affairs Division will be governed by the provisions of the Articles of Agreement between the City and the El Paso Municipal Police Officers' Association (EPMPOA).

 El Paso Police Department Procedures Manual	Chapter 9:Personnel Policies
927 Smoking	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

927 SMOKING

Smoking is strictly prohibited in all City of El Paso buildings and vehicles. Employees may smoke on their own time and in designated smoking areas. While directly working with the public, employees will not use any tobacco product.

927.1 POLICY

The City of El Paso is committed to providing an environment that does not encourage or facilitate initiation or continued use of tobacco. Tobacco use damages personal health and has the potential for decreasing productivity and professional appearance.

The purpose of this policy is to improve and protect the public's and City of El Paso employees' health by eliminating the use of tobacco products on or in City property; acknowledge the right of nonsmokers to breathe smoke free air; and portray an image of professionalism and respect that is consistent with the City's Code of Conduct and purpose of this policy.

In addition to the El Paso City Code, which prohibits smoking in enclosed public places, places of employment, and all enclosed facilities owned by the City, the City of El Paso has found, for the protection, health, well-being and respect of City employees and others who may be on or in City property, that the use of tobacco products shall be prohibited in all enclosed City properties and in all City owned or leased vehicles. Additionally, the use of any tobacco product by a City employee shall be prohibited, irrespective of location, while the employee is interacting with a member of the public as part of his or her job responsibilities or duties.

Employees who wish to use tobacco products may do so outdoors during their regular lunch and work breaks, in designated tobacco areas away from entrances.

927.2 DEFINITIONS

- F. City employee includes all regular and part-time classified and unclassified employees of the City of El Paso; all contract employees, temporary employees and student interns; as well as all contractors and their employees working on or in City property.
- G. City property means, but is not limited to, any buildings, facilities, structures or grounds owned, leased or controlled by the City of El Paso, including but not limited to municipal service centers, landfills, buildings, and recreation facilities; as well as City owned or leased vehicles and equipment.
- H. Enclosed area means all space between a floor and ceiling which is enclosed on all sides by solid walls or windows (exclusive of door or passage ways) which extend from the floor to the ceiling, including all space therein screened by partitions which do not extend to the ceiling or are not solid, "office landscaping" or similar structures.
- I. Smoking means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, weed, plant or combustible substance in any manner or in any form. Smoking also means inhaling or exhaling of any type of vapor released by electronic cigarettes (vaping).

- J. Tobacco includes, but is not limited to, cigars, cigarettes, electronic cigarettes ("e-cigarettes"), loose tobacco that is smoked through paper, pipes and hookahs, and smokeless tobacco products that are chewed, dipped, or sniffed.

927.3 PROHIBITED ACTIVITIES

- A. Smoking and the use of all tobacco products are prohibited in and on all enclosed City properties.
- B. Smoking and the use of all tobacco products are prohibited in and on City owned or leased vehicles or equipment.
- C. Tobacco use in any form is prohibited, irrespective of location, while the employee is interacting face-to-face with any member of the public as part of his or her job responsibilities or duties.
- D. Employees who smoke may not take additional breaks to do so.

927.4 EXCEPTIONS


Smoking and tobacco use is prohibited as set forth herein, except in areas on City property that are designated as smoking/tobacco areas.

927.5 RESPONSIBILITIES

- A. All supervisory personnel are responsible for implementing and enforcing this policy.
- B. Supervisors of employees at each covered work location are responsible for informing employees of this policy and enforcing its provisions.
- C. City employees are responsible for complying with this policy.


927.6 ENFORCEMENT

A violation of the City's smoking ordinances or this policy shall be grounds for disciplinary action in the same manner as a violation of other rules and policies of employment.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
928 Use of Department Logos and Symbols	Policy Effective: 08/25/2022 Previous Version: N/A

928 USE OF DEPARTMENT LOGOS AND SYMBOLS

An employee of the Department shall not use nor permit the use of any reproduction of the Department’s uniform, badge, patch, official insignia, logo, and equipment without the prior approval of the Chief of Police. This policy applies to any commercial use-profit or nonprofit, any personal use, and social media.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
930 Court Procedure	Policy Effective: 04/25/2023 Previous Version: 11/08/2022

930 COURT PROCEDURE

930.1 ROLE OF EMPLOYEE

Employees are responsible for obtaining their scheduled court appearances and keeping informed of the status of cases. Employees must check their Court Notify, Full Court Enterprise (FCE) and City email accounts twice daily during their tour of duty. All employees will keep their contact information current in the Court Notify system. County and District Court appearances may come through City email in the form of an email message. When this occurs, the employee will acknowledge the court appearance via the read receipt function of the email and ensure that Court Liaison was copied in the email.

930.2 SUBPOENAS

Employees will appear in court and assist in case preparation when requested. All subpoenas will be handled expeditiously and professionally.

- A. **Electronic Subpoenas.** Employees may receive an electronic subpoena informing them that they have been subpoenaed for court. Electronic notification will also be made to the subpoenaed employee and their chain of command. Notifications must be acknowledged.
- B. **Hard Copy Subpoena.** Employees may receive a hardcopy subpoena informing them that they have been subpoenaed for court. If the employee is unavailable to accept the subpoena, the server will be advised of the employee's schedule and when they will next be available at work to receive the subpoena personally. No home addresses or personal cell phone numbers will be provided to the server.
- C. **Emailed Subpoena.** A subpoena provided via email must be sent to court liaison by email pdcourtliaison@elpasotexas.gov or interoffice mail for filing.
 1. No one may sign for, receive, or otherwise accept a hard copy subpoena on behalf of another.
 2. If any employee/officer is hand delivered or emailed a subpoena, please ensure that a scanned copy is emailed to pdcourtliaison@elpasotexas.gov or a printed hardcopy is sent via interoffice mail to the court liaison office.
 3. If the employee is provided with monetary funds from any agency for attending court, they must be turned in along with subpoena to court liaison. These funds are taken to the accounting department by the court liaison.

930.3 NOTIFICATION OF COURT APPEARANCE

Employees are responsible for acknowledging their notifications of court appearance and verifying case status prior to attending. Accordingly, employees must verify that their attendance at court is still needed no more than two hours before the hearing is scheduled to occur. Employees may make this verification by accessing any of the available means, such as the Court Notify System (either via internet or by the regional command desk officer).

- A. District Court. Employees may be notified of court appearances through subpoenas, email messages and the Court Notify System.
- B. County Court. Employees may be notified of court appearances through subpoenas, email messages, and the Court Notify System.
- C. Municipal Court. Employees may be notified of court appearances through subpoenas, email messages, and the Court Notify System.
- D. Probate Court. Employees will be notified of Juvenile Court appearances through subpoenas, e- mail messages, and the Court Notify System.

930.4 COURT ATTENDANCE/DISREGARD

Employees are responsible to email court liaison at pdcourtliasion@elpasotexas.gov and calling 915-212-0348 to advise that they are unavailable to attend court. A reason must be disclosed in order to disregard the court. When unforeseen circumstances arise and an officer is unable to be present or attend Municipal Court, County Court, or District Court at the scheduled date and/or time, then the officer or supervisor will notify the Court Liaison of the situation. Supervisors will make the needed staffing adjustments to get the scheduled officer to report to court as soon as possible.

- A. If an employee who has scheduled court requests leave, to include training, they must notify court liaison by email or phone at pdcourtliasion@elpasotexas.gov or 915-212-0348. Notification must be made to court liaison immediately after leave is entered and approved in order be disregarded and excused from attending court. Employee must include name of authorizing supervisor in the notification.

930.5 TIMELINESS

Officers will appear in court at the time stated by the subpoena, Municipal Court list, the prosecuting attorney, or the legal advisor in the case of a Right to Possession Hearing.

- A. Tardiness. Officers running late for court due to work-related or personal circumstances will notify the appropriate prosecuting attorney or clerk through Dispatch, the Court Liaison Office, or by calling the attorney directly.
- B. Leave. Officers going on leave during scheduled court appearances must coordinate with the prosecuting attorney, or through the Court Liaison, to request a continuance

or to see if another officer can testify in the case. Officers will notify Court Liaison when taking leave.

- C. Sick Leave. Officers too sick to appear in court must coordinate with the prosecuting attorney through the Court Liaison. Officers appearing in court while on Sick Leave with Pay (SLP) or Sick Personal Pay (SPD) will have leave and pay adjusted accordingly.
- D. Schedule Changes. Officers are responsible for attending court regardless of their work schedules. However, officers will send an email message to the Court Liaison when work schedules change for reasons other than regularly scheduled shift changes. This is the individual officer's responsibility, not the supervisor's. With timely notification, the Court Liaison may be able to make adjustments to Municipal Court dates.
- E. Training Days. Officers will notify the Court Liaison of all scheduled training. Appearance in court during training is expected unless otherwise excused by the Court Liaison or the Chain of Command.
- F. Days Off. Officers scheduled for court on their days off must call the Court Liaison or a desk officer on the day of the court appearance to verify that the case is still going unless a cancellation is received through a Court Notify page.
- G. Cancellations. Officers receiving notifications of court cancellations will not appear in court.

930.6 ROLE OF COURT LIAISON

The Court Liaison Office functions as a coordinator between the prosecuting attorneys and police officers. The Court Liaison will notify officers of court dates and canceled court appearances. The Court Liaison verifies officers' court overtime for payment.

930.7 FAILURE TO APPEAR

The Court Liaison tracks officers' appearances in court. When an officer fails to appear in Municipal Court, the Court Liaison will send a "Failure to Appear in Court" notice to the officer's commander. Commanders will ensure appropriate record keeping and action.

930.8 COURT SIGN-IN SLIPS

All court sign-in slips must be signed by a Municipal court clerk and turned in for processing to Court Liaison. The Court Liaison Office will not accept court sign-in slips that have not been signed by a court representative validating the officer's attendance. The Court Liaison will verify and archive court slips accordingly.

930.9 NOTIFICATION OF COURT DATES


Court Liaison maintains current information on all cases and notifies officers of changes in dates, times, and status. The Court Liaison posts email messages to officers concerning the status of County Court cases, distributes monthly and daily lists to each Section for Municipal Court, and sends weekly email messages to officers the Friday prior to case settings for District Court.

930.10 MUNICIPAL COURT SCHEDULES

Court Liaison determines officer availability for appearances in Municipal Court. Officers who have conflicts with Municipal Court dates must contact the Court Liaison Office as soon as the conflict is known. Officers are still subject to subpoena by Municipal Court for additional court dates.

930.11 SUBPEONA/COURT AUDIT SYSTEM

Court Liaison will maintain an audit system of subpoenas. The audit system will be used to generate "Failure to Appear for Court" notices for instances when officers fail to attend a scheduled hearing.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
931 Court Overtime	Effective Date: 10/11/2022 Previous Version: 01/21/2021

931 COURT OVERTIME

Overtime for court appearances by officers will be paid in accordance with applicable law and terms in the Police Contract.

931.1 NO COURT


When cases are posted as "disregarded" officers will not receive overtime pay for the court appearance. It is the officer's responsibility to stay informed of the status of cases.

931.2 THREE HOUR CALLBACK

Officers will remain at court until released by an appropriate official. Only Court Liaison may authorize callback or "standby" for court appearances.

931.3 PRE TRIAL OVERTIME

Officers will not attend any criminal or civil pre-trials on an overtime basis this includes over the phone pre-trials. All pre-trials will be attended on-duty with the District Attorney's Office. All officers shall only attend pre-trials while on duty with the exception of the DWITF.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
932 Discipline Review Boards	Effective Date: 04/25/2023 Previous Version: 12/13/2021

932 DISCIPLINE REVIEW BOARDS

The purpose of the Discipline Review Board (DRB)/ Special Discipline Review Board (SDRB) is to review administrative cases investigated and/or handled by the Internal Affairs Division (IAD), recommend disposition, and propose adjudication of each case to the Chief of Police. The boards may also offer insight to improve or review current organizational processes.

932.1 AUTHORITY

It is the responsibility of the Chief of Police to maintain the integrity of the Department. Therefore, the recommendation of the board does not diminish the authority of the Chief of Police in determining necessary disciplinary action. The Chief of Police retains the full authority to make all disciplinary decisions, which may or may not be concurrent with the findings of the board.

This process does not create a binding procedural or substantive due process right for any officer. Deviation from the recommendation of the board by the Chief of Police does not violate any procedural or substantive right of any officer unless the deviation violates a specific right guaranteed by law or by the Collective Bargaining Agreement (CBA) .

The Chief of Police retains the right to dissolve this process at any time, without consulting with, or obtaining the approval of, any employee. Further, the Chief of Police maintains the option to revise or modify this process at any time without consulting with, or obtaining the approval of, any employee. In the event that the Chief of Police exercises discretionary authority to modify or dissolve this process, that decision is final.

932.2 DISCIPLINE REVIEW BOARD COMPOSITION

The DRB/SDRB shall consist of six uniformed personnel, the Departmental Human Resources Manager personnel or designated attendee, and six civilians, as follows:

- A. Assistant Chief as Chair
- B. Commander
- C. Lieutenant
- D. A lieutenant from the Academy or designated Academy supervisor
- E. Sergeant
- F. Officer or detective
- G. Departmental Human Resources Manager personnel or designated attendee
- H. Six civilians who have been interviewed by IAD, passed a Departmental volunteer background, and completed training at the Academy. (Documentation of training will be kept at the Academy.)

- I. There will be a one to one ratio of civilians to sworn police/city employee personnel. In the event, there is a shortage and the one to one ratio cannot be maintained one of the board members will be removed to maintain a one to one ratio.

Uniformed personnel on the DRB will be assigned and rotated on a quarterly basis, as per direction from Internal Affairs.

932.3 INTERNAL AFFAIRS RESPONSIBILITIES

Cases to be investigated by IAD will be evaluated on a case-by-case basis to determine if the event will be presented to the DRB. The IAD Lieutenant has the discretion to present cases directly to the Chief of Police or Assistant Chief, may include, but not limited to, cases approaching contractual limitations of disciplinary action, cases that the investigation has substantially shown that the allegations are not a violation of policy or procedure and cases that are not serious in nature. Cases that are complex in nature may be recommended for the Chief of Police to convene a SDRB (see 932.11).

DRB required documentation:

- A. IAD supervisors will provide a case docket that lists the scheduled cases to be heard by the board. This shall include a summary of allegations and background information on the accused officers.
- B. IAD detectives, who are scheduled on the docket for presentation, shall prepare the following:
 1. Preliminary Information Document (PID)
 2. Case Summary
 3. Relevant policy, procedures, and/or rules and regulations
 4. IAD history card for the accused employee(s)

932.4 CONVENING THE DRB

IAD will be responsible for convening the DRB on a bi-weekly basis, unless additional meetings are necessitated by the circumstances. Due to the confidentiality of administrative investigations, the meetings of the DRB will be limited to the DRB members, the relevant personnel from IAD, and the Planning and Research Lieutenant or designee. Any other person requesting to observe the DRB will be evaluated on a case-by-case basis and will require the authorization of IAD and/or the Chief of Police.

932.5 CHAIR RESPONSIBILITIES

The Assistant Chief shall preside as the chair over the DRB. The chair is permitted to participate in the discussion of the case during the deliberation phase of the review process. However, the chair shall not be a voting member, unless necessary to break a tie.

The Assistant Chief shall record the final disposition or adjudication made by the DRB on the polling sheet and the PID. The Assistant Chief is also responsible for confirming recommendations made by the board and instructing staff on proper follow-up and implementation. This is completed via the Training and Policy/Procedure Change Recommendation Form.

932.6 CASE REVIEW PROCEDURE

The DRB shall preside over the review of administrative cases as follows:

- A. A presentation of the administrative case will be made by the case investigator from IAD. This presentation will be limited to all facts, evidence, allegations, and relevant procedures. The presentation shall not include any opinions or speculation by IAD personnel. Any explanation regarding Department policies, procedures, rules, and/or regulations will be made by IAD personnel only during the presentation.
- B. Upon completion of the case presentation, an open discussion by DRB members shall commence. All discussions regarding the administrative case at issue shall be done by the DRB as a whole. Allowed discussion includes the following:
 - 1. Facts and evidence of the administrative case at issue
 - 2. Applicable policies, procedures, rules, and/or regulations
 - 3. Current practices and training, if applicable
 - 4. Relevant legal standards, if applicable
 - 5. Additional follow-up by IAD, if applicable
 - 6. Questions or issues from DRB members
- C. All allegations presented to the DRB shall be addressed and receive an adjudication disposition.
- D. The final adjudication disposition will be based solely on the facts and evidence in the administrative case at issue.
- E. No decision on the final disposition or adjudication of an administrative case can be made without a majority vote by the DRB.
- F. Voting/polling will start with civilians, to be followed by uniformed personnel starting in ascending order of rank.

932.7 FACTORS TO CONSIDER IN DETERMINING DISCIPLINE

If the DRB determines that discipline is appropriate in the administrative case at issue, then proper discipline shall be proposed by the board. While it is recognized that similar discipline should normally be imposed for similar violations, equal treatment does not necessitate identical discipline. The following non-inclusive factors, if applicable to the administrative case at issue, should be considered, especially in those instances where more severe discipline is likely:

- A. The nature and seriousness of the violation and its relationship to the employee's duties and responsibilities
- B. Multiple violations
- C. The employee's motive (e.g., intentional act, technical mistake, inadvertent, or personal gain)
- D. Whether the employee's actions or speech involved bias or discrimination (the treatment or consideration based on class or category rather than individual merit, driven by partiality or prejudice)
- E. Whether the employee is in a supervisory or management role (it is the Department's intent that individuals in a supervisory or management role will be held to a higher standard with regards to their conduct)
- F. The employee's past disciplinary and work record
- G. The effect of the violation upon the Department's confidence in the employee's future job performance
- H. Whether the officer's conduct has brought discredit to the Department
- I. Whether the employee accepted responsibility for their actions
- J. The consistency of the discipline with those imposed upon other employees for a similar offense and within the discipline matrix

- K. The progressive nature of discipline (the amount of discipline recommended by the DRB for sustained findings of misconduct will be determined within the guidelines of the Discipline Matrix)

The final adjudication disposition will be based solely on the facts and evidence in the administrative case at issue.

932.8 CONCLUDING THE DRB

- A. In cases where discipline is recommended, it will be IAD responsibility to provide proper notice of disposition to the accused employee and respective commander, as soon as is practical.
- B. IAD will be responsible for drafting all disciplinary documents for cases presented to the DRB/SDRB.

932.9 RECOMMENDATIONS

- A. Board members are provided the opportunity to make recommendations or suggestions for Department operations at the conclusion of an administrative case. These recommendations may include, but are not limited to, the following:
 - 1. Policy revision or the promulgation of new directives
 - 2. Revisions to, or need for, new training practices
 - 3. Additional training for an individual officer
 - 4. Stress Management for an individual officer
 - 5. Department-wide training
 - 6. No action to be taken
- B. DRB Recommendation Form. The Planning and Research Lieutenant or their designee will clarify the recommendations with the Chair of the board and record the instructions on the Training and Policy/Procedure Change Recommendation Form. The Chair shall sign this form no later than the subsequent working day following the conclusion of the board.
- C. Follow-up. Following a board recommendation, and once signed by the DRB Chair, a blue team log will be generated by the Planning and Research Lieutenant and the completed Training and Policy/Procedure Change Recommendation Form will be scanned into the log for documentation. In the event of the recommended action, the following shall occur:
 - 1. The Planning and Research Lieutenant shall forward the log to the appropriate section for follow up.
 - 2. The assigned section shall enter a supplement detailing instructed action taken.
 - 3. All changes in policy or training material shall be uploaded into the log to show the old material and the updated version.
 - 4. Upon completion, the case shall be routed to the Assistant Chief that chaired the original board.
 - 5. The Assistant Chief, upon approval, shall forward the case back to IAD for closure.
- D. Reporting. Planning and Research/Risk Management shall monitor the status of each recommendation.

932.10 CONFIDENTIALITY

Involved IAD employee(s), DBR members, and Department employee(s) shall not disclose or discuss information about any administrative investigation with anyone who does not have a legitimate or legal need to know about the case without first obtaining approval from the IAD supervisors or the Chief of Police.

932.11 SPECIAL DISCIPLINE REVIEW BOARD


The SDRB may be assembled in those cases that require a major investigation, involve a high profile incident, and/or are likely to result in serious discipline. In addition, the SDRB may be assembled for any other occasion based at the discretion of the Chief of Police. The SDRB will consist of the same members of the DRB, and any other persons deemed appropriate by the Chief of Police for the given case. The procedure set out above for the DRB will be applicable for any SDRB meetings, with the following addition(s):

- A. The accused employee shall be present for any meeting of the SDRB.
- B. Said employee will attend in full uniform or business attire if the employee is on administrative leave.
- C. Said employee will wait outside the meeting of the SDRB, unless requested the board to answer questions.
- D. All applicable rights will be afforded to said employee if questioned by the board.

932.12 SHOOTING REVIEW BOARD

The Shooting Review Board (SRT Board) is a separate board and does not fall under the purview of the above-referenced discipline review boards. IAD will convene a SRT Board when necessary to review officer-involved shootings of a person. The composition of the SRT Board shall be as follows:

- A. Two Assistant Chiefs
- B. Two commanders
- C. Academy Lieutenant
- D. Internal Lead Firearms Instructor
- E. Deputy City Manager over the Department
- F. Civilian(s) as determined by the Chief of Police

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
934 Awards and Recognition	Policy Effective: 03/24/2021 Previous Version: 04/08/1999


934 AWARDS AND RECOGNITION

The purpose of the Awards Committee is to award employees for exceptional performance and to ensure the Department recognizes employees whose performance has embodied the essence of the Department's Core Values and Mission Statement and who have demonstrated a strong commitment to employing those values in their work. Refer to Chapter 9 of the Auxiliary Support Operations Manual.

934.1 PROCEDURE

Any employee may make a recommendation for commendation. Recommendations will be made in writing and submitted to the employee's supervisor. The supervisor will complete the Recommendation for Commendation Form and submit it through the chain of command to the Awards Committee. The recommendation, once submitted, will continue through the process until final disposition is made by the Awards Committee.

- A. Time Limitations. Recommendations will be made within 30 working days of the completion of the event. Recommendations submitted outside the time limit will be considered on a case-by-case basis by the Awards Committee.
- B. Citizens. Recommendations for citizens will be submitted directly to the Chief of Police.
- C. Verification. The Awards Committee is authorized to investigate the facts of a case.
- D. Committee Decisions. All decisions made by the Awards Committee will be submitted to the Chief of Police, or designee, for final approval. Appeals of Awards Committee decisions may be made, in writing, to the Chief of Police, or designee.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
935 Department Safety Program	Effective Date: 04/21/2022 Previous Version: 04/08/1999

935 DEPARTMENT SAFETY PROGRAM

The El Paso Police Department has established a Department Safety Program which calls for the Department to establish a Safety Team. This team works toward achieving the goals of the Department and City safety programs.

935.1 SAFETY COMMITTEE MEMBERS

In order to assist with the Department and City safety programs, the Safety Team will be composed of the following members:

- A. Primary Safety Coordinator. The sergeant assigned to Planning & Research/Risk Management.
- B. Secondary Safety Coordinator. The facilities manager of Police Headquarters.
- C. Risk Management Officer(s). Personnel assigned to Planning and Research/Risk Management.

935.2 DEPARTMENT SAFETY TEAM

The Safety Team duties shall include the following:

- A. Monitor the overall Department Safety Program.
- B. Maintain a liaison with the City of El Paso's Senior Safety Specialist, Chief of Police and Police Department staff.
- C. Develop safety policies when deemed necessary for approval by the Chief of Police.
- D. Develop ways to increase employee involvement in safety.
- E. Identify safety training needs and provide training.
- F. Coordinate and assist Department supervisors in safety training.
- G. Maintain data on accident reports, conduct an analysis of the data, and report trends on a quarterly basis to the Chief of Police.


935.3 SAFETY TEAM MEETINGS

The Safety Team will meet when deemed necessary as determined by the Safety Coordinator(s).

- A. The Team will execute all required functions of the program as outlined by the City's Safety Specialist.

935.4 SAFETY TRAINING NEEDS

All safety training will be determined by the Safety Team in accordance with its findings and evaluations of the types of accidents and inspection reports.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
936 Social Media	Effective Date: 10/07/2019 Previous Version:

936 SOCIAL MEDIA

936.1 PURPOSE

To establish the El Paso Policed Department’s position on the utility and management of social media and provide guidance on its management, administration, and oversight by department personnel both on-duty in the course of their official duties and off-duty when identified as members of the organization, or otherwise pursuant to their official duties in the public arena.

936.2 POLICY

It is the El Paso Police Department’s policy that all personnel use computers, computer applications, computer programs, internet resources, and network/internet communications in a responsible, professional, ethical, and lawful manner. Department employees are prohibited from posting, transmitting, and/or disseminating any material that portrays the department in a negative manner, such as the following: photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked or unmarked vehicles, equipment, or other material that specifically identifies the department, on any personal or social networking website or web page, without express written permission of the Chief of Police or designee.

All existing laws, rules, regulations, and directives that govern on- and off-duty conduct are applicable to conduct associated with social media and networking. When engaging in social networking, employees will strictly adhere to any and all existing federal, state, and local laws, policies of the El Paso Police Department, and laws regarding public information on arrests, investigations, and personnel data.

936.3 DEFINITIONS

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.

Chat: An interaction on a website, with a number of people adding text items one after another into the same space at nearly the same time – differs from a forum because conversations happen in “real time.”

Comments: Responses to a blog post, news article, social media entry, or other social networking post.

Feed: A list of user’s recent tweets, which can be posted on other sites such as Facebook or an agency’s website.

Forums: Discussion areas on websites where people can post messages or comment on existing messages at any time.

Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

Post (noun): Content that an individual shares on a social media or similar site or the act of publishing content on such a site.

Post (verb): The act of creating, uploading, editing, or adding to any social media outlet. This includes text, photographs, audio, video, or any other multimedia file.

Profile: Information that a user provides about himself or herself on a social networking or similar site.

Social Media: A category of internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, blogs sites, photo and video sharing sites, wikis, and news sites that permit user contributed content.

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies, such as Facebook, Twitter, LinkedIn, Usenet Group message or on-line bulletins boards, blogs, wikis, news sites, or other similarly developed formats.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Tweet: A post or status update on Twitter of 280 characters or less.

Wall: The users own profile page and the updates it contains. People can write updates on your wall that are viewable by all your friends.

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.

YouTube: An online video community that allows users to upload video content, share that content, and view the videos uploaded by others. Viewers are able to rate videos and leave comments.

936.4 OFFICIAL DEPARTMENT USE

When the department uses social media to advance the purposes and goals of the organization, the following procedures shall apply to these officially sanctioned uses:

Procedures for department-sanctioned use of Social Media:

1. 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.
2. All department Social Media sites or pages shall be approved by the Chief of Police or his designee and shall be administered by the PIO's office.
3. Content may be subject to public record laws. Relevant records retention schedules can apply to social media content.
4. 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.
5. 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.
6. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

Conduct during department-sanctioned use of social media:

7. Employees shall conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct.
8. The use of department computers by department personnel to access social media is prohibited without authorization.
9. 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.
10. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

936.5 RECOGNIZED USES FOR DEPARTMENT SOCIAL MEDIA

Social media is a valuable investigative tool when seeking evidence or information about:

1. Missing Persons
2. Wanted Persons
3. Gang Participation
4. Crimes perpetrated online (i.e., cyberbullying, cyberstalking)
5. Photos or videos of a crime posted by a participant or observer.

Social media can be used for community outreach engagement by:

1. Providing crime prevention tips
2. Offering online reporting opportunities
3. Sharing crime maps and data
4. Soliciting tips about unsolved crimes

Social media can be used to make time sensitive notifications related to:

1. Road Closures
2. Special Events
3. Weather Emergencies
4. Missing or endangered persons
5. Active Shooter

936.6 EMPLOYMENT SCREENING

1. This department has obligations to internet-based content when conducting background investigations of job candidates; sworn, civilian and volunteers.
2. Search methods shall not involve techniques that are a violation of existing law.
3. Vetting techniques shall be applied uniformly to all candidates.
4. Every effort must be made to validate internet-based information considered during the hiring process.

936.7 PERSONAL USE

Department personnel are free to express themselves as private citizens when speaking on matters of public concern on social media sites to the degree that their interests in engaging in such speech is not outweighed by the department's interests to the following: against impairing the maintenance of discipline by supervisors, impairing working relationships of this department for which loyalty and confidentiality are important, impeding the performance of duties, impairing discipline and harmony among coworkers, interfering with the operation of the department, undermining the mission of the department, conflicting with the responsibilities of the personnel, or abusing one's authority or public accountability. The instances must be judged on a case-by-case basis.

As public employees, department personnel are cautioned that speech on- or off-duty, made pursuant to their official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department.

For safety and security reasons, department personnel should be cautious where they disclose their employment with this department. As such, department personnel are prohibited from the following if it portrays the department in a negative manner:

1. Displaying department logos, uniforms, or similar identifying items on personal web pages.
2. Posting personal photographs, or providing similar means of personal recognition, that may cause them, or another officer, 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.

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.

Department personnel may not make any statements, speeches, appearances, endorsements, or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.

Department personnel should be aware that they may be personally subject to civil litigation for:

1. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation).
2. 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.
3. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose.
4. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

Employees should be aware that there is no reasonable expectation of privacy when engaging in social networking online. As such, the content of social networking websites may be obtained for use in criminal trials, civil proceedings, and departmental investigations. Such content may have a detrimental impact on criminal investigations or judicial proceedings.

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.

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.

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.

Except in the performance of an authorized duty, employees may not use department computers to access social networking sites, blogs, bulletin boards, or similar media. This also includes the use of a personal communication device while on duty.

Employees having personal web pages or other types of internet postings which can be accessed by the public, shall not place photographs or depictions of themselves dressed in uniform and/or displaying official identification, patches, or badges, or in any way, either directly or indirectly, identify themselves as an employee of the department for any reason, without approval as indicated in this policy.

Employees having personal web pages shall not use their rank, title, or position in a manner that would suggest that they are representing the interests or official position of the police department.

Photographs or video of the inside of police buildings as well as any crime or accident scene shall not be posted without consent of the Chief of Police.

Officers are expected to conduct themselves professionally, both on- and off-duty, officers will take every precaution to conduct themselves in a manner that does not portray a bad image for the department and themselves. Officers shall not publish any post, video, picture or blog that portrays the department in a negative manner.

Officers using social media are not authorized to speak on behalf of the department or represent that you do. El Paso Police Department badges and patches are not authorized to be used in your profile picture to prevent the appearance that you speak for or represent the department in comments made on public or private social media posts.

936.8 ON-DUTY USE

Officers shall not post any work related material that may represent the department in a negative manner or open the department to criticism. Officers shall not post the following to their personal or other social media accounts:

1. Any videos, pictures, posts, or audio from a person in custody.
2. Any videos, pictures, posts, or audio from the MCT, records management system, or CRASH systems.
3. Any videos, pictures, posts, or audio from a police radio.
4. Any videos, pictures, posts, or audio from a police call or crime scene.
5. Any videos, pictures, posts, or audio from a police contact, whether it is a call or a casual encounter.
6. Any videos, pictures, posts, or audio of any on-duty officer's behavior that may portray the department in a negative manner.

936.9 OFF-DUTY USE


Officers are expected to conduct themselves in a professional manner while utilizing social media off-duty. Additionally, officers shall not post any material that is listed in this policy.

936.10 OFFICIAL USE

The Public Information Officers are responsible for all El Paso Police Department social media accounts and postings, to include the department webpage. Officers who wish to have an on- or off- duty related incident that portrays the department in a positive way are encouraged to forward the information to the PIO's through the department email.

936.11 DEPARTMENT EMAIL AND EQUIPMENT


Employees shall not utilize their department issued email accounts to register a personal social media account. Employees cannot use any city equipment, including computers, other electronic devices or equipment, to utilize social media unless in the performance of their official duties.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
937 Protocol for Department Functions	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

937 PROTOCOL FOR DEPARTMENT FUNCTIONS


To promote teamwork and a spirit of unity, it is vital that in all matters, functional and ceremonial, the El Paso Police Department acts as one body. Whenever an individual, unit, section, division or bureau is planning any type of official department-related event, ceremony or function every effort will be made to include all personnel. Examples of official department-related events are job-related ceremonies such as awards, retirement and promotion ceremonies. Personal celebrations such as weddings and baby showers are not subject to this policy.

- A. The event will be publicized via email and notification will be made to each member of the executive command staff.
- B. No individual, unit, section, division or bureau will be excluded from invitation or attendance.
- C. Attendance at these functions is subject to supervisory approval.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
938 Extra Duty Employment while on Military Activation	Policy Effective: 01/11/2021 Previous Version: 04/08/1999

938 EXTRA DUTY EMPLOYMENT WHILE ON MILITARY ACTIVATION

In accordance with Title 10, Section 375, and Title 18, Section 1385 of the United States Code, sworn police employees are prohibited from participating in civilian law enforcement activities while activated by the Army, Air Force, Navy or Marine Reserves. Members of the U. S. Coast Guard and the Texas National Guard are excluded from this federal regulation.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
940 Off Duty Actions	Effective Date: 12/7/2021 Previous Version: 04/08/1999

940 OFF DUTY ACTIONS

Officers possess arrest and policing authority within the State of Texas both on and off duty. Officers will not neglect to appropriately execute police duties at any time. Neglect of duty may result in disciplinary action. Off-duty officers should take police action only after tactical consideration of the situation and consideration of the officer's safety and the safety and welfare of the public. Off-duty police actions do not always include arrest, but may include notifying on-duty officers and taking or observing license numbers or physical descriptions of subjects or vehicles. Legal limitations to police action apply to all officers at all times.

940.1 ID CARDS AND BADGES


Officers will have their Department ID Card readily available while on duty and when practical while off duty. Carrying the police badge is optional while off duty.

940.2 DISPLAY OF ID CARD

Officers will present or display Department ID cards and badges only when taking police action.


940.3 REPORTS

When taking police action while on off-duty status, officers will complete all necessary paperwork and reports.

 El Paso Police Department Procedures Manual	Chapter 9: Personnel Policies
941 Outside Agency Notifications	Policy Created: 01/11/2021

941 OUTSIDE AGENCY NOTIFICATION

The bureau assistant chief within the affected division will be notified via the chain of command any time a request for assistance is made by an outside law enforcement agency, to include all federal entities; or anytime the El Paso Police Department or its members request the assistance from any outside law enforcement agency.

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1000 Building Security and Visitor Control	Effective Date: 01/12/2022 Previous Version: 10/27/2021

1000 BUILDING SECURITY AND VISITOR CONTROL

Responsibility for designating accessibility to specific areas at each police facility will belong to the Commander of the facility. For the purpose of security, areas within all police facilities will be designated in one of three ways.

- A. Public Area. An area where the general public is commonly expected to be or is authorized to be.
- B. Limited Access Area. An area where the general public may be expected to be while accompanied by a Department employee or after receiving authorization by facility security personnel.
- C. Restricted Access Area. An area where only authorized personnel are granted access. These areas are so designated because of the critical or confidential nature of their work.

1000.1 ACCESS CONTROL

To ensure adequate control measures, all unescorted visitors will enter and exit Department facilities by the main entrance doors.

- A. Packages/Parcels/Briefcases. All packages, parcels, and briefcases coming into any police facility are subject to visual inspection for hazardous material and/or weapons. Such inspections will be conducted when any personnel assigned to facility security or employee reasonably determines that the inspection is necessary to protect the security of the facility or the safety of personnel.
- B. Shift Commander. The Shift Commander will have the authority to enter any area of the facility in an emergency or to conduct any necessary investigation or inquiry.

1000.2 EMPLOYEE RESPONSIBILITY

Access codes and keys provide for controlled entry to Department facilities and to certain areas within them. Employees will be issued access codes and keys to open doorways they are authorized to enter.

- A. Code and Key Security. Employees will not disclose access codes or loan keys to any unauthorized person for any reason.
- B. Authorized Access. Employees or pre-authorized persons may enter any area for which they are authorized entry by any door which their access code or key opens, provided they are in uniform or display a Department ID card or badge.
 - 1. Employees will not access or open any door for another person unless they recognize that person to be an employee or that person is displaying a valid Department ID card or badge and is authorized to open that door.
 - 2. Employees will not prop open any door or disengage, damage, or bypass any locking/security mechanisms of any Department facilities.
- C. ID Card/Badge. When an employee is on the premises of any Department facility and is not in uniform, the employee will always display a valid Department ID card or badge. Display of the ID

card or badge will not be required, unless instructed by the Commander of the facility, when using a Community Room for non-departmental activities. Employees will immediately report the loss or theft of ID cards or badges to their supervisor and building security personnel.

1. Obtaining photo ID cards. New employees hired by the Department and employees promoted internally, will report to the Chief's office to obtain a photo ID Card Authorization Form. The completed form will be taken to Records where a background history and fingerprints will be taken. New officers completing the Academy will be issued ID Cards prior to graduation. Peace Officer identification cards issued by the department will comply with Texas Government Code Chapter 614, Subchapter H. Peace Officer Identification Cards
2. Replacement photo ID card. If a replacement is necessary due to wear and tear or loss that could not be prevented, a replacement card will be issued at no cost to the employee. An employee will notify their first line supervisor within 24-hours in the event that a photo ID card needs replacement due to wear and tear or is lost for any reason. A contractor/vendor will notify their department sponsor within 24-hours if a photo ID Card needs replacement due to wear and tear or is lost for any reason. After the card loss is reported, the employee's first line supervisor or contractor/vendor's department sponsor will make notification within 24-hours to PD Homeland that a photo ID card is lost. If the replacement is needed for any other reason, the cost will be \$5.00 payable at the Public Counter. Other than in times of loss, the old ID card will be turned in for proper disposal. A log of all disposed ID cards will be documented and retained. At no time will an active officer or civilian be in possession of more than one ID card.
 - a. Active Officers and Civilians. Replacement ID cards may be obtained with the written permission of the employee's supervisor. Receipt of payment, when required, and supervisor's approval will be taken to the Chief's office for a photo ID Card Authorization Form. The approved form will be taken to Records for processing.
 - b. Retiring Officers. Retiring officers will present their retirement forms to the Chief's office and will be issued a new ID card indicating retired status.
 - c. Retiring Civilians. Retiring civilian employees will present their retirement forms to the Chief's Office and will be issued a new ID card indicating retired status.
3. Return of photo ID card. Employees leaving the Department are required to return their photo ID cards during out processing. The unit, employee, or supervisor, who requested that a contractor/vendor be brought into the department to perform a service is known as the department sponsor. The department sponsor will collect photo ID Cards from the contractor/vendor when the need to access police facilities ceases, job completion occurs, or contractual obligations are fulfilled. The department sponsor will turn the photo ID Card into PD Homeland. PD Homeland will remove the photo ID Card from the police facilities access database and return the physical card to IDR. IDR will make the determination to unsubscribe the contractor/vendor from the FACTS Clearing House and make final disposition of the physical photo ID Card.

1000.3 HEADQUARTERS BUILDING AND COMPLEX

Visitors having a legitimate need to enter controlled access areas of the building will check in with the front security desk. They will be issued visitors' passes for a specific area of the building to complete their business. Persons not displaying an ID card, badge, or visitor's pass will be stopped and escorted to the front desk for proper clearance.

- A. Restricted Areas. The following areas are classified as Restricted Areas:
 - 1. Second floor. After normal working hours, except official use of the conference room and hallways leading to the conference room.
 - 2. Traffic Office After normal working hours.
 - 3. Training offices. After normal working hours.
 - 4. All investigative offices. At all times.
 - 5. Communications. At all times.
 - 6. Information Technology IT. At all times.
 - 7. Records and Criminalistics. At all times.
 - 8. Crime Lab. At all times.
 - 9. Other areas designated by the Facility Manager.
- B. Second Floor Conference Room. Any employee who wishes to use the second floor conference room after normal working hours may reserve the room through the Administrative Section of the Chief's Office.
 - 1. After reserving the room, a memorandum must be submitted to the front security desk for informational purposes.
 - 2. The memorandum should briefly explain the event and list known attendees or the number of persons expected to attend.
- C. Security Plan. The facility manager will be responsible for developing a plan for the security of the Headquarters complex. A copy of this plan will be posted on facility bulletin boards.

1000.4 REGIONAL COMMANDS/ACADEMY/REMOTE FACILITIES


Facility security and its enforcement will be the responsibility of the Commander. A copy of the building security procedures for each facility will be posted on bulletin boards. All building security policies will be adhered to by all personnel within the premises of the facility.

1000.5 RESPONSE TO BOMB THREATS

All Department employees should be familiar with the procedures for responding to bomb threats against Department and other facilities. The FBI publishes a card which may be placed by telephones for reference when such a call is received.

- A. Questions to Ask. A person receiving a bomb threat by telephone should attempt to ask the following questions, in order:
 - 1. When is the bomb going to explode?
 - 2. Where is it right now?
 - 3. What does it look like?
 - 4. What kind of bomb is it?
 - 5. What will cause it to explode?
 - 6. Did you place the bomb?
 - 7. Why?
 - 8. What is your address?
 - 9. What is your name?
- B. Information to Note. The receiver should write down the exact wording of the threat. The following information should be noted:
 - 1. Possible description of the caller
 - 2. Caller's voice

3. Background sounds
 4. Characteristics of the threat language
- C. Reporting the Threat. All bomb threats will be immediately reported to Communications and to the Intelligence Section.
- D. Bomb Threat Reaction. Reaction to a bomb threat will be determined by the Commander of the facility threatened.

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1001 National Anthem and Colors Protocol	Policy Effective: 04/21/2021 Previous Version: 04/08/1999


1001 NATIONAL ANTHEM AND COLORS PROTOCOL

As sworn Peace Officers of this Department, officers have an obligation to adhere to established protocol.

1001.1 SALUTE


Unless in the performance of a police duty requiring immediate attention, officers will render honor to the National Colors and the National Anthem at any public event.

- A. National Anthem. Whenever the National Anthem is played, officers in uniform will render a proper salute; officers in plain clothes will stand at attention.
- B. National Colors. During the passing, posting, or raising of the National Colors, officers in uniform will render a proper salute; officers in plain clothes will stand at attention.

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1003 Funeral Honors	Policy Effective: 03/24/2021 Previous Version: 08/24/2016

1003 FUNERAL HONORS


In recognition of service, the Department will honor the deceased by providing funeral honors. Upon the loss of an officer, or when an incident occurs that may lead to the death of an officer, notification will be made to the Lieutenant of the Auxiliary Services through Communications. (Refer to Chapter 7 of the Auxiliary Services Manual for detailed information).

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1004 Document Tracking and Handling	Effective Date: 04/21/2022 Previous Version: 04/08/1999

1004 DOCUMENT TRACKING AND HANDLING

To ensure that official documents are not altered without proper authorization and are processed in a timely manner, this policy will implement a method of tracking official documents. The originating section or individual will be responsible for tracking and following up on documents requiring further action.

- A. All official documents requiring further action, especially those relating to finance, will be tracked by the originating section or individual to ensure that the proposed request is carried out in a timely manner.
 1. Examples of department financial documents include (but are not limited to):
 - a. Requisitions, purchase orders and supporting documentation
 - b. Budget transfers
 - c. Requests for travel
 - d. Grant applications, resolutions, and amendments
 - e. Invoices, packing slips, Credit Memos
 - f. P-Card Logs, receipts and supporting documentation
 - g. Time sheets for billing
 - h. Daily Activity Reports and cost trackers
 - i. Task force agreements
 - j. Professional services agreements
 - k. Inter-local agreements
 - l. Leases
 - m. Memorandum of understanding (MOU)
 - n. Contracts
 - o. Department Head Summary Form (DHS)
 - p. Signature Authorization form
- B. Date sensitive requests (such as grant-funded expenditures or City Council items) will be flagged as such by the originating section and tracked as needed.
- C. If a change is necessary, the individual making the change will line through the item, make the correction, initial and date the change.

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1005 Budget Authority	Effective Date: 04/21/2022 Previous Version: 04/08/1999

1005 BUDGET AUTHORITY

Division Managers and Commanders will be responsible for the development and execution of their respective budgets. The Director of Administrative Services prepares the final budget recommendation for the Chief of Police. The final budget recommendation deadline is prior to the beginning of the fiscal year and is based upon due dates set by the Office of Management and Budget.


1005.1 BUDGET MANAGEMENT

Managers are responsible for preparation and monitoring of their budgets, supply issues, and purchases. At the beginning of every fiscal year, Budget and Finance will require each division to complete a Signature Authorization form. Only the individuals listed on this form are authorized to approve budgets, supply issues and purchases. They must approve documents with the printed name, signature (include badge number or C number), and date. Approval will be granted for expenditures from an authorized budget only.

1005.2 TRANSFER OF FUNDS

Changes to the authorized budget that require the transfer of funds will require a Division Manager or Commander approval.

- A. This will apply to all funds, including the operational budget, grants, trusts, and confiscated funds.
- B. Requests for budget transfers are sent in memo or email form, through the chain of command, to Budget and Finance. Requests will include the following information:
 1. Amount(s) to be transferred.
 2. Account(s) in which funds are currently located.
 3. Account(s) into which funds are to be transferred.
 4. Justification for transfer(s).

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1006 Police Central Supply	Policy Effective: 03/08/2021 Previous Version: 04/08/1999


1006 POLICE CENTRAL SUPPLY

Central Supply consolidates and centralizes requisitioning, receiving, and issuing of all office supplies, printed forms, janitorial supplies, expendable items and uniform equipment.

1006.1 SUPPLIES FROM SUPPLY CATALOG

Except for emergency orders, supply requests will be made only on designated ordering days. All requests for supplies will be submitted to Budget and Finance for budget approval. A person from Central Supply will go to Budget, pick up, and fill the Supply Request Forms. The Supply Request Forms must include the information below:

- A. Person/Section requesting supplies
- B. Commander or Division Manager signature
- C. Index code of the fund to which the order will be charged
- D. Stock number, description of the item(s), quantity ordered, estimated cost per item, and total cost

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1007 Purchasing Procedures	Effective Date: 04/21/2022 Previous Version: 04/08/1999

1007 PURCHASING PROCEDURES

Purchasing policies and procedures as set forth under Texas State law, and the Director of Purchasing, City of El Paso, will be strictly adhered to. Funding must be available before any type of service is secured and/or any goods are purchased. Employees will not make commitments to vendors or incur any liability to the City for the purchase of goods or services unless authorized.

The City of El Paso is tax exempt from Texas sales tax. A copy of the City's tax-exempt certificate can be found on City's intranet at my.elpasotexas.gov under forms. Employees will not be reimburse for any sales tax paid.

1007.1 AVAILABILITY OF FUNDS

Prior to any request for purchase, authorized personnel will check the availability of funds. If funds are not available in the correct budgetary accounts, a budget transfer may be requested.

1007.2 REQUEST FOR PURCHASE

Purchase requests are made by completing the proper form and submitting it to Budget and Finance for processing. All requested information must be provided including the signature of the Division Manager or Commander. Requests for technology purchases require the approval of the IT Department with accompanying Technology Purchase Request form (TPR).

Requests for computer software connected to the City network shall be approved by the Assistant Chief of the Strategic Planning and Auxiliary Services Bureau. Once approval has been granted by the Assistant Chief of the Strategic Planning and Auxiliary Services Bureau, the request will be sent to IT, and the appropriate Deputy City Manager, using Technology Purchase Request Form through the DoITS Self Service Portal.

- A. **Contractual Service.** Request for contractual services are forward to Budget and Finance using a procurement packet for processing. If a written contract is involved, a copy must be attached to the procurement packet.
- B. **Material and Supplies.** Request for materials and supplies are forward to Budget and Finance for processing. The request can be processed as a Central Supply order fulfillment request or as a new purchase request. Divisions must submit a Central Supply form or a procurement packet.
- C. **Vendor Setup Forms.** Whenever a new vendor or employee (for travel request or reimbursements) needs to be setup in People Soft Financials, the vendor or employee have to complete a vendor information packet including a signed and date W-9 form. Vendor setup forms have to send directly to Purchasing department at vendormanagement@elpasotexas.gov. The Purchasing department will process the request send vendor ID number by email. The vendor set up forms are located at my.elpasotexas.gov under forms.

1007.3 P-CARD


Department employees shall follow the City of El Paso purchasing policies, spending thresholds and regulations regarding the use of the P-card. Department personnel designated as authorized P-card users will receive a P-card in their name. The P-card may only be used to conduct business on behalf of the City of El Paso and will not be used for any personal purpose. P-Card can only be used by the authorized cardholder and cannot be shared by multiple employees. The card cannot be transferred from one employee to another and will not be issued to any temporary employee. The City of El Paso P-Card Policy is located at my.elpasotexas.gov under Toolkit

1007.4 BID SPECIFICATIONS

Bid specifications should be written in general and generic terms. They should be as simple as possible to reflect only the features functionally required.

1007.5 UNENCUMBERED PAYMENT

Unencumbered are payments for a one-time purchase of goods and/or services for the fiscal year. The threshold for unencumbered payments is \$3,500 for small purchases that do not usually require a purchase order. There are some exceptions to the 3,500 limit such as utilities, tax payments, undercover funds, reimbursements, travel funds, memberships, certifications and licenses. Goods and services must be received or rendered in order to process payment prior to submitting the unencumbered payment request. The unencumbered form is located at my.elpasotexas.gov under forms.

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1008 Grant Application Procedures	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

1008 GRANT APPLICATION PROCEDURES

When the Department seeks funding from outside sources through grant applications, the Department Grants Section will coordinate the efforts of the grant requester, obtain required official signatures, and be the point of contact for the granting agency. Any supervisor or above may request research of grant funding availability by completing the Grant Funding Request form (EPPD 36-22-100) located in PD Public and submitting the form via the chain of command to the affected commander. The commander will forward the form to the Department Grants Section.

1008.1 APPLICATION PROCESS

- A. Preparation. The requesting unit and the Department Grants Section will complete all portions of the grant application completely and accurately, assuring that all data is correct.
- B. Review. A minimum of six weeks prior to the filing deadline, the completed grant application and supporting documents will be reviewed by the grant review committee. The Department Grants Section will prepare a Department Head's Summary Form and a resolution for City Council action, as required.
- C. Department-Approval. A complete grant application packet will be submitted for approval by the Chief of Police. This approval also applies to grant renewal applications.
- D. Submission. The resolution and application package will be submitted, through the Administrative Services Manager, to the City Attorney's Office at least three weeks prior to the filing deadline. The Department Grants Section will track the progress of the application package.

1008.2 MULTI-AGENCY GRANTS

When a grant in which the Department will participate is applied for by an agency other than the Department, a Grant Application Review Form (EPPD 36-22-100) will be submitted for informational purposes.

1008.3 GRANT ADMINISTRATION

The Department Grants Section will maintain files on all grant applications and related documents and payment requests and expenditures, and will track reporting schedules and remind requesting units of reporting due dates.


1008.4 DEPARTMENT GRANTS SECTION

The Department Grant Section will make every effort to seek grant funds from both public and private sources. Units will be informed of possible funds for projects taking place or being planned. The

Department Grants Section will maintain information that may assist in seeking grant funds and completing applications.

1008.5 ACCOUNTABILITY OF GRANT

- A. Grant Purchased Equipment. It is the responsibility of grant project directors to assure accountability and appropriate use of equipment purchased under grant funding. Project directors are required to create and maintain equipment inventories that account for all grant-purchased equipment and verify that the equipment is utilized in accordance with any constraints identified by the funding source. These inventories and record of equipment use, if applicable, are to be readily available for inspection by the granting authority or personnel from the Department Grants Section.
- B. Grant Funded Personnel. Grant project directors will maintain a staffing record of personnel that are grant-funded. This will contain the names and positions of re-deployed officers as well as their replacements and will include starting and ending dates of assignment. This report will be forwarded to the grants accountant on a monthly basis or whenever changes to staffing occur.

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1009 Cash Handling	Effective Date: 04/08/1999 Previous Version:

1009 CASH HANDLING

This section does not apply to cash received as evidence or abandoned property which is described in Section 5-301.03, nor the use of confidential funds by investigation units, which is addressed in Section 15.6 of the Criminal Investigations Manual. Records Division public counter clerks and property/evidence disposition specialists are the only Police Department employees authorized to receive cash payments.


The Records Division accepts cash as an accepted form of payment for police reports, accident reports, etc. The Chief of Police or designee may temporarily authorize other Department components or employees to receive cash. The procedures in this section apply.

1009.1 RECEIVING CASH

All revenue received will be recorded in the provided cash register and the customer will be given a receipt. Daily revenues collected are reconciled to the cash register tapes, recorded on a Cash Summary Sheet and placed in a locked bag designated for revenue collection and deposit. All revenues received will be turned in daily. A standardized amount of cash designated by the Division Manager may be retained at the counter daily to make change on the next operating day. Revenues are turned in by the end of the shift to a Supervisor or are given to the Department contracted courier service. Revenue not deposited with the courier service shall be turned in to Financial Services within one business day by the supervisor. Courier issued deposit tickets, cash register tapes, and cash summary sheets are forwarded to a supervisor for review and reconciliation. Copies of all documentation will be sent to Financial Services for quality control review and account transaction filing in the PeopleSoft system. Financial Services and the submitting Division will verify the revenue/cash transactions monthly, using the PeopleSoft detailed transaction report.

1009.2 DISBURSING CASH

Financial Services will maintain a balance sheet or ledger for all Department authorized petty cash funds. The ledger identifies the initial balance, cash received, cash disbursed and balance on hand. Cash activity will be audited quarterly by Financial Services. Any persons authorized to disburse funds from petty cash will be listed on the designated form. Financial Services will verify the authorization for the expenditure, check the receipts and documentation requirements for any expenditure. A comprehensive annual audit of all Department cash funds will be conducted by Financial Services.

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1010 Department Correspondence	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

1010 DEPARTMENT CORRESPONDENCE

Official correspondence with persons or agencies outside this Department will be written on Department letterhead stationery. Departmental mail is for official use only. Personal correspondence will not be sent or received using the Department's address, stationery, or mail system.

1010.1 INCOMING MAIL


Incoming correspondence will be received by the Mail Desk and then distributed to the proper Division or Section.

1010.2 OUTGOING MAIL

Out-going mail will be taken to the Mail Desk. Mail requiring special handling will be taken to the City Mail Room for processing.

1010.3 CORRESPONDENCE PERTAINING TO CRIMINAL CASES

Correspondence pertaining to criminal matters or a case being worked will be signed by the respective division commander. A copy of all such correspondence will be sent to the Records Section to be placed in the case file.


 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1011 Building Maintenance	Effective Date: 04/11/2022 Previous Version: 04/08/1999

1011 BUILDING MAINTENANCE

Requests for maintenance, repairs, or changes to Police facilities will be made in writing or email message to the station manager. The station manager is a liaison with Building Maintenance. Building Maintenance employees work for Streets & Maintenance. The station manager does not set their priorities or schedule their work. Station managers are responsible for ensuring that supplies needed can be obtained and is the liaison for outside vendors.

1011.1 REASSIGNMENT OF OFFICE SPACE/FACILITIES

All proposed moves will be coordinated through the station manager who will verify and assess the utility, phone, and data processing service needs and will notify City Hall and affected utility companies to have services disconnected. Funding for the move will be identified in advance. The station manager will assist in coordinating the move with Building Maintenance and outside vendors. The station manager will arrange construction and remodeling projects; construction and remodeling within Police Department facilities is coordinated through Planning & Research, IT, and Facility Management.

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1012 Interagency Cooperation	Policy Effective: 03/08/2021 Previous Version: 04/08/1999


1012 INTERAGENCY COOPERATION

It is the objective of the Department to establish a close working relationship with other law enforcement agencies, City Departments and public service agencies. Employees will provide the cooperation and assistance necessary to maintain open and beneficial channels of communication between agencies.

1012.1 TASK FORCE AGREEMENTS

When the El Paso Police Department takes part in a task force involving other agencies having concurrent or adjoining jurisdictions, a written agreement will govern the activities of the task force. The Department's participation in a task force will be approved by the Chief of Police.

- A. The agreement will include, at minimum, the following:
 1. Identifying the purpose
 2. Defining the authority and responsibilities, and written agreements
 3. Establishing accountability
 4. Identifying available resources
 5. Evaluating results and their continued necessity
- B. The Chief of Police may terminate the Task Force agreement in compliance with the provisions of the agreement.

 El Paso Police Department Procedures Manual	Chapter 10:
1013 Federal Agencies	Effective Date: 06/29/2022 Previous Version: 05/26/2020

1013 FEDERAL AGENCIES

1013.1 JURISDICTIONS

A violation of Federal law is handled by the respective agency such as the Drug Enforcement Administration, Alcohol Tobacco and Firearms, the Federal Bureau of Investigation, etc. Violations of State Laws or City Ordinances will be handled by the El Paso Police Department. This includes violations that occur at the international bridges.

1013.2 FEDERAL BUREAU OF INVESTIGATIONS (FBI):

The FBI will be notified by Communications as soon as possible when any of the following offenses occur:

- A. Bank robberies (banks, saving and loan associations and credit unions).
- B. Non-domestic kidnapping.
- C. Aircraft highjacking.
- D. Crimes aboard aircraft.
- E. Extortion.
- F. Theft from interstate shipments (railroads, trucks, aircraft, buses).
- G. Assault on federal officers.
- H. Interstate transportation of stolen vehicles (when auto theft rings are suspected).
- I. Any federal crime not designated to another federal agency.

1013.3 U.S. CUSTOMS

Due to El Paso's unique location, there are several circumstances which require the Department to work with the U.S. Customs. During critical incidents at the ports of entry, employees and commands will refer to established plans of action for combined operations.

- A. Wanted Persons/NCIC Hits: At times, this Department will be requested to assist U.S. Customs with an NCIC hit. Officers will assist whenever requested. When NCIC hits are turned over to this Department, Officers will request U.S. Customs personnel to immediately confirm the hit with the agency of origin and provide a copy of the confirmation.
- B. Smuggling Cases: Officers observing a smuggling act will take the necessary enforcement action. If no violation of the Texas Penal Code is found, officers will immediately notify U.S. Customs.
- C. International Bridge Running: Upon receiving information on an international bridge runner, this Department will attempt to locate the vehicle. When locating a vehicle involved in a bridge running, Officers will stop and detain the vehicle and any occupants. Officers will request assistance from U.S. Customs and stand by until their arrival. Should U.S. Customs be unable to respond, Officers will take the following actions:
 1. Officers will arrest the occupants if probable cause exists.

2. Officers will have the vehicle towed to the International Bridge where the offense occurred (U.S. Customs is responsible for wrecker expenses).
 3. Officers will transport occupants of the vehicle to the international bridge where the offense occurred and turn them over to U.S. Customs officials.
- D. Narcotics Cases: Officers responding to the international bridges to assist federal agencies with narcotics cases will consult a supervisor prior to taking custody of any prisoners or accepting any evidence. Supervisors will review the facts and circumstances of the case and determine if the Department will accept the case.

1013.4 BORDER PATROL

The El Paso Police Department works closely with Border Patrol when criminal activities involve undocumented immigrants. Operations are often conducted in conjunction with Border Patrol agents. Employees will adhere to procedures set forth in combined operations plans.

1013.5 BUREAU OF ALCOHOL, TOBACCO AND FIREARMS (ATF)

ATF will be notified as soon as possible, by Communications, when any of the following offenses occur:

- A. Possession of a machine gun, sawed-off shotgun, sawed-off rifle, silencer, or any explosive or explosive device.
- B. Arrest of a convicted felon in possession of a firearm.
- C. Any firearm found to have the serial number obliterated or altered.
- D. Possession of any distilled spirit without a Federal Tax Stamp.
- E. Reports of stolen shipments of tobacco.
- F. Arson involving businesses, where indications exist that profit motives were involved, a suspected arson ring is involved, or where loss of life has occurred.
- G. Bombings or suspicious explosions.

1013.6 SECRET SERVICE

The Secret Service will be notified as soon as possible, by Communications, when any of the following offenses occur:

- A. Forgery of a federal government check, bond, or security.
- B. Theft of a federal government check, bond, or security.
- C. Counterfeiting.
- D. Threats to persons safeguarded by the Secret Service.

1013.7 U.S. MARSHAL'S OFFICE

Officers will contact the U.S. Marshal's Office, through Communications, when any of the following situations occur:

- A. NCIC hits where the U.S. Marshal's Office is the originator (contact prior to booking).
- B. Apprehended federal escapee.
- C. Any NCIC hits originating out of Washington D.C.
- D. When "detainers" are to be applied to a subject wanted for both State and Federal offenses.
 1. Warrant Serving: When the U.S. Marshal's Office requests assistance in serving a federal warrant, Officers will do so upon clearance by an immediate supervisor.

2. Booking: It is not necessary to book a wanted subject under the Fugitive From Justice Act when the originating agency is the U.S. Marshal's Office. Officers may contact the U.S. Marshal's Office to take immediate custody of the prisoner for booking.

1013.8 DRUG ENFORCEMENT ADMINISTRATION (DEA)

All official police contacts with DEA will be channeled through the Department's Interdiction Section.

- A. Narcotics Operations: Officers and sections planning narcotics surveillance or stake-outs will coordinate with a Narcotics Section supervisor prior to the operation to prevent disruption of operations being conducted by the DEA or the Narcotics Section.
- B. Narcotics Information: Narcotics information not requiring immediate attention will be forwarded to the Narcotics Section.

1013.9 FORT BLISS MILITARY POLICE AND PROVOST MARSHAL

Definitions:

AWOL: is an administrative action over which officers have no jurisdiction or arrest power.


Deserter: has violated federal law and is entered into the NCIC. Officers have full jurisdiction and arrest powers in dealing with deserters.

- A. Initiating Action to Determine AWOL Status:
Officers may not initiate police action for the sole purpose of determining whether any U.S. Military Personnel is Absent Without Leave (AWOL). Police action leading to the arrest of a person who is AWOL is only initiated when a crime is involved.
- B. Requested Assistance:
Officers may assist Military Police in apprehending AWOLs only at the request of Military Police at the scene of an incident. Officers may attempt to locate and apprehend deserters and serious or dangerous military violators when assistance is requested by Military Police, regardless of whether they are on the scene.
- C. Needed Assistance:
Officers will contact the Military Police at Fort Bliss when their assistance is needed.
- D. Arrested Military Personnel:
 1. Class "C" Misdemeanors: Military Personnel arrested for Class C misdemeanors may be transported (with supervisor's approval) to the Provost Marshal's Office on Fort Bliss to be turned over to Military Police in lieu of criminal prosecution. The Officer will initiate a Complaint Report.
 2. All Other Arrests: All other arrests will be handled in accordance with normal booking procedures. Officers will advise the Provost Marshal's Office through the Military Police Station of the arrest and circumstances surrounding it.
 - a. An officer will complete the related name field portion in our records management system consisting of the following:
 - i. Is Offender/Suspect a member of the State military forces or serving in the armed forces of the United States in active-duty status? Enter Y or N
 - ii. Was Provost notified? Enter Y or N
- E. Accidents Involving Military Personnel:
 1. If an active duty soldier is involved in an accident which results in serious bodily injury or death, a supervisor should (as soon as practical) make notification to the MP Desk. Email: FortBlissDESMPDeskNotifications@army.mil; Phone: (915) 744-1236 / (915) 744-1237 / (915) 744-9311.

1013.10 U.S. POSTAL INSPECTORS

Officers will notify the U.S. Postal Inspectors as soon as possible when any of the following offenses occur:

- A. Theft of mail.
- B. Theft by mail.
- C. Burglary of postal facilities.
- D. Burglary of self-service postal machines.
- E. Extensive damage to postal facilities.
- F. Other offenses within the Postal Inspector's jurisdiction do not require immediate notification. The Records Section will notify the U.S. Postal Inspectors by providing them with a copy of the Complaint Report.


 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1014 International Agencies	Effective Date: 03/24/2022 Previous Version: 04/08/1999

1014 INTERNATIONAL AGENCIES

1014.1 MEXICAN AGENCIES

Communication and coordination with any Mexican agency will be made through the respective investigative units who have officers or detectives that communicate with Mexican Agencies. The units that have officers or detectives that communicate with Mexican officials in law enforcement include ATTF, CAP, and Narcotics.

- A. Immediate Assistance. Officers needing immediate assistance from Mexican law enforcement agencies will contact their direct supervisor. The supervisor will contact communications with the request for immediate Mexican law enforcement assistance.

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1015 State and Local Agencies	Policy Effective: 03/24/2021 Previous Version: 04/08/1999

1015 STATE AND LOCAL AGENCIES

There are many state and local agencies that officers will have to deal with from time to time. Relations with all agencies, to include those not listed here, should be professional and follow all applicable procedures and policies of the Department.

1015.1 OFFICIAL COMMUNICATION WITH LOCAL GOVERNMENT OFFICES

All official correspondence and documents sent to all offices of local government will be authorized, in advance, by an assistant chief and/or the Chief of Police except as specifically authorized below or elsewhere in this manual. No Department communication will be forwarded to those offices without the signature or initials of an assistant chief or the director of administrative services. This requirement will not apply to the routine processing of paperwork through the City Attorney's Office.

- A. **Official Communication.** Official communication includes requests for information from Municipal Court, communications with City department heads, the City Attorney's Office, City Council members, the Chief Administrative Officer, the Mayor of the City of El Paso, and the District Attorney's Office. Employees will not contact the Municipal Court directly except in regard to appearance in court. All requests for data from the court will be routed through the respective assistant chief.
- B. **District Attorney's Office.** To resolve issues or differences of opinion with the office of the District Attorney, employees will address their concerns through the chain of command to the dedicated liaison in the Chief's Office.
- C. **Employee Rights.** This requirement is not intended to restrict the legitimate exercise of any employee's First Amendment, constitutional, civil service, or contractual rights. The purpose of this procedure is to establish a method of controlling the authentication of official Department correspondence, as well as to facilitate the efficient management of administrative actions.
- D. **Personal Matters.** Communication and correspondence concerning employee grievances, sexual harassment, intimidation, or discrimination complaints are exempt from this requirement. Employees are free to engage in communications concerning personal matters which exercise their rights as private citizens, civil service employees, or where they are entitled to confidentiality prescribed by another policy or law.
- E. **City Attorney's Office.** Employees involved in lawsuits involving the City will contact the City Attorney's Office by telephone no later than the next business day after receipt of the summons. Employees must also notify the City Attorney's Office of the exact day and time they received the summons. Employees will immediately send all requested documents or information directly to the City Attorney. Employees contacted directly by the City Attorney's Office do not require permission to speak to a City Attorney.

1015.2 DEPARTMENT OF PUBLIC SAFETY

The local facilities of the Texas Department of Public Safety are available for use by Department employees for computer information concerning driver's license, motor vehicle registration, identification, criminal records, and Texas Criminal Information Center (TCIC). These facilities are available on a 24 hour basis.

- A. Crime Lab Requests. The Crime Laboratory is available for use by the Department's officers Monday through Friday from 8:00 am to 5:00 pm.
- B. DPS Requested Assistance. Officers will respond and assist members of the Department of Public Safety when possible.

1015.3 EL PASO COUNTY SHERIFF'S OFFICE

The Department routinely interacts with the Sheriff's Department in several matters. The County Jail, Medical Examiner's Office, and the Records and Identification Section frequently work in close association with Police Department employees.

- A. EPCSO Request for Assistance. Officers may respond and assist the Sheriff or deputies anywhere in El Paso County when requested, with shift commander approval.
- B. Jurisdiction. Officers will request response from the Sheriff's Department when incidents occur within El Paso County, but outside City limits.
 - 1. Officers of the El Paso County Sheriff's Department have jurisdiction within City limits.
 - 2. Police Department officers do not routinely patrol outside City limits except where access to areas within City limits requires travel through portions of the County.

1015.4 UNIVERSITY OR COLLEGE POLICE DEPARTMENT

- A. Off-Campus Crimes. When crimes occur off campus and a wanted subject and/or vehicle enters university or college property, officers will take action as necessary and advise the campus police of the situation.
- B. On-Campus Crimes. When crimes occur on campus, officers will notify campus police. If necessary, officers will take appropriate action and turn subjects and property over to campus police who will handle the case.

1015.5 TEXAS ALCOHOL BEVERAGE COMMISSION (TABC)

The local office of the TABC works closely with Department officers. They may assist in conducting bar checks to enforce liquor or technical regulations on the premises of licensed liquor establishments.

- A. Violations. Violations of liquor laws and actions taken by an officer will be noted in a Complaint Report and forwarded to the Texas Alcoholic Beverage Commission.

1015.6 JUVENILE PROBATION DEPARTMENT (JPD)

JPD is the adjudicating authority for all juvenile cases and operates the Juvenile Detention Facility. The Department will respond to all calls initiated by the JPD. If there are questions concerning handling of calls from JPD, the Department's Crimes Against Children Section may be contacted.

1015.7 DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES (DFPS)

Per State statute, upon receipt of a report of abuse or neglect, officers will notify the appropriate DFPS unit immediately and note the intake number in the report.

1015.8 CHILD PROTECTIVE SERVICES (CPS)

CPS is the agency overseeing the health, safety, and welfare of children. CPS investigates and prosecutes cases of suspected child abuse and neglect. CPS works closely with the Department's Crimes Against Children Section. CPS may be called out to a scene through Communications.

1015.9 ADULT PROTECTIVE SERVICES (APS)

APS is the agency overseeing the health, safety, and welfare of the elderly outside of nursing, convalescent, or related institutions. APS investigates and assists in the prosecution of cases of suspected elder abuse. APS works closely with the Department's Special Victims Unit.

1015.10 TEXAS DEPARTMENT OF HUMAN SERVICES (TDHS)

TDHS is the agency that oversees the health, safety, and welfare of residents of nursing, convalescent, and related institutions. TDHS investigates and assists in the prosecution of cases of suspected abuse or neglect occurring within such institutions. TDHS works closely with the Department's Special Victims Unit. Per State statute, upon receipt of a report of abuse or neglect, officers will notify TDHS immediately and note the intake number in the report.

1015.11 ANIMAL CONTROL


El Paso Animal Control is the agency to contact for assistance in animal-related incidents. Animal Control is more capable of responding to calls during regular business hours. If an incident occurring outside of these hours is not life threatening for animal or human, officers are encouraged to contact the agency the following day.

- A. Emergency Notification. For immediate assistance from Animal Control, contact may be made through Communications. Animal Control has limited staff available during night time hours. Officers will consider this when deciding to contact the agency.

1015.12 EL PASO HOUSING AUTHORITY

The El Paso Housing Authority operates over 50 housing projects throughout the City. Off-duty officers are hired through a Housing Authority grant to patrol these complexes each night.

- A. Eviction Hearings. On occasion, officers may be called upon to testify at Housing Authority Eviction Hearings. Officers receiving such notices must coordinate these appearances through the Court Liaison Office.

 El Paso Police Department Procedures Manual	Chapter 10: General Policies
1018 Supervisor Responsibility	Policy Effective: 05/05/2023 Previous Version: 05/11/2021

1018 SUPERVISOR RESPONSIBILITY

Employees in supervisory positions are responsible for effective leadership, and they are accountable for the activities of personnel under their immediate control. Effective leadership includes the development of subordinates. Supervisory employees will ensure that subordinates receive all required training. Regular counseling and mentoring of subordinates should occur and supervisors will lead by example at all times.

1018.1 ACCOUNTABILITY OF DELEGATED AUTHORITY

An employee, by order of the Chief of Police or other superior in the employee's chain of command, may be temporarily required to perform the duties of a higher rank or position. Each employee shall be held accountable for the use of delegated authority.


- A. When performing these duties, the person exercises the authority and bears all responsibilities.
- B. In these circumstances, the delegated authority will be treated as if it came from the assigned supervisor.
- C. Any employee being temporarily appointed to an OIC position can only be appointed one level or rank up from their current position i.e., officer to sergeant, sergeant to lieutenant, etc.

1018.2 FIELD SUPERVISION

Patrol lieutenants will ensure that at least one patrol supervisor (sergeant) is in the field with the patrol shift at all times. This does not apply when supervisors are solo or at the station managing an incident (i.e. taking a walk in complaint, approving arrest reports). Patrol supervisors will actively participate with officers in handling calls and provide adequate direction and control to patrol officers when necessary. Patrol supervisors will prioritize their response to the most critical calls, including major incidents and incidents involving violence. This section is applicable to officers designated as OIC in the absence of a field supervisor.

1018.3 EMPLOYEE ACCOUNTABILITY

Each employee is accountable to only one supervisor at any given time. Officers will comply with lawful orders from any supervisor of superior rank of the El Paso Police Department.

 El Paso Police Department Procedures Manual	Chapter 10: General Polices
1019 Weapons Proficiency for Retired Peace Officers	Policy Effective: 06/22/2021 Previous Version: 03/08/2021

1019 WEAPONS PROFICIENCY FOR RETIRED PEACE OFFICERS

1019.1 PURPOSE

Section 1701.357 of the Texas Occupations Code, allows retired peace officers to carry certain weapons. The Academy is responsible for the administration of the Academy program as it pertains to retired El Paso Police Officers.

1019.2 PROCEDURES

The Academy will adhere to the following procedures regarding the weapons proficiency for certain retired peace officers:

- A. The Academy shall make available the Eligibility Affidavits and Authorization for Background Investigation Affidavit for retired officers who wish to participate in the program.
- B. The applicant will complete the affidavits and return them to the Academy.
- C. The background personnel will complete a background investigation to include, local warrants, TCIC, NCIC and criminal history. The Academy will check for any conviction of a felony offense, a conviction of a misdemeanor offense of family violence and if the applicant is prohibited by state and federal law from possessing firearms or ammunition.
- D. The applicant will be directed to the Academy where they will qualify with their weapon using the Department's standard daytime qualification course.
- E. After weapons qualification, the applicant's sworn affidavit, background investigation results, and firing range score will be forwarded to the Chief of Police/Designee for approval/denial.
- F. When approved, the retiree must call to set up an appointment for the Chief's signature. Please call (915)212-4300 for a signature appointment. The Chief's office will determine specific days and times for retirees to make appointments. Retirees shall not report to headquarters other than those times determined by the chief's office.
- G. An applicant who is approved will be issued a Certificate of Proficiency and may then proceed to the records section of police headquarters where they must present the Certificate of Proficiency and then they will be photographed and issued a special identification card.
- H. Applicants will be informed that their Certificates of Proficiency are valid for one year by following the above-listed application process.
- I. Applicants who are denied a Certificate of Proficiency will be notified in writing of the denial.
- J. The Academy will maintain all applicants' files and assist in the renewal of the certificate.



1100 MOBILE VIDEO

It is the policy of the El Paso Police Department to utilize digital mobile video/audio recording equipment in police vehicles, both cars and motorcycles, to create a video and audio recording of events as they occur. Recordings assist in gathering evidence, enhancing officer safety, and protecting officers against false allegations of misconduct.

- A. Mobile Video recordings improve the Department’s capability to document events, actions, conditions, and statements made during arrests and critical incidents. Mobile Video recordings further reinforce actions documented on officers’ reports and the collection of evidence used for testimony in court.
- B. Mobile Video recordings enhance the Department’s ability to review arrest procedures, officer interaction with the public and suspects, and submitted as evidence for investigative purposes. Mobile Video recordings can be used for officers’ evaluations and for training, when applicable.

1100.1 DEFINITIONS

- A. DMVR. Digital Mobile Video Recording.
- B. DMVR Car. A police vehicle that has the capability to transfer video files to the DMVR Server via a Wi-Fi hotspot.
- C. DMVR Server. Is a computer server with capabilities for the transfer, storage, and viewing of DMVR videos.
- D. DMVR System Administrator. The point of contact who controls permission rights to the DMVR Server, manages personnel access to the DMVR Server, coordinates training, trouble shoots issues with Fleet Management and IT Support, and manages the retention of records on the DMVR Server.
- E. Ingestion Agent. A computer application that transfers video files from DMVRs, and from a patrol vehicle’s hard drive to the DMVR Server via a computer work station at the regional commands or Police Headquarters.
- F. Manual Ingestion. The transfer of video files from the marked units hard drive to the DMVR Server using the Ingestion Agent, which can be done with either the use of hardware or software.
 - 1. In the event of a DMVR wireless outage, a wireless technical problem, or an excessive amount of recordings on the vehicle’s hard-drive, the hard-drive can be removed and the recordings manually ingested using the docking station at the regional commands or Police Headquarters.
 - 2. The DMVR system is equipped with a jump-drive that will allow ingestion into that system.
- G. PC Format. A digital file of a DMVR that is capable of playing on a computer media player.
- H. Wireless Upload. The transfer of video from the patrol car to the DMVR Server via a Wi-Fi Hotspot.

1100.2 START UP

- A. At the start of the shift, officers will ensure proper camera alignment and conduct a function check of the DMVR system.
- B. Officers will ensure that the DMVR is operational by powering the marked unit's overhead lights, ensuring red LED light activation on camera system, and conducting a test of the system wireless microphone.
- C. Officers will ensure the video recorder is positioned and adjusted properly to record events.
- D. Officers will ensure the DMVR properly deactivates at the conclusion of the system test.
- E. The wireless microphone activates in order to provide narration with the video recording to explain the reason for their current or planned enforcement action.
- F. Officers will log in to the DMVR systems with their name and ID numbers.
- G. Officers will ensure that the correct date and time appear on the screen.
- H. During the pre-shift inspection, and at any other time during their tour of duty, officers will determine whether all components of the recording equipment are working satisfactorily and will bring any problems to the attention of their immediate supervisor. The supervisors will determine if the police vehicle is operable. Supervisors must be notified of any malfunctioning wireless microphones, DMVR memory cards, and hard drives or system components in order to obtain a replacement or repair. Any noted malfunctions of video equipment must be documented on the officer's daily activity report (DAR) and on a vehicle gripe form in order to complete repairs. Supervisors will also notify the DVRS unit by email at PDDVRS@elpasotexas.gov. The DVRS unit will make all notifications and coordinate with IT and the vendor.

1100.3 RECORDING

- A. Officers will use the recording to gather pertinent information for composing reports, training, and investigatory purposes.
- B. Officers will manually activate their DMVR in situations where the overhead or emergency lights were not activated and the DMVR and microphone did not activate automatically.
- C. Officers will utilize their DMVR microphone anytime the DMVR is activated, unless equipped with a Body Worn Camera.
- D. Officers will begin recording for the following events and continue recording until the event has concluded. Any deviation(s) will require a supervisor's approval and must be documented in the officer's video and current records management system report. In instances where no current records management system report is generated, a supervisor's log will be generated documenting the DMVR deviation. The following constitute reasons for activating the marked units DMVR:
 - 1. All dispatched calls for service.
 - 2. All officer initiated calls for service and contacts, including but not limited to: traffic/pedestrian stops, arrests, vehicle/foot pursuits, and code III response and traffic control.
 - 3. When assisting another unit on a call for service.
 - 4. Any citizen-initiated contact(s) or a flag-down request for any public safety concerns or services.
 - 5. Service of search or arrest warrants on the premises of a residence, business, or building if the officer is assisting in such service of search or arrest warrants.
 - 6. Any time a person is placed in the backseat of the patrol car.

- E. Officers will not:
 - 1. Use Department-owned equipment to record any type of personal activities
 - 2. Upload or convert digital evidence for use on any type of social media or public media websites
 - 3. Officers will not erase, alter recordings, record over any incident, intentionally cause the unit to malfunction, make a duplicate copy of a recording, or in any way interfere with the recording system.
- F. Officers are encouraged to inform their supervisor of any audio/video recording sequences that may be of value for training purposes.
- G. Officers will only use recording media issued and approved by the Department.
- H. At no time will officers remove memory cards or hard drives from recording systems. Officers will not be permitted into the storage areas for any reason, unless accompanied by a supervisor.
- I. For equipment containing a hard drive, officers will notify a supervisor/station manager and request a fresh hard drive when the system shows more than three quarters full. Supervisors/station managers will replace the hard drive.
- J. Officers assigned a DMVR car will park it as close as practical to the Wi-Fi Hot Spot at their regional command or headquarters at the end of their shift.
- K. When a police vehicle equipped with recording equipment is used as backup for another police vehicle, the backup unit will be positioned in a manner that will allow the recording system to record the incident whenever possible. All assisting units will use the same classification of their recording as that of the primary/handling unit.
- L. When responding to a call or initiating any activity in which an explosive device, suspected explosive device or hazardous materials environment is present, the officer will, before exiting their vehicle, ensure that their in-car system is recording, remove their microphone and/or DMVR, and leave it in their vehicle. The removing of the microphone and/or DMVR and leaving it in the vehicle must be clearly documented in the current records management system report/supervisors log, also the dispatcher must be notified.
- M. Officers are required to wear on their person the wireless microphone for the DMVR during their entire tour of duty unless in charging station/dock in unit. In the event there was an activation of the DMVR under extenuating circumstances, and the wireless microphone was not on the officer's person, the officer must retrieve the microphone as soon as practical and must advise a supervisor of the circumstances. Officers issued a BWC are not required to utilize the wireless microphone.
- N. An officer who does not activate a DMVR and or a microphone as required by this policy must notify a supervisor the reason for not activating the DMVR. Failure to activate the DMVR as per this policy must be documented in either the officer's incident report, the Daily Activity Report, and in a supervisor's log.

1100.4 ENDING RECORDINGS

- A. Unless otherwise permitted by this policy, once the DMVR is activated, it shall remain on until the incident has concluded.
- B. For the purpose of this section, conclusion of the incident has occurred when:
 - 1. All arrests have been made, and arrestees have been searched and transported to a regional command, or secured facility. At no time shall the DMVR be deactivated by an officer until the arrestee has arrived and escorted into the appropriate command or secured facility.
 - 2. All witnesses and victims have been interviewed on scene.
 - 3. The continued recording will not serve to obtain additional evidence.

4. The DMVR will be deactivated by the officer after the enforcement action is completed and the offender vehicle has pulled away.
- C. Officers and supervisors shall ensure that the existence of an evidentiary recording captured on a DMVR is documented within the evidence portion of the incident report for that case. Officers and supervisors are also required to make notation of DMVR video availability at the top of the narrative in the case report. In administrative cases, documentation of the existence of DMVR video will be made in the Blue Team incident.
- D. Officers will document on their Daily Activity Report (DAR) if an exception had been met to stop a recording before the event concluding and what the exception was. A supervisor must be notified and must document the incident.

1100.5 END OF SHIFT

Before the end of their duty day, the officer will go to a designated upload location and ensure proper ingestion. With proper docking procedure, recordings will then be uploaded to the Department's evidence servers via Wi-Fi upload.

1100.6 CATEGORIZATION

After stopping the recording, officers shall categorize each WatchGuard video by selecting the appropriate event type from the menu and shall include the existence of video evidence in the police report for follow-up investigations. The officer shall input the case number, written warning number, or citation number in the case number field. Department approved categories are as follows:

Category	Definition
Traffic Stop-Written Warning	Any officer to citizen involved contact which results in a written warning being issued
Class C	Any officer to citizen involved contact which results in a traffic citation or class C citation being issued as defined by the Texas Penal Code, Texas Traffic Code, and El Paso Municipal Code
Traffic Control	Any officer involved guidance of vehicular or pedestrian traffic, other than a crash, either by the officer or by marked unit lights and sirens
DWI	A DWI arrest or recording which may result in an offense as defined by Chapter 49 of the Texas Penal Code
DWI-Home Visit	A court-mandated interaction between DWI Task Force personnel and subjects placed on supervision
Emergency Detention Order (EDO)	An emergency detention as defined by Chapter 573 of the Texas Health and Safety Code conducted by an officer

CIT-Mental Health Encounter	An interaction between CIT personnel and citizens where a report is generated for follow-up
Felony Offense 2 nd -3 rd	A second or third degree felony arrest or recording which may result in an offense as defined by the Texas Penal Code
Felony Offense Capital-1 st	A first degree or capital felony arrest or recording which may result in an offense as defined by the Texas Penal Code
Voluntary Transport-CIT	A civil transport conducted by CIT personnel
Voluntary Transport-Patrol	A civil transport conducted by patrol personnel
Test Recording	A test of the DMVR system conducted that has no direct police action
Crash	A vehicle collision and/or pedestrian collision
Class A/State Jail	A class A misdemeanor or state jail felony arrest or recording which may result in an offense as defined by the Texas Penal Code
Class B	A class B misdemeanor arrest or recording which may result in an offense as defined by the Texas Penal Code

1100.7 SUPERVISOR RESPONSIBILITIES

- A. Supervisors shall ensure officers are using the recording equipment according to established guidelines, policies, and procedures.
 1. The DVRS unit will provide supervisors with a report on uncategorized events every month. Audits will be provided directly to the regional commander to be disseminated through their chain of command.
 2. Supervisors will take corrective action for all uncategorized recordings.
- B. Supervisors shall view the recordings of all use of force incidents, police vehicle crashes, incidents that may later serve as potential training videos, and citizen complaints.
- C. Minor infractions (non-criminal) discovered during the routine reviews of recorded material should be addressed by the reviewing supervisor.
- D. Supervisors shall be responsible for ensuring a DMVR is properly docked if officers are incapable of docking themselves.
- E. Supervisors/investigators reviewing digital evidence through the WatchGuard evidence library are required to manually document their name, badge number, and purpose of their viewing, burning, downloading or any interaction with the digital evidence under the "Event Notes" section.
- F. Supervisors/investigators requesting access to restricted (locked) videos will send a request via e-mail for accessing/viewing of the specific evidence to unit or section that originally locked or restricted the video.
- G. Supervisors/investigators not directly involved in a Digital Evidence recording (administration or investigation) are not authorized to access the video evidence.

1100.8 TRAINING

All officers will receive interdepartmental training on the use of the DMVR equipment. Training can be completed in the shift meetings or on any Department approved computer system.

1100.9 RECORDING CONTROL MANAGEMENT

- A. All recordings containing information that may be of value for administrative investigations or prosecution are safeguarded. Any agency requesting video will need to complete a law request, all law request shall go through records. The original recording will remain stored for the required time period, as set out in this policy.
- B. If a complaint is filed with the Department with respect to an incident appearing on a recording, including alleged racial profiling, the Department shall retain a copy of the videotape or DVD copy of the digital recording until final disposition of the complaint, including any claim or lawsuit filed against the City is rendered.

1100.10 RETENTION AND RELEASE

All recordings shall be stored in accordance to applicable records retention requirements. This includes, but is not limited to, recordings that are evidentiary, non-evidentiary, or accidental. Deletions of the video must be submitted for approval via the record destruction form. Requests for recordings captured during the scope of an officer's duties may be subject to release under applicable laws:

- A. External requests (citizens, the media, law requests etc.) for copies or viewing of video will be referred to the Records Division. These requests will be handled under the Texas Public Information Act.
- B. Requests for copies from the District Attorney's Office or investigative sections shall be granted. These requests will be processed by Planning and Research via Cloud-Share.
- C. The categorization label will determine the minimum length of retention. Videos will be categorized based on the following criteria as established by the Texas State Library and Archive Commission:


Category	Retention Schedule
CIT Mental Health	180 days
DWI-Supervision	180 days
Emergency Detention Order (EDO)	180 days
Test Recording	180 days
Traffic Control	180 days
Class C	6 months
Crash	180 days
Traffic Stop-Written Warning	180 days
Voluntary Transport-CIT	180 days
Voluntary Transport-Patrol	180 days
Class B	2 years

Class A/State Jail	2 years
DWI	2 years
Felony 2nd-3rd	10 years
Felony 1st/Capital	50 years

- A. Any video having an evidentiary value which needs to be retained past the standard retention period must be identified by a detective, investigator, or a supervisor and have a hold request with an expiration date forwarded to the DVRS unit.
- B. Video that becomes part of an internal investigation will be restricted at the request of the Internal Affairs Unit, Crime Against Persons, Special Investigations Unit, or by the Chief of Police, and will be placed on hold for indefinite retention until the investigation has concluded.
- C. In cases where recordings relating to litigation (either civil or criminal) for which the Department receives a no destruction demand, the recordings will be held indefinitely.

1100.11 DISPOSITION OF EVIDENTIARY RECORDINGS

All recorded arrests will be considered evidence, including defective recordings. Any other recording that may be of value in an investigation will be submitted/shared as evidence per proper procedures.

 El Paso Police Department Procedures Manual	Chapter 11: Digital Video Recording Systems
1101 Fleet and Body Worn Camera Systems	Policy Effective: 10/20/2023 Previous Version: 10/16/2023

1101 AXON FLEET AND BODY WORN CAMERA SYSTEMS

The purpose of this policy is to establish guidelines for the use and management of the fleet and body worn camera (BWC) systems. It is the policy of the El Paso Police Department to utilize BWC systems and in-car video systems to record officer-citizen contacts, police activities, critical incidents, arrests, and interactions to create video/audio evidence of events as they occur. These recordings assist in the documenting of evidence, enhancing officer safety, and allowing for objective review and analysis of officer-citizen interactions. Only Department supplied BWCs and in-car systems are authorized. Officers shall not use personally owned or other recording devices to record and/or copy video/audio footage.

1101.1 DEFINITIONS

- A. Body Worn Camera (BWC). A camera system capable of recording audio and video and designed to be worn on the most outer most clothing of an officer.
- B. Metadata. Descriptors used to identify digital evidence. Examples of Metadata include officer name, vehicle ID, vehicle speed, date and time, and GPS location.
- C. Digital Evidence (DE). Includes, but is not limited to, photographs and audio/visual records that are stored digitally.
- D. DMVR. Digital mobile video recording system.
- E. Digital Video Recording Systems Unit (DVRS unit). Responsible for the administration of the BWC and Fleet video recording systems program and other technology devices. This includes administration of the evidence library, issuance of devices, maintaining inventory, troubleshooting of devices, and licenses.

1101.2 EQUIPMENT

- A. On an individual basis, officers will sign for and be issued a BWC along with the device's associated accessories.
- B. No member shall alter, modify, reuse, tamper with, or disable the device or associated accessories in any manner.
- C. Department BWC equipment shall not be connected to unauthorized computers.
- D. Officers assigned BWC equipment or a vehicle with an in-car camera system are responsible for ensuring the equipment remains in operating condition. Officers shall notify their immediate supervisor of damaged or malfunctioning camera equipment. The supervisor receiving a report of a malfunctioning Axon component shall notify the DVRS unit with request for repair and/or replacement of the equipment. This includes download/upload issues. The DVRS unit may be reached via phone for assistance at 212-4294 during regular business hours. In an emergency the DVRS unit may be contacted through PD communications supervisors. However, all

requests for repair must be made via email to PDDVRS@elpasotexas.gov. All contact and requests with the vendor or IT will be made only by the DVRS unit.

- E. DVRS unit will keep track of all replacements for broken AXON BWC cameras or any style of mounts. This process includes a signature from their immediate supervisor, Station manager, and the DVRS unit, recording the broken/malfunctioning equipment. DVRS unit equipment exchange form (EPPD form #23-05001) will need to be filled out and signed when making this exchange. Officers must not leave any equipment without a signature on any desks or mailboxes.
- F. Officers will use only Department-approved BWC equipment and docking stations.

1101.3 USE OF VIDEO EQUIPMENT

It is the policy of the El Paso Police Department to present audio/video evidence of traffic and other law violations outlined in the Texas Penal Code, El Paso Municipal Code, civil process, and all law enforcement related incidents involving the Department.

To this end, officers who are issued camera equipment will record all events surrounding the contact, stop, detention, interview, and arrest of suspected violators when safe to do so and maintain this recorded evidence. The BWC shall be used simultaneously with the Digital Mobile Video Recorder (DMVR) to capture additional evidence. In-car mobile recording systems shall be used as per Department Policy.

- A. All DE generated on authorized department-owned BWC equipment is the property of the El Paso Police Department. The copying, reproducing, altering, or tampering with DE generated by members of the Department is strictly prohibited.
- B. Distribution of any DE generated by department personnel in any format or for any purpose must comply with all sections of the Procedures Manual.
- C. All officers assigned a BWC by the Department will be properly trained by the DVRS unit in its functions and procedures before use. All training must comply with academy policies. All training conducted will be documented through training rosters, lesson plans, and/or PowerPoint presentations and/or department approved on-line training bulletins.
- D. The BWC program and related policies and procedures shall be reviewed and updated every three years by the DVRS unit and Planning and Research.
- E. Officers will place their BWC into sleep mode during all meal breaks and personal breaks, ie. using the restroom or visiting the locker room. Cameras are to immediately be taken out of sleep mode and placed back into ready mode once the officer returns to service.
- F. Supervisors will be immediately notified in the event of any lost BWC or equipment. Attempts will be made to locate the equipment and the DVRS unit will be notified of the lost equipment via phone at 212-4294 and email at PDDVRS@elpasotexas.gov. The supervisor will ensure a lost/stolen property report is generated, a Blue Team log completed, and that proper notifications are made to the Fusion Center.

1101.4 START UP

A. For Body-Worn Cameras:

- 1. At the start of their shift, officers shall ensure proper vertical alignment and positioning of the BWC on the front center mass of the officer's outer most garments. No fixed

- object(s) shall be placed in front of the camera in such a manner that it interferes with or obstructs the recording of video at any time during the course of the officer's duties.
2. Officers shall ensure that the BWC is operational by powering the unit on and confirming the status of the indicator LED lights.
 3. Officers shall ensure that the BWC contains no video or audio recording and is properly operating at the beginning of each shift.
 4. It will be the officer's responsibility to ensure the BWC device is fully charged and operable before their tour of duty.
- B. For In-Car Systems:**
1. At the start of the shift, officers will log into the MCT and the Axon Fleet Dashboard. If the unit is full-crew both officers must log in to the dashboard. Officers will ensure proper camera alignment and conduct a function check of the DMVR system by ensuring the fleet devices are displayed on the screen and positioned to record events. Officers will check the pairing status of their body-worn camera and pair them to the Fleet system if not already paired.
 2. If an officer is not assigned a BWC or working with an officer with a BWC, the officer will have to manually activate the in-car system. At the end of the officers shift, all activities will be documented on the officers DAR and the DAR will be forwarded to the PD DVRS for categorization and assignment.

1101.5 RECORDING

- A. Officers shall use the recording to gather pertinent information for composing reports, training, and investigatory purposes.
- B. Officers will manually activate their DMVR in situations where the overhead emergency lights were not activated and the DMVR did not activate automatically.
- C. Officers will utilize their issued body-worn camera anytime the DMVR is activated.
- D. Officers shall begin recording for the following events and continue recording until the event has concluded. Any deviation(s) will require a supervisor's approval and must be documented in the officer's video and report. The following constitute reasons for activating a BWC and/or DMVR:
 1. Upon arriving on scene for all dispatched calls for service;
 2. All officer-initiated calls for service and contacts, including but not limited to: traffic/pedestrian stops, arrests, vehicle/foot pursuits, and code III response and traffic control.
 3. When assisting another unit on a call for service,
 4. Any citizen initiated contact(s) or a flag-down request for any public safety concerns or services.
 5. Service of search or arrest warrants on the premises of a residence, business, or building if the officer is assisting in such service of search or arrest warrants.
 6. Anytime a person is placed in the backseat of a patrol car.
- E. Subsequent arrest, handcuffing, and search of violators will take place in view of the camera when practical and in accordance with Departmental policies.
 1. Officers shall not stop a recording during a public encounter.
 2. Officers will not intentionally record any direct contact with officers working in an undercover capacity.

- F. All stoppages, other than administrative functions testing or accidental activation of the BWC, must be verbally documented by stating a specific reason. The officer shall also annotate in the body of their incident report any BWC stoppages.
- G. Officers will turn off their AM/FM radio of the vehicle while on a call and the DMVR and/or BWC is active.
- H. Officers shall not:
 1. Intentionally create DE recordings of themselves or other employees in areas where a reasonable expectation of privacy exists such as locker rooms, restrooms, etc.;
 2. Knowingly record undercover officers or confidential informants;
 3. Use Department-owned equipment to record any type of personal activities;
 4. Create recordings in patient care areas of any medical or mental health facilities unless the recording is for official police business such as a criminal investigation, dying declaration, Horizontal Gaze Nystagmus (HGN) on injured drivers, or a specific call for police service, in compliance with Federal HIPAA regulations;
 5. Record any court facility, legal proceeding (i.e. deposition, city council meetings), or secured governmental facility;
 6. Upload or convert DE for use on any type of social media or public media websites;
 7. Create recordings in administrative settings;
 8. Record strip searches.
- I. Officers shall notify a supervisor immediately if he/she accidentally records or is aware of any of the listed incidents:
 1. An individual in a designated private area (i.e. restroom, locker room) if the video is non-evidentiary;
 2. A personal conversation among officers or other employees if the video is non-evidentiary.
- J. When responding to a call or initiating any activity in which an explosive device, suspected explosive device or hazardous materials environment is present, the officer will, before exiting their vehicle, ensure that their in-car system is recording, remove their BWC, and leave it in their vehicle. The removing of the BWC and leaving it in the vehicle must be clearly documented in the officer's report, also, the dispatcher must be notified.
- K. In the event an officer is unable to activate their BWC due to extenuating circumstances, the officer must activate the BWC as soon as practical and must advise a supervisor of the circumstances. If the incident prior to the event was evidentiary in nature the supervisor will contact the DVRS unit by phone at 212-4294 and email at PDDVRS@elpasotexas.gov for assistance.
- L. If officer is part of a call-out or specialized unit, once activated for that unit, officers will not utilize the BWC. This applies to, but is not limited to SWAT, CMT, COMSAR, Dignitary Protection and Bomb Squad.

1101.6 ENDING RECORDINGS

- A. Unless otherwise permitted by this policy once the BWC is activated, it shall remain on until the incident has concluded.
- B. For the purpose of this section, conclusion of the incident has occurred when one or more of the following has occurred:

1. All arrests have been made, and arrestees have been searched and transported to an appropriate regional command, secured facility, and inside the facility;
 2. All witnesses and victims on-scene have been interviewed;
 3. The continued recording will not serve to obtain additional evidence.
- C. Officers and supervisors shall ensure that the existence of an evidentiary recording captured on a BWC is documented within the evidence portion of the incident report for that case. Officers are required to select the video evidence field in RMS when BWC video is available. In administrative cases, documentation of the existence of BWC video shall be made in the Blue Team incident.
- D. In the event a recording was stopped and does not meet the above criteria, officers will document on their Daily Activity Report (DAR) the reason for stopping the recording. Officers will note the reason in the narrative of the Activity and Disposition section of the DAR.
- E. When an officer(s) is involved in a critical incident a supervisor on scene will make the determination when the officer(s) are no longer actively part of the scene and can stop recording. When this is done, the supervisor giving authorization will make themselves visible and verbally give the order in front of the involved officers BWC.

1101.7 OFFICER RESPONSIBILITIES

- A. Before the end of their duty day, the officer will go to a designated docking station and ensure proper docking of their BWC. With proper docking, DE will then be uploaded to the department's evidence library via the docking station. Officers may leave their BWC docked at the end of the shift if extended time is needed to upload events or to charge the BWC.
- B. Officers videos from the patrol car are uploaded wirelessly. Officers will ensure that videos are successfully uploaded to prevent the potential loss of DE. Officers will properly name/title with applicable case number and categorize their evidence at the end of the shift for incidents involving an arrest. For incidents not involving an arrest, the evidence may be categorized the following shift. In all instances a supervisor must be notified and approve if an officer is to go into overtime.
- C. Officers shall not leave evidence in the "uncategorized" or "pending review" categories.
- D. Officers will not utilize a BWC belonging to another officer.
- E. Officers issued a BWC will wear their BWC during any extra-duty assignments and activate them under the same circumstances as they would on-duty. It is the officer's responsibility to ensure their BWC is fully charged before their next shift. Any recorded videos will be downloaded upon the return to their next regularly scheduled shift.
- F. Officers whose BWC battery drops below 34% or has an exclamation mark on the display will charge their BWC as soon as possible.

1101.8 SUPERVISOR RESPONSIBILITIES

- A. Supervisors shall ensure officers are using the recording equipment according to established guidelines, policies, and procedures.
 - 1. The DVRS unit will provide supervisors with a report on uncategorized events every month. Audits will be provided directly to the regional commander to be disseminated through their chain of command.
 - 2. Supervisors will take corrective action for all uncategorized recordings.
- B. Supervisors shall view the recordings of all use of force incidents, police vehicle crashes, and citizen complaints.
- C. Minor infractions (non-criminal) discovered during the routine reviews of recorded material should be addressed by the reviewing supervisor.
- D. Supervisors shall be responsible for ensuring a BWC is properly docked if officers are incapable of docking themselves.

1101.9 REVIEWING DIGITAL EVIDENCE (DE)

- A. The viewing of videos is restricted for official use only. Any and all viewings/usage is tracked within the evidence library system.
- B. Officers will be entitled to review their own DE before administrative statements, including statements pertaining to officer involved shootings or critical incidents.
- C. Personnel requiring access to restricted videos will request assistance from the unit restricting the video or the DVRS unit for further assistance.
- D. Personnel reviewing DE shall manually document their name, date of access, badge number, and the purpose of their viewing in the “Notes” field on the Evidence Detail Page of evidence.com.

1101.10 CITIZEN REQUEST TO STOP BWC RECORDING

If a citizen requests the officer to stop recording while in a public place, officers have no obligation to stop recording if the recording is under an investigation, arrest, lawful search, or the circumstances dictate that continued recording is necessary.

1101.11 CATEGORIZATION

After stopping the recording, officers shall categorize each video by selecting the appropriate event type from the menu and shall include the existence of video evidence in the police report for follow-up investigations. Videos of assisting units will be categorized the same as the primary or handling unit. Department approved categories are as follows:

Category	Definition
Uncategorized	DO NOT USE. Officers MUST enter a category and not leave evidence under “Uncategorized”
Pending Review	DO NOT USE. Officers will not use this category

False Signal Cancellation	When a video is recorded due to a nearby signal activation and cancelled ad officer was not involved in any enforcement action.
Training	Any recording to test the functionality of the camera only and contains no direct police action. Recordings created by systems admin that do not contain direct police action.
Traffic Stop-Written Warning	When a marginal traffic stop was conducted and a Written Warning was issued to the driver of a vehicle.
Traffic Stop – Citation Issued	When a traffic stop was conducted and a citation was issued under the Transportation Code or Municipal Code.
DWI	A DWI arrest or recording which may result in an offense as defined by Chapter 49 of the Texas Penal Code
DWI-Home Visit	A court-mandated interaction between DWI Task Force personnel and subjects placed on supervision
Felony Offense 2 nd -3 rd	Second or third degree felony arrest or recording which may result in an offense as defined by the Texas Penal Code
Felony Offense 1 st - Capital	Capital Felony arrest or recording which may result in an offense as defined by the Texas Penal Code
Voluntary Transport-CIT	A civil transport conducted by CIT personnel
Voluntary Transport-Patrol	A civil transport conducted by patrol personnel
Crash	A vehicle collision and /or pedestrian collision.
Class A/State Jail	Class A misdemeanor/State Jail Felony arrest or recording which may result in an offense as defined by the Texas Penal Code
Class B	Class B misdemeanor arrest or recording which may result in an offense as defined by the Texas Penal Code
Class C	Class C misdemeanor arrest/citation or recording which may result in an offense as defined by the Texas Penal Code, Transportation Code, or Municipal Code
Citizen Interaction-No Report	Citizen interaction where no report is generated
CVI	When a commercial vehicle safety inspection is conducted.
Dispatched Call-Information Report	Any citizen interaction/dispatched call that a report is generated
Offense Report	Any time an officer is dispatched or engages in self-initiated activity where an offense report is generated but no arrest was made. Must include case ID.
Dispatched Call-Negative Contact	Any dispatched call for service where an officer does not make contact with any individuals, is unable to locate, or reporter is gone on arrival.

1101.12 RETENTION AND RELEASE

All recordings shall be stored in accordance to applicable records retention requirements. This includes, but is not limited to, recordings that are evidentiary, non-evidentiary, or accidental. Deletions of the video must be submitted for approval via the record destruction form. Deletions can only be conducted by the DVRS unit.

Requests for recordings captured during the scope of an officer's duties may be subject to release under applicable laws:

- A. External requests (citizens, the media etc.) for copies or viewing of video will be referred to the Records Division. These requests will be handled under the Texas Public Information Act and in accordance with the Texas Occupations Code Section 1701.661.
- B. Requests from investigative sections shall be granted and may be shared by any supervisor with access to the DE. The DVRS unit will assist with these requests if needed.
- C. The categorization label will determine the minimum length of retention. Videos will be categorized based on the following criteria as established by the Texas State Library and Archive Commission (Record # PS-4125-05b).
- D. Any video having an evidentiary value which needs to be retained past the standard retention period must be identified by a supervisor and have a hold request with an expiration date forwarded to the DVRS unit.
- E. Any video may be restricted at the request of the Internal Affairs Unit, CAP, SIU or other specialized unit, or by the Chief of Police, and placed on hold for indefinite retention until the investigation has concluded.
- F. IAD may export or copy videos as necessary for case preparation and presentation. It is IAD's responsibility to advise when an investigation is concluded if a hold was placed on DE when its retention is no longer needed.
- G. In cases where recordings relating to litigation (either civil or criminal) for which the department receives a no destruction demand, the recordings will be held indefinitely.
- H. Sharing of evidence shall only be done for official use. This includes sharing evidence to the District Attorney, County Attorney, other agencies, etc. Only an authorized person may share DE.

Category	Retention Schedule
Uncategorized	Cannot delete
Pending Review	Cannot delete
False Signal Cancellation	180 Days
Training	180 days
Test/Admin Recording	180 days
Traffic Control	180 days
Traffic Stop – Written Warning	180 days
Traffic Stop-Citation Issued	6 Months
DWI	2 Years
DWI-Home Visit	180 days
Felony Offense 2 nd -3 rd	10 Years
Felony Offense 1 st -Capital	50 Years
Voluntary Transport-CIT	180 days

Voluntary Transport-Patrol	180 days
Crash	2 Years
Class A/State Jail Felony	2 years
Class B	2 Years
Class C	6 months
Citizen Interaction-No Report	180 days
CVI	180 days
Dispatched Call-Information Report	180 days
Offense report	180 Days
Dispatched Call-Negative Contact	180 Days

1101.13 – SECTION 1701.660 OF THE OCCUPATIONS CODE

The El Paso Police Department will comply with the following:

(a) Except as provided by Subsections (a-1) and (b), a recording created with a body worn camera and documenting an incident that involves the use of deadly force by a peace officer or that is otherwise related to an administrative or criminal investigation of an officer may not be deleted, destroyed, or released to the public until all criminal matters have been finally adjudicated and all related administrative investigations have concluded.

(A-1) A law enforcement agency may permit a person who is depicted in a recording of an incident described by Subsection (a) or, if the person is deceased, the persons authorized representative, to view the recording, provided that the law enforcement agency determines that the viewing furthers a law enforcement purpose and provided that any authorized representative who is permitted to view the recording was not a witness to the incident. A person viewing a recording may not duplicate the recording or capture video or audio from the recording. A permitted viewing of a recording under this subsection is not considered to be a release of public information for purposes of Chapter 552, Government Code.

(b) A law enforcement agency may release to the public a recording described by Subsection (a) if the law enforcement agency determines that the release furthers a law enforcement purpose.

This section does not affect the authority of a law enforcement agency to withhold under Section 552.108, Government Code, information related to a closed criminal investigation that did not result in a conviction or a grant of deferred adjudication community supervision.

1101.14 SHARING EVIDENCE

In cases of an arrest, digital evidence will be shared with the District Attorney’s Office. Officers will be responsible for sharing of DE through Evidence.com. The officer will indicate so in the video evidence field in WebRMS and by selecting “Yes shared”. Supervisors will be responsible for confirming shared

evidence field was selected in WebRMS upon review and approval of the offense reports and that the Video Evidence field in WebRMS has been answered.

The following must be done to submit evidence:

- A. The evidence sharing options are listed under the Manage Shares area when the specific DE file is viewed on evidence.com.
- B. Type the email address that you are sharing the evidence to in the user or group field. Evidence shared to the District Attorney's Office will be shared to the group **DA Evidence Share**. In cases of a juvenile referred to JPD, video will be shared to the group El Paso County Attorney's Office in Evidence.com.
- C. Under permissions, select view and download. Select never for re-share. Default setting for duration is 365 days.
- D. Ensure the proper case number(s) is attached to the evidence to be shared and enter the case number in the message field.
- E. Review the Manage Access and Manage Shares tab before sending.

RULES AND REGULATIONS

Effective 02/17/2022

These rules and regulations are published for the guidance and government of the El Paso Police Department; however, employees of the Department must also use their intelligence and good judgment.

These rules and regulations may be disregarded or departed from under special circumstances; however, any employee doing so must accept full responsibility for operating under any procedures other than those specified in these rules, policies, and procedures.

RULE 1: FAMILIARIZATION WITH RULES AND REGULATIONS

- A. Employees, to include sworn and civilian, will familiarize themselves with the Rules and Regulations, Policies and Procedures, Special Orders, Bureau Orders, Memorandums, Civil Service Rules and Regulations, City policies, and any other directives or policies issued by the chief of police.
- B. Employees, to include sworn and civilian, will also familiarize themselves with the Texas Penal Code, Texas Code of Criminal Procedures, the Family Code, the Dangerous Drugs and Controlled Substance Act, Texas Motor Vehicle Laws, City Municipal Ordinances, and any other pertinent material, which deals directly or indirectly with the performance of the employee's duties.

RULE 2: SUPERVISORY HANDLING OF INCIDENTS

- A. It is the duty of all supervisory employees of this Department to take appropriate action whenever they, through personal observation or report, learn of any violation or deviation of these Rules and Regulations, Policies and Procedures, Special Orders, Bureau Orders, Civil Service Rules and Regulations, and any other directives or policies issued by the chief of police.
- B. If the incident is of a serious nature, the supervisor detecting the violation will relieve the offending employee from duty and take him/her before a commanding officer. If the offense warrants, the commanding officer may take the credentials (police ID and badge) of the offending officer and further instruct the officer to report, at a designated time, to the chief of police.
- C. Appropriate documentation will be submitted by the supervisor and the commanding officer via the chain of command to the chief of police.

RULE 3: COURT APPEARANCE

- A. Upon official notification, employees of the Department must be present and available to appear to testify in any court or grand jury in El Paso County when officially notified to appear. In criminal cases outside El Paso County, as well as in all civil cases, employees of the Department will be required to respond to only legal subpoenas.

- B. If for any valid reason, an employee is unable to answer an official summons, the absence must be excused by the court or grand jury prior to the scheduled appearance in court.
- C. Officers appearing in any court, to include administrative hearings, will do so either in full uniform or dressed appropriately in professional business attire. Male officers will conform to uniform standards for facial hair as described in policy section 923.3. Female and male officers must have hair combed. Officers working undercover assignments may deviate from this protocol as deemed necessary by their immediate supervisor. Officers are to represent the City of El Paso and the El Paso Police Department in a serious, businesslike manner.

RULE 4: DERELICTION OF DUTY

Dereliction of duty on the part of any officer, prejudicial to the proper performance of the functions of the Department, is cause for disciplinary action. The following constitute violations under this rule:

- A. Failure to observe and give effect to the policies and directives of the Department.
- B. Failure to obey orders, or willful or repeated violation of any rule, regulation, or policy of the Department.
- C. Failure to make a proper report of offenses, to include collision investigations, observed or reported before the end of their tour of duty for that workday, or as approved by a supervisor.
- D. Failure to deliver to the official Department custodian any property found by, confiscated by, or relinquished to officers of this Department.
- E. Failure to place evidence in its officially designated place for preservation and storage.
- F. Failure to take a prisoner or juvenile in police custody before a supervisor following an arrest or detention to notify of probable cause and the appropriate charge prior to booking.
- G. Failure to immediately notify a supervisor when a prisoner or juvenile in custody is transported to a medical facility for treatment of injuries resulting from a use of force. Failure of the supervisor to respond to the medical facility will also constitute a violation.

RULE 5: MAJOR VIOLATIONS

The following actions constitute major violations and may require a supervisor to relieve a subordinate from duty:

- A. Being under the influence of and/or consuming intoxicants while on duty.
- B. The use of intoxicants to the extent the user becomes involved in any incident that may bring discredit to the Department, while off duty.
- C. Willful disobedience of any lawful order issued to the employee by any supervisor.
- D. Usage of unnecessary force toward any person.
- E. Disrespect shown toward any supervisory employee.
- F. Indecent, profane, or harsh language used while in the performance of official duties.
- G. Accepting a bribe.
- H. Cowardice.
- I. Conduct that is subversive to the good order and discipline of the Department.

RULE 6: INATTENTION TO DUTY

Every employee of the El Paso Police Department will devote their entire time and attention to the business of the Department when on duty. Officers must remain alert, observant, and occupied with

police business during their tour of duty and must not conduct themselves in a manner that would merit criticism for inattentiveness or waste of time.

- A. Police officers of the Department will be prepared to act at all times when circumstances indicate that their services are required.
- B. Employees will not neglect their work and/or give the appearance of loitering or inattention to duty.
- C. No employee of the Department will be assigned by any supervisory officer to perform any task and/or errand not relating directly to police matters.

RULE 7: CONFLICT OF INTEREST

- A. Officers of this Department are expressly prohibited from being employed in any other business that might conflict and/or interfere with their responsibilities to the Department.
- B. Officers may not hold a deputation or commission from any other law enforcement agency without permission from the chief of police or his/her designee.
- C. Officers of this department may use only approved personal cards showing their connection with the Police Department. No employee of this Department will permit the use of his name for advertising purposes unless authorized to do so by the chief of police. The police uniform, as well as any other police equipment, will not be used for any commercial advertising purpose. Officers are further prohibited from identifying themselves as police officers to endorse commercial products.
- D. Officers, in their official capacity, will not recommend or suggest the employment of any attorney and/or bondsman. In addition, employees will not make referrals to other professional services and/or any commercial business enterprise that would suggest endorsement or favoritism.

EXCEPTION: Employees participating in approved public service announcements.

RULE 8: ADDRESS AND PHONE NUMBER KEPT CURRENT

It is mandatory for every employee to keep the Department informed of their current address and a working telephone number where they may be reached when off duty. Employees of the Department will report any change of telephone number or address within 24 hours through the appropriate channels. This contact information must be kept current in all department required databases.

RULE 9: CONDUCT DISCREDITING TO THE DEPARTMENT

Conduct discrediting to the department is any conduct that destroys public respect and confidence in the agency's operational capability or that affects morale or efficiency of the Department. Officers shall conduct themselves at all times, both on and off duty, in a manner that reflects favorably on the Department. Engaging in certain conduct may require a supervisor to relieve a subordinate from duty. Conduct discrediting to the department includes but is not limited to:

- A. Failure to perform duties in an impartial manner.
- B. Disparaging or demeaning the age, disability, ethnicity, gender, and nationality of any person or race, religion, or sexual orientation.

- C. Engaging in conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.
- D. Communicating or giving police information to any person concerning the business of the Department, which is detrimental to the Department. Conduct will be deemed automatically detrimental to the Department if police information is given to any person not authorized to receive it.
- E. Divulging official Department confidential information to anyone except the person for whom it is intended, or as directed by the commanding officer, or under due process of law.
- F. Misuse of Criminal Justice Information System (CJIS), Records Management System (RMS), Texas Law Enforcement Teletype System (TLETS), National Criminal Information Computer (NCIC), Texas Criminal Information Computer (TCIC), Computer Aided Dispatch (CAD), or other law enforcement database.
- G. Giving or making copies of Department records, photographs, digital evidence, videos, [ARF2]official correspondence, communications, or any document kept in the regular course of business by the Department except by permission of the chief of police, his/her duly appointed representative, or as required by law.
- H. Engaging or attempting to take police action in personal controversies or in controversies arising between friends, relatives, and/or neighbors except in self-defense, to prevent injury to another, or serious threat of injury.
- I. Interfering with a departmental or any law enforcement investigation, including but not limited to withholding any information relative to the investigation. It shall be a violation to obstruct, hinder, or impede Department investigations or any other Department proceedings or to knowingly conceal or misrepresent any fact, material or not, relating to the subject matter of the investigation or to fail to fulfill any of these described duties and responsibilities.
- J. Selling tickets or soliciting contributions/subscriptions/fundraising efforts for any purpose while on duty, while off-duty in uniform, or in any Department building at any time without written permission of the chief of police or his/her designee.
- K. No form of gambling or card playing is permitted on property allotted to the use of the Department. No employee will engage in any illegal game of chance.
- L. Using authority or position for financial gain or for obtaining privilege or favors.
- M. Obtain and/or use personal information related to any citizen or Department employee for any reason other than official departmental use.
- N. Failing to obey the laws of the United States, the State of Texas, and the City of El Paso while on or off duty.
- O. Failing to regulate personal affairs so as not to bring justified unfavorable criticism from neighbors or the general public or be involved personally in incidents or disturbances to the discredit of the Department.
- P. Any conduct that places the Department in a negative light.

RULE 10: WILLFUL MISREPRESENTATION

No employee of the Department will willfully misrepresent any matter, verbal or written, at any time to any person or party in any venue.

RULE 11: GOSSIPING AND UNAUTHORIZED INFORMATION

Gossiping about affairs of the Department or any of its members, making unauthorized public statements, or the unauthorized revealing or release of any confidential information is expressly prohibited.

- A. No member of the Department may make known any information concerning the progress of an investigation, a known or reported law violation or condition against which action is to be taken, or any proposed police operation of any type to any person not authorized to receive it.
- B. No member of the Department will use or reproduce any policy or procedure, operational plan, training program or lesson plan, or department documents for personal or business purposes without authorization of the chief of police.
- C. It is expressly forbidden to give unauthorized information regarding prisoners in confinement to any lawyer, bondsman, or agent of either, or any other person.
- D. Those members of the department who routinely deal with the public and/or the media must familiarize themselves with the Texas Open Records Act and shall not divulge any information that is deemed confidential by the Open Records Act.
- E. Only commissioned officers and authorized personnel of the Department may access information from the Criminal Justice Information System (CJIS), Records Management System (RMS), Texas Law Enforcement Teletype System (TLETS), National Criminal Information Computer (NCIC), Texas Criminal Information Computer (TCIC), Computer Aided Dispatch (CAD), or other law enforcement database. Information received from these systems or any other department file pertaining to official police or government records will not be known to any person not authorized to receive it.
- F. Officers must not use personal electronic devices to capture evidence to include video recordings and/or photographs.
- G. All digital evidence (DE) generated on authorized department-owned equipment is the property of the El Paso Police Department. Copying, reproducing, altering, or tampering with digital evidence generated by members of the department is strictly prohibited. This rule applies to information from the Criminal Justice Information System (CJIS), Records Management System (RMS), Texas Law Enforcement Teletype System (TLETS), National Criminal Information Computer (NCIC), Texas Criminal Information Computer (TCIC), Computer Aided Dispatch (CAD), or other law enforcement database.

RULE 12: FINANCIAL OBLIGATION KEPT CURRENT

Officers of the Department must keep all personal financial obligations current. Circumstances arising beyond an officer's control, which cause an officer to become behind on a regular payment schedule, will be taken into consideration.

RULE 13: ENDORSEMENT OF NOTES

- A. No supervisory employee may solicit any non-supervisory employee as co-maker or endorser of any note or obligation without permission from the chief of police.
- B. No employee of the department may receive any gift of value from subordinates unless approved by the chief of police.

RULE 14: VERBAL ABUSE PROHIBITED

No employee of the Department will use or permit any verbal abuse or willful mistreatment against any person. Employees of the Department are strictly forbidden to ridicule, mock, deride, taunt, banter, or belittle any person or take any unreasonable action that may create an unnecessary confrontation.

RULE 15: CITY VEHICLE USED TO CONDUCT UNOFFICIAL BUSINESS

- A. Department employees who operate city owned vehicles must obey all applicable state and city traffic laws, unless the operator of the vehicle is utilizing an authorized emergency response mode in accordance with existing policy. City owned vehicles may only be utilized to conduct official El Paso Police Department business.
- B. In instances where a city owned vehicle is taken home after regular duty hours, the vehicle is to be driven directly to the officer's residence. The vehicle will be properly parked and secured. Under no circumstances will any city owned vehicle, marked or unmarked, be utilized as transportation for off-duty employment.

RULE 16: COMPROMISES OR ARRANGEMENT PROHIBITED

No officer of the Department will enter, either directly or indirectly, into any compromise or other arrangement between a person charged with or suspected of a criminal offense, except through official channels. An officer will not seek to obtain continuance or dismissal of any case in court out of friendship or obligation to a defendant.

RULE 17: SOLICITING OF REWARDS OR FEE PROHIBITED

No officer may receive any fee or compensation for their services as officers or employees of the City of El Paso from any source other than the city, except as may be otherwise provided by law. This rule will not prohibit officers from performing the same or other services for a public or private organization that they perform for the city, if there is no conflict with their city duties and responsibilities, as per the City's Standards of Conduct.

RULE 18: REQUEST FOR IDENTIFICATION

When called upon to do so, and as soon as it is practical, any officer of the Department must give their name and identification number as well as display their department photo identification card in a courteous manner. When practical, officers will carry department identification when off duty.

RULE 19: COOPERATION WITHIN DEPARTMENT

Every employee of the Department will cooperate with others in all Department matters.

RULE 20: ARGUING WHEN EFFECTING AN ARREST PROHIBITED

No officer, during the course of making an arrest or issuing a traffic citation, will allow themselves to become involved in any arguments or discussions on the merits of the case in point. Any information

requested by the offender as to the procedure of the handling of the citation or arrest will be courteously given by the employee.

RULE 21: OFF-DUTY INJURY

Employees sustaining an injury while off duty, which may limit their ability to perform their duties and responsibilities, must report the injury to their immediate supervisor as soon as practical.

RULE 22: PUBLIC ADDRESSES, PERMISSION REQUESTED

Department employees will not make public presentations, nor write or author any article intended for publication concerning the affairs of the Department without prior consent of the chief of police. This rule is not meant to prohibit those employees whose job assignment may be to give a public presentation or to write an article intended for publication concerning Departmental matters. When an employee is assigned this task by an immediate supervisor or commander, consent is implied.

RULE 23: CIVILIAN EMPLOYEES TO COMPLY WITH RULES

Civilian employees of this department will comply with all Rules, Regulations, Policies, Procedures, and any other directives applicable to them or their position.

RULE 24: INVOLVEMENT IN CIVIL SITUATION

The Police Department has jurisdiction in criminal cases only, and no officer of the department will render aid or assistance in civil cases, except to prevent an immediate breach of the peace or to quell a disturbance. This rule is not intended to prevent the officer from informing any citizen as to the steps necessary to institute a civil suit. No officer of this department will file a civil suit regarding any police incident without first notifying the chief of police through the chain of command.

RULE 25: RECEIPT OF FINE MONEY PROHIBITED

Officers of the El Paso Police Department are not authorized to receive payment, of any kind, from any Municipal Court fines.

RULE 26: RELEASE OF ADDRESSES AND PHONE NUMBERS OF EMPLOYEES

Police rosters and databases are for official business only and are released only through the Office of the Chief of Police, refer to Texas Government Code Section 552.117. Home addresses and telephone numbers will be released only to other law enforcement agencies.

RULE 27: ADHERENCE TO LAW ENFORCEMENT CODE OF ETHICS

Departmental personnel will adhere at all times to the Law Enforcement Code of Ethics below:

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

RULE 28: QUOTAS PROHIBITED

The El Paso Police Department strictly prohibits the use of quotas per Texas Transportation Code Section 720.002. Violations of this policy are subject to disciplinary action up to and including termination.

RULE 29: PROHIBITED ASSOCIATIONS

- A. Officers may not be in a position where they are directly accountable to a supervisor that is a member of their family. A family member carries the same definition as that in Chapter 71 of the Texas Family Code.
- B. Officers will not establish an external social relationship with a known victim, a known witness, or a known suspect of a crime, while such case is being investigated by this Department or prosecuted as a result of such an investigation.
- C. Officers will not establish social and/or business dealings with persons they know, or should know, are likely to adversely affect the officer's or Department's credibility. Officers will not associate with convicted felons. Provisions of this section do not apply to associations based on kinship or the discharge of official duties.
- D. Officers will not knowingly loan money, accept any item as assurance, or enter into any type of business arrangement with a suspect of a criminal violation, a person under arrest or detention, a person known to have a criminal record or unsavory reputation, or a person known to be engaged in, or planning to engage in, criminal activity.
- E. Officers will not affiliate with any organization or body, the constitution or regulations of which could in any way prevent or hinder performing departmental duties.
- F. Officers will not knowingly associate with any person or organization that advocates hatred, prejudice, or oppression of any person or group or which disseminates such material.
- G. Officers will not become a member of any organization, association, movement, or group which advocates the commission of acts of force or violence to deny others their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means.

- H. An officer with direct authority over another officer, by rank or job classification, who becomes romantically involved with an officer who is answerable to him/her must make notification to the Office of the Chief of Police via their chain of command.
- I. Officers assigned to the El Paso Police Training Academy, including adjunct instructors, are prohibited from engaging in social relationships that extend beyond the scope of their professional relationship with police recruits.

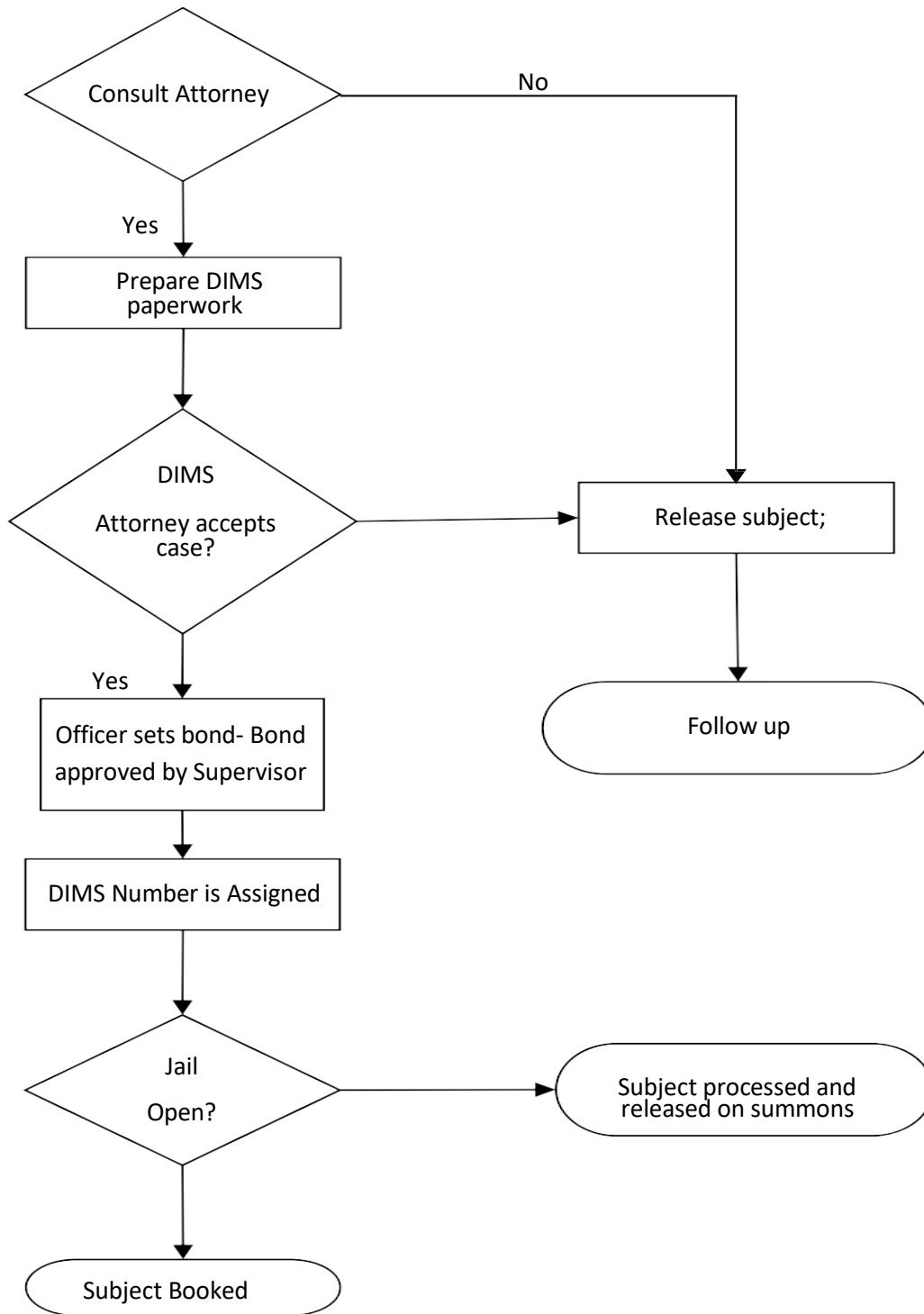
REFERENCE

USE OF FORCE TRAINING TABLE

Use of Force Training Table

Course Name	Needed By	Frequency
Active Shooter	Sgts & below	Annually
Baton	Sgts & below	Annually
Defensive Tactics: Hicks	Lts & below	Annually
Firearms: Handgun	All	Annually
Firearms: Secondary / Off-Duty Weapon Qualifications	All	Annually
Firearms: Shotgun	Sgts & below	Annually
Firearms: Urban Patrol Rifle	All (non- admin)	Annually
Less Lethal: Beanbag Recertification	Sgts & below	Annually
Less Lethal: Oleoresin Capsicum Spray Recertification	Sgts & below	Annually
Less Lethal: TASER Recertification	Sgts & below	Annually
Mobile Field Force Recertification	Lts & below	Annually
Use of Force Policy	Lts & below	Annually

DIMS PROCESS



SIGNAL CODES

The following is a list of SIGNAL CODES used by the El Paso Police Department. Use of these codes is not required except as required by procedures (see 608.4 Signal Codes).

<u>5</u>	<u>BOMB THREAT</u>	<u>51</u>	<u>HOLDING LOST CHILD</u>
<u>6</u>	<u>EXPLOSION</u>	<u>52</u>	<u>LOST CHILD</u>
<u>7</u>	<u>INDECENT EXPOSURE</u>	<u>53</u>	<u>JUVENILES DISTURBING</u>
<u>8</u>	<u>MISSING PERSON</u>	<u>54</u>	<u>FIGHT</u>
<u>9</u>	<u>RUNAWAY</u>	<u>55</u>	<u>SUBJECT WITH A GUN</u>
<u>10</u>	<u>CAUTION</u>	<u>56</u>	<u>SUBJECT WITH A KNIFE</u>
<u>11</u>	<u>JUVENILE PROBLEM</u>	<u>57</u>	<u>GANG FIGHT</u>
<u>12</u>	<u>CIVIL PROBLEM</u>	<u>58</u>	<u>FAMILY FIGHT</u>
<u>13</u>	<u>GLUE/PAINT SNIFFER</u>	<u>59</u>	<u>UNIT CALLING FOR BACKUP</u>
<u>14</u>	<u>UNDOCUMENTED IMMIGRANT</u>	<u>60</u>	<u>THEFT</u>
<u>15</u>	<u>ASSAULT</u>	<u>61</u>	<u>HOLD-UP IN PROGRESS</u>
<u>16</u>	<u>CON GAME (ILLEGAL SCAM)</u>	<u>62</u>	<u>ROBBERY/AGG ROBBERY J/O</u>
<u>17</u>	<u>CRIMINAL MISCHIEF</u>	<u>63</u>	<u>BURGLARY IN PROGRESS</u>
<u>18</u>	<u>SEXUAL ASSAULT</u>	<u>64</u>	<u>BURGLARY INFO ONLY</u>
<u>19</u>	<u>PEEPING TOM</u>	<u>65</u>	<u>DEAD BODY</u>
<u>20</u>	<u>PROWLER</u>	<u>66</u>	<u>ATTEMPTED SUICIDE</u>
<u>21</u>	<u>CAR PROWLER</u>	<u>67</u>	<u>AUTO THEFT IN PROGRESS</u>
<u>22</u>	<u>VEHICLES RACING</u>	<u>68</u>	<u>AUTO THEFT IN PROGRESS</u>
<u>23</u>	<u>FIREWORKS</u>	<u>69</u>	<u>AUTO THEFT IN PROGRESS</u>
<u>24</u>	<u>DISTURBANCE (UNK PROB)</u>	<u>70</u>	<u>BURG OF VEH INFO ONLY</u>
<u>25</u>	<u>MEET A PARTY AT</u>	<u>71</u>	<u>THEFT - AUTO PARTS IN PROG</u>
<u>27</u>	<u>DRUG ADDICT</u>	<u>72</u>	<u>THEFT-AUTO PARTS INFO</u>
<u>28</u>	<u>CALL YOUR SPOUSE</u>	<u>73</u>	<u>THEFT-AUTO PARTS INFO</u>
<u>29</u>	<u>CALL YOUR HOME</u>	<u>74</u>	<u>CHECKING SUBJECTS</u>
<u>30</u>	<u>FIRE</u>	<u>75</u>	<u>SHOPLIFTER</u>
<u>31</u>	<u>LOUD PARTY</u>	<u>77</u>	<u>STABBING</u>
<u>32</u>	<u>FORGERY</u>	<u>79</u>	<u>OUT OF VEHICLE CHECKING</u>
<u>34</u>	<u>ABANDONED PROPERTY</u>	<u>80</u>	<u>SICK/INJURED PARTY</u>
<u>35</u>	<u>SHOTS FIRED</u>	<u>81</u>	<u>MOTOR VEHICLE ACCIDENT</u>
<u>36</u>	<u>PUBLIC HAZARD</u>	<u>83</u>	<u>HIT AND RUN ACCIDENT</u>
<u>37</u>	<u>TRAFFIC VIOLATION</u>	<u>84</u>	<u>VEHICLE BLOCKING-STALLED</u>
<u>38</u>	<u>OVERDOSE</u>	<u>85</u>	<u>RECEIVE INFORMATION</u>
<u>39</u>	<u>CHILD MOLESTING CALL</u>	<u>87</u>	<u>ASSIST STRANDED MOTORIST</u>
<u>41</u>	<u>ABANDONED CHILDREN</u>	<u>88</u>	<u>DRUNK DRIVER</u>
<u>42</u>	<u>THEFT OF SERVICE</u>	<u>89</u>	<u>SUBJECT DOWN</u>
<u>43</u>	<u>HARASSMENT</u>	<u>90</u>	<u>INTOXICATED SUBJECT</u>
<u>45</u>	<u>OPEN DOOR</u>	<u>96</u>	<u>TRAFFIC CONTROL</u>
<u>46</u>	<u>ANIMAL BITE</u>	<u>99</u>	<u>(CLEAR THE AIR)</u>
<u>48</u>	<u>BURGLAR ALARM</u>		
<u>49</u>	<u>PANIC ALARM (HOLD-UP)</u>		
<u>50</u>	<u>RIOT</u>		

APPENDIX C – UNIT CALL SIGNS

A. For Units Assigned to Regional Commands:

First Character- is the shift designator.

- 1-Regular day shift unit
- 2-Regular evening shift unit
- 3-Regular midnight shift unit
- 4-Baker shift unit (starting time during evening shift)
- 5-Adam shift unit (starting time during day shift)
- 6-Special assignment

Second Character- identifies the function of the unit.

For a patrol unit:

- F - Full crew "Frank"
- S - Solo "Sam"

For a specialized unit:

- B - Bike "Bike"
- D - Detective "David"
- I - Impact "Ida"
- J - Juvenile "John"
- L - Supervisor "Lincoln"
- M - Motor unit "Motor"
- T - Traffic "Tom"
- W - Beat unit "William"

Third Character- function of the unit or other designation as approved by the communications manager.

- 1- Primary unit in the district
- 2- Secondary unit in the district
- 3- Tertiary unit in the district
- 4- Baker shift unit
- 5- Unmarked unit not subject to call
- 6- Marked unit on special purpose assignment (i.e. transport car, shoplifter car)
- 7- Marked unit not subject to call
- 8- Traffic assignment
- 9- Probationary officer (less than one year of service)
- 0- Administrative unit

Fourth Character- Regional Command Designator.

- 3- Downtown
- 4- Westside
- 5- Central
- 6- Northeast
- 7- Pebble Hills
- 8- Mission Valley
- 9- Pebble Hills

Fifth Character- the district number.

B. All other units will use an alpha-numeric designator. The alphabetic identifiers for all units will be followed with one numeric digits for lieutenants, two numeric digits for sergeants, and three numeric digits for detectives and officers.

A	Air/Airport	"Air"
AD	Abandoned Auto Detail	"Adam Detail"
AF	Auto Theft Task Force	"Adam Force"
AG	Outside Agency	"Agency"
AL	Alpha	"Alpha"
AM	Alarm Detail	"Alarm Detail"
AS	Auto Theft Section	"Adam Section"
B	RC Bike Units	"Bike"
BA	Burglary Units	"Baker"
C	Crimes Against Persons	"Charles"
CH	Police Chaplain	"Chaplain"
CR	Crisis Management	"Crisis"
CA	Crime Analysis	"Analysis"
D	RC Detectives	"David"
E	Community Services	"PAR"
ES	Parade Escort Unit	"Escort"
F	Full Crew Patrol Unit	"Frank"
G	Internal Affairs Division	"George"
HF	Arson Invest Unit	"Henry Frank"
H	Forgery/Theft/Fugitive	"Henry"
H	Hazardous Materials Unit	"Hazard"
HA	Housing Authority	"Housing"
I	RC Impact Unit	"Ida"
IV	Intelligence Unit	"Ida Victor"
J	CAC Unit	"CAC"
K	K-9 Unit	"Canine"
L	RC Supervisors (Sgts/Lts)	"Lincoln"
M	Motor Units	"Motors"
MP	Military Police Unit	"MP"
N	Narcotics Unit	"Nora"
NM	Metro Narcotics Unit	"Nora Metro"
O	Off-Duty Officer	"Ocean"
P	PAR Officer	"PAR"
PA	Parole Officer	"Parole"
PI	Public Information Officer	"PIO"
PR	Planning and Research	"Staff"
PRO	Probation Officer	"Probation"
R	ID and Records	"Robert"
RP	Repeat Offender Unit	"ROP"
S	RC Solo Officer	"Sam"

SQ Bomb Squad Unit	"Bravo"
ST Chief's Office Staff	"Staff"
SW SWAT	"Sierra"
T Traffic Units	"Tom"
TB TABC Officer	"TABC"
TR Tigua Tribal Police	"Tigua"
TA Transport	"Transport"
U Communications Unit	"Comm"
V Shooting Review Team	"George"
W RC Beat Unit	"William"
Y Academy	"Academy"
Z Dignitary Protection	"Zebra"

APPENDIX D- RANK INSIGNIA



CHIEF OF POLICE
(Gold Insignia)



ASSISTANT CHIEF
(Gold Insignia)



COMMANDER
(Gold Insignia)



LIEUTENANT
(Gold Insignia)



SERGEANT
(Gold patch)



**SENIOR OFFICER
OVER 20 YEARS**
(White patch)



**SENIOR OFFICER
OVER 15 YEARS**
(White patch)



**SENIOR OFFICER
OVER 10 YEARS**
(White patch)



**SENIOR OFFICER
OVER 5 YEARS**
(White patch)



SERVICE STRIPES
(Gold for Supervisors and White for Officers; one stripe for every 3 years of service completed)

APPENDIX E- SICDS RISK ASSESSMENT

El Paso Police Department
Sudden In-Custody Death Syndrome
Checklist

Sign of Symptom	Risk Factor	Observed
Alcohol intoxication	1	
Acute alcohol intoxication (BAC .25 or above)	3	
History of alcoholism	2	
Cocaine intoxication	4	
Methamphetamine intoxication	3	
Drug intoxication (other)	2	
Bizarre behavior	2	
Aggressive behavior	2	
Shouting	2	
Paranoia	3	
Violence against others	2	
Above normal physical strength	2	
Sudden tranquility/lethargy	2	
Moderate physical activity	2	
Intense physical activity	3	
Obesity	1	
Big bellies	2	
Hypothermia	4	
Hypotonicity of skeletal muscles	4	
Antipsychotic drug use	2	
History of schizophrenia	2	
Male	1	
Ineffectiveness of OC spray	2	
Cyanosis of lips and nailbeds	5	
Confusion/disorientation	3	
Total		

A. SICDS Risk Assessment Scales

This scale was developed to provide Law Enforcement with a means to rapidly assess an in-custody subject's risk of death based on known symptoms and risk factors.

Directions:

Begin at the first observed sign or symptom. Add the numbers together for each sign or symptom that applies. The total number is the SICDS Score.

B. SICDS Risk Assessment Scorings


- 16 or Above. Subject is at extreme risk for sudden in-custody death syndrome. Immediate medical attention is necessary. EMS is notified.
- 10-16. Subject is at high risk for SICDS. Immediate evaluation by EMS personnel is necessary. Medical treatment may be warranted. Subject must be closely monitored.

3. 5-10. Subject is at moderate risk for SICDS. Subject should be re-evaluated by another officer familiar with the "Sudden In-Custody Risk Assessment Scale" system and sudden in-custody death syndrome. Subject should be monitored by officers.
4. 0-5. Subject is at low risk for SICDS based on known risk factors. Personnel should be watchful for any signs of distress that would preclude the "Sudden In-Custody Risk Assessment Scale".



ABANDONED AUTO UNIT OPERATIONS MANUAL

(Revised 11/08/2022)

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 1
General Provisions	Effective Date: 11/08/2022 Previous Version: 02/09/2016

1.0 GENERAL PROVISIONS

1.1 PURPOSE OF THE ABANDONED AUTO UNIT

The Abandoned Auto Unit of the El Paso Police Department (EPPD) is part of the Administrative Services Bureau. The unit is responsible to the Chief of Police or their designee in the management and contract oversight of the Municipal Vehicle Storage Facility (MVSF), and is vital to the enforcement of various city ordinances.

1.2 PURPOSE OF THE ABANDONED AUTO MANUAL

The Abandoned Auto Unit Operations Manual is intended to set procedures for all personnel, sworn and civilians, assigned to the Abandoned Auto Unit and the MVSF. It is expected that all Abandoned Auto Unit personnel will follow these procedures. Furthermore, all assistance must be extended to any Department employee or member of the public requesting services from the Abandoned Auto Unit.

1.3 PREVIOUS OPERATIONS MANUALS NO LONGER IN EFFECT


All previous Abandoned Auto Unit Operations Manuals shall no longer be in effect and are superseded by this version.

1.4 APPLICABILITY

The procedures outlined in this manual are applicable to all operations conducted by the Abandoned Auto Unit not already addressed in the Police Department's Procedures Manual.

1.5 SCOPE

The Abandoned Auto Unit Operations Manual applies to all staff assigned to the Abandoned Auto Unit.

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 2
Towing Equipment and Operation	Effective Date: 11/08/2022 Previous Version: 02/09/2016


2.0 TOWING EQUIPMENT AND OPERATION

2.1 EQUIPMENT

Police tow trucks will be used by trained and authorized Department personnel only. Operation of tow trucks shall be in compliance with all applicable rules, regulations, ordinances, laws and statutes.

- A. All tow trucks assigned to the Abandoned Auto unit will contain the following equipment in good condition:
 1. Chains with chain hooks (2 ea.)
 2. Chains with "J" hooks (2 ea.)
 3. Tow straps (2 ea.)
 4. Jack stands (2ea.)
 5. A set of two dollies
 6. A 4X4 piece of lumber appropriate to the tow truck
 7. An air tank
 8. A snatch block
 9. A shovel with bucket for debris
 10. A lug wrench
 11. An operational wheel lift
 12. An operational boom
 13. Warning overhead lights
 14. Detachable rear directional lights
- B. Tow Truck Operators are to follow all EPPD codes of conduct. They must have their name tag and ID displayed at all times while on duty.
- C. No smoking in or around the tow trucks.
- D. Tow Truck Operators will adhere to all El Paso Police Department policies and procedures regarding equipment and city owned vehicles.
- E. To Truck Operators or any City employee are responsible for their assigned city owned vehicle. This includes reporting damage and citations, providing proper care, and preventative maintenance to the vehicle.
- F. Police tow trucks will be used for official use only. Tow Truck Operators responsibilities include, but are not limited to, the following:
 1. Issuing Five Day Notices to vehicles in violation of applicable City ordinance(s)
 2. Impounding vehicles in violation of applicable city ordinance(s)
 3. Transferring vehicles to and from any Vehicle Storage Facility (VSF) to a designated inspection facility for investigative reasons
 4. Towing police department fleet vehicles
 5. Towing other city units with approval from chain of command
 6. Towing vehicles for various safety/public awareness events as approved by the Chief of Police or Assistant Chief of the unit requesting the use of Abandoned Auto vehicles. The

Administrative Services Director should be notified due to the fact they oversee the Abandoned Auto Unit. Any safety, public awareness, or training requests must have a memo submitted to the Chief or Assistant Chief for approval before vehicles from the Abandoned Unit may be used.

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 3
Training	Effective Date: 11/08/2022 Previous Version: 02/09/2016

3.0 TRAINING

Personnel within the Abandoned Auto Unit require specific training to become proficient with their individual duties and be familiar with the duties of their co-workers to assist if necessary. All required El Paso Police Department and City training is done according to the Department and City policy and procedures. Specialized training to include schools, seminars, or courses not provided by the City may be required.

3.1 TRAINING DOCUMENTATION

All training will be recorded according to the El Paso Police Department and City policy and procedures.


3.2 MANDATORY TRAINING

Civilian and sworn employees must complete all mandatory training within the required timeframe.

3.3 TRAINING TOPICS

The following training sessions must be scheduled within the first month of hire or before certain software system access is authorized. Additional training not identified in this Operations Manual may also be required.

- A. Criminal Justice Information Systems (CJIS) Security Awareness Training
- B. Applicable NCIC/TCIC and TLETS training
- C. City mandatory training
- D. Database training specific to the MVSF (Access, Excel, MVSF Inventory)
- E. Defensive Driving per City requirements (DDC)
- F. Operation of tow truck and related equipment (Tow Truck Operators only)
- G. Police Department records management system (WebRMS)
- H. City document retention guidelines

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 4
Five Day Notice	Effective Date: 11/08/2022 Previous Version: 02/09/2016

4.0 FIVE DAY NOTICE

Five Day Notices (EPPD Form #21-11001) are issued to vehicles in violation of Municipal Code Chapter 12.80.150. The notices provide warning to vehicle owners that the vehicle is in violation of Municipal Code Chapter 12.80.150 and may be impounded if not moved within the stated time frame. For the purpose of this manual a “vehicle” carries the same definition as found in Texas Transportation Code, Title 7, Subtitle A, or any other device designed to be self-propelled or transported on a public highway.

4.1 FIVE DAY NOTICES / VEHICLES IN VIOLATION OF CITY ORDINANCES

Complaints/reports are received by the Abandoned Auto Unit in the following ways:

- A. Telephone complaints will be taken by the Property and Evidence Specialist and routed to Abandoned Auto Unit staff to verify. Vehicles verified to be in violation are entered into the Abandoned Auto Unit’s Five Day Notice database by the Property and Evidence Specialist the day the complaint is verified.
- B. Electronic complaints may be submitted via the Police Department’s web page. These complaints are routed to the Abandoned Auto Unit staff through city email. Staff will verify if the vehicle is in violation and report it to the Property and Evidence Specialist. The Property and Evidence Specialist will enter the complaint in the Abandoned Auto Unit’s Five Day Notice database the day the complaint is verified.
- C. Inter-departmental complaints may be taken by a desk officer, a civilian call taker, or a police volunteer and routed to the Abandoned Auto Unit by email or by telephone. Abandoned Auto Unit staff will confirm the vehicle is in violation and will report the status to the Property and Evidence Specialist who will enter the complaint in the Abandoned Auto Unit’s Five Day Notice database the day the complaint is verified. If received by email, the Property and Evidence Specialist will confirm receipt of the complaint to the sender and will cc Abandoned Auto Unit staff.
- D. Interdepartmental complaints may originate from Code Enforcement personnel, other city inspectors or a City Representative’s office staff. Such complaints will be forwarded to Abandoned Auto Unit staff for verification. The Property and Evidence Specialist will enter the complaint in the Abandoned Auto Unit’s Five Day Notice database the day the complaint is verified. If received by email, the Property and Evidence Specialist will confirm receipt of the complaint to the sender and will cc Abandoned Auto Unit staff.


4.2 ISSUING FIVE DAY NOTICES

- A. Tow Truck Operators will be dispatched to all complaint locations by the Property and Evidence Specialist, other assigned Abandoned Auto Unit staff, or a peace officer. For efficiency purposes this process will be coordinated and planned within the tow truck operator’s daily activities.

- B. The Tow Truck Operator will insure a vehicle meets the criteria for issuing a Five Day Notice by checking several factors, including but not limited to, the following:
 - 1. Expired registration
 - 2. Expired motor vehicle inspection sticker
 - 3. Missing license plates
 - 4. Missing or flat tires
 - 5. Debris collected under and around the vehicle
 - 6. Vegetation growing under and around the vehicle
 - 7. Obvious vehicle inoperability due to collision damage or mechanical issues
 - 8. Non-movement of vehicle as indicated by tire markings previously placed at the 12:00 location
- C. The Five Day Notice will be completely filled out. The “Buff Card” will be placed on the vehicle in a conspicuous location (standard location is the driver’s side windshield secured by the windshield wiper). The original copy will be submitted to the Property and Evidence Specialist the day the notice is posted on the vehicle. The Property and Evidence Specialist will enter the violation in the Five Day Notice database the day the notice is received.
- D. The following images will be taken of the vehicle to document the violations. Any images not used will be deleted after a three-month period. If a report is generated, the images will be submitted to the Photo Lab via Photo Transfer.
 - 1. Image of the “bluff card” on the windshield.
 - 2. Image of the “clock” on the tire.
 - 3. Image of the license plate.
 - 4. Image of any violations.
 - 5. Image of the vehicle in relation to the area to compare upon follow up.
- E. The Tow Truck Operator(s) will conduct a quick sweep of the immediate area for additional vehicles in violation of Municipal Code Chapter 12.80.150 and place a notice as necessary.
- F. If the vehicle relevant to the complaint is found to be in compliance with Municipal Code Chapter 12.80.150, the Tow Truck operator will advise the Property and Evidence Specialist of the finding. If the vehicle is in violation of other city codes the Property and Evidence Specialist will notify the City’s Code Enforcement section of the Environmental Services Department for action.

4.3 ENFORCEMENT OF THE FIVE DAY NOTICES / MUNICIPAL CODE CHAPTER 12.80.150

- A. At least weekly, the 1097 Report shall be run from the Abandoned Auto database to list all vehicles that have not been reported as moved or otherwise addressed within the 5-day time limit. The report will be provided to the tow truck operators and may be provided to the regions upon request. The tow truck operators and officers that receive the report shall follow up on vehicle status and report findings to the Property and Evidence Specialist.
- B. The tow truck operator(s) will plan an efficient route to check and/or to impound vehicles that remain in violation.
- C. The Tow Truck Operator will generate a Tow Ticket and a Vehicle Impound Inventory form prior to towing the vehicle. Once the vehicle is loaded the vehicle must be impounded. The Tow Ticket will be completed when the vehicle is delivered to the MVSF.
- D. Vehicles will be impounded per Chapter 5.0 of this manual.
- E. Five Day Notices in the database shall be purged after three months.

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 5
Vehicle Impounds	Effective Date: 11/08/2022 Previous Version: 02/09/2016

5.0 VEHICLE IMPOUNDS

All vehicle impounds must adhere to the current EPPD Procedures Manual.

5.1 VEHICLE IMPOUND INVENTORY FORM

All impounded vehicles must have a vehicle impound inventory form. All such forms shall be completely filled out.

5.2 VEHICLE INVENTORY

All impounded vehicles not on a Police Hold must be inspected and inventoried. If contraband or items of value are located, a police officer shall be called to handle it per established procedures.

5.3 TOW TICKET / INVOICE

All impounded vehicles must have a legible and properly completed Tow Ticket or invoice, including the following:

- A. Vehicle Impound Inventory form and/or invoice number
- B. Location of the tow, to include the final destination
- C. Vehicle information:
 1. VIN
 2. License plate number (if available)
 3. Vehicle make
 4. Vehicle model
 5. Major color
- D. Notations of any major damage and/or general condition of the vehicle
- E. Reason for impoundment
- F. Arrival Time
- G. Departure Time
- H. Each impounded vehicle will have a case number assigned and a report generated by the Property and Evidence Specialist.

5.4 MISSING VEHICLE IMPOUND INVENTORY FORM


If an impounded vehicle is impounded without a Vehicle Impound Inventory form the MVSF staff will notify the Property and Evidence Specialist or Supervisor. To insure proper custody of evidence is maintained the MVSF staff will place an administrative hold pending direction from the Property and Evidence Specialist or Abandoned Auto Unit Supervisor or assigned investigator. Notification of missing

or incomplete Vehicle Impound Inventory forms must be made through the city email to the investigator or investigative unit and the distribution groups PD ABANDONED AUTO and elpasoimpound@urvms.com.

5.5 PLACING VEHICLES ON INVESTIGATIVE HOLD

MVSF staff will insure a properly completed vehicle impound inventory form is received from the Tow Truck Operator with a signed tow ticket/invoice.

- A. Vehicles on investigative hold will be placed in the “Holds Lot” of the MVSF or Crime Scene Unit processing bay.
- B. A minimal inventory will be made on these impounded vehicles by MVSF staff:
 1. Under no circumstances will these vehicles be accessed by any MVSF lot staff without the investigating officer/detective being present.
 2. Under no circumstances will any items be removed by any MVSF lot staff without the investigative officer/detective being present.
- C. Transferring vehicles on investigative hold (transfers in/out)
 1. Investigating officer will generate a request via email to PD ABANDONED AUTO and the Contracted Management VENDOR at ELPASOIMPOUND@URVMS.COM requesting the transfer of the vehicle on investigative hold and supply the following information:
 - a. Investigators name and ID number
 - b. Request to transfer hold
 - c. Vehicle Identification Number
 - d. Case Number
 - e. Vehicle make and model
 - f. Reason for transfer
 - g. New transfer location
 - h. Date the vehicle needs to be transferred
 2. All care must be taken to minimize disturbing the condition of the vehicle.
 3. All transfer request communications must be attached to each case file maintained at the MVSF and must be supplemented in the current records management system by the investigator.
 4. No storage fees will accrue while a vehicle is on hold, to include the administrative holds that are placed on a vehicle pending clarification.

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 6
Vehicle Releases/Funds	Effective Date: 11/08/2022 Previous Version: 02/09/2016

6.0 VEHICLE RELEASES/FUNDS

The vendor contracted for the operation and management of the MVSF shall be responsible for releasing all vehicles from the MVSF following State law. No vehicles on hold for investigative reasons will be released.

6.1 RELEASING VEHICLES FROM INVESTIGATIVE HOLDS

- A. Only the investigating officer/detective may release a hold on a vehicle. The release request must be made through city email to the PD ABANDONED AUTO and ELPASOIMPOUND@URVMS.COM distribution groups. An acknowledgement email by the MVSF staff must be sent via “reply to all” as soon as the request is received.
- B. The investigator must attach a HOLD RELEASE Form. This form states that the investigator has made contact with the registered owner and advised him/her that they have 24 hours to pick up the vehicle before storage fees start to accrue.

6.2 PROOF OF OWNERSHIP

The contractor staff will release in accordance with State law. Employees of the EPPD are prohibited from making a determination of ownership of any vehicle and are further prohibited from ordering or requesting the release of any vehicle to a party who does not provide legal proof of ownership.

6.3 AUTHORIZED TOW TRUCKS IN THE MVSF

Only properly licensed commercial tow trucks will be allowed inside the storage area of the MVSF per TDLR rules. No privately owned non-commercial tow trucks are allowed in the MVSF. Non-commercial car trailers or tow bars are authorized to remove vehicles from the MVSF.

6.4 VEHICLE REPAIRS INSIDE OF THE MVSF

No repairs will be performed inside of the MVSF storage area with the exception of making keys by a licensed locksmith or a replacement of tires to facilitate towing or loading on a trailer.

6.5 TIMELY RELEASE OF VEHICLES

All vehicles should be released within one hour of the time requested with all proper documentation.

6.6 RELEASE OF VEHICLES TO IMPAIRED DRIVERS


If any customer who is picking up a vehicle with the intention of immediately operating the vehicle displays signs of impairment that is reasonably believed to adversely affect the customer's ability to operate the vehicle, a police unit will be called to evaluate the situation before a vehicle is released.

6.7 COLLECTION OF FEES

All fees collected will be managed in accordance with the current contract or established city guidelines:

- A. All documents must be provided to the customer as required by Texas Department of Licensing and Regulation (TDLR), the Texas Transportation Code and/or the Texas Occupations Code.
- B. All monetary transaction will be recorded in the vehicle file by scanning a copies of relevant documents.
- C. All monies received will be deposited per current contract or city guidelines. City guidelines require all monies received in connection with city business be deposited within 24 hours of receipt. If monies on hand are less than \$50.00, the funds may be safely stored until the amount is in excess of \$50.00, at which point the monies must be deposited within 24 hours. A deposit receipt will submitted within 24 hours to the city. The receipt will contain the cash amount, check amount, and/or all transactions made through the credit card terminal.
- D. Approved business checks may be accepted as payment for fees associated with vehicles stored at the MVSF. The standard approved business checks are from new car dealerships and major insurance agencies. Personal checks will not be accepted as a form of payment for vehicles stored at the MVSF.
- E. Credit cards and debit cards approved by the City Comptroller may be accepted as payment at the MVSF. The card holder must be present and must present a valid state issued or military ID before the card is used. All credit and debit card transactions shall include the applicable usage card fee.
- F. Daily transaction reports will be submitted for accuracy within the next business day and must contain the following information:
 1. Case number associated with the impoundment of the vehicle.
 2. Fees incurred with the impoundment of vehicles will be itemized accordingly: impound fee, law enforcement fee, notification fee, number of days in storage, storage fees, tax on storage fees, credit/debit card transaction fee, towing charges, and, if applicable, waived fees.
 3. Payments collected will be itemized accordingly; cash payments, credit card payments, debit card payments, and check payments.
 4. In the event that a business check is provided by a courier/runner that exceeds the actual amount due, or an error is made in processing a credit or debit card transaction, refunds will be handled as follows:
 - a. Refunds of \$10.00 or less for a check transaction will be refunded with cash at the time of the transaction.
 - b. If a refund in a check transaction will exceed \$10.00, the check shall not be accepted and the courier/runner shall be required to present a new check in the proper amount before the vehicle may be released.
 - c. Refunds due in credit or debit card transactions will be processed to the same card used for payment.

- 5. A notes column will be used to document errors, check numbers, business check name, reason for fee waiver, and the person requesting the fee waiver.
- G. The daily transaction report will be reviewed by the Property and Evidence Supervisor and the Payroll and Accounting Clerk and compared to the deposit receipts. Errors will be identified and corrected within 24 hours. Errors will be reported to the Fleet Superintendent. Corrections will be reported to the Property and Evidence Supervisor, the Payroll and Accounting Clerk, and the Fleet Superintendent.
- H. The Property and Evidence Supervisor will log all deposit transactions to insure compliance. The log sheet will contain each transaction group, the date of the transaction and the date reported. The log sheet will be available in the Department share drive.

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 7
Fee Waivers	Effective Date: 11/08/2022 Previous Version: 02/09/2016

7.0 FEE WAIVERS

Fee waivers will be considered for approval on a case by case basis for reasons such as, but not limited to, the following:

- A. Impound Error. A fee waiver may be requested if a vehicle was impounded in error by the EPPD, or a processing error on the part of EPPD staff occurred;
- B. Extenuating Circumstances. A fee waiver may be requested for vehicles involved in collisions where the said vehicle owner was not the party at fault and an additional cost was incurred as a result of a police investigation; or
- C. Bereavement Cases. A fee waiver may be requested in extreme circumstances when a loss of life has occurred and additional cost was incurred as a result of a police investigation.

7.1 FEE WAIVER REQUEST

Fee waiver requests shall be routed to the Abandoned Auto Unit Property and Evidence Specialist or Supervisor. The Property and Evidence Specialist or Supervisor will provide the fee waiver form and instructions to the requestor.


7.2 FEE WAIVER APPROVALS

All fee waiver requests shall be routed through the applicable investigative unit's chain of command to the Lieutenant. A justification memo must accompany the request. The memo must indicate what portions of the fees are being waived, i.e. towing, storage, etc.

7.3 FEE WAIVER DOCUMENTATION

The approved fee waiver and justification memo shall be submitted through city email to the PD ABANDONED AUTO and ELPASOIMPOUND@URVMS.COM distribution groups.

- A. The Property and Evidence Specialist or Supervisor will provide additional instructions to the Contractor's staff and will file a copy of the waiver in the fee waiver file.
- B. The Contractor's staff will attach a copy of the fee waiver and email to the vehicle case file.
- C. The Contractor's staff will respond to all in the email acknowledging the request.
- D. The Contractor's staff will documented all fee waivers in the daily transaction report as "Fees Waived" with the waived amount. The Property and Evidence Supervisor will log all fee waivers.

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 8
Auctions	Effective Date: 11/08/2022 Previous Version: 02/09/2016

8.0 AUCTIONS

8.1 MVSF MONTHLY VEHICLE AUCTIONS

The Abandoned Auto Unit will insure all vehicles auctioned in the monthly MVSF auctions have met all local and state requirements prior to the auction. The MVSF auction will be held at least once a month but frequency may increase if necessary. The MVSF auctions may include city surplus vehicles, seized vehicles, and abandoned vehicles.

8.2 PRE-AUCTION PROCEDURES

- A. No later than two business days after the last auction, the Property and Evidence Specialist will obtain a list of auction-ready vehicles from the Contractor.
- B. Auction ready vehicles:
 1. All vehicles will have the required documentation uploaded to the designated database the contracted vendor uses to maintain the El Paso Police Department documents.
 2. All Images will be uploaded.
 3. A visible VIN number will be uploaded by the contract vendor, if a VIN number is unable to be viewed, the VIN verification email will be uploaded.
 4. The military response will be uploaded for each name corresponding with a notification letter with the exception of a business.
- C. The Abandoned Auto Unit will send an email to PD ALL with a list of all vehicles eligible to be auctioned. The email will request that all investigators review the list to ensure that any vehicles that are, or should be, on investigative hold are not included on the list, and that any vehicle disposition updates be communicated via reply email to PD ABANDONED AUTO and ELPASOIMPOUND@NRVMS.COM by a stated deadline. Any vehicles on hold, or requested to be on hold, shall be removed from the auction list by the Property and Evidence Specialist who shall also make appropriate notification of such to the Contractor.
- D. The Property and Evidence Supervisor will verify 10% of the vehicles eligible have met the 51 days of impoundment but not to exceed the 90 day period.
- E. Each vehicle will have a unique identifier (case number or City vehicle ID number).
- F. Vendor will supply an updated monthly list to the Property and Evidence Supervisor of all vehicles with active duty military and pending court orders.
- G. Every auction a report is generated from the contracted vendor for all potential matured vehicles, and each vehicle will be checked by the vendor to ensure the owner(s) are not active duty military personnel subject to relief under the Service members Civil Relief Act (SCRA), 50 U.S.C. §§ 3901-4043. The Property and Evidence supervisor will review all documentation for each vehicle being auctioned for all necessary paperwork. Vehicles not meeting auction standards are notated and pulled from the auction.
- H. For City surplus vehicles, a properly completed City Inter-Departmental Transfer form and

signed Texas title will be obtained from Property Control and the Streets and Maintenance Department (S.A.M.), respectively.

- I. Fleet, Grants, and Budget will review the potential City surplus vehicles to ensure they meet the necessary requirements, correct any funding information, and do not require any additional documentation before they proceed to auction.
- J. For seized vehicles, a copy of the Order Granting Summary Judgment and a signed Texas title will be obtained from PD Budget and the County Tax Office, respectively.
- K. Titles for seized vehicle will be obtained from the County Tax Office as follows:
 1. For vehicles not converted for City use, the original Order will be presented to the County Tax Office. A copy of the order will be filed individually by case number at PD Fleet.
 2. For vehicles converted for City use, S.A.M. must evaluate and approve the addition to the fleet prior to titling. The original Order will be presented to the County Tax Office. A copy of the order will be filed individually by assigned fleet unit number at PD Fleet.
 3. For vehicles loaned to outside agencies, the original order will be presented to the County Tax Office. A copy of the order will be filed individually by case number or assigned fleet unit number at PD Fleet. The receiving outside agency is responsible for insuring, registering, and repairing/maintaining the vehicle. PD Fleet is responsible for maintaining current status information on such vehicles.
- L. If a vehicle in the auction list is missing required documents, or discrepancies are noted, the vehicle will be pulled from auction by the Property and Evidence Supervisor who in turn notifies the Contractor. The Contractor is required to obtain the documents and/or make any necessary corrections. The contracted vendor is required to follow TDLR and will adhere to the El Paso Police Department policy and procedures. Policy is subject to change, and any immediate changes in policy will be determined by departmental needs.
 1. If the requested corrections are not completed, the vehicle will be withheld from the auction.
 2. If the correction required additional owner notification actions, then proper notification shall be made and the vehicle will continue to be withheld from the auction.
 3. If corrections result in all processes and documents being in order, the vehicle will be re- entered on the auction list.
- M. Required Information and Documentation
 1. All current registered owner and or lien holder must be notified
 - a. Must have the correct spelling of name
 - b. Must have correct mailing address
 - c. Must have correct case number
 - d. Must have correct VIN number
 - e. Must have correct vehicle information
 - f. Two notification letters are required to be sent to each registered owner
 2. All temporary license plates for the State of Texas will be ran, if there are any owners, lien holders, and or dealers more current than the registered owner, they all must be notified.
 - a. Must have correct spelling of name
 - b. Must have correct mailing address
 - c. Must have the correct case number

- d. Must have the correct vehicle information
 - e. Two notification letters are required to be sent to each registered owner, temporary owner, lien holder, and or dealer.
3. Out of state vehicles. When a vehicle is registered out of state, a notification must be sent to that state by the contract vendor requesting registrant/lien hold information to send out notification. As per TDLR out of state notifications must be sent within 14 days.
- a. Out of state requests must meet the states requirements in which the vehicle is registered to with requesting owner and or lien holder information.
 - b. The state which the request was sent will send a response letter back to the VSF (contract vendor/requestor).
 - i. Acceptable response may have the owner/lien holder's address
 - ii. Acceptable response may advise they do not have any information on registrant
 - iii. Unacceptable response, advising there is an error on the request at which time a new request with the correct information must be sent out.
 - c. Vehicles not registered in Texas need to be notified no later than the 14th day the vehicle is on the lot. If the VSF contract vendor is unable to obtain the registrant/lien holder on or before the 14th day a new cue must be sent out. A new cue is a notification by publication if the registrant information is unable to be located or obtained with certain amount of time this is considered a notification until a response is received from the state from which the request was sent.
 - d. Hold release documents are emails submitted by either the investigating officer, detective, or chain of command advising the vehicle is no longer required for investigative purposes and can be released to the owner. The email must be uploaded to the database the contract vendor uses to maintain accurate information on the vehicles they are required to manage. The hold release email is required when processing a vehicle for auction. Without the email a vehicle cannot proceed to auction.
 - e. Military status vehicles. All vehicles proceeding to auction must be checked for an Active Duty Military response. Vehicles with returns of Active Duty must be immediately pulled from the auction list. Only exceptions are:
 - i. Vehicles registered in Mexico
 - ii. Vehicles registered to businesses
 - f. All vehicles are required to have the Vehicle Identification Number (VIN). The correct VIN must be on the notification letter if not the vehicle must be pulled and a new notification must be sent with the corrected VIN.
 - g. Case numbers are required to be on the notification letter. Case numbers are issued by EPPD and found on the impound slip at the time the vehicle is dropped off. If the case number is incorrect, the vehicle is pulled until the case number is corrected and a new notification letter can be sent out.
 - h. Department of Motor Vehicle (DMV) response. The contract vendor obtains a DMV response for the registered owner of the vehicle. The DMV response must be uploaded to the database, which the contract vendor uses to compare the information against the NCIC response the Abandoned Auto Unit uses to verify the information. If the information is incorrect or incomplete, the vehicle must be removed from the auction until the update(s) and or corrections can be made.
 - i. Mexican registered vehicles. Any vehicle that arrived to the MVSF and is going to be auctioned must have a notification letter sent to the registered owner. The contract

vendor does not have access to obtain the owner information to vehicles that are registered in Mexico. To comply, a letter is submitted to the Mexican Consulate and a news cue (notification by publication) is submitted.

4. Right of Possession
 - a. Must have an email from the investigating officer/detective advising whom the vehicle was awarded to including name and address.
 - b. Must send one notification letter to the awardee.
5. All documentation must be uploaded to the database the contracted vendor uses to maintain the El Paso Police Department impounded vehicle documentation.
6. All information uploaded to the database the contact vendor uses to maintain the El Paso Police Department impounded vehicle documentation will be accurate, complete and up to date.
- N. The Property and Evidence Supervisor will perform monthly audits on all vehicles pulled from auction. This audit will insure vehicles pulled from auction are not overlooked for future auctions.
- O. Vehicles approved for auction will be transferred by the Contractor to the auction view lot.
- P. The approved list for vehicles ready to be auctioned will be provided to the Abandoned Auto Unit officer and the Abandoned Auto Tow Truck Operators. The preparation for auction will be performed the last Thursday and Friday of the month and if necessary the following Monday, not to include City holidays. These dates are subject to change. If changes are required, the Property and Evidence Supervisor will advise when the potential list is received to allow the contract vendor to make the necessary arrangements.
 1. The Tow Truck Operators will open all of the trunks and hoods, unless impossible due to excessive collision damage.
 2. The Abandoned Auto Unit officer will check all compartments and search for any contraband, items of value, or personal documents. These items will be turned in to the Property Office per established procedures and documented within the individual Records Management System case.
 3. The Abandoned Auto officer will discard any offensive materials, i.e. pictures, magazines, etc. not deemed to be contraband, items of value, or personal property.
 4. The Tow Truck Operators will remove the license plates and any windshield stickers. All license plates will be listed in the approved Texas Department of Transportation (TxDot) form. When sufficient license plates are gathered, they will be submitted to TxDot with the form for destruction. If directed by TxDot, the license plates, along with the form, will be taken to a metal recycler. If destroyed by a metal recycler, the tow truck operator shall observe the destruction of the plates. The tow truck operator is also responsible for receiving a check payable to the City of El Paso from the recycler and submitting the check to the PD Budget office with a Cash/Check Turn-In Verification form.
 5. After the vehicles have been cleared by the Abandoned Auto Unit officer, a K-9 unit will be scheduled to perform a K-9 sniff. Any contraband found will be handled by the K-9 officer per established procedures. Once cleared, the K-9 officer will provide notification of clearance by email to the PD ABANDONED AUTO distribution group. K-9 clearance will be scheduled at least one week before the date of the auction.
 6. The Property and Evidence Specialist will send the contractor authorization to complete the auction preparation process.
 7. The contractor will remove all remaining debris from the vehicles. The debris will be placed in the facilities garbage container. Under no circumstance shall any items be removed from

vehicles to be taken for personal use by anyone.

8.3 AUCTION PROCEDURES


The contractor shall comply with all contract terms relating to the vehicle auctions. All efforts to maintain a fair and organized auction event will be taken. The location of the auction shall comply with ADA requirements. All safety rules and restrictions shall be posted.

- A. Auction vehicles will be available for public inspection at least two days before the start of the auction.
- B. Auctions are held online and the bidding process is performed through an auction website.
- C. Auctioned vehicles shall be removed from the MVSF by Friday of the auction week. Failure to remove the auctioned vehicle will result in additional storage fees per contract or established City guidelines.
- D. The contracted vendor is responsible for filling out the Auction Sales Receipt in its entirety.
- E. The contracted vendor will supply the Property and Evidence Specialist and Property and Evidence Supervisor a list of all the vehicles that are eligible for auction one week before the auction. The Property and Evidence Specialist will verify the location and the zip code.
- F. The Property and Evidence Supervisor will return the verified list back to the contracted vendor. Once the auction is complete, the contract vendor will fill out the Auction Sales Receipts completely and accurately, and issue them to the Property and Evidence Supervisor for a final review and required signatures.
- G. The contracted vendor is responsible for issuing the Auction Sales receipts to the customers.

8.4 AUCTION RECONCILIATION

- A. Within 10 business days of the auction date, the Contractor shall provide an auction report to the Property and Evidence Supervisor. The auction report is the report prescribed in the contract for the operation and management of the MVSF.
- B. The Property and Evidence Supervisor will compare the Contractor's auction report against the audit report and any online auction reports and/or records.
- C. Discrepancies will be corrected in coordination with the Contractor. The reconciled auction report will be submitted to the Payroll and Accounting Clerk for review then to the Fleet Maintenance Chief for final approval.
- D. The approved auction report will be submitted to the contractor for payment. The Contractor shall make payment to the city per contract terms.
- E. Based on the approved auction report, the Property and Evidence Supervisor will prepare an auction summary sheet that identifies the funding strings and corresponding auction revenue amounts. The summary will be reviewed by the Accounting and Payroll Clerk who shall submit to the Fleet Maintenance Chief for final approval. Once approved, the summary will be submitted to the PD Budget Office.
- F. Upon receipt of the auction proceeds check, the Property and Evidence Supervisor or designee will deliver the check to the PD Budget Office for processing.
- G. The PD Budget Office must deposit the check within 24 hours of receipt and book the revenue within five business days.

- H. If so ordered in the Order per Art 59.06(a) (b) of the code of Criminal Procedures, PD Budget will remit payment to the District Clerk for any amount in excess stated in the Order. The payment must be mailed Registered Mail Return Receipt Requested with the "Bill of Cost" portion of the Order.
- I. The Property and Evidence Supervisor will complete the City Surplus report identifying the sale amount, auction fee deductions, and net proceeds for each vehicle. The report will be submitted to Property Control, S.A.M., and PD Fleet.

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 9
Certificate of Authority Request	Effective Date: 11/08/2022 Previous Version: 02/09/2016

9.0 CERTIFICATE OF AUTHORITY REQUEST

Texas Transportation Code Section 683.051 governs COA and allows a VSF to destroy a vehicle in lieu of auction under certain circumstances, including but not limited to, the following:

- A. The vehicle has contraband compartments
- B. The vehicle has been structurally modified and is potentially unsafe
- C. The vehicle is damaged to a degree that it is reasonably deemed to be junk or of no use as a vehicle
- D. The vehicle is registered in Mexico and:
 - 1. Is reported stolen
 - 2. Has not been claimed by anyone with an interest in the vehicle
 - 3. The stolen record status will not be changed by authorities in Mexico.

9.1 AUCTION ADVERTISING


All vehicles identified for potential destruction shall go through the auction advertising process in order to avail any potential owner or person with an interest in the vehicle a last opportunity to claim the vehicle. This last opportunity is in addition to all other required notification processes. (Notifications sent to previous buyers, Facebook Website)

9.2 PREPARING A VEHICLE FOR COA

- A. If a vehicle remains unclaimed the vehicle will be pulled from auction by the contractor on the day of the auction prior to commencement of the auction.
- B. The Abandoned Auto officer will complete the COA application and mail it to the Texas Department of Motor Vehicles (TxDMV). A copy of the completed COA application shall be provided to the Contractor and the Property and Evidence Supervisor.
- C. When an approved COA application is received, a copy will be provided to the Contractor and the original will be maintained by the Abandoned Auto Unit. The Abandoned Auto Unit officer will supplement the case documenting the approved COA and shall forward a copy of the COA to PD Records.
- D. COA-approved vehicles may be used by the EPPD for firearms training.
- E. If the COA vehicle is not used for training or once the COA vehicle is no longer needed for training, the vehicle will be towed by a Tow Truck Operator to a metal recycling company. The Tow Truck Operator shall present the original approved COA form to the metal recycler and shall observe the destruction of the vehicle. The Tow Truck Operator will be responsible for receiving a check payable to the City of El Paso. The check will be submitted to PD Budget with a Cash/Check Turn-In Verification form.

9.3 ASSET FORFEITURE

- A. Reference Financial Services Division Operation Manual for procedures on Asset Forfeiture.

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 10
68A Inspections	Effective Date: 11/08/2022 Previous Version: 02/09/2016

10.0 68A INSPECTIONS

The County Tax office or the TxDMV makes the determination that a 68A inspection is needed. Such inspections are conducted to establish a vehicle true identity and to verify that a vehicle is not stolen. Vehicle owners will schedule 68A inspections through the Abandoned Auto Unit. If needed, the vehicle owner will be provided with state form VTR 68A by the County Tax Office.

10.1 AUTHORIZED TO CONDUCT 68A INSPECTIONS

The trained Abandoned Auto Unit officer and/or trained Auto Theft officers are authorized to conduct 68A inspections. Such inspections will be conducted at the MVSF or another appropriate city facility. Such inspections will be conducted free of charge.

10.2 DOCUMENTS REQUIRED AND PRESENTED

The following documents are required and shall be presented by the requestor:

- A. Vehicle title
- B. Valid state issued ID
- C. Notarized Bill of Sale

10.3 REQUIREMENTS FOR INSPECTION


- A. The person who is requesting the inspection must be present
- B. A Power of Attorney may not be accepted
- C. The vehicle must be subsequently registered in the State of Texas
- D. The vehicle must be present.

10.4 INSPECTION DENIAL

An inspection may be denied and rescheduled if documents are missing, incomplete, or not notarized, or the required criteria are not met.

10.5 COPIES OF 68A FORMS

Copies of all VTR 68-A forms shall be filed at the MVSF per established records retention schedules.

 El Paso Police Department Abandoned Auto Unit Operations Manual	Chapter 11
MVSF Contractors	Effective Date: 11/08/2022 Previous Version: 02/09/2016

11.0 MVSF CONTRACTORS

11.1 REQUIREMENTS

All MVSF Contractors and staff must adhere to state law requirements applicable to their contractual duties. All contractor employees working under the City contract shall receive CIJS security awareness training and any other training required.

- A. Contractor shall comply with all the applicable Local, State and Federal guidelines regarding removal and storage of hazardous materials. This fee may be added to the cost of the vehicle storage as outlined in the Occupations Code 2303.156.5.
- B. The selected vendor is responsible for ensuring that the facility is maintained in good repair and will identify any Facility issues within 24-hour period and report any issue related to the Facility that requires repair and maintenance to the Street and Maintenance Department, Facilities Superintendent at (915)212-8026. The Police Department will notify the appropriate City official to respond to the request.
- C. The selected vendor will be responsible for the general upkeep of the Facility by providing regular janitorial including trash removal and debris on the Facility grounds and keep the grounds free of unsightly vegetation. The janitorial services apply to the primary building and any other building located on the site. The janitorial personnel will be subject to background check by selected vendor.
- D. The selected vendor shall hire neat, clean courteous and competent employees that are qualified to operate and manage the Facility. The operating manager should have the appropriate professional skills necessary to manage and oversee the entire operation. At minimum, the operating manager's resume should be included in the response to the RFP.
- E. The selected vendor will be responsible for providing adequate security services for the Facility on a 24-hour, 7 day a week basis.
 1. Selected vendor shall utilize the City's surveillance system that is in place at the Facility and shall incorporate the system into the selected vendor's policies and procedures.
 2. Selected vendor is not authorized in investigating bays without authorized personnel present.

11.2 SEPARATION FROM WORK

A two week notice is preferred but in any event that a contract employee is no longer employed at the MVSF, an immediate notification must be made to the Property and Evidence Supervisor or Fleet Superintendent.

- A. The Property and Evidence Supervisor will obtain the departing contractor employee's Department issued ID, if applicable, office keys and/or access control key fob.

- B. The Property and Evidence Supervisor will generate an email through city email to PD GOODBYE and the Special Investigations Unit email distribution groups.
- C. The MVSF Contractor must immediately notify the Property and Evidence Supervisor or Fleet Superintendent of lost ID cards, or keys, or access control key fobs. In turn, the Property and Evidence Supervisor or Fleet Superintendent shall notify the Special Investigations Unit.



ACADEMY OPERATIONS MANUAL

(Revised 03/08/2021)

HISTORY OF THE EL PASO POLICE TRAINING ACADEMY

The property of the El Paso Police Training Academy was acquired in August of 1949. Mayor Duke along with the head of the El Paso Pistol Association gained possession of the old Dudley rock quarry at 2300 Scenic Drive. The Mayor authorized the El Paso Police Department to have a pistol range constructed on the grounds. The pistol range was open to all law enforcement agencies in the area to sharpen their shooting skills. Over the next nine years, the quarry property saw more and more development with the construction of two rock buildings and more. The Department began using one as a classroom for training purposes. The Department had no formal training for its officers and all training up to this point was on the job from senior partners. By the early 1950's, the Department began using the pistol range buildings on a semi-routine basis for training. On May 21, 1958, under the command of Police Chief Howard Jones, the El Paso Police Department graduated its very first official Police Academy class after a two-week training course. In 1966, a fire destroyed the main building, but it was soon rebuilt to a level much better than before with two large classrooms. With each recruit class that followed, the training would become more extensive and police officers were no longer hired exclusively for their brawn and physical abilities.



Academy Recruit Insignia

The shoulder sleeve insignia for the El Paso Police Academy is comprised of very meaningful symbols. The insignia is symbolic of confidence, readiness, and protection.

Contained within the sleeve's insignia is a laurel wreath. The name and meaning of the laurel was taken primarily from the ancient Latin word "laurus" which means triumph, success, or victory. The Latin moniker for the laurel plant is "laurus nobilis" which emphasizes a theme of high honor.


The circular Spartan Shield design embraces the protector-servant ethos instilled into our recruits. The Spartan Shield is readily identified by an upper case Lambda. This Lambda is denoted as a thin blue line. It serves as a reminder of the necessary police role in society and as a tribute to honor our fallen.

The torch symbolizes leadership and is a common emblem of enlightenment, truth, and hope. Each recruit will serve as a guiding light, humbly and gracefully, to brighten the path for others.

The open book denotes academics and learning received with enthusiasm and a passion for understanding. Academics are the vehicle for truth, knowledge, and wisdom which will benefit both current and future generations.

There is a mountain placed on the bottom of the shield. It is at the humble base of a towering mountain where all our officers have begun their careers.

This special insignia represents honor, humble service, truth, and a passion for learning. These are very powerful attributes; and with great power comes great responsibility.

 El Paso Police Department Academy Operations Manual	Chapter 1
Chapter 1: Training Organization and Administration	Policy Effective: 03/05/2021 Previous Version: 11/02/2006

1.0 TRAINING ORGANIZATION AND ADMINISTRATION

1.1 PURPOSE

The purpose of this operations manual is to establish guidelines for the development, organization, and administration of the El Paso Police Academy.

1.2 PREVIOUS OPERATIONS MANUALS NO LONGER IN EFFECT

Upon issuance of this manual by the Office of the Chief, previous section operations manuals shall no longer be in effect and their rules and regulations shall no longer apply.

1.3 MISSION

The El Paso Police Academy has an obligation to provide professional law enforcement training of police officers serving the community. In fulfilling this responsibility, it is essential that Department personnel be properly trained. Training is conducted to accommodate Department needs and to ensure the self-improvement and personal development of its officers.

1.4 POLICY

The Academy shall provide training to employees as mandated by the Texas Commission on Law Enforcement (TCOLE), Texas law, and Department policy. This manual will not supersede the Procedures Manual of the El Paso Police Department.

1.5 ADMINISTRATIVE AND OPERATING PROCEDURES

The primary responsibility for training rests with the Training Program. The Training Program will review, evaluate, and update training programs to ensure that training is job-related and conforms to current law and Department policy. Training includes, but is not limited to: program development, instructor selection, training notification to Department employees, and record keeping.

- A. Organization and Staffing
 1. The operational and administrative functions of the Academy are directed and supervised by the Training Director or designee.
 2. The Training Director executes the delegated responsibilities for operational and administrative duties in cooperation with the In-Service sergeant, Pre-Service sergeant, and Administrative sergeant.

3. Three sergeants, a senior secretary, training technicians, instructors, assigned personnel from the human resource section, and any other Department section deemed by the Chief of Police support the Training Director.
- B. Training Instructors. Full-time instructors and personnel periodically assigned as instructors at the Training Academy will be trained and licensed through the TCOLE-approved Basic Instructor's Course or vetted as a Subject Matter Expert by the Training Director or designee. Such training includes, but is not limited to:
 1. Lesson plan development
 2. Performance objective development
 3. Instructional techniques
 4. Testing and evaluation techniques
 5. Resource availability and usage
 6. Create, update, and maintain databases of identified areas of interests for ready data retrieval, as needed, such as:
 - a. Department college hours requirements database
 - b. Shape It Up incentive database
 - c. Department training and annual certifications database
 - d. TASER database
 - e. FTO Program database
 7. Assist and provide training to approved outside agencies, retired officers, the Police Explorer program, and media outlets as directed
 - a. Weapons proficiency for certain retired peace officers
 - i. This will be supported by the PD Fusion Center for background and CCH purposes.

1.6 ACADEMY FACILITY

- A. The El Paso Police Training Academy has facilities capable of accommodating many types of training needed by certified Texas peace officers and other surrounding agencies.
 1. The Training Director or designee shall approve all Academy usage.
 2. All Academy rules will be strictly followed regardless of rank, status, or agency and any rule violation that results in property damage, injury, or conduct that will embarrass or otherwise place the Department in an unfavorable light may result in revocation of Academy privileges or disciplinary action.
 3. All firearms training will be conducted at the Academy range facility or a site approved and scheduled through the Chief's Office, Training Director, or designee.
- B. Office Space for Instructors, Administrators, and Support Staff
 1. Academy staff work areas and offices are restricted to Academy staff personnel, visiting instructors, or persons conducting business with the staff.
 2. Other persons are restricted from these areas.
- C. The Academy's physical training room is open to Department personnel and any others authorized by the Training Director. The designated running track is located off site, but all Department and Academy rules apply.
- D. The Academy's library is available to Department personnel upon request and approval. No materials will be taken from the Academy without authorization.
- E. Use of the Academy's off-site driving track is directed by the Training Director or senior driving instructor.

1.7 TRAINING COMMITTEE OR ADVISORY BOARD

The primary purpose of the board is to provide unified direction for the Department's comprehensive training programs. TCOLE rules, State law, and the Committee will direct the El Paso Police Department Training Academy Advisory Board.

- A. The El Paso Police Department shall maintain a training committee comprised of members selected and replaced by the Chief of Police or designee. The authority and responsibility of the Committee is to submit training recommendations to the Training Director. (TCOLE rules will govern the Training Advisory Board.)
- B. This Committee shall report to the Chief of Police on the progress of training.
- C. The relationship of the Academy to the Committee is to identify and provide instructors and other resources necessary for the instruction of personnel in selected topic areas. The Academy shall also be available to answer Committee questions regarding feasibility of training and progress on certain training programs and conduct research as requested by the Committee.
- D. The Training Director shall process all applicable training requests and schedule courses appropriately. In addition, all Committee meetings will be scheduled based on TCOLE guidelines.

1.8 ATTENDANCE REQUIREMENTS

- A. The Training Academy follows TCOLE rules and regulations regarding attendance requirements. Attendance requirements for employees assigned to Department training programs shall include:
 1. Any employee attending training missing more than 10% of any TCOLE or Department-mandated recognized course may not receive TCOLE or Department credit for that course.
 2. Attendance is mandatory for personnel that are scheduled to attend training.
 - a. Tardiness. Students and instructor(s) are required to arrive on time and be ready for course and/or firearms instruction, to include having all appropriate student course materials and equipment.
 - b. Students and Instructors will follow the EPPD Procedures Manual in regard to notification, attendance, and leave.
 3. Employees may be excused from assigned training for the following reasons:
 - a. Court appearance
 - b. Sick/injury leaves
 - c. Call out
 - d. Authorized by the student's assigned Commander
 4. Requests for absences or rescheduling must be approved by the student's chain of command. Excused absences must be authorized by the student's assigned Commander and forwarded to the Academy.
- B. Conduct
 1. Full attention to instruction
 2. Dress. Business casual attire or range-appropriate attire, below are examples:
 - a. Well-maintained denim or slacks and polo shirt, blouse, or button up shirt. Shorts, yoga pants, sweat pants, and sandals are not authorized. Shirts will not have offensive or inappropriate logos.

- b. Appropriate P.T. attire for training that requires defensive tactics or related physical skills. T-shirts will be worn at all times during any event or when utilizing academy gym facility or equipment.
 - c. Firearm or Tactical Training. BDU Attire, denim jeans, t-shirt (sleeves required), cap, and hat.
3. Cell phones will be in silent mode. Officers will not take calls, text, or email during instruction portion of training. Breaks are provided to return calls or emails.
4. Hats/Head Gear. Will not be worn in classroom setting. May be worn when outdoors. Headgear will not have inappropriate logos.
5. Reading material is prohibited (i.e. newspapers, electronic devices such as laptops and tablets, magazines, etc.) during instruction of training.
6. Food in classroom, slam-room, and firearms range is prohibited.
7. Drinks will be limited to water, coffee, and soft drinks. Any spills will be immediately cleaned by offending personnel.
8. Tobacco/Smoking is prohibited. There will be no smoking on the Training Academy grounds (this includes all forms of smoking, i.e. vaping, e-cigarettes, etc.).

1.9 LESSON DEVELOPMENT

A lesson plan is required for every Department-provided training course where TCOLE credit will be issued. All other training at the very minimum will require the curriculum that was delivered have a sign-in roster. Lesson plans must be approved by the Training Director or designee and shall be maintained by the Training Academy. Lesson plan content shall include:

- A. Title page identifying subject and documenting approval
- B. Outline of material shall include:
 1. A statement of learning, performance, and/or job related objectives
 2. The content of the training and specification of the appropriate instructional technique
 3. The identification of any tests used in the training process
- C. Instructor Bio-sketch on approved academy format (resume) will be submitted at the time of submission for approval of all lesson plans/curriculum.

1.10 TRAINING CLASS RECORDS MAINTENANCE

The Training Section will update and maintain training records according to TCOLE rules and regulation, Department policy, and the local record retention schedules. Course documentation will include, but is not limited to:

- A. Course content
- B. Roster of attendees
- C. Completed course and instructor evaluations
- D. Completed tests or other student evaluations tools
- E. Registration forms and signed waivers (if applicable)

1.11 TRAINING ACADEMY UNIFORM(S)


The full-time training staff will wear the current designated uniform set forth by the Training Director.

- A. Day to Day. Navy Blue Polo, 5.11 Stryke BDU pant, and boots will be of a brown hue.

1. Polo will have abbreviated rank (top line/right side), first initial, and last name in .45 inch block font, and bottom line/right side will read "Training Division" in .30 inch Calibri font. Gold for supervisors and white for officers/detectives. Left side of polo will have a sewn on official EPPD badge.
- B. Utility Uniform. Academy-approved BDU uniform. This uniform may be worn during tactical training, firearms training, defensive tactics, or any other training deemed appropriate by the Training Director.
- C. Ceremonial Uniform. This uniform will consist of the below:
 1. Flying Cross dress coat (see below)
 2. Approved Department dress pant
 3. Approved ceremonial dress shoes
 4. Two Double brimmed Stratton campaign hats (straw and felt)
 5. One Corfam duty belt
 6. One Corfam handgun holster
 7. One Corfam magazine holder
 8. One Corfam handcuff case



Offical Academy Coat- restricted for current Academy staff members only.

 El Paso Police Department Academy Operations Manual	Chapter 2
Chapter 2: In-Service Training	Policy Effective: 03/05/2021 Previous Version: 11/02/2006

2.0 IN-SERVICE TRAINING

2.1 IN-SERVICE TRAINING REQUIREMENTS

All sworn personnel shall complete annual in-service training set forth by the Department and TCOLE standards. Officers are required to attend in-service training as scheduled by the Academy as a condition of continued employment and retention of their Texas peace officer license. Officers who fail to comply with mandated training may be subject to disciplinary action, license suspension, or revocation.

- A. In-service training consists of all TCOLE mandated training, Department-directed training, firearms training, and Tiers of Professional Development.
 1. Patrol Tier. Courses to enhance the basic level patrol officer's skills in the field, by applying different techniques in the areas of conducting and approaching traffic stops, force options, officer ambushes, interview skills, and any other pertinent related training to this tier.
 2. Investigative Tier. Designed to offer courses within the field of investigations. These courses involve interview and interrogation techniques, photo line-ups, search warrants, and any other pertinent related training to this tier.
 3. Leadership Tier. Designed to enhance the management and leadership skills needed to effectively oversee the operations of the El Paso Police Department, to include resiliency, decision making, and problem solving at the supervisory level (sergeants and above).
- B. In order to facilitate the transition to a supervisory position, the Academy will provide skill development and other job related training to all personnel. This training may be delivered 12 months prior or after from the date of promotion per TCOLE rules.
- C. All remedial training will be coordinated through the Training Program. The Academy staff will send training notification to the employee and employee's supervisor with a clear timetable indicating the training. Remedial Training attendance is mandatory, and all Remedial Training is documented by the Academy on the employee's training record. Remedial Training is provided under the following conditions:
 1. A specific incident or overall performance indicates a special need for training upon recommendation of the employee's immediate supervisor and commander.
 2. When an employee receives an overall unsatisfactory performance rating.
 3. At the discretion of the Chief of Police.
- D. Positions which require specialized training include:
 1. Crime Scene personnel must attend training in evidence collection and crime scene processing.
 2. Intoxilyzer Operators are required to receive DPS-mandated training for certification and re-certification every year.
 3. Crime Prevention Officers are required to attend mandated training for certification for home inspections and annual re-certifications through Department Community Based Policing courses.


4. Police Instructors are required to attend TCOLE-mandated instructor training and receive refresher courses every two years.
 5. Field Training Officers are required to attend FTO training and receive re-certification every two years.
 6. K-9 Officers are required to attend a Canine Handler Training Program and attend weekly maintenance training.
 7. Bike officers are required to receive a TCOLE-certified basic training course, no re-certification is required.
 8. Motor Officers must attend Basic Police Motor Operations training and shall re-qualify annually.
 9. Computer forensic examiners must attend specialized training as required by their position, identified in the Criminal Investigation Manual.
 10. Telecommunicators must receive training and licensing as per all TCOLE requirements and guidelines.
 11. Public Safety Call Takers must attend the Basic Telecommunicator Course that is provided by the El Paso Fire Department and follow all other training guidelines set forth by the Texas Commission on Law Enforcement Rules and Regulations Handbook.
 12. Aviation Pilots must obtain a Commercial Helicopter Rating, or hold a Private Pilot Helicopter Certificate, and must attend specialized training as required by their position, identified in the Aviation Manual.
 13. SWAT Officers must attend Basic SWAT training and re-certify quarterly in firearms skills.
 14. Crisis Management Team Officers must attend the FBI Basic Hostage Negotiation Course.
 15. Bomb Technicians must receive certification through the FBI Hazardous Device School and must complete a Hazardous Device refresher course every three years.
 16. For any position not listed here, specialized training is required if that position cannot be held without completing a specialized training course mandated by a certifying authority (such as TCOLE) other than the Police Department.
- E. Advanced training provided to personnel for career development regarding management, administration, supervision, personnel policies, and support services includes the following training opportunities provided by:
1. FBI- National Academy
 2. LEMIT
 3. Specialized academy in-service programs
 4. Contracted courses
- F. Supervising on-the-job training, including the FTO program and Communications Training Program, is the responsibility of every supervisor.
- G. Special Response Teams
1. All personnel assigned to any Special Operations Group team will engage in training and readiness exercises to include operational simulations for special skill development.
 2. All training must be documented and the records retained pursuant to Academy/TCOLE rules and regulations.
- H. Civilian Required Training. All civilian-required training will be the responsibility of the PD Human Resource Manager. However, this does not prevent PD civilian personnel from attending any pre-authorized training that the Police Department hosts.

2.2 LEAD FIREARMS INSTRUCTOR DUTIES AND RESPONSIBILITIES

- A. Plans, coordinates, and conducts training and related instructional programs for the El Paso Police Department. Conducts training sessions and assists in evaluating the effectiveness of training activities. Coordinates logistics for instruction events, including scheduling classes, reserving classroom and firearms range(s), and preparing workstations.
 - 1. Maintains records of training activities, participant progress, and program effectiveness.
 - 2. May participate in the development and establishment of course content and objectives.
 - 3. Updates course documentation and/or lesson plans as needed to ensure timeliness and relevance.
 - 4. Provides guidance and work leadership to less-experienced firearm instructors.
 - 5. Maintains current knowledge of relevant technologies as assigned. Participates in special projects as required.
 - 6. Conducts retiree proficiency qualifications.
 - 7. Completes assigned projects as assigned by the Training Director or any Academy supervisory staff.

2.3 RANGE MASTER DUTIES AND RESPONSIBILITIES

- A. Upkeep on firearms ranges (trash, debris, etc.), which includes target frames and upkeep of firearms range tower (daily check)
- B. Trash disposal, target and brass disposal, and reordering (daily check)
- C. Solution of berm maintenance upkeep (daily check)
- D. Compressor maintenance log, ammunition inventory, and ammunition distribution
- E. Weapon audits and inventory responsibility
- F. Weapon armor duties (fixing weapons, troubleshooting, maintaining weapon tools, etc.)
- G. Complete assigned projects as assigned by the Training Director or any Academy supervisory staff

 El Paso Police Department Academy Operations Manual	Chapter 3
Chapter 3: Administration of Retired Officers Handgun Program	Policy Effective: 03/05/2021 Previous Version: 11/02/2006

3.0 ADMINISTRATION OF RETIRED OFFICERS HANDGUN PROGRAM


Texas Senate Bill 117 [OCC 1701.357] [HB 2110] allows retired peace officers to carry certain weapons. The Training Academy is responsible for the administration of this program. The Training Academy will adhere to the following procedures regarding the weapons proficiency for certain retired peace officers:

- A. The officer must have honorably retired after not less than a total of 15 years of service as a commissioned officer with the El Paso Police Department and be able to provide proof that the officer is receiving retirement benefits.
- B. The officer's license as a commissioned officer was not revoked or suspended for any period during the officer's term of service as a commissioned officer.
- C. The officer has no psychological or physical disability that would interfere with the proper handling of a handgun.

3.1 ELIGIBILITY AFFIDAVITS AND AUTHORIZATION FOR BACKGROUND INVESTIGATION AFFIDAVIT

The Academy shall make available the Eligibility Affidavits and Authorization for Background Investigation Affidavit for retired officers who wish to participate in the program. The following procedure shall be adhered to concerning Eligibility Affidavits and Authorization for Background Investigation Affidavits:


- A. The applicant will complete the affidavits and return them to the Training Academy.
- B. A complete, comprehensive background investigation will be conducted, to include local warrants, TCIC, NCIC, and criminal history.
- C. Upon passing the background investigation, the applicant will qualify with their weapon using the Department's current qualification course. An Academy-certified firearms instructor will brief the applicant on range safety and their weapon will be checked NCIC/TCIC.
- D. After weapons qualification, the applicant's sworn affidavit, background investigation results, and any other current documentation will be forwarded to the Chief of Police/designee for approval/denial. After approval by the Chief of Police, the applicant will be issued a Certificate of Proficiency.
- E. The applicant will proceed to Identification and Records to be photographed and issued a special identification card.
- F. Applicants will be informed that their Certificates of Proficiency are valid for two years from the date of issue. An applicant must renew their certificate every two years following the above-listed application process. The Training Academy will provide the applicant the opportunity for an annual weapons proficiency evaluation upon request, to comply with any federal or other laws.
- G. Applicants who are denied a Certificate of Proficiency will be notified in writing of the denial.
- H. The Training Academy will maintain all applicants' files and assist in the renewal of the certificate.

 El Paso Police Department Academy Operations Manual	Chapter 4
Chapter 4: Veterans Affairs	Policy Effective: 03/05/2021 Previous Version: 11/02/2006

4.0 VETERANS AFFAIRS

The Academy will serve as liaison between the Department of Veterans Affairs and the El Paso Police Department for recruits and officers who are eligible for the GI Bill.

- A. Administration of the GI Bill. The Training Academy is the liaison between the Department of Veterans Affairs and the El Paso Police Department for recruits and officers who are eligible for the GI Bill. The Training Academy will oversee and administer the “El Paso Police Department Training Academy” program, facility code #15035943, for recruits enrolled in the Police Academy and the “El Paso Police Department Training Academy Field Training Officer” program, facility code #1-0-C025-43, for graduates of the Police Academy who are enrolled in the one-year “on the job training program”.
- B. An Academy staff member who is designated as the Certifying Official by the Department of Veterans Affairs will assist the veteran in the enrollment process and throughout the officer’s enrollment period in both programs. The Certifying Official ensures that files are maintained for a minimum of three years.

 El Paso Police Department Academy Operations Manual	Chapter 5
Chapter 5: License Holder Volunteers	Policy Effective: 03/05/2021 Previous Version: 11/02/2006


5.0 LICENSE HOLDER VOLUNTEERS

Retired or former officers of this Department whose TCOLE license was not suspended due to violations of TCOLE rules may be eligible to maintain their TCOLE license through this Department. Retired or former officers may request to attend required training to maintain their peace officer certification. Requests are sent in writing through the Training Academy to the Chief of Police for approval. Once approved, license holder volunteers report to the volunteer coordinator and receive a volunteer identification card.

5.1 LICENSE HOLDER VOLUNTEER RESPONSIBILITIES

The Training Academy may provide continuing educational training for the TCOLE license holder wishing to maintain their peace officer license. In return, the license holder shall volunteer eight hours of their time to this Department per calendar month. The license holder's volunteer duties shall be tracked and coordinated through the civilian volunteer coordinator. The following procedures apply to license holder volunteers:


- A. Must follow all procedures and the code of conduct for volunteers outlined in the Auxiliary Services Operations Manual.
- B. May not wear a uniform or carry a weapon while on volunteer duty.
- C. Time spent in training does not count towards the eight-hour per month requirement.
- D. License holder volunteers will not be assigned any enforcement duties and will receive assignments of a similar nature as other civilian volunteers.
- E. License holder volunteers are not considered "reserve officers" and will not be utilized as such.

 El Paso Police Department Academy Operations Manual	Chapter 6
Chapter 6: Lateral Police Officer and Certified Police Trainee Academy	Policy Effective: 03/05/2021 Previous Version: 11/02/2006

6.0 LATERAL POLICE OFFICER AND CERTIFIED POLICE TRAINEE ACADEMY

Training Academy staff shall be responsible for the training and development of Lateral Police Officer and Certified Police Trainee Academy Programs.

- A. Out-of-state peace officers, federal agents or officers, and Military Police Waivers desiring to become licensed peace officers in Texas and seeking employment with the El Paso Police Department must demonstrate a successful completion of a state basic peace officers course (TCOLE) or a state POST-approved (or state licensing authority) basic police officer training academy (with equivalent course topics and hours of training), and they must be currently licensed or certified as a peace officer by a state POST (or state licensing authority).
 1. The license or certificate must never have been, or currently in the process of being, surrendered, suspended, or revoked.
- B. Must have honorably served (employed; benefits eligible) as a sworn peace officer for twelve consecutive months, following initial basic training, with an agency in the state where the license or certificate was issued.
- C. Must successfully complete all required training and certifications required by the El Paso Police Department. The Training Academy will be responsible for conducting all training and certifications required and set forth by the State of Texas, City of El Paso, and Training Director that shall include, but is not limited to:
 1. Standards and Education (TCOLE) Requirements:
 - a. Code of Criminal Procedure
 - b. Penal Code
 - c. Traffic
 - d. Alcoholic Beverage Code
 - e. Health and Safety Code- Controlled Substances Act
 - f. Family Code- Juvenile Issues
 - g. Family Violence and Related Assault Offenses
 2. In addition, the licensee or certificate holder must meet all other statutory licensing requirements of the State of Texas and TCOLE Rules.
- D. “Lateral Officer” will have the meaning and definition set forth by the Training Director in collaboration with the Chief’s Office and the PD Human Resource Manager.

 El Paso Police Department Academy Operations Manual	Chapter 7
Chapter 7: Administrative Duties	Policy Effective: 03/05/2021 Previous Version: 11/02/2006


7.0 ADMINISTRATIVE DUTIES

The purpose of the Administrative section of the Training Division is to ensure uniformity and compliance with El Paso Police Department policy and procedures, as well as the Texas Commission on Law Enforcement.

- A. Departmental and State Audits
 1. The Training Division will run continuous and routine audits, in reference to course training and training hours, per each Peace Officer and Telecommunicator licensed by the Department.
 2. State audits will be conducted at the request of the Texas Commission on Law Enforcement (TCOLE).
 - a. State audits will be conducted at the El Paso Police Academy and the Department will provide any electronic and/or hard copy files (related to training), credentialing, and licensure to TCOLE based on the target of their audit.
 - b. State audits will be facilitated through the supervisory staff assigned to the Training Division at the time of the audit and will be assisted by any additional members of the Department the supervisory staff and/or TCOLE requests.
- B. State Evaluations
 1. State evaluations will be conducted at the request of the Texas Commission on Law Enforcement (TCOLE).
 - a. State evaluations will be conducted at the El Paso Police Academy and the Department will provide any electronic and/or hard copy files (related to training), credentialing, and licensure to TCOLE based on the target of their evaluation.
 - b. State evaluations will be facilitated through the supervisory staff assigned to the Training Division at the time of the audit and will be assisted by any additional members of the Department the supervisory staff and/or TCOLE requests.
- C. Credentialing
 1. The Training Division in conjunction with the El Paso Police Department Human Resources Division will work together to ensure that all Peace Officer and Telecommunicator credentialing files are within the regulations of TCOLE.
 2. Both divisions will follow the requirements indicated on the most recent Law Enforcement Agency Audit Checklist, provided by TCOLE, which is accessible online through the TCOLE website and via hardcopy by contacting TCOLE directly through their current phone number.
 3. Peace Officer and Telecommunicator hardcopy credentialing files will be stored at the El Paso Police Academy, and will be maintained in accordance to TCOLE and Department regulations.
 - a. Upon digitizing Peace Officer and Telecommunicator credentialing files, the El Paso Police Academy will still maintain those records in accordance to TCOLE and Department regulations.
- D. Peace Officer and Telecommunicator Licensure

1. Section §218.3. Legislatively-Required Continuing Education for Licensees of the Texas Commission on Law Enforcement, Statutes and Rules Handbook, dictates the number of continuing education hours, to include the corresponding legislative updates for that unit, that each Peace Officer and Telecommunicator shall complete.
 2. Both Peace Officers and Telecommunicators, who are licensed under the El Paso Police Department, will adhere to the above-listed requirement. Any violations in achieving continuing education hours as indicated above may subject the Peace Officer and/or Telecommunicator to discipline, up to and including termination.
- E. Departmental Training Process
1. The Departmental training packet will be submitted to the administrative sergeant within 10 business days, from the last day of the training, for review by the officer/training technician assigned to that unit/region.
 2. The training packet will include the signed/LEMed in-training roster, TCLEDDS rosters, any tests, any practical test evaluations, and course evaluations for the listed course.
 3. Any violation on the above policy may subject the officer/training technician responsible for turning in the training packet to discipline, up to and including termination.
- F. Outside Training Process
1. Requests for outside training will be sent to the Training Division for review, verification, and approval through the chain of command.
 - a. Outside training will be subject to the same reporting requirements as Training Division department-developed lesson plans.
 - b. Those requirements will be identified in the Outside Training Course Information sheet, which is located in the Forms file in the Academy drive.
 - c. Outside Training Verification Forms are also required for all outside training courses being submitted for TCOLE credit. The Outside Training Verification Form consists of the same reporting information required by TCOLE and includes a course evaluation, which is required by TCOLE.
 - i. The Outside Training Verification Form is located in the Forms file in the Academy drive.
 2. Reporting of outside training will be facilitated through the Academy via the training technicians. The Training Division will submit outside training for peace officers and Telecommunicators licensed by the Department.
 - a. Outside agencies attending training hosted by the Department may receive documentation required to report the training course to TCOLE.
 - b. Outside agencies will report the training through their own department or the Regional Academy their department falls under.
 - c. Other reporting accommodations may be made, with authorization of the Department's Training Coordinator, at their discretion and/or with the approval of the chain of command.
 3. Peace Officers and Telecommunicators attending outside training must turn in their outside training verification forms, any certificates, training rosters, and any other document provided to them during that training to the Training Division and/or their regional training technician within one week of the last day of the course.
 4. The training technician and/or officer assigned to outside training will process and forward the outside training packet to the administrative sergeant for review within 10 business days from the last day of the training.

5. The training packet will include the signed/LEMed in-training roster, TCLEDDS rosters, any tests, any practical test evaluations, and course evaluations for the listed course.
 6. Any violation on the above policy may subject the officer/training technician responsible for turning in the training packet to discipline, up to and including termination.
- G. Open Records Requests (ORR) and Litigation Records Requests (LRR)
1. All open records requests and litigation records requests for training records, training courses, and training audit/evaluations will be facilitated through the Administrative Section of the Training Academy. This will include interdepartmental requests for training compliance and Internal Affairs investigation requests.
 2. Outside ORR and LRR will be initiated through the Department command staff and will be facilitated through the Administrative Section of the Training Academy.
 - a. The completed ORR/LRR will be delivered to the recipient requested based on the terms indicated in the ORR/LRR.
 - b. Extensions requested in completing an ORR/LRR will be facilitated through the Training Academy Training Coordinator, with the approval of the Command Staff.
 3. Record maintenance of ORR/LRR and interdepartmental records requests will be stored in the Open Records Request form of the Academy drive.
 - a. Delivery receipts will be issued to the recipient upon delivering a completion request. The delivery receipt will be stored within the same file as the request it is associated with.

 El Paso Police Department Academy Operations Manual	Chapter 8
Chapter 8: Training Technician Operations Manual	Policy Effective: 03/05/2021 Previous Version: 11/02/2006

8.0 TRAINING TECHNICIAN OPERATIONS MANUAL

8.1 PURPOSE

Training Technician duties and responsibilities, under the direct supervision of the administrative sergeant, will fall within the Training Program.

- A. Duties
 1. Conduct recurring and mandatory training as per the Texas Commission on Law Enforcement and Department (TCOLE) mandates.
 2. Identify and enroll personnel as needed for classroom training and weapon qualifications.
 3. Maintain and ensure all training databases are current (TCLEDDS system, current EPPD database system(s), and personal database).
 4. Maintain inventory of training materials and audiovisual support equipment.
 5. Maintain employee-training records.
 6. Report all deficiencies of training to their respective supervisor within a timely manner that may bring discredit, unethical procedures in the reporting of training, and any other incident deemed necessary.
- B. Database(s). Within the El Paso Police Department, it is vital that the training technician keep all databases current. Below are the areas that the training technician will keep current at all times:
 1. TCLEDDS (The Texas Commission on Law Enforcement Data Distribution System)
 2. The current internal database system of the El Paso Police Department
 3. Personal Database used to track all training (Excel-based)
- C. Timeliness of Entry into TCLEDDS
 1. Although TCLEDDS allows 30 days for training programs throughout Texas to upload approved State training, the El Paso Police Department further restricts this process to allow only 10 calendar days from the last date training was conducted.
 2. This training must be approved by the Training Director or their designee prior to uploading state credit.
 3. At any time, the Training Director or designee can direct the training technician or Academy staff member to delete or edit the roster in TCLEDDS due to:
 - a. No lesson plan on file
 - b. No other supporting documentation
 - c. Error in reporting
 - d. Roster entered in late by Department or TCLEDDS standards
 4. Due to dealing with a web-based State-ran system, the El Paso Police Department will take a pro-active approach in timeliness and the highest of ethical standards when conducting work within TCLEDDS. Any unethical practice working within the TCLEDDS system, by any Academy staff member and/or training technician, will be dealt with accordingly, to include but not limited to disciplinary action as per the Department's policy and procedure.
- D. Scheduling of Shift Training Day/Entry of Training

1. When scheduling departmental shift training, below are the steps needed to be taken to ensure a smooth transition:
 - a. Identify what training is needed based off the personal database, directive, state mandate, and/or yearly quarterly training calendar.
 - b. Once the training has been identified, equipment/facility reservations need to be made at least 30 days in advance.
 - i. Review facility calendar for available dates and range use if needed.
 - ii. Send email request to the Academy Training Technician for classroom reservations.
 - iii. Send email request to the Range Master for range reservations along with ammunition count, number of personnel, and section (see appendix ammo usage chart for reference).
 - iv. Once confirmation is verified via email by the Academy Training Technician or Range Master, send respective supervisors an email notifying them that the respective training day has reserved classroom/range usage.
 - v. Needed equipment can be picked up at the Academy by any personnel.
 - c. Instructor requests should be made as far in advance as possible, 30 days is the preferred time frame; however, in certain circumstances an instructor may be requested at the last minute due to:
 - i. Instructor cancellation
 - ii. Class rescheduling
 - iii. Original instructor has court
 - iv. Instructor was called out for emergency or Special Teams response
 - v. Various excusable reason(s) deemed suitable and approved by the Training Director or their designee

Instructor(s) must be identified prior to submitting memorandum for approval. This involves ensuring the instructor is available for the targeted training day.
 - d. After equipment/facility and instructor requests have been set, a training memorandum will be drafted entailing what training is taking place according to the current yearly training calendar, or regional needs, broken down by training topic and time frame.
 - e. The memorandum will then be forwarded to the In-Service Training sergeant for review, then on to the Training Director. The memorandum is so that the Training Program has accountability of the training day.
 - f. All rosters for that specific shift training day will be created by the Training technician who oversees that region/unit.
 - g. The Training technician will be on sight during the training day. At no time will shift personnel be left to gather their rosters, course evaluation, or any applicable test(s). (If the respective Training Technician is unavailable, the technician is to advise an Academy supervisor immediately, preferably the administrative sergeant. The Academy supervisor will then locate another technician to cover and be present.) All training documentation will be gathered, received, and handled by the training technician to ensure accountability and accuracy of the document(s) and to assist for any other training issues that may arise during the training day. This may well involve the adjustment of the training technicians work schedule.
 - h. All rosters, course evaluations, and any applicable test(s) will be sorted and properly uploaded into the Department's current internal database system and ultimately into TCLEDDS if it meets the standard of the Texas Commission on Law Enforcement.

- i. All rosters, course evaluations, and any applicable test(s) will be turned into the administrative sergeant for review and filing within 20 calendar days of the date on the course roster.
 - j. If the training meets TCOLE standards, the training will be uploaded into TCLEDDS no later than the 10th calendar day of the date on the course roster.
 - k. Failure to enter in training or turn in rosters within the mandated time frame will result in supervisory intervention and may result in disciplinary action as per the Department's policy and procedure.
- E. Course Submission
- 1. When submitting personnel for open course enrollments, the below will be followed:
 - a. Mandatory In-Service Training Course Submissions
 - i. The training technician will review the current database within their assigned section/region.
 - ii. The Academy training technician will be responsible for mandatory in-service training (this technician will follow all procedures in in regards to being on sight, having rosters prepared, etc.).
 - b. Order of Precedence
 - i. Those personnel that are below 40 hours of TCOLE-certified hours will be enrolled for the week-long training at the Academy.
 - ii. Those personnel that have not attended mandatory In-Service Training.
 - iii. Those personnel that are returning from a short period of leave, for example, FMLA, military leave, injury, etc.
 - iv. Those personnel that are given a direct order by any Academy staff supervisor or commanding officer.
 - v. Any other personnel that do not fall within the above categories.
 - c. Training technicians will enroll personnel as per the deadlines set forth on the training announcement and will abide by the number of slots allotted for each section/region. At no time will the training technician use more slots than allotted. If a section/region needs more slots, they will request this via the administrative sergeant.
 - d. Training technicians will not ask, or come into agreement with, personnel they are enrolling for courses in regards to attendance.
 - e. Course Enrollment Cancellations
 - i. All course enrollment cancellations within a two-week window of the scheduled date of training will require a commander's level or above. Once approval to cancel has been obtained, forward an email to all affected personnel to document and remove from the current Department internal database system.
 - ii. All course enrollment cancellations prior to the two-week window of the scheduled date of training may be canceled at the sergeants level; however, an honest effort must be made for a replacement. If a replacement is obtained, all proper notifications must be made via email to the affected employee and their supervision, along with editing the change of personnel in the internal database system.
 - f. Special Course Submission. Those courses that are restricted to being chosen by the Training Director or their designee. These courses include, but are not limited to:
 - i. Basic TCOLE Instructor
 - ii. TCOLE Firearms Instructor
 - iii. HICKS Instructor

- iv. SKIDCAR Instructor
- v. Designated Lead Cadre courses or “Train the Trainer”
- vi. Any class designated by the Academy

These courses will be announced by the Training Academy and have full oversight of selected attendees, course deadlines, enrollment requirements, and ensuring TCOLE credit is issued if applicable.

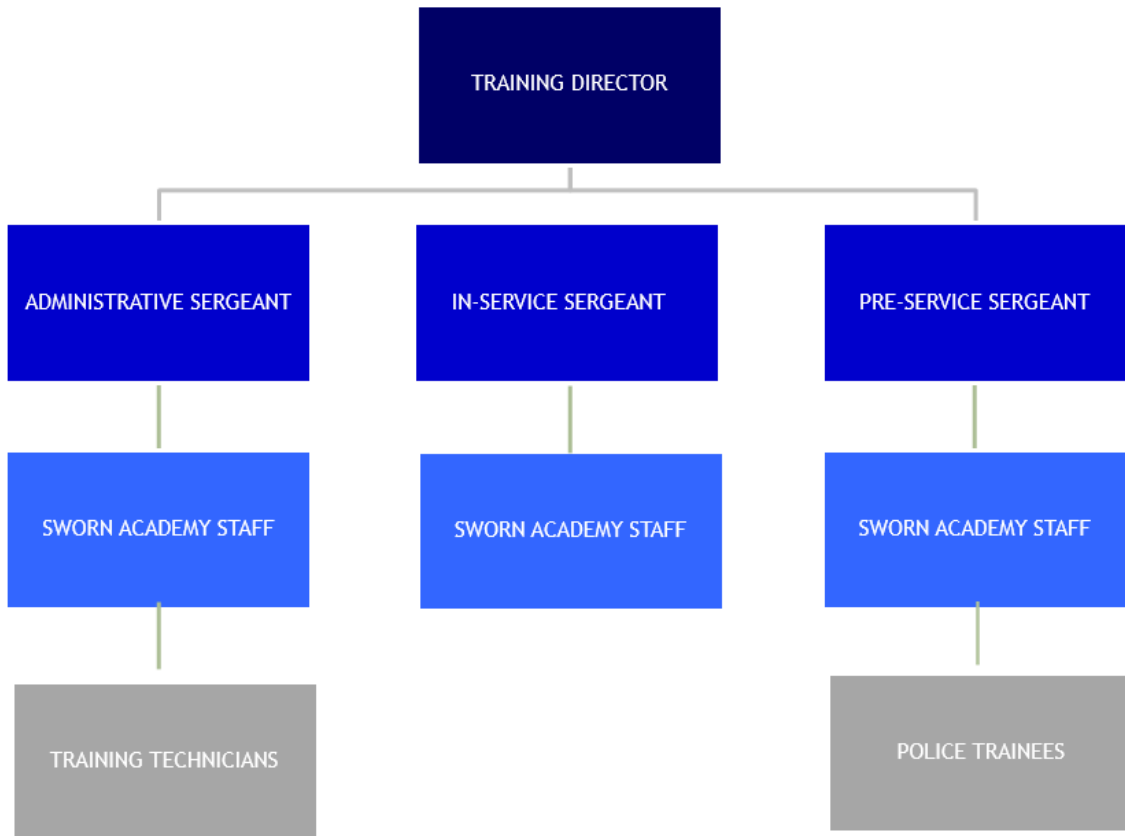
- F. Course Announcements. Those courses that will be sent out to Department personnel either by the regional training technician or Academy staff (this includes all Department and outside training). At no time will a course announcement be sent out without prior authorization of the Training Director or their designee, nor will any enrollments be conducted by outside training providers. This will ensure continuity and accountability in course procedures.
- G. Outside Training. Any training that is not instructed, hosted, taught, issued, or given by the El Paso Police Department. Sworn employees do attend outside training; as such, this outside training will be approved by the current Bureau Assistant Chief that oversees the Academy or their designee (Training Director or Academy supervisory staff). When a sworn employee attends outside training, they will have seven days from the last day of training or upon their return if the training was out of town to give all necessary and applicable training material to their respective training technician or Administrative training sergeant. This training material includes but is not limited to:
 - 1. Training Certificate. Must have course subject, hours earned, student name, course location, and instructor seal or signature.
 - 2. Course itinerary
 - 3. Any course handouts
 - 4. Sign-in roster(s)
 - 5. Any other training material deemed suitable for credit


Upon receipt of the training material, the training technician without delay will present the material to the Training Director or their designee for approval screening to see if TCOLE credit is applicable. If all necessary training material is approved by the Training Director or designee, then TCOLE credit may be given. It is not automatic that the employee will receive TCOLE credit for the mere fact they attended outside training. The time limit in regards to entering State credit into TCLEDDS applies as listed above in this manual.

Note: If you are submitting a roster in TCLEDDS under our Academy or sponsored by the El Paso Police Department, use the “Academy” > “Roster” menu option. For outside training, use the departmental roster. This is per TCLEDDS. Failure to follow TCLEDDS policy will result in supervisory intervention and may lead to the removal of TCLEDDS privileges, to include disciplinary action as per the Department’s policy and procedure.

- H. Proficiency Certificates
 - 1. The current Intermediate Peace Officer Proficiency Certification Requirements Chart Commission rules 221.1 and 221.3 can be found in the TCOLE website for Peace Officer proficiency certifications.
 - 2. The current Advanced Peace Officer Proficiency Certification Requirements Chart Commission rules 221.1 and 221.3 can be found in the TCOLE website for Peace Officer proficiency certifications.
 - 3. It is the responsibility of the individual officer to familiarize themselves with the requirements of each certificate and request attendance for the courses required for each certificate.

4. It is the responsibility of the Training Division to provide and/or facilitate the officers attendance in the courses listed for certificate achievement.
 5. Officer training records review can be facilitated through any of the training technicians or through Academy staff.
 6. Once service time, hours, and course requirements are met and posted to your account, the system updates. Certificates can be ordered from your "My TCOLE Account, My Records, Awards".
- I. Training Technician Operational Manual
1. Please see the Training Technician Operation Manual for LEMs course, roster, training transcript, and work schedule review for course entry. This will provide a step-by-step guide for course entry into the LEMs System.




 El Paso Police Department Academy Operations Manual	Chapter 9
Chapter 9: Recruit Training Overview	Policy Effective: 03/05/2021 Previous Version: 11/02/2006

9.0 RECRUIT TRAINING OVERVIEW

The El Paso Police Department utilizes the El Paso Police Training Academy for recruit training.

- A. Academy Training
 1. In accordance with State law, TCOLE standards, City requirements, and Department policy, all sworn officers employed by the El Paso Police Department shall have a current and valid TCOLE peace officer license.
 2. All sworn officers will have completed and passed the prescribed TCOLE-approved basic training course at the Academy before assuming the duties of a police officer.
 3. The El Paso Police Department Academy Staff will provide the police recruits with an Academy Orientation Manual and Recruit Training Manual at the time the Academy training begins.
- B. The Academy Training Program Includes:
 1. A curriculum based on job-task analysis of the most frequent assignments of police officers.
 2. Evaluation techniques designed to measure competency in the required skills, knowledge, and abilities.
- C. Prior to the recruit's graduation, recruits will receive training in El Paso Police Department policies and procedures, rules and regulations, and City ordinances.
- D. Lateral transfers must already have a TCOLE Basic Peace Officer's Certification and will receive further training in the following:
 1. El Paso Police Department Policies, Procedures, Rules, and Regulations
 2. Firearms Qualifications (handgun and shotgun)
 3. Active Shooter
 4. Less Lethal Weapons (OC, Taser, beanbag, and expandable baton)
 5. Cardiopulmonary Resuscitation (CPR)
 6. Defense Driving Course (DDC)
 7. Standardized Field Sobriety Test (SFST)
 8. City Ordinances

 El Paso Police Department Academy Operations Manual	Chapter 10
Chapter 10: Recruit Training	Policy Effective: 03/05/2021 Previous Version: 11/02/2006

10.0 RECRUIT TRAINING

The El Paso Police Academy prepares recruits for all basic elements of service: physical, mental, and emotional. It provides police recruits the basic tools necessary to perform the roles that will be asked of them for the duration of their daily job as an officer.

10.1 PREFACE

This manual establishes rules, requirements, and standards for recruits attending the El Paso Police Academy. The El Paso Police Academy is licensed through TCOLE and operates under TCOLE rules and regulations.

- A. Each recruit will become familiar with all materials enclosed herein and will be required to comply with all rules, requirements, and standards set forth in this training manual. The recruit will sign an Agreement of Understanding on their first day of training indicating that they fully understand and agree to comply with these rules, regulations, and standards during their training at the El Paso Police Academy. Recruits will be held accountable for strict adherence to these rules, requirements, and standards, and failure to abide may constitute grounds for dismissal from the Academy as per the Chief of Police.
- B. El Paso Police Training Academy Recruit Disciplinary Matrix

10.2 GOALS AND OBJECTIVES

It is the goal and objective of the El Paso Police Department Training Academy to provide new recruits with the best overall training possible to prepare the recruits for patrol operations.

- A. Training has been cited as the most important responsibility in any law enforcement agency. The El Paso Police Department Training Academy instills respect, honesty, integrity, and a community policing philosophy into the Basic Peace Officer Training Program.

10.3 ACADEMY STATEMENT

The role of the police officer in today's world is challenging and complex. The public deserves and demands the utmost in professionalism from their law enforcement personnel. To this end, the El Paso Police Academy (hereinafter referred to as the "Academy") is committed to providing the highest quality training available to men and women in our law enforcement community.

- A. Recruit training and instruction will emphasize the following:
 1. Honor, Integrity, and Professionalism (HIP)
 2. Skills: Tactical, Communication, Interpersonal, and Emotional Well-Being
 3. Attitude
 4. Academics
 5. Physical Fitness

6. Self-Development
 7. Adaptability
 8. Composure
 9. Prepared, Resourceful, Intelligent, Determined, and Extraordinary (PRIDE)
- B. The El Paso Police Department is committed to recruiting and selecting only the most qualified applicants. All recruits will be treated fairly and with dignity and respect.

10.4 LAW ENFORCEMENT CODE OF ETHICS

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

10.5 PHASES

- A. Phase One. Setting the Discipline. In order to trust that one will act in a disciplined manner within the standards that are established in the academy- professionally, ethically, tactically, and strategically, discipline must be set early on and continually emphasized throughout the program. This is the most important phase the recruits will go through. Bad habits, complacency, and individualism will be checked at the door starting on day one of the Academy. The recruits will be required to conform to the standards of the El Paso Police Department. As a paramilitary organization, the recruits will be exposed to, but not limited to, the following: structure, derogatory language, taking orders, following a chain of command, constructive criticism, rigorous physical fitness, stress-inducing situations, and quarterly assessments. This includes the instructors participating physically during physical fitness, defensive tactics, and practical instruction. The instructors will push the recruits to their physical, mental, and academic limits. There will be times when instructors will have to physically motivate recruits. If a recruit fails to get up quickly, an instructor may have to physically lift them up to push through. This fosters and aids the development of mental fortitude needed in every law enforcement profession. The instructors will identify any deficiencies the recruits bring with them in the first several months and attempt to correct them. Recruits will be made aware of their deficiencies, instructed on how to correct any identified deficiencies, and held accountable for their actions if not corrected. This phase may appear to any new recruit as stressful, hostile,

threatening, and even outright personal. However, instructors are trained to identify, document, and notify any progression/regression of each recruit. Each recruit will be issued a Recruit Manual that they will be held accountable for reading and acknowledging on day one.

1. Range of Corrective Actions (see recruit manual):
 - a. Verbal Counseling/Employee Discussion
 - b. Character/Team Building Physical Fitness
 - c. Peer Training
 2. Range of Discipline (see recruit manual):
 - a. Written Infraction
 - b. Termination. If it is shown that performance or an Academy dimension is not met, the recruit will be terminated. This includes, but is not limited to: behavior, physical fitness, academics, and performance dimensions such as peer relations, perseverance, composure and integrity/ethics communications, and initiative (see Recruit Manual for description of performance dimensions).
- B. Phase Two. The instructors are getting to know the recruits. Those who have made it to this phase have shown that they are committed, persevering through the physical and mental/emotional demands of the Academy. They are showing that they are acclimating to the daily activities that are required of them, and they will be continually challenged. The instructors will progressively increase the duration and difficulty of the physical fitness, academics, and practical portions of the program in this phase.
- C. Phase Three. This is the mentoring phase. Each instructor has identified the weaknesses and strengths of each recruit that they have been assigned to. The instructors will guide their recruits from the mid to last quarter of the academy as they transition to graduation.
1. If it is determined in any of the phases that a recruit is unable to acclimate to the program and/or violates any policy or procedure that deems necessary for dismissal, the recruit will be recommended for termination. The stressors of the daily life of an officer are much more demanding as lives are now at stake. Those who are unable to handle the stressors in a controlled “sterile environment” will most likely fail as an officer.
 2. Hazing will not be tolerated by either staff or recruits. The program is designed to emulate the environments that an officer has to deal with on a daily basis and identify those who will be susceptible of not being able to handle the stressors based on the dimensions listed in the Recruit’s Manual. Everything that the recruits will be exposed to at the Academy is for a reason as stated above. As the recruits progress in the program, the instructors will indicate the reason for action taken in either a form of exercise, written, or both.

10.6 EL PASO POLICE DEPARTMENT MISSION STATEMENT

It is the mission of the
El Paso Police Department
to provide services with
integrity and dedication,
to preserve life,
to enforce the law,
and to work in partnership
with the community
to enhance the
quality of life in the
City of El Paso.

WE RESPECT LIFE....

We hold the preservation of life as our sacred duty.
Our value of human life sets our priorities.

WE REVERE THE TRUTH....

We accept nothing less than truth, honesty,
and integrity in our profession.

WE ENFORCE THE LAW...

We recognize that our basic responsibility is to
enforce the law. Our role is to resolve problems
through the law, not to judge or punish.

WE SEEK COMMUNITY PARTNERSHIP...

We view the people of our
community as partners who deserve
our concern, care, and attention. We are
committed to reducing the fear of crime in our
community, and we endeavor to do this by
creating partnership in our neighborhoods.

WE HONOR OUR POLICE POWERS...

We understand that our police powers are
derived from the people we serve. We do not
tolerate the abuse of our police authority.

WE CONDUCT OURSELVES WITH DIGNITY...

We recognize that our personal conduct, both
on and off duty, is inseparable from the professional
reputation of both the Officer and the Department.

10.8 COMMUNITY POLICING

Community Policing is a philosophy, management style, and organizational strategy that promote proactive problem solving and police community partnerships to address the cause of crime and fear as well as other community issues.

10.9 ACADEMY RULES AND REGULATIONS

General Conduct. As a recruit, you are preparing to serve the public and your conduct must be governed accordingly. Public employees are granted a public trust, which requires that they consistently demonstrate the highest degree of integrity. No member of the Department will conduct themselves in a manner that may bring discredit upon the individual or the Department. The El Paso Police Department has created and adopted a Mission Statement and published Core Values. These values are not just empty words but an important code of ethics and standards upon which we base our performance, conduct, policies, and procedures. Misconduct will result in disciplinary action, to include termination.

10.10 CHAIN OF COMMAND

The chain of command is a vital tool in effective communication. To ensure proper communication, recruits must follow the chain of command starting with their squad leader to platoon leader and then their consular. The exception to this will be in cases of sexual harassment, hostile work environment, or discrimination.

- A. Recruits will become familiar with the chain of command and address personnel by their proper titles.
 1. Chief of Police
 2. Assistant Chief
 3. Commander
 4. Lieutenant
 5. Sergeant
 6. Detective
 7. Officer
 8. Recruits will address civilian personnel by "Sir" or "Ma'am"
- B. All recruits will follow the chain of command. The training sergeant will select a Recruit Company Commander/Platoon Leader during the first week of the academy. All special requests from recruits will be submitted, in writing, through the Recruit Platoon Leader, who will then notify an Academy staff member.
- C. An Academy staff member will be designated as a counselor for each recruit. The designated counselor will be responsible for maintaining a good rapport with the individual recruit and make sure that Academy life is conducive to both the Department and the recruit. In the event of an off-duty incident, the recruit will notify a member of the pre-service staff, who will in turn notify the pre-service sergeant. Examples: any incident regarding any type of police involvement, traffic accident, etc. If the recruit is unable to make contact with a pre-service Academy staff member, the recruit will immediately notify his designated counselor. In the event no Academy staff member can be reached, the recruit will notify the Recruit Platoon Leader. The Recruit Platoon Leader will be responsible for attempting to contact an Academy

staff member. If no contact can be made, the Recruit Platoon Leader will inform the staff member of the incident at the beginning of the next working day.

- D. Recruits will obey all orders given to them by Academy staff and/or instructors. All orders shall be carried out immediately.
- E. Refusal to obey a lawful order given to a recruit by any Academy staff member or instructor will be considered insubordination. Any recruit who is found to be insubordinate will be subject to immediate discipline by the Academy as decided by the Chief of Police.

10.11 REPORTING PARTY

- A. During all training, recruits are assigned to the Training Academy and will be under the command of the Training director and Academy staff.
- B. The Training director or the pre-service sergeant will assign the daily work schedule to the recruits.
- C. Recruits will report promptly for duty at the designated time and place.
- D. In cases of sickness or injury, or unexpected incidents when the recruit is unable to report for duty, they shall report their illness or injury to a member of the Academy staff at least one hour prior to their scheduled tour of duty.
- E. In cases of extreme foul weather, recruits will be contacted through their chain of command and advised accordingly.
- F. Leaving the Academy grounds will not be permitted without the express consent of the Training director or his designee.
- G. By order of the Chief's Office, recruits are expected to attend and participate in the entire course. Any unexcused or excessive absences may be cause for dismissal. To receive credit for a mandatory course of instruction, recruits are required to attend 90% of the BPOC classes. Makeup work is possible for excused absences (i.e. immediate family member funeral, jury duty, court subpoena, necessary medical procedure, etc.) of a limited duration, depending upon the availability of the instructor. Documentation will be required for all absences from the Academy.

10.12 ATTENDANCE

- A. Calling in Sick
 - 1. Excessive use of sick leave is unacceptable and may result in removal from the program if the instruction cannot be made up.
 - 2. Notification must be made to an Academy staff member at least one hour prior to reporting time. A message will only be left as a last resort when an Academy staff member cannot be located.
 - 3. The recruit will be expected to see a doctor and obtain a doctor's note when calling in sick. The original signed doctor's note must list any restrictions recommended by the doctor. The note must also advise when the recruit may return to full-duty status. A doctor's note must be presented to PD Payroll for approval prior to returning to the Academy. Recruits will not return to the Academy unless approved by PD Payroll.
 - 4. An Academy staff member shall be notified immediately if a recruit begins to experience any illness or injury that could influence their performance in any way. Failure to report this can be grounds for disciplinary action.

5. Recruits returning to work with restrictions are required to report to PD Payroll to begin the transitional duty process prior to returning to the Academy training classes with temporary or physical restrictions.
 6. Veterans Affairs Appointment. Due to the nature of these types of appointments and the strict requirements for attending, a decision to be excused will be made on a case-by-case basis. Documentation will also be required from the VA with appointments' dates.
 7. Recruits who are placed on Transitional Duty will be required to place red bands on both wrists and/or a sleeve cuff for identification of physical restrictions.
- B. Tardiness
1. Tardiness will not be tolerated.
 2. Recruits shall arrive at the designated inspection area with ample time to prepare for formation and inspection.
 3. A recruit is considered late if not in the proper place at the scheduled time.
 4. The recruit will notify an Academy staff member as soon as possible of any circumstance beyond their control that has caused them to arrive late.
 5. All tardiness will be documented and the recruit will provide a written explanation for the tardiness. This will be required to be listed on the infraction.

10.13 REQUIRED EQUIPMENT AND UNIFORMS

- A. Recruits are required to purchase a "Recruit Package" through the El Paso Police Central Supply, which will contain:
1. Three pair of academy-approved athletic shorts
 2. Three pair of academy-approved short sleeve athletic shirts
 3. One set of sweats (not necessary for summer classes)
 4. Three 3" ring binders
- B. Recruits will be required to purchase the below listed items outside the Police Department:
1. The approved uniform will consist of navy blue Williamson-Dickie shirts and pants. The recruit will also be required to purchase at least one navy blue BDU-type uniform, which includes the Genuine Gear BDU Coat model F545025 and pants F5250 (dark navy color).
 2. One pair of standard black Military plain-toe Oxford shoes with leather uppers or black police-style boots. Shoes must be capable of being spit-shined and hold the shine. Corfram or patent leather shoes are not allowed.
 3. Black or navy blue uniform socks will be worn with the footwear with low quarters.
 4. Black crewneck t-shirts will be worn under the Academy uniform. (Moisture-wicking and performance fabrics are acceptable with no logos visible.)
 5. Men will need one athletic supporter with cup, and women will need an athletic bra.
 6. Compression shorts or spandex will be worn under PT shorts.
 7. Any black athletic low cut or ankle socks with no logos or stripes of any kind will be used during physical fitness training.
 8. One pair of good running/jogging shoes. No Court, Cross-Training, or Basketball shoes will be allowed.
 9. Writing Instruments. Three #2 pencils, three black ink pens, two red ink pens, one pocket-sized notebook, and a notebook or note cards for note taking.
 10. Approved Handgun. Approved handgun models are listed in the Authorized Weapons list. Recruits will be informed of approved models during the Academy.

Note: Recruits will refrain from purchasing their service handgun until after consulting with the Academy firearms instructor or Academy staff.

11. Gym bag to carry all equipment. The Academy will specify the size and type.
 12. The aforementioned list does not include any specialty items, which may be needed during the course of the academy session. Information on the purchase of these items will be given to recruits when the item(s) is/are needed. Any questions concerning the purchase of these items may be directed to a pre-service staff member Monday through Friday between 8:00 a.m. and 4:00 p.m. at the listed Academy number.
 13. Membership to an online TCOLE practice test site to be determined by the Academy staff.
- C. Recruits will be issued the following items, to include all items issued by central supply:
1. Two silver nametags
 2. Penal Code, Code of Criminal Procedures, Family Code, Transportation Code, Health and Safety Code, and TCOLE Rules and Regulations
 3. El Paso Police Department Procedures Manual
 4. Contract between the City of El Paso and the El Paso Municipal Police Officers Association
 5. One Garrison belt
 6. One Sam Browne belt, holster, magazine holder, handcuff case, buckle, four keepers, and a baton holder
 7. Expandable baton with accessories
 8. One pair of handcuffs
 9. OC spray with holster
 10. Fingerprint kit
 11. Elements of a Crime Handbook
 12. Community First Aid and Safety
 13. Health Care Provider Course Textbook
 14. Reflective safety vest, to include ballistic vest issued later in the Academy
 15. In accordance with State law, Occupational Safety and Health Administration (OSHA) standards, City requirements, and Department practice, all Police Trainees of the El Paso Police Department shall be provided with access to the Hepatitis B Vaccination at no charge. Those Police Trainees wishing to not participate in the Hepatitis B Vaccination program will be required to sign a waiver of acceptance stating so.
- D. Recruits will be responsible for bringing all equipment and accessories to class on a daily basis. Failure to have items available when required may result in disciplinary action.
- E. Recruits will secure all equipment inside their personal gym bag. A staff member will designate a location where recruits will be allowed to store their gym bags.
- F. Equipment not being used may be stored inside personal vehicles.
- G. The Training director may give authorization for supplemental uniform items, such as foul weather gear, etc.
- H. Recruits will not destroy or deface any City-issued property.

10.14 PROFESSIONAL APPEARANCE STANDARDS/RECRUIT DRESS CODE

This policy is designed to promote uniformity in appearance and standards of uniform maintenance. The wearing of the recruit uniform reflects on the entire El Paso Police Department. Wearing the recruit uniform is a privilege. Appearance and manner of dress among personnel should always exemplify the highest standards of professionalism. Be proud of your uniform; be proud of yourself! If any part of any

of the following uniforms is found to be torn, faded, stained scratched, or unserviceable by a staff member, it will be immediately replaced at the recruit's expense with the exception of Department-issued equipment.

A. Recruit Uniform

1. Trousers

- a. Trousers will be Williamson-Dickie Trousers 874 Series Rugged Twill 65/35 Polyester/Cotton blend twill fabric, navy blue straight legs without cuffs.
- b. Trousers will be starched and pressed with sharp creases, front and rear.
- c. The rear bottom of the trouser leg will be midway between the heel and top of the shoe. There will be a slight break in the front crease when standing at attention and should not gather above the boots.
- d. Recruits will not stand, sit, or walk with their hands in their pockets.
- e. Bulky objects will not be carried in any pocket.
- f. One BDU trouser (dark navy), brand: Genuine Gear- F5250

2. Shirts

- a. The recruit shirt will be a Williamson-Dickie Uniform Shirts 574 (long sleeve) and 1574 (short sleeve) Series, navy blue in color. Short sleeve shirts will be used during summer classes and long sleeve shirts for winter classes.
- b. The shirt will be starched and neatly pressed with a crease on each sleeve.
- c. Shirts will be tailored for the individual so they fit moderately snug with body armor on.
- d. Nothing will be carried in the shirt pocket during formal inspections. A single black pen and a pocket notebook will be carried at all other times. The right front shirt pocket will have driver's license and insurance, and the left pocket will have notebook and pen.
- e. Nametags will be embroidered above the right breast pocket flap. The nametag will be whiter in color. On the nametag will be the initial of the recruit's first name and last name. Nametags will not be embroidered until instructed to by the Academy Training staff.
- f. A black crew tee shirt will be worn under the recruit uniform shirt.
- g. Females will wear a sports bra under their t-shirt.
- h. One BDU coat (dark navy), brand: Genuine Gear- F545025

3. Socks

- a. Socks will be black in color.
- b. Faded socks will be replaced immediately.

4. Footwear

- a. Boots will be black police-style and lace-type.
- b. Boots must be capable of being spit shined and hold the shine.
- c. The use of liquid polish will not be permitted!
- d. No Corfram or patent leather boots allowed.

5. Gun Belt and Accessories

- a. Upon being issued the gun belt and accessories, it will be mandatory to wear it each day, unless directed otherwise by the staff. An under belt will also be issued.
- b. Shining of the belt and other equipment will be explained at the time of issuance.
- c. The use of liquid polish "Leather Luster" or similar products will not be permitted.
- d. Hat
- e. Hats, which also will be referred to as your "cover", will be worn anytime you are outside of the building.

B. Physical Fitness Gear

1. Recruits will be required to have a clean physical fitness uniform on a daily basis.
 2. The physical fitness uniform will consist of the approved Academy shorts and corresponding athletic shirt.
 3. Plain black athletic ankle socks will be worn with the physical fitness uniform.
 4. Appropriate undergarments will be worn during physical fitness training:
 - a. Men- athletic cup (only when necessary as per instructor)
 - b. Women- sports bra to be worn at all times
 - c. Recruits will wear black spandex or compression shorts under their running shorts.
 - d. Mouthpieces are only necessary when required by the instructor.
 5. Good quality running shoes
 6. Shirts may be required to be tucked in during physical fitness training at the Academy staff's direction.
 7. An Academy staff member may allow sweat pants/shirt.
 8. All recruits will be required to be dressed for physical fitness training unless an Academy staff member has excused the recruit.
 9. In order to assist the recruits in physical training, starting the second month of the Academy session, recruits may use the weight room facilities at Police Headquarters and Police Regional Commands. Recruits will identify themselves and check in with the desk supervisor.
 10. Recruits will wear their recruit PT gear when utilizing police facilities to work out. At no time will a recruit allow a family member or friend (not employed by the Department) to use the weight room facilities.
 11. Recruits will be allowed to use a boonie style hat. The color will be determined by the Academy staff during orientation.
- C. Personal Appearance. It is of great importance and recruits are expected to maintain a high standard of personal hygiene to keep a professional appearance at all times.
1. Hair color and style will be of a natural appearance for both male and female recruits. Color streaking/highlights, spiked hairstyles, and hair gels and sprays will not be allowed.
 - a. Male Recruits
 - i. All haircuts will look professional and will meet the below Academy standards.
 - ii. Haircuts will be cut extremely short to a "0" and even. No bowl cuts or block cuts are allowed. The training director will have the final decision on this matter.
 - iii. Facial hair will not be allowed while attending the Academy and recruits will be neatly shaven on a daily basis.
 - b. Female Recruits
 - i. All haircuts will look professional and will meet the below Academy standards.
 - ii. Hair will be worn neatly pulled back away from the face and ears and secured in a bun using blue or black hair ties or barrettes. Hair shall not impede the proper wear of the uniform cap.
 - iii. Hair must not cover any portion of the ear or touch the shirt collar.
 2. The wearing of makeup, eyelash extensions, and perfume is prohibited.
 3. Fingernails will be neatly trimmed and no longer than 1/8 inch from the top of the finger for the duration of the Academy. No nail polish will be worn.
 4. Jewelry will be limited to one wedding band and one religious medallion to be worn inside the uniform. Designated squad leaders will be allowed to wear a watch during Academy operations. The watch will be a black-in-color sports-type functional watch and no silver or gold watches will be allowed. No "smart"-type watches will be permitted.

5. Any recruit in violation of the personal appearance standard is subject to disciplinary action and must provide a written response of the violation to an Academy pre-service sergeant.
6. At no time, while attending the Academy, will any recruit be allowed to wear or display sunglasses. Prescription transition reading glasses will be allowed that are sport style and black or gray in color.

10.15 PROFESSIONAL CONDUCT

- A. Recruits will not engage in conduct detrimental to the Department or Academy and will maintain the highest standards of conduct both on and off duty.
- B. Recruits will obey all Department and Academy rules and regulations, as well as all orders issued by a staff member or instructor.
- C. Recruits shall abide by all federal and state laws and city ordinances, but shall not attempt to enforce any laws during their training (this includes traffic offenses). Violations will result in an infraction or termination.
- D. Recruits will be honest and truthful and will not attempt to conceal any violations of Academy rules.
 1. Recruits will be truthful when answering inquiries made by any Academy staff member regarding their actions or the actions of others.
 2. Lying, misleading, or falsifying a verbal or written report will be grounds for disciplinary action, to include termination.
- E. Courtesy is the rule of all effective police service and is indispensable to good discipline. Recruits will extend every courtesy and respect to all instructors, supervisors, the public, and all staff personnel at all times. The words "Sir" or "Ma'am" will be used, and all instructors will be addressed with their proper title or rank. Example: "What's up?" or "What's happening" are not accepted forms of greetings while on Academy grounds.
- F. The use of profanity is prohibited. Recruits will not use argumentative, disruptive, or indecent language/gestures.
- G. Recruits will not be in possession of or under the influence of any alcoholic beverage when on Academy grounds or during the recruit's scheduled work hours. Recruits will not consume alcoholic beverages (after Academy hours) to the extent that their conduct is affected or they bring discredit upon the Department. Recruits will not be in possession of or under the influence of any illegal drug at any time, whether on or off duty.
- H. Recruits will utilize the chain of command regarding all matters (the only exception would be in the case of Sexual Harassment, Hostile Work Environment, or Discrimination).
- I. Sexual Harassment, Hostile Work Environment, or Discrimination in any form will not be tolerated.
 1. Academy staff members will take all steps necessary to ensure that an environment conducive to learning is maintained at all times.
 2. Sexual Harassment is defined as unwanted or unsolicited sexual comments, gestures, or actions. These may include jokes, teasing, name-calling, or invitations of a sexual nature. "Good game" type contact on the posterior/buttocks area of any recruit is prohibited.
 3. Any recruit found to have engaged in an act of sexual harassment, hostile work environment, or discrimination may be dismissed by the Chief of Police.
- J. Fraternalization. Sexual conduct or romantic involvement between recruits is ill advised. Such relationships can compromise training and affect job performance, subjecting the involved recruits to dismissal from the Academy. Recruit sexual conduct or romantic involvement with

any instructor or staff member is expressly prohibited and constitutes grounds for immediate dismissal from the Academy.

- K. Recruits shall not ride in police vehicles, including to/from the Academy or after duty hours. Recruits may ride in police vehicles when advised by the training director or members of the staff, or during the course of an investigation and upon the request of the investigating officer. Recruits may also ride in police vehicles for official transportation to off-campus training locations and regional ride alongs.
- L. Recruits are prohibited from any other employment, in any capacity, during their Academy training.
- M. Recruits are prohibited from enrollment in any educational institution during the Academy session. This includes online and night courses.
- N. Except for those activities approved by the training director, recruits are prohibited from engaging in organized outside sports that could interfere with their physical training or may result in injury while assigned to the Academy.
- O. Recruits will immediately notify an Academy staff member in writing of any change of address or telephone number.
- P. Recruits are expected to maintain their finances in good order.
- Q. Recruits shall work together and strive to obtain a high degree of cooperation and teamwork. Recruits shall treat each other with respect and courtesy at all times.
- R. Recruits will not drink or purchase alcoholic beverages while in uniform or wearing any identifiable part of the uniform.
- S. Recruits will not use narcotics or dangerous drugs except under the direction of and as prescribed by a licensed physician. Recruits will advise an Academy staff if such use will affect their ability to participate in any aspect of the Training Academy.
- T. Recruits will not become involved in neighborhood disputes or personal or family quarrels. If a problem occurs, the recruit should call for a police unit and then notify (in order of succession) their chain of command, their assigned counselor, a pre-service Academy staff member, or the pre-service sergeant.
- U. Recruits that become involved in a violation of any rules or regulations or in an off-duty incident will immediately notify an Academy staff member.
- V. Recruits will not leave any Department-issued equipment inside of their vehicles while off Academy grounds. If any Department item is lost or stolen, notification to Academy staff is required.
 - 1. An Academy staff member will be immediately notified of any off-duty incident in which the recruit is involved. In order of succession, notification will be made to their chain of command, assigned counselor, a pre-service academy staff member, or the pre-service sergeant. Examples: Any incident regarding any type of police involvement, traffic accident, etc.
 - 2. If the recruit is unable to make contact with the designated Academy staff member, the recruit will immediately notify the recruit platoon leader. The recruit platoon leader will be responsible for attempting to contact another staff member. If contact cannot be made, the recruit platoon leader will inform the staff member of the incident at the beginning of the next working day.
 - 3. The recruit will be required to explain details regarding the incident in writing to the pre-service sergeant as soon as possible.

10.16 PROHIBITED CONDUCT AND PRACTICES

An unofficial or personal relationship that conveys or could give the appearance of favoritism or partiality, or any activity that is or could be prejudicial to good order and discipline, will not be tolerated and may lead to disciplinary action.

- A. Recruits are prohibited from making contact with officers who are not assigned to the Training Academy. This includes family members and friends without the express permission of the Pre-Service Training Coordinator or Director.
- B. Recruits will be addressed by all Academy staff members by “recruit (followed by their last name)” or simply the recruit’s last name. Terms like “bro”, “bud”, “dude”, etc. are expressly prohibited by the Training Director.
- C. Academy staff members will remain professional with recruits during all contact. Interaction in a joking or careless manner is prohibited.
- D. Recruits will not date, have sexual contact, personal conversations of an inappropriate nature, or engage in any other strictly personal and unofficial associations with Academy staff personnel.
- E. Recruits will not visit private residences of Academy staff or personnel on or off duty. In addition, socializing with Academy staff or personnel in any restaurant, bar, tavern, or public/private establishment is strictly prohibited.
- F. Recruits will not accept or ride in the privately owned vehicles of Academy staff. In an emergency, the recruit will call for a police unit.
- G. Recruits will not make or accept an appointment for counseling with any Academy staff member or personnel at any location other than the El Paso Police Academy grounds or designated Department facility such as a regional command.
- H. Electronic communication of any kind between recruits and Academy staff will be limited to work-related issues exclusively. These issues include, but are not limited to, sick employees, injuries, tardiness, incidents involving law enforcement personnel, etc. These communications will be made via the following chain of command:
 - 1. 1st contact- assigned counselor
 - 2. 2nd contact- pre-service staff member
 - 3. 3rd contact- pre-service sergeant
 - 4. 3rd contact- in-service training coordinator (sergeant)
 - 5. 4th contact- academy training director (lieutenant)If a recruit request for assistance or advice is not an emergency, the recruit will be advised that they will have to wait till the next academy business day. If police assistance is needed, then the recruit will be referred to call for a police unit from the nearest regional command.
- I. Once the instructor is notified, the instructor will then notify the pre-service sergeant. Communications via text is preferred.
- J. If an encounter with an instructor is outside of normal business hours of the Academy, the recruit and the instructor will move to the nearest regional command and the pre-service sergeant shall be immediately notified. If the pre-service sergeant is not available, the Training Director will be notified via the in-service sergeant.

10.17 ACADEMY GROUNDS

- A. The Basic Peace Officer Course (BPOC) will be held at the El Paso Police Department Training Academy located at 2300 Scenic Drive, telephone number 915-212-0470.

- B. Various assignments will be made to ensure the up-keep of the facility. Recruits will be responsible for keeping classroom, restrooms, showers, locker areas, recruit lounge, and Academy grounds clean at all times. Personal items will be put away and secured in vehicles. At the end of the day, prior to leaving the Academy, all detail assignments will be completed and recruits are expected to perform these tasks to the best of their abilities without fail.
- C. Recruits may utilize the telephones located in a pre-service staff member's office in the case of an emergency. Personal messages received for recruits will be kept to an absolute minimum; no routine messages.
- D. There is a bulletin board in the classroom area that is used to post notes, announcements, law enforcement current events, or upcoming training. Items are not to be posted in this area without the permission of the pre-service sergeant or an Academy staff member. There will also be a dry erase board outside the classroom door that the platoon leader will check for any messages for specific recruits, prior to resuming class.
- E. Recruits will park in the designated student parking area only. At no time will a recruit park in the staff parking area located directly in front of the Academy building. Due to a limited parking area, car-pooling is strongly encouraged or will be deemed mandatory as determined by the Training Director. Loitering after academy hours in the parking lot is strictly prohibited.
- F. Recruits shall be aware of all fire and emergency exits. All exits are marked and information is posted and made available to all personnel regarding the handling of emergencies.
- G. Recruits are not permitted in staff offices, multi-media rooms, or storage areas without permission. Prior to entering a staff member's office, recruits will knock on the door and wait to be acknowledged before entering the room. Recruits will stand in the offices of Academy personnel unless otherwise advised by the staff member.
- H. At no time will a recruit be allowed to carry or use a beeper or cell phone while attending the Academy. This includes any classes scheduled at an off-site facility. beepers and cell phones shall be kept inside the recruit's vehicle or inside a pre-service staff member's office for use prior to or after departing the Academy. In extreme cases, only the Training sergeant may authorize a recruit to retain a cell phone.

10.18 CONDUCT

- A. Classroom Conduct
 1. Unless class is in session or a staff member is already present, recruits will stop what they are doing and come to the position of attention when any staff member or instructor enters the room. Recruits will remain at attention until told to be seated or to carry-on. Any recruit observing the entrance assumes responsibility for calling the class to attention, but this will be the primary duty of the recruit platoon commander.
 2. Recruits will be seated in their assigned places with all required equipment and materials at the start of each class, after breaks, and after lunch.
 3. Each recruit will sit up with both feet on the floor.
 4. The instructor is in charge of the class and may take corrective action if necessary.
 5. Recruits will pay strict attention to the instructor during class and shall conduct themselves in a professional manner at all times.
 6. During class, private conversations between recruits are not permitted. To secure the instructor's or staff member's attention, recruits will raise their hand and wait to be acknowledged prior to standing and speaking. Recruits will not speak during instruction unless answering or asking a question of the instructor.

7. Prior to speaking, each recruit will stand and inform the instructor of their name (i.e. Recruit (insert last name), Sir/Ma'am).
 8. Recruits are encouraged to ask questions and request examples concerning any information that might be unclear. Recruits should not feel that they must automatically accept everything they hear, but will maintain a high degree of respect when expressing such concerns.
 9. Sleeping during class or giving the appearance of sleeping is strictly prohibited. Any recruit caught sleeping will be subject to immediate disciplinary action and/or character-building exercises. Character-building exercises must be related to the offense and oriented to improve the substandard performance. They must be directly supervised and documented on the daily journal in LEMS.
 10. Recruits are encouraged to take complete notes on all subjects. Notes will be written in a legible manner and may be inspected by an Academy staff member.
 11. The use of tape recorders, personal laptop computers, or other electronic recording devices by recruits is prohibited unless authorized by the Academy staff.
 12. The classroom and each recruit's personal area will remain clean and neat at all times.
 13. No gum in any form is permitted on Academy grounds. Only water bottles are allowed in the classroom and will be kept in an area designated by the staff.
 14. Smoking or use of any type of tobacco product is prohibited while on the Academy grounds, to include the parking lot. Smoking is highly discouraged while recruits are in training. (City Municipal Ordinance Sec. 90.50.070 City-owned facilities)
 15. Any injuries that occur while on duty must be immediately reported to the instructor and/or counselor. It will then be the pre-service Academy staff member's responsibility to have the recruit complete the injury in statement form and submit it to the pre-service sergeant. Any recruit that is unable to perform physical exercise due to any injury will be required to be seen by a physician for medical evaluation. A doctor's release will be required to resume Academy attendance. The recruit will have to obtain a release from the El Paso Police Department's payroll section before returning to the Academy.
 16. Any off-duty injury, which prevents the recruit from participating in any Academy training, will be reported to an Academy staff member or the pre-service sergeant. If any recruit believes they are unable to perform physical exercise due to any injury will be required to be seen by a physician for medical evaluation. A licensed medical professional's note will be required to resume Academy attendance.
 17. Only the pre-service sergeant or a designated staff member will dismiss class at the end of each day. Announcements and/or messages for the class will be given before dismissal.
 18. Recruits are responsible for their own work, to include note taking. Copying an assignment, permitting another to copy an assignment, cheating or attempting to cheat on an examination, and/or permitting another to cheat on an examination will result in dismissal from the Academy.
- B. Breaks
1. Class breaks will be allowed at designated times each hour but may vary according to the type of instruction and/or instructor. Breaks will be at the discretion of the instructor or pre-service sergeant. Breaks will be taken in designated areas only. There will be no eating/snacking in class during instruction. This will only be allowed during breaks.
 2. All recruits will stand at attention along the walls when any police officer, civilian, or guest walks through an area that does not allow free passage. Recruits will keep all doorways clear.

3. Recruits will only eat in designated areas. These areas will remain free of trash and spillage at all times. Recruits will not order out for lunch or have lunch delivered unless expressly authorized by the Training director.
4. Periodic inspections will be conducted to ensure adherence to healthy eating habits.

10.19 DISCIPLINE

- A. Penalties or disciplinary action may be imposed on recruits for failure to comply with requirements, rules, regulations, or standards set forth herein and such other rules that may be established by the training staff or other authority. Penalties may include reading and writing assignments or other discipline as prescribed by the Training Director or designee. Disciplinary action may include, but is not limited to, counseling, written reprimand, team-building or character-building exercises, physical fitness exercises, and/or dismissal from the Academy. The immediate chain of command for recruits is as follows:
 1. Academy counselor (patrol officer/detective)
 2. Pre-Service Training Sergeant
 3. In-Service Training Sergeant
 4. Administrative Sergeant
 5. Training Director-Lieutenant
- B. The chain will be strictly adhered to (except in cases of sexual harassment, hostile work environment, or discrimination).
- C. The Academy staff is available to assist recruits with all questions or problems of a personal or scholastic nature.
- D. Any recruit involved in a civil, criminal, or traffic incident while on or off duty shall report the incident to an Academy counselor immediately. If the nature is such that a police investigation is required, the recruit will request that an Academy supervisor be notified.
- E. Any violation of Department or Academy rules, regulations, policies, or procedures may result in dismissal. Therefore, it is the responsibility of all recruits to read and know the contents of the El Paso Police Department's Procedures Manual (to include the Value Based Code of Ethics) and this recruit manual.

10.20 EPPD ACADEMY DISCIPLINE MATRIX

Preface. Academy Rules and Regulations. General Conduct.

As a recruit of the El Paso Police Department, you are preparing to serve the public trust, which requires that you consistently demonstrate the highest degree of integrity, responsibility, and dedication. No member of the Department will conduct themselves in a manner that may bring discredit upon the individual or the Department. The El Paso Police Department has created and adopted a Mission Statement and published Core Values. These values are not just empty words but an important code of ethics and standards upon which we base our performance, conduct, policies, and procedures.

These disciplinary guidelines are standard recommendations and not meant to be an all-inclusive list of possible infractions. The pre-service training sergeant retains the right to modify, amend, or supplement with additional infractions as needed without advance notice upon review with the Department's Human Resources manager and approval from the Chief of Police. The pre-service sergeant will also have the discretion to reduce one infraction of an employee to a discussion only during the first two weeks of the Academy. This period is considered the acclamation period for recruits.

- A. Range of Corrective Actions. As applicable, recruits may be afforded an opportunity to correct their performance, attendance, or conduct through any combination of the following methods:
 - 1. Verbal Counseling. Counselors may provide a verbal counseling to the recruit. The purpose is to inform the recruit of the infraction or issue, corrective measures or expectation, and consequence of failing to correct the issue. The verbal counseling is an opportunity to discuss work-related problems in a private setting with the recruit. The verbal counseling will be noted in the recruit's performance log.
 - 2. Character/Team Building Physical Fitness. At times an individual or the entire class may have to participate in physical fitness training. This is to build team responsibility/dependability. This will not be used as a punitive method but as a training tool to strengthen the necessary traits needed for a police officer.
 - 3. Peer Training. A recruit may be paired up with a squad leader for the specific purpose of providing supplemental training, support, or feedback in an effort to improve performance. The length of the peer training may vary and continue until notified by the recruit's assigned counselor.
 - B. Range of Discipline
 - 1. Employee Discussion. Documentation that may focus on a specific incident, a particular aspect of an employee's performance which the supervisor has identified as needing improvement, or the employee's overall performance or conduct. The counseling process is initiated and executed at the Department level by their first line supervisor (counselor) and is not discipline. It is a face-to-face communication between the supervisor and the employee, conducted in private, and is intended to have a constructive goal of providing feedback to the employee to correct the problem.
 - 2. Written Infraction. Written infractions will contain specific language that informs the recruit of the infraction or issue, corrective measures or expectation, and consequence of failing to correct the issue. The written infraction report be documented on an employee discussion form and shall be signed by the pre-service training sergeant.
 - 3. Termination. A termination is a separation of employment. All documentation regarding the incident(s) leading up to the termination will be forwarded to the Department's HR Manager. Upon review and approval from the Chief of Police, a notice of termination will be created and issued to the recruit.
 - C. The application of progressive discipline is designed to take into account any instance of either corrective action or previous discipline. The pre-service training sergeant shall make a recommendation to Training Director regarding the appropriate disciplinary action at the appropriate level for each offense. The Training Director will determine if the recommendation is forwarded to the Chief of Police via the chain of command.
 - D. There are four levels on the Disciplinary Matrix. Level one being the least severe to level three, which is the most serious in nature. The levels are divided into columns for the 1st violation, 2nd violation, 3rd violation, and 4th violation (level one only). To be considered a second or third violation, the subsequent offense does not have to be the same or similar type of offense. See matrix for further detail.
 - E. The presence of a higher-level violation prior to that of a lower level violation is not necessarily cause for discipline at the higher level as the second violation. The second violation will be at the level of the actual incident and as deemed by the Disciplinary Matrix.
 - F. A level one infraction that is the 1st and 2nd violation will result in an employee discussion. A level 1 violation at the 3rd and 4th offense will result in an infraction with the 5th offense resulting in discipline up to a recommendation for termination.
-

- G. Minor infractions that are not related to the area in which a recruit is being considered for termination will not be used a factor for that purpose.
- H. The Academy Training Director has a choice of severity of disciplinary action for the specific type of offense. When significant mitigating or aggravating circumstances exist, the discipline range may be expanded upon in either direction. The presence of multiple charges could enhance the discipline. The ultimate decision regarding suspension from the Academy rests with the Chief of Police.
- I. Adjudication Disposition. The disposition classifications below will be used in the adjudication report. Each separate allegation will be classified individually. Each allegation shall be designated with one of the following dispositions based on a finding of fact and considering the totality of circumstances. The standard of proof used to arrive at a final disposition is a “preponderance of evidence”.
 1. Sustained. When the review and/or investigation disclose sufficient evidence or facts to establish that the act at issue occurred and that said act constituted misconduct.
 2. Not Sustained/Inconclusive. When the review and/or investigation disclose that there is insufficient evidence to sustain the complaint or fully exonerate the employee.
 3. Exonerated. When the review and/or investigation disclose that the act at issue occurred but that said act was justified, lawful, and/or proper according to Department policy.
 4. Unfounded. When the review and/or investigation disclose that the act(s) at issue did not occur.

	1st Offense	2nd Offense	3rd Offense	4th Offense	
Level 1 Violations					
Failure to achieve a passing score on a weekly test/	Employee Discussion	Employee Discussion	*Written Infraction	Discipline up to Termination	
Failure to display a satisfactory level of an evaluation trait	Employee Discussion	Employee Discussion	*Written Infraction	Discipline up to Termination	
Failure to follow academy/Facility rules or instructions(minor equipment infractions)	Employee Discussion	Employee Discussion	*Written Infraction	Discipline up to Termination	
Level 2 Violations					
Failure of quarterly test and failure to maintain the quarterly overall academic average 80%	Written Infraction	*Written Infraction	Termination		

Displaying discourteous, disruptive or unprofessional conduct	Written Infraction	*Written Infraction	Termination		
Receipt of any hazardous/non-hazardous citation	Written Infraction	*Written Infraction	Termination		
Failure to meet appearance or hygiene standards	Written Infraction	*Written Infraction	Termination		
Failure to bring essential required equipment (weapon, Sam Brown, etc.) needed for day to day operation	Written Infraction	*Written Infraction	Termination		
Destruction/Deface equipment	Written Infraction	*Written Infraction	Termination		
Time/Attendance Violation	Written Infraction	*Written Infraction	Termination		
Level 3 Violations					
Failure to successfully complete and participate in at least 90% of a mandatory TCLOE course Failure to pass P.T. 2, 3 and/or 4 or 80% overall GPA	*Written Infraction And or →	Termination			
Failure to demonstrate certifiable proficiency in the use of firearms (All department weapons systems)	*Written Infraction And or →	Termination			
Displaying severely unprofessional conduct or conduct that may bring discredit to the EPPD	*Written Infraction And or →	Termination			
Cheating in any form or perception of cheating	*Written Infraction And or →	Termination			
Failure to follow Chain of Command (allegations of sexual harassment, hostile work, and	*Written Infraction And or →	Termination			

discrimination are exempt)					
Insubordination	*Written Infraction And or →	Termination			
Failure to Report for Duty (AWOL)	*Written Infraction And or →	Termination			

*Asterisk = the recruit will be scheduled for a meeting with the pre-service training sergeant. The purpose of this meeting will be to ensure the recruit has an understanding of their status as well as potential employment action that may be taken if immediate action is not taken to correct performance, attendance, or conduct.

10.21 FIREARMS SAFETY

- A. Recruits will only be allowed to use weapons approved by the El Paso Police Department. All handguns purchased will be inspected by a firearms instructor to ensure safety and compliance with Departmental rules and regulations.
- B. Recruits will not carry, display, wear, load, unload, handle, or discharge any firearm or Taser on or off duty, except when participating in firearms or Taser training and upon direction of the instructor while at the Academy.
- C. Firearms will be transported to and from the Academy in the trunk of the recruit's vehicle in a safe and unloaded condition. Firearms are only loaded and unloaded on the firing line, under the direction and supervision of a firearm instructor.
- D. When required, all firearms will be safely unloaded on the range prior to entering the Academy building. Live ammunition of any sort is strictly prohibited inside the Academy buildings.
- E. Recruits bringing weapons into the Academy will carry the weapon holstered. Recruits will only un-holster the weapon at the direction of the Academy staff and/or instructors. Firearms will be handled only under the direction and supervision of the Academy staff and/or instructors.
- F. Recruits that possess a concealed handgun license are not exempt from Academy firearms rules. Family members and friends of recruits visiting or transporting recruits to and from the Academy must not enter Academy grounds in possession of a firearm (excluding law enforcement personnel).

10.22 EXAMINATION AND EVALUATION STANDARDS

- A. The El Paso Police Department is licensed through (TCOLE) and operates under TCOLE rules and regulations. Officer candidates must complete basic course requirements and pass the state licensing exam for peace officers. Upon successful completion of course and exam requirements, candidates are licensed as Texas Peace Officers and may be appointed to the Department by the Chief of Police.
- B. The Department recognizes the importance of academic achievement for its recruits and will ensure that the best training possible is provided to ensure a positive outcome. Recruits

attending the Basic Peace Officer Course will be tested periodically. The following procedure has been established to measure recruit progress. Any academic failure may be grounds for dismissal.

- C. Academic Development. Recruits must maintain the exam averages set below to be in good academic standing. Recruits who fall below an 80% overall average in the following time frames will result in the following actions:
- a. Tutoring and remediation to assist with academic development.
 - b. Recruit showing a consistent pattern for Academy failure will be referred to the training director and considered for termination.
1. Weekly Tests. Two tests will be administered on a weekly basis during the course of the Academy and prior to the State exam. All scores will be recorded in the recruits file. Scores below 80% will result in an Infraction Report being initiated. No recommendation for dismissal of a recruit will be made before the first major exam but can be used in an overall dismissal assessment on top of behavior. All attempts will be made by the training staff to recognize recruits that are in need of specialized tutoring during this adjustment period. See below for exam average.
 2. Major Examination. A minimum of four major examinations are given in the months prior to the TCOLE State exam. Major exams are comprehensive and will cover all material given during the Academy. Recruits will be required to successfully pass all four major exams with a passing rate of 80%. Dismissal will be recommended to the Training Director for recruits who fail any two major exams. The ultimate decision to dismiss a recruit will be decided by the Chief of Police.
 - a. Exam Average. Overall averages will be calculated after each major exam. Recruits who fail to maintain the above overall average will be encouraged to participate in tutoring and reassessed at the next upcoming major exam. Dismissal will be recommended to the Training Director for recruits who fail to maintain the above overall average after the administration of two consecutive major exams (see matrix). The ultimate decision to dismiss a recruit will be decided by the Chief of Police.
 3. Quizzes. An instructor or staff member may give quizzes at any time. Quizzes are used to reinforce learning. Quizzes will be implemented in all courses throughout the Academy. Quizzes will not be counted in the overall academic average; however, the failing of any quiz will be noted in the recruit's personnel file in the form of an employee discussion.
 4. Post-Test/Quiz Reviews. All tests will be reviewed with recruits prior to the final scoring of the grades. Each question incorrectly answered will be explained and answered correctly. Recruits may ask questions about any unclear answer. Remedial training will be provided as needed.
 5. Practical Examinations. Several areas of instruction require the recruit to perform the task and be evaluated by an instructor (i.e. driving, firearms, Defensive Tactics, Arrest and Control Tactics, CPR, RMS, etc.). Recruits must score the required minimum standard set forth on all practical exams. A failure of any practical exam can result in termination. The recommendation for the termination will be presented to the Academy Training Director. The Training Director will make the determination if the recruit will be recommended to the Chief of Police for dismissal. The ultimate decision to dismiss a recruit will be decided by the Chief of Police.
- D. Licensing Examination. The State of Texas has mandated that all incoming peace officers be given a State Licensing Examination upon the completion of the Basic Certification Course. In

accordance with the State Mandate, students will be tested at a time designated by the agency, in accordance with TCOLE.

1. Only a TCOLE-approved test proctor will conduct the state examination. (TCOLE 219.3)
 2. After completion of the BPO course, recruits will take the state licensing exam, provided all standards and pre-requisites have been met. (TCOLE 219.1)
 3. The passing percentage on the TCOLE exam is 70% or better. All official grading and notification shall come from the Austin office of the commission and will be electronically issued, mailed to the examinee, or faxed to the Training Director or Chief Administrator. Recruits will then be advised of their status. (TCOLE 219.7)
 4. An examinee will be allowed three opportunities to pass the examination while the endorsement remains valid.
 5. The cost of the TCOLE examination is either paid for by the recruit or by the Training Academy. The recruits will be advised prior to the taking of the test.
- E. Physical Fitness Examination. Physical training is conducted to promote fitness and provide for maximum recruit performance upon entry into patrol field assignments. Training evaluations will be conducted based on the current standards established by the El Paso Police Department.
1. 1 mile run: 10:49 or less
 2. 100-meter dash: 19 seconds or less
 3. Pushups: 24, no time limit
 4. Sit ups: minimum 32 in one minute
 5. Bend, Twist, Touch: 15 cycles, 20 seconds
 6. Jamar Grip Strength: combined grip strength of 160 lbs. minimum
 7. Each individual area of the physical fitness evaluation must be passed in order to successfully complete the Physical Fitness Exam.
 8. Recruits are required to participate in 90% of the academy course to receive credit.
 9. Participation, in this context, requires each recruit to participate with the class in "ALL" areas of physical fitness. If a recruit is unable to fully participate, they will be sent home, without pay, until the recruit is able to return to full duty or is released to transitional duty by payroll.
 10. Recruits will be evaluated a minimum of four times. An initial PT exam will be given during the first week of an academy class to familiarize the recruits with the evaluation. This exam is to establish the recruit's baseline fitness level. Recruits are expected to participate in all physical fitness evaluations.
 11. Recruits will be administered a total of four PT exams while at the Academy. The first PT exam will be used to assess the recruit's current physical fitness level. The remaining PT exams will be scored as follows:
 - a. PT #: Assessment Only
 - b. PT #1: Successfully pass 5 of the 6 events
 - c. PT #2: Successfully pass all events
 - d. PT #3: Successfully pass all events
 - e. PT #4: Successfully pass all events
 - i. PT examinations are mandatory pass on all the events. Failure to pass PT 2, 3, and 4 will result in disciplinary action in a level three up to termination.
 12. Recruits will maintain uniformity while participating in PT, to include headgear/cover. The Academy staff will determine the headgear/cover.

- F. Law Enforcement Arts. Recruits will be instructed in hand-to-hand combat, use of the police baton, and other less lethal options available at the time of training. Recruits are required to participate in 90% of the course to receive credit.
 - 1. All examinations are pass/fail.
 - 2. Recruits found not certifiable will be subject to a recommendation of dismissal.
- G. Firearms. Recruits must demonstrate proficiency in the use of firearms to comply with TCOLE and Department rules. To hold Peace Officers commission, firearms proficiency is required. Recruits are required to participate in 90% of the course to receive credit.
 - 1. Recruits will shoot a minimum of 80% on a Department qualification course for the handgun, shotgun, and police urban rifle.
 - 2. For the shotgun and police urban rifle, recruits must pass with a minimum score of 80% in each course. The recruits will also participate in nighttime firearms training and are required to pass one handgun, one rifle, and one shotgun nighttime qualifications at 80%.
 - 3. All firing will be done under the supervision of the range officer and proper techniques will be maintained. Two-finger trigger pulls are not allowed.
 - 4. Remedial training will be provided to assist any recruit that is deficient. However, recruits must complete the firearms course with the class.
- H. Evaluation Traits/Academy Performance Dimensions. Specifically identified as traits and characteristics deemed necessary to possess and exhibit to be a successful and professional police officer with the El Paso Police Department. These traits and characteristics are directly correlated to the position of police officer with the El Paso Police Department and are mandatory that each recruit develop and possess by the time of graduation. At any time these traits and characteristics are in question or are subpar in any category, documentation will be initiated by any El Paso Police Academy staff member immediately. Constant inability to develop or possess these traits will be grounds for dismissal from the Basic Peace Officer. These traits will be evaluated by the Academy staff daily. Recruits will be evaluated in the below dimensions at all times during their tenure at the El Paso Police Academy:
 - 1. Peer Relationships
 - a. Quickly finds common ground in order to solve problems for the good of all.
 - b. Represents their own interests while being fair to others in the group and encourages collaboration.
 - c. A team player who easily gains trust and support from their peers.
 - d. Aware of the effect of one's behavior(s) on others.
 - e. Helps team members improve their skills, knowledge, and attitudes.
 - f. Disagrees with team members tactfully and respectfully.
 - 2. Perseverance
 - a. Pursues tasks with energy and drive and completes the assigned task(s).
 - b. Never gives up, especially in the face of resistance or setbacks.
 - 3. Composure
 - a. Effectively handles stress.
 - b. Cool under pressure, does not become defensive or irritated when times are tough.
 - c. Does not act on frustration when resisted or blocked.
 - d. Resilient to the unexpected.
 - e. Has a calm and settling influence in a crisis.
 - 4. Integrity/Ethics
 - a. Adheres to an appropriate and effective set of core values and beliefs during both good and bad times.

- b. Points out their own mistakes and describes problems accurately to supervisor.
 - c. Presents full and accurate information and services to others.
 - d. Always meets professional and personal commitments and promises.
 - e. Discloses confidential information only when authorized.
 - f. Rewards the right values and disapproves of others and practices what they preach.
5. Communication
- a. Speaks in a clear, distinct, and understandable manner.
 - b. Is persuasive and effective in getting their point of view across and explaining their actions.
 - c. Answers questions diplomatically and without excessive argumentation.
 - d. Uses gestures and other non-verbal methods of communication effectively.
 - e. Listens to what individuals have to say and can illicit information from others.
 - f. Writes in a clear, concise, comprehensive, and meaningful manner with smooth transition between thoughts while utilizing good grammar and format.
 - g. Is able to summarize a set of facts or ideas about an event or situation so that they make sense on paper and can be understood by the reader.
 - h. In writing reports, memos, and/or technical material, uses appropriate grammar, phraseology, and sentence structure.
6. Initiative
- a. Actively attempts to influence events to achieve goals.
 - b. Self-starting rather than passive acceptance.
 - c. Takes action beyond what is necessarily called for in order to achieve goals.
 - d. Originates actions rather than responding to events or the requests of others.
 - e. Enjoys working hard.

10.23 VETERANS BENEFITS

The Academy is approved for Veteran benefits for educational assistance. Eligible recruits must fill out an application through the Academy VA contact person.

10.24 ACADEMY AWARDS

As an incentive for those who strive for academic and skills excellence, several awards will be presented for outstanding recruit performance. Academy awards are for El Paso Police recruits only.

- A. Valedictorian Award. The Valedictorian Award is awarded in recognition for outstanding excellence not only in academics and skills, but also in attitude, professionalism, and education. (Disciplinary history will be taken into consideration for this award.)
- B. Police Skills/Bobby Madrid Award. This award is presented to the recruit that excels in strategies of defense, OC spray, less lethal weapons, and police baton (ASP). The Academy staff will make the determination for this award based on observed performance or instructor input regarding recruits' participation and overall performance in law enforcement arts. The recruit's name will be placed on a nameplate on the "Bobby Madrid Award" plaque.
- C. Physical Fitness Award. This award is presented to the recruit that excels in Physical Fitness. This award will be issued based on the recruits overall physical fitness participation and overall physical fitness test scores. The Chief of Police will present a plaque to the recruit during the

Graduation Ceremony. Physical fitness awards will be given to the male and female recruit with the highest physical fitness averages.

- D. Firearms Award. The recruit that excels in the area of firearms proficiency and safety will have their name engraved on the "Harold Vaughan" Memorial Firearms Award.
- E. Special Recognition Awards/Ernesto Serna Award. The individual that was most helpful to the class as a whole and who overcame barriers that other recruits did not have to endure. This individual must have had the greatest or most obvious improvement in the academy overall. The class, rather than the staff members, selects this award. The El Paso Municipal Police Officer Association President will present this award during the Graduation Ceremony and the recruits name will be placed on nameplate on the "Ernesto Serna Award" plaque.
- F. Garcia Award. This award is presented to the sitting company commander/platoon leader who meets the following criteria:
 - 1. Standing as class platoon leader at the time of graduation
 - 2. Has maintained the position of platoon leader for five months prior to graduation date
 - 3. Has a grade point average of 85% overall
 - 4. Is chosen by a unanimous decision by all three pre-service instructors(The Garcia Award may not be given for every academy class.)


Any pending investigation regarding conduct set forth by this manual may result in the automatic removal from any of the above listed awards.

10.25 EFFECTIVE LEARNING SKILLS

- A. Note-Taking. Taking legible notes is a necessary skill for all recruits and police officers. When taking notes, use an outline format and paraphrase important information. Good notes need not be lengthy or repetitive. Where appropriate, use underlining or felt-tip highlighters to emphasize critical information. Arrange your notes by topic and file them appropriately in your notebooks on a daily basis. Recruits are required to take notes in class.
- B. Studying Effectively. In order to study effectively some helpful hints are recommended. Set aside a certain time of the day devoted just to studying. Prior to beginning, assume a positive mental attitude. Your environment should be comfortable and free from distractions. Some have found study groups to be valuable.
- C. Studying Techniques. Proper study techniques increase learning efficiency. The most effective technique is to prioritize your course of study. Begin by surveying what you intend to accomplish during the study period. Once you have decided what that is, get started! Ask yourself questions about topic headings so that you read with a purpose. Read with an active search for information. Make brief notes as you read, outlining important ideas for later review. Organize your thoughts by briefly reciting the high points to be sure you know what you have just read. Review the lesson as a whole unit. Read any notes and underlining. Review will be most valuable when done the same day in which the notes are taken.
- D. Staff Assistance. Remember, academy Staff members are prepared to assist with any learning problems. If you experience difficulty in any area, immediately bring your concerns to the attention of the instructor teaching the particular course and/or your counselor. In no case should you ignore potential or actual academic or skills difficulties. The Academy staff is a resource that is available to you.

10.26 AGREEMENT OF UNDERSTANDING

I acknowledge that I have read and understand the policies and standards set forth in the training manual of the El Paso Police Department Training Academy. I agree to abide by these policies and understand that failure to do so may result in my termination from the El Paso Police Department Training Academy and the City of El Paso.

 El Paso Police Department Academy Orientation Manual	Chapter 11
Chapter 11: Annex A Orientation Outline	Policy Effective: 03/05/2021 Previous Version: 11/02/2006

11.0 NEW RECRUIT ORIENTATION OUTLINE

Welcome.

- A. Introduction of the Staff

11.1 ACADEMY PAPERWORK

The below documentation must be completed:

- A. Emergency Contact cards
- B. Personal Status Forms must be filled out completely and returned notarized on the first day of class
- C. Complete Recruit Entry Package form and explain total cost of items to be purchased
- D. Complete Name Tag and PT gear size forms, which need to be completed and turned in

11.2 ACADEMY EXPECTATIONS

- A. Structured Learning Environment. The Academy is far more intense than the recruit might be used to. For example, a typical college course carrying 12 credits a semester is about 730 hours in a year. You will complete 1080 hours in 8 months (32 weeks) during the Academy.
- B. The proper state of mind is necessary because the Academy is both physically and mentally challenging.
- C. Understand your strengths and weaknesses. A committed desire to work on them is a must.
- D. Cooperation with your fellow recruits is the key to success. You are all one team now.
- E. Everyone must be willing to make sacrifices.
- F. Stress levels will be high, both at the Academy and at home. Life changes are a part of this career and should be expected.
- G. Family and friends will look at the recruit differently.
- H. Recruits are held to a higher standard by not only the Department, but also your family and neighbors. Recruits may not be able to associate with the same friends as they did before, or do the same things as they did before. The recruit will set an example and should strive to always show pride in themselves and the career they have chosen.
- I. Relationships can be strained. The recruit's family must understand the pressures on them because of the amount of studying and preparation they will have to do. The recruit will have little family time while in the Academy; however, it is necessary from time to time to put the books aside and take a mental break so as not to overload and burn out.
- J. This is a paramilitary-type occupation. The recruit is required to be in a prescribed uniform, meeting specific standards, i.e.; uniform pressed, boots polished, neatly groomed, and strictly disciplined behavior.
- K. Everything done at the Academy is done for a reason. All activities are performed under the supervision of or at the direction of an instructor. Recruits will carry out all directions from an

instructor immediately and without question. If a recruit has a concern about any directions given, they may be addressed in a private conference with the counselor and sergeant at a later time. No form of insubordination will be tolerated.

- L. The Academy is an intense learning environment and recruits are not allowed to have pagers, cell phones, personnel calls, or visitors. Any contact with a recruit is made first through a staff member. In the case of an emergency, a staff member will notify the recruit.
- M. There are many sacrifices to be made, but in the end it will all be worth it.
- N. Address staff by their rank:
 - 1. Chief of Police (four stars on the collar)
 - 2. Assistant Chief (three stars on the collar)
 - 3. Commander (one star on the collar)
 - 4. Lieutenant (one bar on the collar)
 - 5. Sergeant (three Gold chevrons on the sleeves)
 - 6. Detective (usually in plain clothes)
 - 7. Officer (plain sleeve, two white chevrons (5 yrs.), two white chevrons w/diamond (10 yrs.), two white chevrons w/star (15 yrs.), two white chevrons w/star and oak wreath (20 yrs.)
 - 8. All other staff or instructors not in an identifiable uniform will be referred to as "Sir" or "Ma'am".

11.3 IMPORTANT THINGS TO REMEMBER

- A. The recruit is not a police officer in training. The recruit is a police trainee.
 - 1. Recruits are prohibited from making contact with officers who are not assigned to the Training Academy that come up to train at the Academy. This includes friends, family members, etc., unless permission has been granted by the Training Director or Pre-Service Training Coordinator.
- B. The recruit may not wear any Academy gear or anything with a police badge, logo, or insignia while away from Academy grounds.
- C. The recruit may wear their training uniform to and from the Academy, but will not stop at any public place while in uniform.
- D. The recruit is not allowed to leave the Academy grounds during their 30-minute lunch break.
- E. No sexist or racist language or behavior will be tolerated. The El Paso Police Department has a zero tolerance policy regarding sexual harassment. (Quote policy from EPPD Procedures Manual). No "high five's", special handshakes, or inappropriate greetings ("Waz up", "hey dog", "Homie", etc.).
- F. While at the Academy, the recruit must be aware that not everyone is a staff member or a peace officer, but everyone is watching.
- G. No smoking or tobacco products of any kind are allowed on the Academy grounds.
- H. No concealed handguns at any time while on Academy grounds or City property, even if the recruit is a licensed concealed handgun carrier.

11.4 VEHICLES

- A. All vehicles on Academy grounds are subject to search and inspection at any time.
 - 1. Vehicles parked at the Academy must have current Texas/New Mexico registration.
 - 2. Current vehicle inspection

3. Current proof of insurance
4. Drivers must possess a valid Texas/New Mexico Driver's License.
5. Vehicles must comply with all current Texas Transportation Code requirements. Any violation will be addressed and corrected immediately, or disciplinary action will be taken to include citation or arrest.
6. Parking at the facility is limited, therefore carpooling is encouraged.
7. If the recruit is involved with the police for any reason, the pre-service sergeant must be notified immediately.

11.5 HYGIENE REQUIREMENTS

- A. Males. Hair will be cut extremely short and even. Hair color will be natural in appearance; no hair gel or hair spray is permitted. Recruits will be clean shaven every day, no mustaches are permitted, and sideburns will be trimmed above the middle of the ear. Fingernails will be neatly trimmed and clean.
- B. Females. Hair will be worn neatly pinned up in a bun, secured with a plain black scrunchy. Hair will not be allowed to cover any portion of the ear or touch the shirt collar. The sides of the hair will be styled close to the face in such a way as to prevent it from being blown into the face. This may be achieved by a short, feathered back cut and/or with conservative barrettes or clips on the sides. The hair shall be styled so that it does not cover any part of the face. Hair color will have a natural appearance.
- C. Male/Female. Recruits will arrive to work showered and in a clean pressed uniform every morning. No cologne or perfume will be worn. Designated squad leaders/platoon leaders may wear a conservative wristwatch. If the watch has an alarm or hour chime it must be turned off so as not to interrupt class. Fingernails will be neatly trimmed and clean. Recruits will not wear any make-up while in uniform and attending the Academy. Recruits may wear a wedding band (no diamond clusters) and a necklace with a religious pendant; however, the necklace may not be worn to the outside of the uniform. No earrings will be worn at any time while in uniform and attending the Academy.

11.6 BOOKS AND MATERIALS

- A. The recruits will be required to purchase the following equipment and materials:
 1. Black pens for all paperwork
 2. Red pens for grading
 3. Highlighters and spiral notebooks for note taking
- B. Recruits will not be allowed to tape record any portion of instruction or class activities unless the pre-service sergeant has granted permission.
- C. Recruits will have their notebooks inspected on a regular basis to ensure notes are being taken and information is being documented. All notes taken, forms filled out, or memos written during the Academy will be in block letter form.

11.7 UNIFORMS AND ACCESSORIES

- A. Recruits will purchase a minimum of three sets of Academy-approved short sleeve shirts and pants as described in Section 8.13 Uniforms. For the Basic Peace Officer Academy, the approved

uniform will consist of navy blue Williamson-Dickie shirts and pants. The recruits will have sharp creases on the sleeves and front and back of the trouser leg. Recruits will wear a white V-neck t-shirt under their uniform while in short sleeve or a black crew neck t-shirt while in long sleeve.


- B. Recruits will purchase a pair of black leather boots capable of holding a high gloss shine. "Hi-Tech" styles of boots are recommended. No shoes with permanent high gloss are permitted. While in uniform, black socks will be worn.
- C. Recruits will wear their police-issued cap when in uniform and only while outdoors.
- D. The recruits will carry one black pen in their left front pocket, a small notebook in their right front pocket, driver's license, and vehicle proof of insurance at all times including during inspections.
- E. All recruits will have their names embroidered over their right front pocket. The pre-service Academy staff will give specific instructions.
- F. Recruits are required to have a change of casual clothes in their vehicle at all times in case they have to leave the Academy.

11.8 WEAPONS

- A. Recruits will purchase their own weapons and they are limited to purchasing weapons listed in the Authorized Weapons list. The recruits will be advised when they need to begin purchasing the weapon. A list of dealers will be provided. Once the weapon has been purchased, the recruit will only have it in their possession when authorized by staff. The weapon will be secured at all times, except for maintenance or during Firearms Training.

11.9 REPORTING TIMES AND DAILY REQUIREMENTS

- A. Recruits are required to be in formation at the designated times provided by the pre-service Academy training sergeant without exception. Excessive tardiness will be documented and could be cause for dismissal. Recruits will be in class from 7:30 a.m. to 4:00 p.m. with a break roughly every hour for about ten minutes. Class start times and work days may be adjusted to accommodate the curriculum. Lunch will be for one half hour. The recruits will be in class on time prepared to begin class. Recruits will be dismissed every day by the pre-service Academy staff.
- B. At the beginning of the day, and after breaks, the recruits will stand by their seat at attention. When the instructor enters, the recruit will remain at attention until told to be seated. Anytime a high-ranking officer (i.e. Chief or Assistant Chief) enters the class, it will be the instructor's decision to bring the class to attention. When walking down the hall, the recruits will walk on the outside, staff, other officers, and visitors will walk on the inside of the hall. If there is no room for both to pass together, the recruit will stop and give way to everyone else. Anytime a recruit approaches a doorway or intersection in the hall, the recruit will give preference to anyone else entering the doorway or crossing the path of the recruit.
- C. When recruits approach staff or other instructors for questions or comments, the recruit will be at attention and will address the instructor with their proper title or rank. The recruit will remain at attention unless told to relax by the instructor.
- D. Recruits will maintain a high level of professionalism at all times while in class and on Academy grounds. Horseplay of any kind is prohibited and discipline will be strictly enforced.

 El Paso Police Department Academy Orientation Manual	Chapter 12
Chapter 12 Physical Fitness Program	Policy Effective: 03/05/2021 Previous Version: 11/02/2006

12.0 PHYSICAL FITNESS PROGRAM

The fitness program is designed to achieve and maintain an acceptable level of fitness that is determined to be appropriate for police officers' activities. The level of performance will allow the recruits to perform assigned duties upon entry into the field. Our physical training program's primary goals will be to condition the body by warming up, conducting proper stretching, and preventing injury while doing drills throughout the Academy. Physical fitness will include structured one-hour physical training sessions (hours may vary depending on schedule). The recruits will perform push-ups, sit-ups, and other exercises throughout the day to increase strength, mobility, and overall physical fitness. Exercises will include a mixture of basic calisthenics and specific CrossFit movements. Recruits will be required to jog, not walk, anytime they are on the training compound. Instructors overseeing the program will be versed in the Fitness Nutrition Specialist Program and/or have a current ACE Fitness Nutrition Specialist certification to include a Level 1 CrossFit instructor certification.

If a recruit struggles with the physical requirements, the Academy will assign them to work with an instructor in developing a nutrition and strengthening program that will help them succeed (refer to BPOC Fitness and Wellness for nutritional guidelines). The most important goal is developing a recruit's knowledge, desire, and passion for maintaining their health and fitness throughout their police career. Once making it to the field, they have to endure mental stress and physical pain while performing their duties as an officer. During the physical fitness program, the recruits may be subpar and fail to meet standards. The staff may provide an unscheduled physical fitness, which may be conducted for at least 10-20 minutes and must be documented with the time, exercises, and repetitions (see prescribed fitness assistance program).

Note: During the first two weeks, the academy will request for Fire Medical Service to be on site during the first day of a new academy class and in the afternoon during the structured daily fitness.

12.1 STANDARDIZED PHYSICAL FITNESS PROGRAM GUIDELINES

In order to provide the recruits with a safe and standardized physical fitness program, the Academy staff will meet the following guidelines:

- A. Hydration. Fitness instructors will ensure recruits have access to water and remain hydrated throughout the day and during physical fitness. Pre-service instructors, the appointed class company commander, and squad leaders will conduct classroom inspections. Portable water stations will be placed in the classroom to ensure recruits are hydrating throughout the day.
- B. Weather. Staff will allow time and provide guidance for acclimatization to weather conditions (fall to winter and spring to summer). The weather conditions to be cognizant of are extreme heat and cold. Transition to these types of weather events will include a slow introduction by prescribing shorter workout times. The physical fitness will evolve over four to six weeks and will increase in time and repetition. This information will also be provided during the preview days.
- C. Evaluation. All potential recruits will be mandated to attend a Preview Day before the start of an

Academy. During these preview days, instructors will have the opportunity to evaluate potential recruits' physical condition based on the academy's physical fitness standards. Once the Academy formally begins, instructors will continue their evaluations of the recruit's physical condition during the daily physical fitness sessions. Preview days will allow the applicants to become familiar with the Academy's workout regimen. This new knowledge will help them to further prepare before the start of the Academy. During the preview days, the applicants will be evaluated on each of the following components: one-mile run, push-ups, and sit-ups. Instructors will complete evaluation forms for each of the applicants. The evaluation forms will record the individual performance of each applicant during the attended preview day. The completed evaluation forms will be provided to the El Paso Police Human Resources.

- D. Physical Fitness Objectives. Recruits and instructors will know the objectives of each daily physical training session before starting the workout. Documentation for each session will include a written curriculum, schedule of activities, lesson plans for each session, and an alternative plan for extreme weather and environmental conditions. Plans are subject to delayed start time or cancellation of daily workout pending the situation at hand.
- E. Daily Fitness Records. There will be daily records of all exercises. (Electronic daily PT workouts can be found under the current class file folder "Daily PT".)
- F. Instructor Participation and Student Ratio. Instructors may participate in daily physical fitness with the class only if sufficient staff are available to monitor recruits' performance and safety. Sufficient staff will be provided for the completion of all needed tasks, including supervision during training activities. Instructors will encourage the recruits to work outside of their comfort zones. The student to instructor ratio is 8 to 1. Instructors leading physical training should be knowledgeable in the workout movements being conducted and preferably be a CrossFit Level one instructor or a Certified Personal Trainer. A safety officer shall observe all exercises (this includes all instructors participating in the workout).
 - 1. Note. Quality control instructors not participating in the workouts with the recruits will be monitoring for proper form, completion of prescribed repetitions, duration of repetitions, and safety.
- G. Medical Equipment. Emergency medical equipment, water, ice, communications equipment, and transportation shall be available for immediate use during exercises. An Automated Electronic Defibrillator (A.E.D.) will be readily accessible during daily physical fitness. The lead fitness instructor for the day is responsible for the A.E.D.
- H. Duration of Physical Training. The intensity and duration of physical training should be gradually increased over a two-month period. Environmental factors such as weather will also be taken into consideration when assessing the duration of each session.
- I. Procedure. A 10-minute warm-up that includes dynamic and static stretching with calisthenics will be conducted before a recruit performs the physical fitness session of the day. The prescribed workout of the day will follow the warm-up period. The daily workout will vary. The workout will include aerobic conditioning (ex: jogging, jumping jacks, boxing, jump rope, etc.) and anaerobic conditioning (ex: sprints, weightlifting, plyometrics, interval training, etc.).
- J. Group Runs. The recruits will run off site on selected days. The instructors will set the pace. Instructors will be located in the front, middle, and rear of the formation to monitor and control the group. A marked or unmarked academy vehicle will trail the group in case of any injuries. Instructors will bring any medical equipment, radio, and essential police gear. All recruits will wear their P.P.E. Safety vest while running off site. Academy instructors will always maintain a close distance with the recruits. At no time will any staff member leave recruits behind or by

themselves. Unmarked or marked Academy trail vehicles will be used to carry equipment, including the medical bag, as well as transport any injured employee(s).

- K. Cool-down. A 10-minute cool-down will follow physical training and will include mild activity and static stretching that may consist of the same stretches used during the warm-up period.
- L. Trainee Baseline Evaluation. The baseline evaluation from Preview Day will be measured upon entry into the Academy. Preview days will aid the instructor and provide a rough blueprint of what the trainee's general strengths and deficits are in areas such as basic strength, flexibility, balance, etc. During Preview Day, instructors will teach the trainees proper/safe techniques of the movements that are required of them throughout the training program. Trainees will then execute the exercises under the supervision of the instructors. Daily exercises will be evaluated based on the El Paso Police Department's Recruit Manual under the Recruit Performance Dimensions:
 1. Peer Relationships
 2. Perseverance
 3. Composure
 4. Integrity/Ethics
 5. Communication
 6. Initiative

Police recruits must complete four quarterly physical fitness exams. Each component of the exam will be met according to the recruit manual (see section E. Physical Fitness Examination). A progression of pass/fail will be followed as per the recruit manual.

12.2 INJURIES

Recruits will be expected to get out of their comfort zone and push themselves to their physical limits, which means that each instructor is responsible for ensuring that all precautions are taken. A recruit who appears completely exhausted and fatigued by the subjective observance of their gait, skin color, or overall appearance may have vital signs that fall within accepted parameters but still not be fit to continue. Fire Medical Services (F.M.S.) may be called for further medical evaluation.

- A. Notification of Injuries. Recruits shall notify the instructor of injury, illness, or significant problems without fear of retribution. If a recruit is transported for further medical evaluation, the training coordinator will be notified. Instructors will maintain contact with the recruit and will inform a family member or emergency contact. An Academy instructor will go to the hospital with the recruit and provide the supervisor with any updates.
- B. Hydration. The recruits will help self-monitor for any signs of dehydration using the hydration chart. Instructors will also conduct daily checks for recruit hydration (class inspections). Designated recruit squad leaders will fill two large watercooler jugs and place them inside the classroom. Recruit teams will be responsible for filling up the water cooler with water and ice to have in class. Hydration charts will be placed in all available restrooms located at the facility. Recruits will continue to intake fluids throughout the day. The Academy will use the National Weather Service Heat Stress Index daily to modify daily physical fitness. The National Weather Service Wind-chill Chart will also be taken into consideration. The Pre-Service Training Sergeant will be responsible for canceling physical training. The lead physical training instructor for the day may also have discretion in canceling physical training if a supervisor is not immediately available.

C. Injury Documentation. Injuries will be documented by the instructors or assigned counselor upon notice. If immediate medical attention is required, Fire and Medical will be requested. Documentation will include the following for their recruit (non-uniform):

1. C.A.S. First Fill Forms My Matrix
2. Injured Employee Statement Form (fill-in)
3. Police Uniform A.W.P. Leave Form-2-2016
4. Police Uniform A.W.P. Leave Summary Sheet
5. Supervisor's First Report of Injury

Upon completion, the paperwork will be electronically sent to P.D. Payroll and the Pre-Service Training Sergeant.

1. The original hardcopy will be sent via interoffice mail to P.D. Payroll or hand delivered.
2. Illness documentation for COVID-19 (electronic copy only to P.D. Payroll will be required).

The following form will be issued to the recruits if they claim an injury. This form gives them direction to what they need to do and what their status will be. This form is provided in the Recruit Manual under Attendance subsection #8.


1. Recruit Injury Information Form. As a police recruit, there is little room for physical restrictions as you will have to show proficiency in law enforcement arts, tactics, driving, firearms, and physical fitness. A recruit can only miss less than 10% of any portion of any course. Recruits who are injured must keep in mind and advise the attending physician of the following:
 - a. Can he/she return to work? (return date must be documented on doctor's paperwork)
 - b. What are the specific restrictions?
 - c. How long are the restrictions? (When may recruit return to full duty/no restrictions?)
 - d. Is the injury recoverable?
 - e. Once you have obtained the above following information (doctor's note), you will need to report to P.D. Payroll located at 911 N. Raynor (Headquarters Building).
 - f. Payroll will contact the Academy supervisor to advise of the restrictions.

Depending on how far along in the program a recruit is in, accommodations may be made unless the restrictions go beyond the instructional period or a recruit is unable to complete a certification needed. Example: this usually happens when practical applications are involved such as firearms, HICKS, Taser, OC, Baton, EVOC, etc. Make sure to inform your doctor and ensure they understand your position as a police recruit. Attendance and participation are essential to your completion. If your injury is before the practical portions of the Basic Peace Officers Courses, such as Firearms, Mechanics of Arrest, EVOC, etc., and your injuries will require surgery or an extended rehabilitation, you may be set back to complete your courses. A recommendation of continuing the program will also be based on your overall performance of academics and/or disciplinary infractions.



AUXILIARY SERVICES OPERATIONS MANUAL

(Revised 08/11/2023)

 El Paso Police Department Auxiliary Services Manual	Chapter 1
Alarm Detail	Policy Effective: 04/21/2022 Previous Version: 07/20/2021

1.0 ALARM DETAIL

1.1 MISSION

It is the mission of the Alarm Detail to reduce the number of false alarms as mandated by the Auxiliary Services Division and the Chief of Police. The detail shall accomplish this mission through accurate and timely tracking of all alarm systems operating within the City of El Paso. Moreover, the detail shall insure that each site complies with the City of El Paso’s current Alarm Ordinance.

- A. The Alarm Detail unit maintains an interactive relationship with the alarm companies and their alarm users throughout El Paso. Meetings are held on a random basis to discuss alarm ordinance updates, reporting requirements, and associated fees. The Alarm Detail serves to provide a crime prevention tool for residential and business areas targeted toward proper utilization of alarm systems.
- B. The Alarm Detail unit works with the City Attorney’s office to update municipal ordinances that are specifically designated towards alarms and alarm companies. Modifications, changes, and deletions are made as necessary.

1.2 RECORD MAINTENANCE

Each alarm site shall be monitored and tracked utilizing a centralized system in the LEMS database application capable of accepting the Department’s Computer Aided Dispatch (CAD) records. In addition, the detail will maintain accurate records and files of all reporting and tracking.

1.3 FALSE ALARM NOTIFICATIONS

In accordance with current Department policies and procedures, the Alarm Detail will receive a copy of all False Alarm Notifications. If a location receives multiple False Alarm Notifications in a single day, then only one of those notification will be counted toward warning, fines, and revocation. The detail shall check notices for completeness and legibility. The detail will email the officer notifying them of the errors but the False Alarm Notification will not be corrected. The False Alarm Notification will be kept on file and will not count against the permit holder. The detail will file and maintain all notices for a period of two years, as defined by the Texas Local Government Records Control Schedule, Section 4275-01b. Notices shall be used as substantive proof during service fee and revocation appeal proceedings.

1.4 WARNING, FINE, AND REVOCATION LETTERS

The detail shall issue weekly reports to the Office of the Comptroller with details of residences/businesses in need of a warning letter or penalty fee notification, respectively, to an alarm site at the following intervals: 1-false alarm, 2-false alarms, 3-false alarms, 4 and subsequent false

alarms are penalties in the amount of \$50.00 for 4th and 5th, \$75.00 for the 6th and 7th, and \$100 for 8 and above. In addition, the detail shall issue a notice of revocation to an alarm site after the eighth false alarm. Moreover, revocations will be implemented for nonpayment of penalties after 90 days of nonpayment. The detail shall maintain a copy of each letter and notice for a period of two years, as defined by the Texas Local Government Records Control Schedule, Section 4275-01b. Letters and notices shall be used as substantive proof during penalty fee and revocation appeal proceedings.

1.5 REPORTS AND STATISTICAL INFORMATION

The detail is responsible for compiling and maintaining statistical data pertaining to all aspects of the detail's function and shall report such data as requested. The detail shall maintain these records as follows: monthly reports for a period of two years, quarterly or annual reports for a period of five years, and cumulative statistical data for a period of ten years.

1.6 ALARM MONITOR


The monitor shall be responsible for the "Record Maintenance, Reports, and Statistical Information" aspects of the Alarm Detail. This includes all administration and management of the monitoring and tracking function, i.e. false alarm database system administration, distribution of letters and notifications, reporting and statistical compilations, and the filing and retention of all Alarm Detail records. In addition, the monitor will assist the enforcement officer in the execution of their duties by providing a weekly listing of alarm sites with excessive false alarm and preparing and/or compiling the necessary documentation for use during the appeal process.

1.7 ENFORCEMENT OFFICER

The officer shall be responsible for the follow-up of all alarm sites with excessive (four or more) false alarms. The follow-up shall consist of validation of the security alarm permit, analysis of CAD data, and a visit to the site in an attempt to assist the alarm user with the resolution of the false alarm problem. The officer will also take the appropriate enforcement action in accordance with the current City Alarm Ordinance. In addition, the enforcement officer will represent the Department in all court-related functions, to include appeal hearings.

1.8 U.S. MARSHAL PROTECTIVE SERVICE

The Alarm Detail Officer will assist the United States Marshal Office with prevention of an alarm permit from expiring on Federal protected location(s). The U.S.M.S. Judicial Security Inspector will provide the Alarm Detail Officer a list containing Federal Judge's residence (for Law Enforcement personnel only) within the first quarter of each year. The Alarm Detail Officer will then review the security alarm permit for each location to prevent expiration. The Alarm Detail Officer will send a certified letter notifying both the Protected Party and U.S.M.S. Judicial Security Inspector that the alarm permit will expire within 60 days. The Alarm Detail Officer will follow up on all protected location(s) to ensure a current alarm permit is issued. The Alarm Detail Officer will keep records of notifications made in the alarm detail, Auxiliary unit file.

 El Paso Police Department Auxiliary Services Manual	Chapter 2
Court Liaison Officer	Policy Effective: 11/18/2022 Previous Version: 07/20/2021

2.0 COURT LIAISON OFFICER

2.1 GENERAL DUTIES

The Court Liaison Office maintains and records information regarding each item of civil and/or criminal legal process in Court Notify. Each record includes the following elements.

- A. Date and time received
- B. Type of legal process, civil or criminal
- C. Nature of document
- D. Source of document
- E. Name of plaintiff/complainant or name of defendant/respondent
- F. Officer assigned for service
- G. Date of assignment
- H. Court docket number
- I. Date of service due

2.2 COURT LIAISON SUPERVISOR RESPONSIBILITIES

- A. Prepare monthly statistical reports that include.
 1. An accurate count of all officers, by subpoena, that attended Municipal Court.
 2. An accurate count of all officers on vacation or other leave whose Municipal Court cases needed to be canceled.
 3. An accurate count of all officers who have schedule changes that affected their Municipal Court dates.
- B. Ensure officers' information is up to date in Agency Web.
 1. Email reminder notification to supervisors requesting updated shifts for the following month. All officers' shift schedule must be entered one month prior to the email sent by Court Liaison.
 2. Scheduling officers' availability for the following month in FCE.
 3. Notifying officers' supervisor of inaccurate contact information (if any).
- C. Upon receipt of notification from the Chief's office regarding resignations, retirees, etc., the Court Liaison Supervisor will notify County/District and Municipal Courts with updated status of officers.
- D. Print a numerical list and alphabetical list of the officers' current work schedule each shift change and be available to answer any inquiries by the DA's office, County Attorney, Juvenile Division, Municipal Court, Sheriff's Department, City Prosecutor, and others as needed.

2.3 DAILY DUTIES


- A. Court Liaison will enter MCB (Municipal Court Blockages) on any requested leaves/training sent by officers through email in Full Court Enterprise (FCE).
- B. Court Liaison will check for any municipal court cases schedule during the affected dates and notify Municipal Court via email.
- C. Court Liaison notifies Municipal Court when an officer is unable to attend assigned court dates and of any special courts being scheduled. Special court created based on a specific focus such as old cases.
- D. Municipal Court requires officers to provide 10-12 day advance notice (excluding weekends and holidays) to reset cases.
- E. Court Liaison will notify all officers that availability has been entered immediately after entering the availability into FCE. This allows officers to review the calendar for any conflicts.
- F. Court Liaison will archive any leaves, training, and subpoena(s) as they come in.
- G. Any hand delivered subpoena from any other agency and not in Court Notify must be scanned and emailed to PDCOURTLIAISON@elpasotexas.gov.
- H. Court Liaison will keep all leaves, subpoenas, and training paperwork filed for six months.
- I. Court Liaison receives phone calls and emails from County or District Courts requesting officers for last minute trials and cancellations or court settings.
- J. Court Liaison is responsible for notifying officers by phone and/or email of cancellations or need to appear. Officers that are contacted by Court Liaison are required to respond that they have received the message by either phone or email.
- K. Upon being summoned in Court Notify, the subpoena will provide prosecutor's name and phone number and they must be contacted immediately regarding any kind of leave. Officers must make any necessary arrangements at the DA's for any County or District trials.
- L. Officers are responsible to check Court Notify to see if courts are still going. Officers may call Court Liaison two hours prior to court to verify if it's a disregard or if they must appear. Any cancellation after the two-hour window court overtime will be canceled.
- M. Court Liaison will use the FCE Crystal 960 report to provide the officers' availability to Municipal Court to fill court settings. Municipal court will then schedule officers based on courts availability.
- N. Court Liaison will send a weekly 'Failure to Appear' list to the commander/supervisor of the designated regional command/section/division.
- O. Assist officers in checking for number of cases set for their weekly municipal court date.
- P. Do not accept subpoenas for any officers unless the requesting courts are from out of jurisdiction, i.e. out of state or out of town. Local courts attempting to serve subpoenas, must be hand delivered to the officers' regions/section directly.
- Q. Answer phone inquiries from officers or supervisors concerning court overtime or court procedures.
- R. Process Court Overtime by first verifying that the officer was in fact subpoenaed/notified via Court Notify/FCE/Kronos and that time and dates coincide.
- S. Approve verified Court Overtime Requests entered.
- T. Court Liaison will Cancel Court Overtime due to the following:
 - a. Officers failed to verify court status
 - b. Incorrect work schedule in Kronos
 - c. Errors in Court Overtime requests
- U. Court Liaison will email/notify officer of cancellation of court overtime.

- V. Court Liaison will send out an email two weeks before, then again a week prior to, shift change to advise/remind supervisors the schedule is due the first Wednesday after shift change. It is the responsibility of the supervisor that the officers' schedules are up to date. Failure to do so may cause officers to be scheduled while on their RDO's.

2.4 MONTHLY DUTIES: MUNICIPAL COURT

Every four weeks, court liaison employees will prepare and enter the officer's Municipal Court Appearance Schedule for the following month.

- A. Court Liaison will work with Municipal Court on identifying officers who frequently issue citations and have an abundance of pending cases. These officers will be given priority and be made available at specific sessions deemed by Municipal Court.
- B. Court Liaison assigns court dates to officers based on work days/work hours and distributes as equally as possible among the ten court sessions.
- C. Municipal Court Administration will run and share the "960 report" with EPPD Court Liaison; Report contains names of EPPD graveyard officers and total number of accident cases pending to be scheduled for court to include the age of the case.
- D. Municipal Court and EPPD Court Liaison will make court arrangements to schedule EPPD graveyard officers at the end of their shift on agreed days, with the "most" or "oldest" cases to assist in reducing backlog and ensure officer attendance.
- E. Employees must take into account departmental training, vacations, or other leave time when scheduling court dates.
- F. When the Court Appearance Schedule is complete, it is entered into the FCE so that Municipal Court can schedule the availability entered.

 El Paso Police Department Auxiliary Services Manual	Chapter 3
Municipal Court Officer	Policy Effective: 07/20/2021 Previous Version: 10/24/2006

3.0 MUNICIPAL COURT OFFICER

3.1 DUTIES

- A. Mail. The ID&R mailboxes are checked twice daily for incoming and outgoing mail. Mail must be sorted and routed to the corresponding location (City Prosecutors, City Hall, Warrant Office, Bond Office, Municipal Court, Transfer Office, County Attorney, District Attorney, Pawn Shop, and Jail Magistrates Office).
- B. Citations. The Traffic Office will also be checked for additional (notarized) citations. Citations should be separated by traffic, parking, and Class C and delivered to data entry on a daily basis.
- C. Full Court Enterprise (FCE) Queues. The following queues are set up for the complaints, citations, and warrants being issued by FCE. The Municipal Court Officer must log in daily to FCE “work queue summary” section for the validations process. The following queues will need to be validated:
 - 1. Amended Complaint. Officer Signature
 - 2. Arraignment FTA. Bench Warrant Officer Review
 - 3. Arraignment FTA Daily Complaint. Officer Signature
 - 4. Complaint-Juveniles now adult. Officer Signature
 - 5. Complaint City Ordinance. Officer Signature, not inspector
 - 6. Complaint Daily. Officer Signature
 - 7. Error Queue. Officer
 - 8. FTA Indigent/Mag Warrant. Officer Review
 - 9. FTA Bench Warrant. Bench Warrant
 - 10. Screen Pre-Capias Warrant. Officer Review
- D. Class C Misdemeanor Offense Complaints in FCE. The Municipal Court Officer is responsible for the validation of all class C complaints. All complaints are reviewed for accuracy.
 - 1. Each complaint must then be signed or signature stamped. All complaints must be completed without unnecessary delay, as these documents are needed in court on that same day. In the event the Municipal Court Officer will not be signing the complaints due to leave of absence, the complaint section clerk must be notified at least one day in advance or as soon as possible (phone # 212-0215). Auxiliary Services Division will have a supplement officer assigned to assist the Municipal Court Officer in the event of any type of leave.
- E. Incomplete Citations. The Municipal Court Officer is responsible for corrections of traffic tickets issued by patrol. The citations are picked up at the data entry in-box at Municipal Court. Corrections are made by using Omnixx (Open Fox), RMS, Odyssey, or email to the issuing officer. Citations missing the notary will be notarized by Municipal Court officer.
- F. Class C Citation. The Municipal Court Officer is responsible for obtaining information requested by the following: Municipal Court and the City Prosecutor’s Office.

- G. Municipal Court Subpoenas. The Municipal Court Officer is assigned the responsibility of delivering all subpoenas generated from the City Prosecutor's Office to the outgoing department mail located at Headquarters. If the subpoena requires immediate attention, the Court Liaison Office will be notified and they will attempt to make phone contact.
- H. Criminal Warrants. The Municipal Court Officer is responsible for the review of all criminal warrants that will be removed from the active file under the following circumstances. An inquiry is made for both local warrants and NCIC/TCIC to ensure the individual is clear and the warrant in question has been removed.
 - 1. The warrant is executed.
 - 2. The criminal case is declined/or the warrant has been canceled by a judge.
 - 3. The wanted person has been indicted prior to execution of the warrant.

Note:

If an NCIC/TCIC query is encountered after the above listed, the entry is removed through Police Communications by fax from the Municipal Court Officer.


- a. All returned documents (NCIC, TCIC entry sheet, and warrant re-file notice) are filed in the closed warrants file to verify deletion of the warrant.
- b. An "Enter Wanted Subject" record is completed using the appropriate NCIC/TCIC Form.
- c. Any correspondence requiring attention of Police Communications must be stamped in red "WARRANT OFFICE" or it will not be accepted by Communications.
- d. Stamped form for all NCIC/TCIC entries must be hand delivered to Communications by the officer or detective.

3.2 PROTECTIVE ORDERS

- A. Protective Orders. The Municipal Court Officer has the responsibility of acceptance and processing of all the two year Protective Orders within the City of El Paso. Protective Orders are received at the District Clerk's Office (EPPD Box). Protective Orders are generated from the fifth Floor, Protective Order Unit. The Protective Orders are delivered to District Clerks Office for processing and distribution. Protective Orders must be screened for completeness and accuracy to include the following. The protected person must reside within the City of El Paso. If the protected person does not reside within the City limits, it must be returned to the appropriate jurisdiction (Horizon, Socorro, EPSO, Clint, etc.). Rejected Protective Orders are returned to the County Attorney's/ Protective Orders Section.
 - 1. The order must indicate it has been "granted".
 - 2. The effective date must be clearly displayed.
 - 3. The document must display the District Clerk Seal.
 - 4. The NCIC/TCIC portion of the document must have all "upper case" portions complete and filled in.
 - 5. The Protected Child information must be complete, to include sex and date of birth and school/daycare if attending one.
 - 6. The miscellaneous information sheet (Respondent Restrictions) must be attached and complete.
 - 7. The order must be addressed to "Chief of Police", City of El Paso.
 - 8. All orders must be signed by a judge.
 - 9. If the order is not accepted, it will be returned to the originating office for correction.
 - 10. Most Protective Orders are issued from the Protective Order Unit of the County Attorney's Office and are in effect for a period of two years and/or lifetime.

11. Permanent orders may also be issued through a private attorney and are in effect for a period of two years. The NCIC/TCIC form must be attached.
 12. All accepted orders are processed in the following manner.
- B. Emergency Protective Orders. A copy is made of the Protective Order, which will be utilized for NCIC/TCIC entry by Police Communications. The original Protective order is filed in the Warrant Office after making note of the cause number, respondent's name, and recording the expiration date on the front in "red" ink. A file card is also completed, which is filed separately from the Protective Order.
- C. Expired Protective Orders. All expired orders are re-filed by the warrant clerk in an inactive file. If the order has expired without modification, the NCIC/TCIC entry will be automatically removed by Police Communications system.
- D. Statistical Information. The Municipal Court Officer is responsible for maintaining statistical data to be utilized in a monthly productivity report to include the following:
1. Process Class C Complaints in FCE
 2. Incomplete citations/corrections made
 3. Protective Orders
 4. Emergency Protective Orders
 5. Outstanding warrant list
 6. Outstanding warrants pulled
 7. Charging instrument/indictment warrant list
 8. Charging instrument/indictment warrants pulled
 9. Warrant activity list from jail
 10. Warrants activity list from jail
 11. Warrants pulled from list
 12. Copies of affidavits/requested
 13. NCIC/TCIC monthly report/entries cleared
 14. Customer service calls
- E. FCE Reports. The Municipal Court Warrants supervisor and the Municipal Court Officer are responsible for running the FCE/Crystal reports, i.e. (address, citations etc.). Reports can be generated and given to any EPPD Supervisor who requests it.
- F. NCIC Validation list. The Municipal Court Officer is responsible for completing the monthly NCIC/TCIC validation list before the date on the cover sheet. The list is obtained from police communications and returned once information has been confirmed. The officer must do the following:
1. Certify under the authority of division or section that all material has been reviewed.
 2. Remove all records that are no longer current.
 3. All records contain all available information.
 4. All information in each record is accurate.
 5. Make all necessary corrections.
- G. District Attorney and County Attorney Coverage. Officers of the Auxiliary Services Division will assist the District Attorney's office by providing the following duties:
1. Officer will check with the Transfer Office daily to see if any necessary paperwork must be taken over to the DA's office or the County Attorney's office.
 2. Officer will meet with the DA's and/or County Attorney's office to see if any case-related documents need to be corrected/returned to transfer to investigators for corrections.

3. Officer will report to the DA's office and will sign all incoming cases at intake. Cases are generated from DIMS and presented by EPPD Officers. Once all cases are signed, the officer will swear to the attorney on duty.
4. They will also sign the cases and the cases will be presented to the Grand Jury.
5. Auxiliary Services will insure an officer is available to assist the District Attorney's office in the event the Municipal Court Officer is not available.

 El Paso Police Department Auxiliary Services Manual	Chapter 4
Victim Services Response Team	Policy Effective: 07/20/2021 Previous Version: 05/23/2007

4.0 VICTIM SERVICES RESPONSE TEAM

4.1 INTRODUCTION

The El Paso Police Department's Victim Services Response Team will afford all victims their rights as stated in the Texas Crime Victim Rights Bill under the Texas Department of Criminal Justice and Chapter 56 of the Code of Criminal Procedures- Rights of Crime Victims.

- A. The Texas Crime Victim Rights Bill defines victim as a person who has:
 - 1. Suffered bodily injury or death or who has been the victim of a sexual assault, kidnapping, or aggravated robbery.
 - 2. The close relative (spouse, parent, or adult brother, sister, or child) of a deceased victim.
- B. The primary responsibility for victim assistance is vested in the El Paso Police Department's Victim Services Response Team and is designed to meet the immediate needs of victims.

4.2 PROGRAM SUPPORT

The El Paso Police Department is committed to the support of victims and witnesses of crime. All victims/witnesses will be treated with fairness, compassion, and dignity. The Department is committed to the development, implementation, and continuation of victim/witness assistance programs and activities in conjunction with other components of the criminal justice system.

- A. The El Paso Police Department will provide appropriate assistance to victims/witnesses who have been threatened or who, in the judgment of the Department, express specific, credible reasons for fearing intimidation or further victimization. During preliminary investigation, the El Paso Police Department will advise and provide assistance to services and procedures if the victim is threaten or intimidated by the suspect, suspects companions, and/or family members.
- B. Victims have the right to be treated with fairness, respect, and dignity and to be free from intimidation, harassment, or abuse throughout the criminal justice process. Victims will be informed, upon request, when the accused or convicted person is released from custody or has escaped. Victims will also be informed of victim assistance and other resources available to help them (i.e. medical attention, counseling compensation programs, or emergency financial assistance). Victims shall be informed that they can have medical expenses paid for by the county in which the crime occurred. Victims can have a representative exercise their victims' rights if the victim is unable to do so.

4.3 DEFINITIONS

- A. Custodial Agency. Any law enforcement officer or agency, a sheriff or municipal jailer, the state department of corrections, or a secure mental health facility that has custody of a person who is arrested or in custody for a criminal offense.

- B. Release. A person that is no longer in the custody of a custodial agency and includes a transfer from one custodial agency to another custodial agency.

4.4 POINT OF CONTACT

The member of the EPPD Victim Services Unit shall be the single point of contact regarding victim/witness assistance and referral information. The El Paso Police Department's 911 Communications Division can contact the Victim Services Unit, which is available 24 hours daily.

4.5 CONFIDENTIALITY

The Victim Services response team will ensure the confidentiality of the victim/witness and their role in case development to the extent consistent with applicable law:

- A. All personnel will comply with the Procedures Manual of the El Paso Police Department regarding Original Complaint Reports and the Texas Public Information Act.
- B. All personnel will adhere to the Procedure Manual for the El Paso Police Department's Records Division.

4.6 CALL OUTS

EPPD Victim Services Response Team are available 24-hour-a-day on a call out basis.

- A. Upon request of an employee, a team member will be notified and respond to the indicated location.
- B. Team members are provided specialized training in regards to victim/witness handling.
- C. After a call out has been initiated and completed, a follow-up will be attempted/conducted after 24 hours to check on the victim/witness to determine if any further assistance can be provided.

4.7 ORIENTATION

All Police Department employees will be provided an orientation on victims' rights/programs to each graduating class. Updated information will be provided as necessary.

4.8 VICTIM SERVICES SUPERVISOR

Under general direction, the Victim Services Supervisor coordinates programs and projects, which include those of Citywide scope.

- A. The Victim Services Supervisor oversees the following Victim Services Assistance sections:
 - 1. Victim Services Response Team (VSRT)
 - 2. Victim Services Supervisor and Case Managers
 - 3. Volunteer Program
- B. The Victim Services Supervisors will ensure that all aspects of the program are adhered to according to the Texas Crime Victim Rights Bill.
- C. Duties
 - 1. Plans and directs designated functions that provide specific services or activities.
 - 2. Determines, implements, and monitors compliance of short and long-range goals and objectives.
 - 3. Develops, administers, and revises standards, procedures, and policies.

4. Monitors maintained and analyzed relevant statistical data collected by case managers.
5. Conducts needs assessment of participants, members, and the community.
6. Collaborates on program interrelated activities with other agencies, departments, or service providers to ensure optimum program efficiency.
7. Performs program administration functions.
8. Seeks, identifies, and applies for private and public sector grants by working with City grants personnel.
9. Prepares annual budget, which includes estimating, reporting performance results, and requesting program and capital improvements.
10. Monitors and accounts for expenditures of funds and use of physical resources provided and justify requests for adjustments.
11. Writes correspondence and recurring or special analytical reports on program activities.
12. Supervises assigned personnel.
13. Schedules, assigns, instructs, guides, and checks and evaluates work.
14. Arranges for or engages in employee training and development.
15. Enforces personnel rules and regulations, standard of conduct, work attendance, and safe work practices.
16. Counsels, motivates, and maintains harmonious working relationships among subordinates.
17. Recommends staffing and employee status changes.
18. Interviews applicants.
19. Performs miscellaneous related managerial and administrative duties as required.
20. Substitutes as qualified for subordinates during temporary absences to maintain continuity of normal operations and services.
21. Monitors and oversees all the grants in the unit.

4.9 VICTIM SERVICES CASE MANAGER

The case manager from the respective regional command centers will report directly to the Victim Services Supervisor through their chain of command. The case manager will provide immediate crisis intervention with sincere and compassionate service to victims of violent crimes against the person. Case managers will report any information pertaining to their assigned regional command directly to the regional command supervisors via the chain of command.

- A. Key Areas of Responsibility and Specific Duties
 1. Responds to calls, crime scenes, and other critical incident sites to assist victims on a call out basis pending supervisor approval.
 2. Informing victims about the case number, if known by the agency, and subsequent steps in the processing of the case.
 3. Providing a telephone number that the victim may call to report additional information about the case or to receive information about the status of the case.
 4. Periodically contacts victims of unusually severe crimes to ensure appropriate needs are being met if, in the opinion of the case managers the impact on the victim has been unusually severe.
 5. Informs victims of procedures involved in the prosecution of the case and the role that the victim has in those procedures. Case managers must ensure this information will not jeopardize the successful prosecution of the case.
 6. Case managers will assist, upon the request of the victim, in the return of the victim's property taken as evidence when permitted by law or rules of evidence.


7. Case managers, at the request of victim, may notify status, if feasible. A supplement will be entered under the incident case number to document the request. A crime victim advocate from the district attorney's office may perform this service as well.
 8. Provides other information as required by Article 56.07 of the Texas Code of Criminal Procedure.
 9. Notifies their immediate supervisor of circumstances where the victim or witness has reason to fear personal injury for purposes of intimidation or further victimization.
 10. 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.
 11. Appropriate law enforcement action may range from placing the victim/witness in protective custody to simply advising the victim/witness on responses to the threat.
 12. 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.
 13. Assists victims of crime by providing crisis intervention and stabilize victims.
 14. Assesses client needs and provide appropriate referrals such as literature and information regarding victims' rights and benefits.
 15. Transports victims to agencies such as the Center Against Sexual and Family Violence Shelter (CASFV), the Children's Advocacy Center, and the Salvation Army.
 16. Records statistics for use in compiling program progress reports.
 17. Assists with shift meeting presentations to EPPD officers.
 18. May assist the El Paso Police Department officers with death notifications.
 19. Works jointly with the Domestic Violence office and regional command officers when needed to follow up with Domestic Violence cases.
 20. Upon the Victim Services Sergeant approval, presents topics on domestic violence and crime prevention to the community, health fairs, and other events.
 21. Conducts Family Violence Operations in their respective region along with an officer when staging permits, to include repeat calls for service, delivery of emergency protective orders, and responding to family violence calls.
- B. Administrative Duties
1. Assists victims of crime with the application of the Texas Crime Victims Compensation program of the office of the Attorney General, to include the processing and following up with the victim.
 2. Assists with phone calls on behalf of the victim.
 3. Assists with debriefing of victims to colleagues.
 4. Assists victims with documentation for benefits of relocation, medical reimbursement, and funeral expenses.
 5. Creates and presents presentations regarding domestic violence to law enforcement entities.
 6. Maintains records and compiles statistical data for monthly and annual reports.
- C. Duties within the El Paso Police Department
1. Works in conjunction with personnel and communication departments.
 2. Meets regularly with the chain of command to update on project status/progress.
 3. Initiates action on issues arising within the department.
 4. Follows policies and procedures as required.
- D. Duties within the Community

1. Works cooperatively with related organizations to include the Center Against Sexual and Family Violence.
2. Represents the Department at community functions and health fairs.
3. Attends meetings of local groups and organizations as needed.

4.10 VICTIMS SERVICES RESPONSE TEAM (VSRT) COORDINATOR

The VSRT Coordinator duties fall within the Volunteer Services Specialist. The Victims Services Case Managers will provide the necessary assistance to successfully handle the responsibilities and duties assigned. The VSRT Coordinator reports directly to the Victim Services Supervisor through the chain of command. The Volunteer Services Specialist will be responsible for recruiting and training volunteers and assigning VSRT volunteers to multiple work sites.

- A. Key Areas of Responsibility and Specific Duties
 1. Transports victims to the Center Against Sexual and Family Violence (CASFV) or other destination as needed.
 2. The Volunteer Services Specialist or a Victim Services Case Manager can ensure that volunteers are debriefed after calls that may have caused emotional or psychological distress.
 3. The Volunteer Services Specialist or a Victim Services Case Manager conducts follow up with victims on cases in which the VSRT volunteers were dispatched to assist.
 4. Participates at health fairs, safety fairs, presentations, and at exercises of crisis intervention.
- B. Administrative/Management Responsibilities will fall under the Volunteer Services Specialist.
 1. Recruits new volunteers.
 2. Conducts, organizes, and provides 30 hours of training in order to certify volunteers.
 3. Provides additional training for volunteers with refresher courses and presentations.
 4. Maintains and creates a schedule for the VSRT volunteers for ride-outs and casework.
 5. Maintains a VSRT Volunteer Roster of active and inactive members.
 6. Holds quarterly meetings for VSRT volunteers to discuss issues pertaining to the unit and to discuss cases and calls to which they have responded during the month.
 7. Maintains a statistical log on the response to VSRT to specific calls.
 8. Maintains a log of the hours worked by VSRT volunteers.
 9. Maintains and arranges for the proper care of equipment pertaining to or used by these units, to include camera, radios, flashlight, hygiene kits, toys, blankets, clothing, and VSRT vehicles.

 El Paso Police Department Auxiliary Services Manual	Chapter 5
EPPD Volunteer Program	Policy Effective: 07/20/2021 Previous Version: 10/24/2006

5.0 EPPD VOLUNTEER PROGRAM

- A. Administrative Support
- B. Disabled Parking Enforcement
- C. Victim Services Response Team

5.1 EL PASO POLICE DEPARTMENT MISSION, VISION AND VALUES, POLICIES AND PROCEDURES

Volunteers are required to adhere to the Department's general policy manual, mission, and vision and will be referred to the Procedures Manual available for reading on the Department's network drive.

5.2 VOLUNTEER PROGRAM MOTTO AND PLEDGE

- A. El Paso Police Department Volunteer Program Motto, "Also Dedicated to Service." Created for the volunteers for the countless hours of dedication and service they provide the Police Department. They help ensure a safer community by allowing police officers to dedicate themselves to their "police" duties and stand readily in their place as a support force wherever and whenever needed.
- B. Volunteer Pledge. Believing that the El Paso Police Department has need of my services as a volunteer worker, I offer the following:
 1. I will be punctual and conscientious in the fulfillment of my duties and accept supervision graciously.
 2. I will conduct myself with dignity, courtesy, and consideration.
 3. I will consider as confidential all information that I may learn, directly or indirectly, concerning any Police business or affairs of any person who may have contact with the Police Department and I will not seek any such information.
 4. I will follow the chain of command described in this manual and will take any problems, criticisms, or suggestions to the person appointed as liaison between the Police Department and Volunteer first and follow the process set forth in this manual.
 5. I will endeavor to make my work of the highest quality.
 6. I will uphold the traditions and standards of the El Paso Police Department and interpret them to the community at large.

5.3 CONFIDENTIALITY AGREEMENT

All applicants will sign a confidentiality agreement at the time of submitting an application. The following verbiage will be found on the agreement.

- A. I agree to keep confidential all information about clients and colleagues of the El Paso Police Department in which I volunteer, I understand that the trust and safety of clients will depend on specifically.

- B. I will not discuss facts, cases, or personal information about clients or colleagues with victims or witnesses, the media, family, or people in the community.
- C. I will not discuss a case with another agency or service or arrange client referral without the express consent of the client involved.
- D. I will not photocopy or remove from the program any document belonging to the Volunteer program without consent of the coordinator of the Volunteer Program.

5.4 ID CARD/BADGE AGREEMENT

When a volunteer is on the premises of any Department facility, the volunteer will display a valid Department ID card or badge. Display of the ID card or badge will not be required when using a Community Room for non-departmental activities. Volunteers will immediately report the loss or theft of ID cards or badges to their supervisor and building security personnel. A police report will be completed to document the loss of ID.

- A. Volunteers will not access or open any door for another person unless that person is displaying a valid Department ID card or badge and is authorized to open that door. Volunteers will not prop open any door or disengage, damage, or bypass any locking security mechanisms of any Department Facilities.
- B. Upon resignation or dismissal from the Police Volunteer Program, volunteers will turn in the Police Department Identification ID card or badge to the Volunteer Service Specialist.
- C. Volunteer/Intern will not use their badge to gain access to any Department facility other than their assigned location without first checking in with the front desk staff.

5.5 PROGRAM RULES

- A. Requirements. All Applicants must be at least 17 years of age and older and must pass a background investigation to qualify. There must not be a conflict of interest. The Police Department reserves the right to refuse services.
- B. Categories of Volunteers
 - 1. Regular Volunteer. Any citizen 17 years or older who wants to participate in providing better police service to the City of El Paso by volunteering is eligible.
 - 2. Internships. Anyone attending UTEP, El Paso Community College, New Mexico State University, or University of Phoenix, or any other accredited college or university who is required to serve a certain number of volunteer hours for college credit, is eligible. Also, anyone who is required to serve a certain number of volunteer hours of community service prior to being accepted for employment at a specific organization and is required to be evaluated is eligible.
- C. Compensation. The Volunteer Program is strictly comprised of volunteer workers. There is no compensation for time donated to the Police Department. All volunteers are required to sign a compensation waiver before being allowed to do volunteer work.
- D. Benefits. In addition to the feeling of accomplishment a volunteer receives for a job well done, there are other allied organizations that offer membership to the volunteers. A volunteer who is 55 years of age or older, retired or semi-retired, is eligible to become a member of the Retired Senior Volunteer Program (RSVP). This program is federally funded and offers three types of insurance to each RSVP volunteer. (Refer to RSVP program located on City website.)
- E. Probation. New volunteers will be on probation for the first 50 hours of volunteer work.
- F. Activity. Police volunteers are requested to participate in the Volunteer Program at least 8 hours

per month. To maximize effectiveness, a volunteer should plan to work in shifts of at least 2 hours.

- G. Disciplinary Procedures. Members of the Volunteer Program are expected to follow all rules and regulations and are subject to disciplinary action, to include termination. Forms of discipline include:
 - 1. Verbal reprimand
 - 2. Written reprimand
 - 3. Suspension
 - 4. Dismissal
- H. The El Paso Police Department reserves the right to dismiss any volunteer from the El Paso Police Volunteer Program with or without cause.

5.6 VOLUNTEER RESPONSIBILITIES

- A. Dependability. Volunteers are expected to be dependable and report for scheduled work hours. Volunteers are expected to notify the Regional Command Center/Section Supervisor when unable to work scheduled hours. Whenever possible, advance notice of absences should be given to the Regional Command Center/Section Supervisor, the Police Department Volunteer Services Specialist, or their representative. Volunteers should specify which days and hours they can work and should only accept the amount of work they can effectively handle.
- B. Professionalism. Each volunteer is expected to be courteous and respectful when dealing with the public and Police personnel. A volunteer shall furnish their name and identification number to any person who shall request it. The identification badge should be worn at all times while on duty.
- C. Chain of Command. Volunteers are expected to follow the chain of command when voicing complaints or making recommendations. The Chain of Command is as follows:
 - 1. Auxiliary Support Division Commander
 - 2. Police Department Volunteer Program Supervisor
 - 3. Police Department Volunteer Services Specialist
 - 4. Regional Command Center/Section Supervisor
 - 5. Volunteer. Volunteer must follow the following process when voicing a complaint, recommendation or suggestion:
 - a. Regional Command Center/Section Supervisor
 - b. Police Department Volunteer Services Specialist
 - c. Police Department Volunteer Program Supervisor
 - d. Auxiliary Support Division Commander
- D. Sign-in and Time Recording Procedures. Volunteers are expected to follow all sign-in procedures and must ensure that the hours worked are entered on their time logs.
- E. Accidents/Injuries. Volunteers are required to promptly notify the Section Supervisor of any accident, injury, destruction of property, evidence, information, or damage/loss of any Police Department equipment.
- F. Personal Information. Volunteers are required to keep the Civilian Volunteer Coordinator informed of their current home address and phone numbers. Any changes should be promptly reported in order to maintain current rosters, mailing lists, and personal information.
- G. Resignation or Dismissals. Upon resignation or dismissal from the Police Volunteer Program, volunteers are expected to return all Police Department property that was issued to them,

including the Police Department Identification Badge. They may keep all Certificates of Appreciation, plaques, awards, and other items given to them because of service.

- H. Dress Code. Volunteers are expected to dress in a business-like manner that is appropriate for the Section to which they are assigned, as per the City's professional appearance policy for civilian staff. VSRT and DPE team members must wear their program-issued polo/t-shirt, cap, windbreaker/jacket, and safety vest when they ride out in the field. No other logos or gear should be worn that is not identified during the orientation dress code presentation.

5.7 POLICE DEPARTMENT VOLUNTEER SERVICES SPECIALIST

It is the responsibility of the Police Department Volunteer Services Specialist to act as a liaison between the Police Department and the volunteers.

- A. Volunteer Applicants. All applicants for the Volunteer Program are processed through the Police Department Volunteer Services Specialist and must be submitted in person.
 1. Application Packet. A preliminary interview is conducted in person between the applicant and the Police Department Volunteer Services Specialist to provide information on the volunteer and internship program and to determine the areas of interest for the applicant and their qualifications. Each Applicant is given an application packet that contains several forms and is instructed to fill it out in the presence of the Police Department Volunteer Services Specialist so that appropriate forms are notarized at the time of submittal. When the Police Department Volunteer Services Specialist is not available, the form must be filled out in front of the Department personnel who are also a notary public. At no time must the application be given in order to be filled out outside of the premises. The application will be reviewed to ensure it is correctly completed and notarized. The Police Department Volunteer Services Specialist will keep a record of all applicants received/and their status in the process. Police Department Volunteer Services Specialist will report to their immediate supervisor. This packet will become part of the volunteer/interns file on record.
 2. The notarized Non-Uniform Background Investigation form is attached to the application packet, which is forwarded to the El Paso Police Human Resources Department in charge of background investigations.
 3. The notarized Non-Uniform Background Investigation form is used to complete a Criminal History Check (CCH), NCIC/TCIC, local checks, and registered sex offender database (references are contacted if required). The Human Resources Background Investigations Officer provides the Police Department Volunteer Services Specialist with a CSC form indicating the background investigation was successfully cleared.
 4. The Police Department Volunteer Services Specialist schedules the applicant for local fingerprinting at the El Paso Police Department. At the completion of the local fingerprinting, the staff schedules the applicant for state and federal fingerprinting at a Fingerprint Applicant Services of Texas (FAST) location.
 5. The Human Resources receives the results of the DPS/FBI Fingerprint based return and depending on the findings, the applicant is either considered "Recommended" or "Not Recommended" for continuing the process. The names of "Recommended" applicants are given to the Volunteer Services Specialist, who then reviews the applicant file and conducts additional interviews if required and determines if applicant is appropriate for volunteer or internship work. The final approval for accepting a volunteer is made by the Police Department Volunteer Supervisor. This list becomes part of the volunteer/intern's file on record.

6. A list with the names of the applicants that are accepted into the volunteer/internship program are given to Human Resources, who then assign a Badge ID number. The Volunteer Services Specialist then schedules the applicant for a photo and ID processing and orientation. A copy of the badge becomes part of the volunteer/intern's file on record.
 7. Orientation. The Volunteer Services Specialist will provide an overview of the program, City and Department policies and procedures, Code of Ethics, and other required training as set forth by the City and department governing interns and volunteers. The volunteer/intern will receive a copy of the Volunteer Operations Manual. The new volunteer will be informed that any and all property issued as part of their volunteer or internship remains the property of the Police Department and must be returned when the volunteer no longer participates in the program or the intern has completed their internship hours.
 8. The new volunteer/intern will be assigned based on Department needs and availability. The Volunteer Services Specialist will conduct an evaluation of the performance of the volunteer/intern. A successful evaluation is required to continue with the volunteer/internship program. This evaluation becomes part of the volunteer/intern's file on record.
 9. The Volunteer Services Specialist will assign volunteers/interns to various units or Regional Command Centers that have requested placement. Each regional command center leadership will determine the number of volunteers/interns they require and can accommodate and the duties and responsibilities for each post, and they will share this information with the Volunteer Services Specialist.
 10. The volunteer/intern will be briefed on how to contact their regional command center supervisor, their duties and responsibilities, and will be presented with a letter of introduction to provide to their assigned location supervisor. This letter becomes part of the volunteer/intern's file on record.
- B. Volunteer Hours. The Police Department Volunteer Services Specialist will ensure that all volunteer hours are properly recorded. Each regional command center or unit supervisor is required to log the hours of each volunteer/intern assigned to their regional command center or unit and provide a monthly tally of the volunteer hours to the Volunteer Services Specialist to be entered into the permanent record log. If a volunteer has not reported any hours worked for a period of 90 days, they will be contacted by telephone to determine the reason no hours were reported. If a volunteer cannot work any hours at that time, an expected date of return will be established and recorded. If the volunteer cannot be reached by telephone, a letter will be mailed to them at their last recorded address.
1. If a volunteer has resigned or been terminated from the volunteer program, a letter will be sent to them requesting the Police Volunteer Identification Badge be returned to the volunteer office. Badge access will be disabled immediately upon volunteer/intern's resignation or termination.
- C. Volunteer Files. The Police Department Volunteer Services Specialist will maintain a file for each volunteer. The file will include the volunteer's application and all applicable documents, number of hours worked, incident reports, awards, and any other items the Police Department Volunteer Services Specialist deems necessary for documenting the volunteer or intern's association with the program.
- D. Internal Complaints. The Police Department Volunteer Services Specialist will mediate complaints that cannot be resolved. When necessary, such complaints will be put in writing and a copy placed in the volunteer's file.

- E. Evaluation. The Police Department Volunteer Services Specialist will evaluate the Volunteer Program, the volunteers, and the Department's response to the program regularly. Revisions and improvements will be incorporated into the Volunteer Program Manual.
 - 1. The Police Department Volunteer Services Specialist will conduct exit interviews of all volunteers leaving the Volunteer Program when feasible.
- F. Termination of Volunteers. Upon review of the Police Department Volunteer Supervisor or at their direction, the Police Department Volunteer Services Specialist shall terminate the services of volunteers who are in need of dismissal.
- G. Substitute Volunteers. The Police Department Volunteer Services Specialist shall be responsible for arranging substitute volunteers if alternates are available when a scheduled volunteer is unable to work.
- H. Awards and Recognition. The Police Department Volunteer Services Specialist shall be responsible for coordinating special events to recognize outstanding volunteer service.

5.8 POLICE DEPARTMENT VOLUNTEER SERGEANT

It is the responsibility of the Police Department Volunteer Supervisor to manage the Police Volunteer Program for the Chief of Police.

- A. Operations Manual. The Police Department Volunteer Supervisor will maintain a current Volunteer Program Operations Manual. Procedural and operational changes will be made in a timely manner via the chain of command, subject to approval and City or Departmental compliance review.
- B. Volunteer Applications. The Police Department Volunteer Supervisor or the Chief of Police have the final approval/disapproval authority for any volunteer application.
- C. Evaluation. The Police Department Volunteer Sergeant and the Police Department Volunteer Services Specialist will evaluate the Volunteer Program regularly and institute any changes deemed necessary after their evaluation, subject to approval by the chain of command.

5.9 DEPARTMENT/SECTION RESPONSIBILITIES


Each Police Department/Section utilizing volunteers shall have the responsibility of supervising the assigned volunteers.

- A. Regional Command Center Section Supervisor. Each section-utilizing volunteers shall designate one or more Section Supervisors to supervise the assigned volunteers. Section Supervisors duties are:
 - 1. Section Needs. Section Supervisors will determine which tasks within the section a volunteer can perform. The Section Supervisor will also determine how many volunteers the section will need.
 - 2. Job Description. The Section Supervisor will prepare a brief job description for each task that will be performed by volunteers. This information will be kept in the permanent volunteer/program file.
 - 3. Supervision. The Section Supervisor is the immediate supervisor of the volunteer. The Supervisor is also the first link in the chain of command for the volunteer. The supervisor will ensure the volunteer/intern signs in and out every day they are on duty and will provide a monthly tally of the hours volunteered by each member to the Police Department Volunteer Services Specialist.

4. Training. Section Supervisor will provide the volunteer with the necessary training they require to conduct their expected duties.
5. Evaluation. The Section Supervisor will evaluate the volunteer and Volunteer Program and provide the information to the Police Volunteer Supervisor. The evaluation should include criticisms, suggestions, and commendations about the volunteers and the program.
6. Professionalism. The Section Supervisor will ensure that the volunteers are treated in a professional manner by police personnel. The Section Supervisor will also ensure that the volunteers treat the public and police personnel in a professional manner.

5.10 PROGRAM RULES

- A. Confidentiality. All information obtained through a volunteer's position with the Police Department will remain confidential.
- B. Rules and Regulations. All volunteers are expected to familiarize themselves with all rules, regulations, and procedures of the El Paso Police Department.
- C. Volunteer or Intern ID Badge. Volunteers will not display the Volunteer or Intern Badge when off duty. The badge is not to be used as identification for the solicitation of special considerations. The Volunteer/Intern ID Badge will not be used to gain entry into any Department facility other than the assigned location unless they check in with the front desk staff and provide a reason for visiting the facility. Using the Volunteer or Intern ID Badge to gain entry without proper authorization will result in access being revoked to all facilities. Access will only be re-established once an internal inquiry has been conducted and the volunteer program specialist and supervisor approve access. The Identification Badge is the property of the El Paso Police Department and is to be returned to the Department upon resignation or dismissal from the Volunteer Program.
- D. Law Enforcement Action. Volunteers shall refrain from taking or interfering with any law enforcement action, except as allowed by law. Volunteers will not carry any type of weapons or unauthorized law enforcement equipment while performing as a volunteer of the El Paso Police Department. Volunteers who possess a concealed handgun license or a license to carry (open carry) will not have in their possession a handgun at any time while performing as a volunteer of the El Paso Police Department. Volunteers will be required to sign a weapons waiver.
- E. Debts. Volunteers shall not incur any debts in the name of the City of El Paso or the El Paso Police Department.
- F. Police Property. Volunteers shall be held liable for any intentional or negligent damage or loss of police equipment.
- G. Intoxication. Volunteers shall not report for duty in any intoxicated condition, with an alcohol odor about them, or drinking intoxication liquors while on duty.
- H. Obedience of Laws. Volunteers shall not violate any law of the United States, State of Texas, or City of El Paso.
- I. Attention to Duty. Volunteers shall not give the appearance of inattention or neglect of duty while in the performance of their duties.
- J. Discipline. Any violation of the rules is considered sufficient grounds for dismissal from the Volunteer Program.
- K. Professional Conduct. Volunteers shall be courteous and respectful when dealing with the public. Volunteers shall give their name and identification number to any person who shall request it.
- L. Sexual Harassment and "Zero tolerance" Policy. As per Department and City policy.

 El Paso Police Department Auxiliary Services Manual	Chapter 6
Funeral Committee	Policy Effective: 07/20/2021 Previous Version: 10/24/2006

6.0 FUNERAL COMMITTEE

6.1 PURPOSE

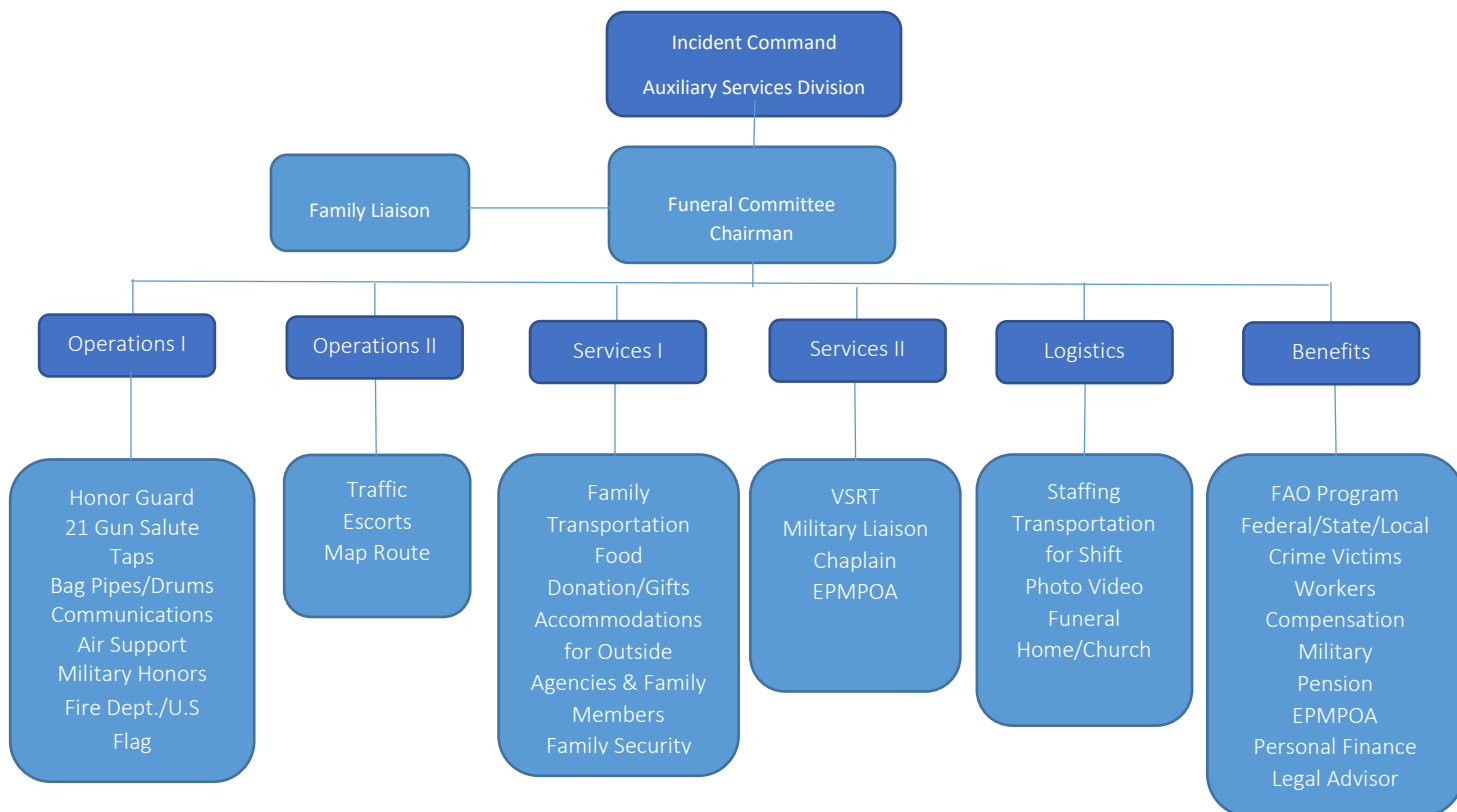
Ensures that appropriate honors and resources are provided for deceased, active, and retired sworn personnel, eligible civilian employees, and their families in a timely manner. All in accordance with El Paso Police Department policy and procedures.

6.2 AUTHORITY

The Funeral Committee falls under Auxiliary Services Division. Once activated by the Incident Commander, the Funeral Committee will assume command of all funeral planning operations until the conclusion of the services.

6.3 STRUCTURE

Funeral Committee Organization Chart



6.4 APPOINTMENT

Designation of funeral committee members is a combination of full time officers and civilians from within the Department, any rank, on a volunteer basis not to exceed 30 members. Members are then required to commit to a one-year service period. The committee structure is comprised of the following:

- A. Chairman. The Chairman, who is a full-time member, organizes and coordinates all functions of the committee. They are selected and appointed by the Auxiliary Services Division Lieutenant.
- B. Board Members. The board consist of nine members: the Auxiliary Services Division Lieutenant, the Chairman, and six board members. Board members head a specific service function within the funeral committee. After one year of service within the committee, committee members may submit a memo of interest for appointment as a board member. After an interview with the Chairman and Auxiliary Services Division Lieutenant, board members will be chosen and assigned as head of one of the six service functions within the committee. A board member position may be filled as the need arises.
- C. Committee Members. Volunteers are chosen yearly and on an as-needed basis. Volunteers must send an email answering the committee announcement. Volunteers are then selected and appointed to the various functions within the committee by the board.

Resignation of service to the committee must be submitted in writing to the Chairman. The Auxiliary Services Division Lieutenant can modify, change, appoint, or vacate positions at their discretion.

6.5 ACTIVATION

Activation of the Funeral Committee will be initiated by the Incident Commander (Auxiliary Services Division Lieutenant) when the services of any part of the committee are required. The chairman will be responsible for activation of the committee board members. The board members will then activate committee members based on the needs and services recommended.

6.6 OUTSIDE AGENCIES


Board members will coordinate with outside agencies for assistance based on the need of the services.

6.7 BENEFITS AND LONG TERM SUPPORT

Recognizing the gap that is left in the lives of the family after a death of an officer, the committee shall ensure that the families are offered continuous support and inclusion in the events surrounding the El Paso Police Department as long as they so desire. The committee will appoint a representative to each family that has suffered a loss in order to coordinate services based on the needs of that family. The representative shall communicate those needs and requests to the members. The Committee Chairman is responsible for briefing the Department's Auxiliary Services Division Lieutenant on the status of the families.

6.8 ANNUAL POLICE WEEK

The Funeral Committee shall be involved in coordinating the Annual Police Week events under the direction of Auxiliary Services Division. The Funeral Committee Board/Members shall be temporarily assigned under Auxiliary Services Division command during the duration of the Annual Police Week.

 El Paso Police Department Auxiliary Services Manual	Chapter 7
Funeral Honors	Policy Effective: 08/11/2023 Previous Version: 07/20/2021

7.0 FUNERAL HONORS

7.1 PURPOSE

In recognition of service, the Department will honor the deceased by providing honors as described in this policy.

7.2 ACTIVATION

Upon the loss of an officer or eligible civilian, or when an incident occurs that may lead to the death of an officer, notification will be made to the Funeral Committee through Communications. In the event the Funeral Committee is activated, the following procedure will be followed:

- A. The Funeral Committee Board will determine and verify the applicable honors to be rendered.
- B. The El Paso Police Academy will make notification to TCOLE regarding the deceased's peace officer status.
- C. Auxiliary Services Division will coordinate with the Mayor of El Paso and the Office of the Governor to acquire permission to fly U.S. and Texas flags at half-staff and make the request for the State of Texas flag from the Office of the Governor.
- D. Any consideration regarding staffing will be made at the discretion of the Chief of Police.

7.3 LINE OF DUTY DEATH

Line of Duty Death honors apply to a Police officer, whether on or off duty, who is killed while taking police action or due to their profession becomes a victim of a crime resulting in their death. The following resources or honors will be rendered:

- A. A liaison designated by the Funeral Committee to the deceased's family.
- B. A Class A uniform for the deceased, if requested by the family.
- C. A United States flag for presentation to the family (a separate flag for the spouse of the deceased officer and parents of the deceased officer).
- D. Sentry duty consisting of and coordinated by the Honor Guard and volunteers.
- E. Marked patrol units to conduct traffic control/parking.
- F. A Motorcycle Honor Escort of the hearse consisting of four motors officers.
- G. Taps and bagpipes.
- H. A 21 Gun Honor Detail.
- I. An Air Support Unit fly over.
- J. Citywide broadcast by Communications of a final radio call.

If any services take place out of town, the Honor Guard and a representative from the Chief's Office will accompany the deceased officer.

7.4 NON-LINE OF DUTY DEATH

An active officer, on or off duty, who dies of natural causes or circumstances not defined as a line of duty death, will be provided the following resources and/or honors:

- A. A liaison designated by the Funeral Committee to the deceased's family.
- B. A Class A uniform for the deceased officer, if requested by the family.
- C. A United States flag for presentation to the family (a flag for spouse of deceased officer and parents of deceased officer). The flag(s) will be presented by the Division Commander where the officer was assigned.
- D. Sentry duty consisting of and coordinated by the Honor Guard.
- E. Marked units to conduct traffic control/parking.
- F. A Motorcycle Honor Escort of the hearse consisting of two motors.
- G. Taps or Bagpipes.
- H. A 21 Gun Honor Detail.
- I. Regional broadcast of a final radio call if the death occurred during duty.

7.5 DEATH OF RETIRED OFFICER

An officer, who retired under honorable circumstances from the Department, will be provided with the following resources and/or honors:

- A. A liaison designated by the Funeral Committee to the deceased's family.
- B. A Class A uniform for the deceased if requested by the family.
- C. A U. S. flag for presentation to the family (a flag for the spouse of deceased and parents of deceased). The presenter, when possible, shall be at least one rank higher than the deceased.
- D. Marked units to conduct traffic control/parking.
- E. A Motorcycle Honor Escort of the hearse consisting of four motors.
- F. Taps.
- G. A Rifle Squad presenting a 21-gun salute.

7.6 CANINE DEATHS/RETIRED CANINE DEATHS

A Canine that dies whether in the line of duty or off-duty will be provided with the following resources and/or honors, which may be conducted at the facilities of or in cooperation with the Animal Services Department of the City of El Paso.

- A. A liaison designated by the Funeral Committee to the canine's handling officer.
- B. A U.S flag for presentation to the handling officer. The presenter when possible shall be at least a rank higher than the K9 Handler.
- C. Marked units to conduct traffic control/parking.
- D. A Motorcycle Honor Escort of the hearse consisting of four motors.
- E. Taps and Bag Pipes.
- F. A Rifle Squad presenting a 21 gun salute.

7.7 EL PASO POLICE DEPARTMENTS CIVILIAN EMPLOYEES (ON DUTY DEATHS/RETIRED)

Eligibility

- A. Must be current EPPD employee at the time of passing or

- B. Must have been an EPPD employee for a period of no less than 20 years

If qualified, Civilian Honors would include:

- A. A liaison designated by the Funeral Committee to the deceased's family.
- B. A EPPD Flag in a shadow box presented to the family by an employee of that respective Regional Command Center to which the employee was assigned to.
- C. A Motorcycle Honor Escort of the hearse consisting of two motors.

7.8 ALL OTHER INCIDENTS


Funeral resources and/or honors not specifically covered by this policy shall be reviewed by the Funeral Committee Board for approval and action.

7.9 CHIEF OF POLICE DISCRETION

The Chief of Police retains discretion to depart from specified honors and resources as set forth in this policy as deemed appropriate on a case-by-case basis.

7.10 SWORN OFFICER PROTOCOL

- A. Personnel attending funeral services will wear a clean and pressed Class A uniform or professional business attire.
- B. The Class A uniform will consist of standard issue equipment or comparable for the purpose of a consistent appearance. The following are not allowed: chewing gum, sunglasses, multicolored equipment, or accessories.
- C. Sworn Personnel Appearance should adhere to established Department Guidelines.
- D. All uniformed officers attending the funeral services will file into a formation, determined by Rank.
- E. Funeral participation should reflect the wishes of the deceased officer or their family.
- F. Mourning bands will be worn from the day of the death until midnight on the day of the funeral. Mourning bands shall only be of a solid black color; black electric tape is not acceptable.
- G. The deceased officer's shift/section will be allowed to attend services. Arrangements to cover assignments will be made by the affected command. Attendance by on-duty personnel is at the discretion of the commander or the lieutenant in units with no assigned commander.

 El Paso Police Department Auxiliary Services Manual	Chapter 8
Honor Guard	Policy Effective: 07/20/2021 Previous Version: 10/24/2006

8.0 HONOR GUARD

8.1 PURPOSE

This policy is to ensure we have a well-trained Honor Guard/Bagpipes/Drum Corps to serve as our official ceremonial unit to render final honors to deceased Sworn Personnel. For the purposes of the Policy, Bagpipes and Drum Corps will be combined with Honor Guard and will serve as one functional unit. The Honor Guard may also represent the Department at other functions with prior approval from the Funeral Committee Lieutenant. The Honor Guard is the only unit that may represent the Service Personnel as a ceremonial unit.

8.2 SELECTION PROCESS AND LENGTH OF COMMITMENT

Interested officers will follow the coveted transfer policy process and will be subject to a structured interview. Selections will be made based upon applicant's qualifications from the "Highly Qualified" applicants. If there are no Highly Qualified applicant, the board may choose from the qualified applicant list. Newly appointed Honor Guard members must make a minimum commitment of three years of service. The Honor Guard members must also attend all required training. Inactive members who are in good standing may be called upon to serve if necessary, pending supervisory approval.

8.3 CHAIN OF COMMAND

Honor Guard members will be activated by the Lieutenant of the Funeral Committee and report to the Commanding Officer of the Honor Guard. The following situations in which the Honor Guard will deploy include, but are not limited to:

- A. Officer Line of Duty Deaths
- B. Officer Off-Duty Deaths
- C. Retired Officer Deaths
- D. Canine Deaths
- E. El Paso Police Civilian Employee Deaths (pursuant to Chapter 7.7 Funeral Committee Policy)
- F. Annual Police Week
- G. Outside Agency Law Enforcement Deaths
- H. City-requested functions

8.4 HONOR GUARD ACTIVATION AND NOTIFICATION PROCEDURES

- A. Notification. When an event or ceremony is approved or requested by the Chief of Police, or their designee, the Lieutenant of the Funeral Committee will be the first team member notified

of the function. The Commanding Officer then will notify all Honor Guard team members of the time and date of the function taking place. Notification will be via phone call, text, or email.

- B. Activation. Upon notification of a function taking place, the Lieutenant of The Funeral Committee will determine how many team members will be required to perform the approved function. The Lieutenant of the Funeral Committee will select the team that is deemed most qualified to perform the tasks needed during the ceremony. The Lieutenant of Funeral Committee or designee will call the team members that will be activated for the function. All team members will be notified of every function, but only the activated members will participate in the event(s).


8.5 CONDUCT AND PERFORMANCE

Honor Guard members must demonstrate adherence to all conduct laws, rules, regulations, and policies set by the El Paso Police Department. The Commanding Officer of the Honor Guard (Lieutenant Auxiliary Services) will review all allegations of misconduct and poor performance on the part of an Honor Guard member on a case-by-case basis and reserves the ability to suspend or remove Honor Guard members based on conduct and performance-related issues or administrative investigations. The suspension or removal of an Honor Guard member is not considered punitive in nature. Membership to the Honor Guard and participation in Honor Guard duties are voluntary in nature and are not a condition of employment.

8.6 UNIFORM, APPEARANCE, FITNESS AND CONDUCT STANDARDS

Because of the Honor Guard's unique mission, the El Paso Police Department requires high standards of appearance. Honor Guard officers must appear as "one face" and grieving family members should not be distracted by an individual officer's appearance.

- A. Uniform. The Honor Guard uniform is unique to the Guard. Officers performing ceremonial duty must wear the uniform as instructed by the Lieutenant of Funeral Committee.
- B. Appearance. Prior to any event, a uniform inspection will be conducted. If an officer does not meet the standards during uniform inspection, the officer will be replaced for the event or designated to a reduced serving capacity. During ceremonial events, Honor Guard officers must meet the appearance standards. Only distinction in uniform will be the color of rank upon the uniform, gold vs silver. No other striping or pins will be allowed on the Honor Guard uniform.
- C. Fitness. Honor Guard officers must be able to perform ceremonial duties (casket carry, stand at attention for long periods of time, etc.) all while maintaining composure and executing assigned tasks respectfully, thus demonstrating a minimum physical fitness level.

 El Paso Police Department Auxiliary Services Manual	Chapter 9
Awards Committee	Policy Effective: 07/20/2021 Previous Version: 10/24/2006

9.0 AWARDS COMMITTEE

9.1 AUXILIARY SERVICES

The Strategic Planning Auxiliary Services will be responsible for all duties associated with the Awards Committee.

9.2 AWARDS AND RECOGNITION

The purpose of the Awards Committee is to award employees for exceptional performance and to ensure the Department recognizes employees whose performance has embodied the essence of the Department's adopted Core Values and Mission Statement and who have demonstrated a strong commitment to employing those values in their work.

9.3 AWARDS COMMITTEE

It is the responsibility of the committee to oversee, manage, investigate, document, and record all awards, citations, commendations, and findings for any meritorious act or service rendered by any member of this Department or by any citizen of this community. The awards committee will also arrange for formal presentation of all Department awards for employees and private citizens.

9.4 COMMITTEE MEMBERSHIP

The committee will consist of twelve employee representatives, six sworn and six civilian employees. One Chairperson will be selected by the Chief of Police or designated representative. One voting Vice-Chairperson will also be selected by the Chief of Police or designated representative. If the Chairperson is a sworn employee, the Vice-Chairperson will be a civilian employee and vice-versa. There will be twelve voting committee members. The Chairperson will vote only in the event of a tie among the twelve voting members. Selections will be made as follows:

- A. One sworn, plus one alternate for each, from the Regional Commands
- B. One sworn, plus one alternate, from Police Headquarters
- C. One civilian employee, plus one alternate for each, from the Regional Commands
- D. One civilian employee, plus one alternate, from Police Headquarters

9.5 TERMS OF SERVICE

Committee members will serve one year terms and may be selected to serve a maximum of three consecutive terms. The Awards Committee members will be selected and seated by the 1st day of each fiscal year. Selected members will meet monthly as determined by the Committee Chairperson.

9.6 RESPONSIBILITIES OF COMMITTEE POSITIONS

- A. Chairperson. The Chairperson will direct the committee and will review all awards, citations, or commendations before they are presented to the Chief. The Chairperson will vote only to break ties.
- B. Vice-Chairperson. The Vice-Chairperson will serve as a voting member of the committee and will assist the Chairperson by ensuring that all cases presented are complete and accurate, members are advised of meetings, vacancy notices are sent, memos of interest are reviewed, etc. The Vice-Chairperson will also assume the responsibilities of the Chairperson in the Chairperson's absence.
- C. Voting Members. Voting members of the committee will be responsible for attending all meetings, ensuring that the respective alternate committee member attends meetings during absences, and voicing to the committee the concerns of the group represented.

9.7 PROCEDURE

Any employee may make a recommendation for commendation. Recommendations will be made in writing and submitted to the employee's supervisor. The supervisor will complete the Recommendation for Commendation Form and submit it through the chain of command to the Awards Committee. The recommendation, once submitted, will continue through the process until final disposition is made by the Awards Committee. Supervisors will not hold back recommendations from being forwarded to the Awards Committee but may include comments on the Recommendation for Commendation Form regarding the recommendation.

- A. Time Limitations. Recommendations will be made within 30 working days of the completion of the event. Recommendations submitted outside the time limit may be considered on a case-by-case basis by the Awards Committee.
- B. Citizens. Recommendations for citizens will be submitted in the same manner as those for Department employees.
- C. Verification. The Awards Committee is authorized to investigate the facts of a case, to include requesting to view documents and electronic data depicting the incident. Access to case sensitive information on criminal cases may be withheld by the investigative unit commander if there is a reasonable belief that release of the information will jeopardize the criminal case.
- D. Committee Decisions. All decisions made by the Awards Committee will be submitted to the Chief of Police, or their designee, for final approval. Final disposition of all awards is at the discretion of the Chief of Police. Appeals of Awards Committee decisions may be made, in writing, to the Chief of Police, or their designee. Each Region and Headquarter will be provided with the opportunity to participate in the voting process by having respective representatives participate in the Awards Committee but if at any time participation they are not present, then that particular section will forfeit the opportunity to file an appeal.

9.8 AWARDS

- A. Police Cross. The Police Cross is the highest award given to any member of the Department who makes the ultimate sacrifice in the performance of their duty. The Police Cross will be awarded posthumously to the immediate family of any member of the Department whose life is lost in the performance of duty under honorable conditions.
 - 1. The Police Cross is a medallion in the form of a sunburst with a superimposed cross, with

- the words "Police Cross" engraved across a banner and the Department emblem located at the center of the medallion. The medal is attached to a blue and white "Windsor" fold cloth ribbon bar.
2. The award will consist of a citation and a glass-covered shadow box. The Officer's badge and the Police Cross medallion will be mounted in the glass-covered shadow box. The Police Cross will be presented by the Chief of Police.
 3. The Police Cross is higher in precedence and supersedes any other award resulting from the same incident.
- B. Medal of Honor. The Medal of Honor is the highest award presented to any Officer of the Department. The Medal of Honor may be awarded to any officer of the Department who is conspicuously distinguished through gallantry and heroism at the risk of the Officer's own life. The deed performed must have been a voluntary act of personal bravery or self-sacrifice so conspicuous as to distinguish the individual for gallantry and heroism above that of peers. The act must have involved risk of the officer's life or great risk to personal safety, known to the officer before performing the act, in an effort to save human life.
1. Incontestable proof of the performance of the service will be required. Each recommendation for the award will be considered on the standard of extraordinary merit. It must be the type of deed that if left undone would not subject the officer to any justifiable criticism.
 2. The act must be above and beyond the normal call of duty.
 3. An accumulation of minor acts of heroism does not justify the award.
 4. The Medal of Honor is a medallion in the form of a sunburst and with a banner superimposed above the centered police emblem with the words "Medal of Honor" engraved across the banner. A double pin and a blue, white, and red ribbon attached above an Aladdin's Lamp. The medal is attached below Aladdin's Lamp.
 5. The award will be accompanied by a solid dark blue cloth ribbon bar and a certificate signed by the Chief of Police.
 6. Subsequent awards will be in the form of a gold star and certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- C. Medal of Valor. The Medal of Valor will be awarded to any officer of the Department for acts of exceptional bravery performed at a risk to personal safety or life in an effort to protect property or save human life. The act must clearly delineate valor from lesser forms of courage.
1. Incontestable proof of the performance of the service will be required. Each recommendation for the award will be considered on the standard of distinctive merit. It must be the type of deed that if left undone would not subject the officer to any justifiable criticism.
 2. The act must be above and beyond the normal call of duty.
 3. An accumulation of minor acts of bravery does not justify the award.
 4. The Medal of Valor is a medallion in the form of a sunburst and with a banner superimposed above the centered police emblem with the words "Medal of Valor" engraved across the banner. The medallion is suspended from a red ribbon attached above an Aladdin's Lamp.
 5. The award will be accompanied by a solid red cloth ribbon bar and a certificate signed by the Chief of Police.
 6. Subsequent awards will be in the form of a gold star and certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- D. Purple Heart. The Purple Heart medallion will be awarded to any member of the Department who has been critically injured in the direct performance of police duty under honorable

conditions. The award will be limited to those cases resulting from attack by an assailant, personal combat, or the performance of an act of valor or honor. The wound must have required treatment by a physician.

1. Incontestable proof of the performance of the act will be required. Each recommendation for the award will be considered on the standard of distinctive merit. It must be the type of deed that if left undone would not subject the officer to any justifiable criticism.
 2. The Purple Heart is a medallion with a banner superimposed above the centered police emblem with the words "Purple Heart" engraved across the banner.
 3. The award will be accompanied by a solid purple cloth ribbon bar and a certificate signed by the Chief of Police.
 4. Subsequent awards will be in the form of a gold star and a certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- E. Lifesaving Award. The Lifesaving Award is given to any officer, civilian, or volunteer member of the Department who has rendered exceptional first aid that, because of the member's efforts, resulted in the saving of a human life or in instances where a Department member has made a successful rescue attempt and it can be clearly documented that, without the intervening action, the victim would have lost their life.
1. The person whose life was in jeopardy must survive, if only for a short time.
 2. The award is in the form of a blue/white/red cloth ribbon bar and certificate signed by the Chief of Police for the first time a life is saved.
 3. Subsequent awards will be in the form of a gold star and a certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- F. John Lanahan, Jr. Award of Excellence. The award will be given to any officer of the Department who has initiated or established an innovative program, policy, or concept that has led to improvements in police operations. The purpose of this award is to recognize an individual whose "hands on" leadership, personal dedication, and leadership style contributed to innovative police techniques and/or initiatives, the goal of which established a long-term commitment to change, improved performance results, built partnerships with the community, and exceeded department goals.
1. This change should be unique and the innovative change must differ from long standing tradition. It must also have set precedence in the Department and have been successful.
 2. The change must have been replicated and adapted by others to serve as guidance and a model for their use.
 3. The award is in the form of a gold/red cloth ribbon bar and a plaque.
 4. The award will be presented only when warranted.
- G. Meritorious Service Award. The Meritorious Service Award will be presented to any officer, civilian, or volunteer member of the Department for superior performance of any assignment over a prolonged period of time. Performance of the assignment must place the person well above others of equal rank or grade or whose superior performance brings about a high level of achievement to the employee's unit. The Meritorious Service Award may be awarded at any time during the year with the official presentation being at the EPPD Annual Awards Ceremony.
1. The award may be awarded to any distinct work group of more than one employee when the actions of the group, as a whole, meet the above qualifications.
 2. The award will be in the form of a green/white/green cloth ribbon bar and a certificate signed by the Chief of Police for Officers; a meritorious pin and a certificate signed by the Chief of Police for civilians and volunteers.

3. Subsequent awards will be in the form of a gold star and a certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- H. Military Service Award. This award recognizes Police employees who served in the Armed Forces of the United States of America, to include Reserve and National Guard components, prior to employment with the El Paso Police Department or during their employment with the El Paso Police Department.
1. Police employees, who were activated for a period of 60 days during one or more military conflicts (i.e. Desert Storm, Operation Enduring Freedom, etc.), while employed by the El Paso Police Department, shall be distinguished with a Gold Star on the Military Service Ribbon for each deployment.
 2. Employees will submit a memo to the Awards Committee specifying dates of activation, branch of service, and the name of the conflict. If available, copies of military orders and/or DD214 form shall also be submitted to the committee.
 3. The award is in the form of a white/blue/green/blue/white cloth ribbon representing each of the primary branches of military service.
- I. Supervisor of the Year. The Supervisor of the Year award will be awarded to a Supervisor who excels in their position with their dedication to duty, service, and leadership throughout the year, combined with excellent work performance helping the Department meet its goals. Supervisor of the Year is selected from nominations submitted to the committee and is presented the award by the Supervisor's Commander at their duty station.
1. The award consists of a white/blue/gold/blue/white ribbon and a certificate signed by the Chief.
 2. Subsequent awards are in the form of a gold star and a certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- J. Detective of the Year. The Detective of the Year award will be given to a Detective who demonstrates outstanding work on a significant project(s) and exhibits an overall exceptional work ethic, investigative shrewdness, and tenacity, and consistently produces high-quality work. The Detective of the Year is selected from nominations submitted to the committee and is presented the award by the Chief of Police, or their designee.
1. The award consists of a red/white colored ribbon and a certificate signed by the Chief.
 2. Subsequent awards are in the form of a gold star and a certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- K. Field Training Officer (F.T.O) of the Year. The F.T.O. award will be given to an officer that is currently an active F.T.O. that has gone through the Department F.T.O. program. The award will be the Department's manner of recognizing those who strive to instill a good work ethic and a positive mentorship among the newly trained probationary officers. The following criteria will be required to nominate an individual for this award:
1. The F.T.O. must have exemplary skills as an instructor/teacher, role model, and mentor. The supervisor submitting the F.T.O.'s name must provide documentation demonstrating that the F.T.O. has met these requirements.
 2. The F.T.O. must demonstrate that they are a positive influence, not only on the F.T.O.'s probationary officer but on the shift and region where the F.T.O. works. There must be supporting documentation by the nominating supervisor.
 3. The F.T.O. must be able to positively communicate with the probationary officer, ensuring that the probationary officer is learning what is required. There must be supporting documentation for this requirement.
 4. The F.T.O. must have a rating of exceeds performance standards or higher during the last

- reported rating period.
5. The award is in the form of a yellow/white cloth ribbon bar and a certificate signed by the Chief of Police.
 6. Subsequent awards are in the form of a gold star and a certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- L. Officer of the Year. The Officer of the Year award will be given to an officer who demonstrates an exceptional work ethic, maintained the highest standard of leadership, distinguishing themselves by superior accomplishments and effectiveness. The Officer of the Year is selected from nominations submitted to the committee and is presented the award by the Chief of Police, or their designee.
1. The award consists of a yellow/blue ribbon and a certificate signed by the Chief.
 2. Subsequent awards are in the form of a gold star and a certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- M. Civilian of the Year. The Civilian of the Year award will be given to a civilian employee whose work performance and actions are clearly above and beyond the call of ordinary duty. The Civilian of the Year is selected from nominations submitted to the committee and is presented the award by the Chief of Police, or their designee.
1. The award consists of a white/green/red/green/white colored ribbon and a certificate signed by the Chief.
 2. Subsequent awards are in the form of a gold star and a certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- N. Sworn Unit of the Year. The Sworn Unit of the Year award is conferred upon the unit that has the most successfully contributed to the accomplishment of the El Paso Police Department's Mission.
1. The award is in the form of a black/gold cloth ribbon bar and a certificate signed by the Chief of Police for Officers. Individual members of the unit will have a copy of the award recommendation placed in their personnel file.
 2. In instances where the unit consists of members from various sections, individual certificates will be presented.
- O. The Civilian Unit of the Year. The Civilian Unit of the Year award is conferred upon the civilian unit that has the most successfully contributed to the accomplishment of the El Paso Police Department's Mission.
1. The award is in the form of a white/blue cloth ribbon bar and a certificate signed by the Chief of Police. Individual members of the unit will have a copy of the award recommendation placed in their personnel file.
- P. Regional Command of the Year. The Regional Command of the Year award will be selected by the Awards Committee. The Regional Command of the Year award criteria will be as follows: Significant crime reduction statistics, a decrease in citizen complaints, and the use of innovative strategies and community partnerships to accomplish the El Paso Police Department's mission.
1. The award will be in the form of a blue/white/blue cloth ribbon bar and a certificate signed by the Chief of Police for Officers. Individual members of the Region will have a copy of the award recommendation placed in their personnel file.
 2. Subsequent awards will be in the form of a gold star and a certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
 3. A "Regional Command of the Year" trophy will be presented to the Regional Commander. If the awarded Region subsequently wins consecutive Regional Command of the Year awards, then at that time the Region will be able to keep the Trophy. The Awards Committee will

subsequently replace the trophy. In the event the Region does not win consecutive years, then the award will be passed onto the Awarded Region.

- Q. Special Operations Command Service Award (S.O.C). The S.O.C Service Award will be presented to any officer of the Department for dedicated performance and honorable service within any of the current identified special teams. The minimum commitment period for the respective team of service must be met. This award is to be worn after the departure of the team and not while currently in service.
- R. Community Service. The Community Service Award is an annual award presented to a member of the Department who, through their efforts, displays an unusually effective manner of employing the Community Policing Philosophy within the community by providing services that embody one or more of the following concepts:
 - 1. The police community working together to solve social crime issues by improving the overall quality of life of the community.
 - 2. Challenging or enlightening people in the process of policing themselves through the philosophy of power-sharing.
 - 3. Exploring new solutions to local concerns through continuous and sustained contact between the community and the law enforcement community.
 - 4. Making a great impact by producing changes that will make communities safer and more attractive places to live in the future.
 - 5. Protecting and enhancing the lives of the citizens of the community.
 - 6. Working with other community agencies to improve the lives of its citizens.
 - 7. The award consists of a solid light blue ribbon and a certificate signed by the Chief.
 - 8. Subsequent awards for Officers will be in the form of a gold star and a certificate. There will be a limit of three gold stars; however, a certificate will be awarded for each incident.
- S. Chief's. The Chief's award is given to an individual, outside agency, school or college, or civic group or club in recognition of an extraordinary contribution to local law enforcement, public safety, and/or welfare of the local community. The award will be the Department's manner of recognizing those who strive to make our community a better and safer place to live.
 - 1. If the award involves a unit comprised of more than one person, one certificate will be presented to the group.
 - 2. The award will be in the form of an award plaque and certificate that will be presented by the Chief of Police.
- T. Employee of the Month. The EPPD Employee of the Month is selected by the Awards Committee based on nominations for approved medals or awards.
 - 1. The Employee of the Month is not an annual award and will be recognized by a certificate signed by the Chief of Police.
 - 2. Distribution will be made by the Awards Committee as follows:
 - a. One copy of the letter to the employee's division file
 - b. One copy of the letter to the Chief's Office personnel file
 - c. Original letter to the recipient
- U. Unit Commendation. The Unit Commendation is presented to an entire section, committee, detail, shift, or task force which excels in performance beyond that required by Department policy and procedures and when such performance is the direct result of a coordinated and cumulative effort of all assigned members performing as a team.
 - 1. The award is in the form of a certificate. Individual members of the unit will have a copy of the award recommendation placed in their personnel file.

2. In instances where the unit consists of members from various sections, individual certificates will be presented.
 3. Distribution will be made by the Awards Committee as follows:
 - a. One copy of the letter to the employee's division file
 - b. One copy of the letter to the Chief's Office personnel file
 - c. Original letter to the recipient
- V. Employee Commendation. The Employee Commendation is presented to any Department employee for services that have contributed to an overwhelming degree of success for a difficult project, operation, or response to an out of the ordinary or challenging event, over any period of time.
1. The award is in the form of a certificate signed by the Chief of Police.
 2. Distribution will be made by the Awards Committee as follows:
 - a. One copy of the letter to the employee's division file
 - b. One copy of the letter to the Chief's Office personnel file
 - c. Original letter to the recipient
- W. Division Commendation. Awarded to any Department employee for the noteworthy performance of regular duties.
1. The Division Commendation will not be submitted to the Awards Committee for review. It will be approved by the employee's Commander or Civilian Manager.
 2. Distribution will be made by the employee's Commander or Civilian Manager as follows:
 - a. One copy of the letter to the employee's division file
 - b. One copy of the letter to the Chief's Office personnel file
 - c. Original letter to the recipient
- X. TCOLE License Award. Officers who successfully complete the basic TCOLE license will receive a white cloth ribbon with four red bars. A gold star will be added upon completion of an Intermediate Certification. A second gold star will be added upon completion of an Advance Certificate. A third gold star will be added upon completion of a Master Certificate.
- Y. Revocation of Awards. The Chief of Police may revoke an award if there is significant cause and facts that would have prevented original approval of the award.

9.9 AWARD PRESENTATIONS

All medals and Annual Departmental Awards will be presented by the Chief of Police, or their designee, at the annual awards ceremony.

9.10 AWARD BARS

Ribbons are worn in order of precedence from the wearer's left to right (most important closest to the heart) in one or more rows, with no more than a 1/8-inch space between rows. No more than three ribbons are worn in any one row. Employees will not start a new row of ribbons until the row below it has been filled with three ribbons. The bottom row of ribbons will be placed approximately ½ of an inch above and centered on the nameplate. If more than one row of ribbons are worn, the top row of ribbons will be centered on the row beneath. The order of precedence and ribbon depictions can be located in the attached appendix.












9.11 ORDER OF PRECEDENCE FOR AWARD RIBBONS

The following list indicates the order of precedence when two or more award ribbons are worn:

- A. Medal of Honor
- B. Medal of Valor
- C. Purple Heart
- D. Life Saving
- E. John Lanahan Jr. Award of Excellence
- F. Meritorious Service
- G. Distinguished Service*
- H. Military Service
- I. Executive of the Year*
- J. Supervisor of the Year
- K. Detective of the Year
- L. FTO of the Year
- M. Officer of the Year
- N. Civilian of the Year
- O. Unit of the Year
- P. Civilian Unit of the Year
- Q. Regional Command of the Year
- R. Special Operations Command Service Award
- S. Community Service
- T. TCOLE Academic Recognition*
- U. TCOLE License Award
- V. Physical Fitness*
- W. Perfect Attendance*

** Indicates ribbons previously awarded, but no longer included in Department Awards.

APPENDIX

	Medal of Honor
	Medal of Valor
	Purple Heart
	Life Saving
	John Lanahan Jr. Award of Excellence
	Meritorious Service
	Distinguished Service **
	Military Service
	Executive of the Year **
	Supervisor of the Year
	Detective of the Year



FTO of the Year



Officer of the Year



Civilian of the Year



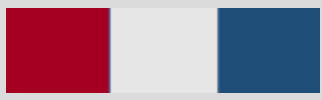
Unit of the Year



Civilian Unit of the Year



Regional Command of the Year



S.O.C Service Award



Subsequent awards will be for those who served honorably on more than one team, which will be depicted by a star centered in the gray bar.



Community Service



FBI National Academy/LEMIT Graduate **



TCOLE Academic Recognition.



TCOLE License Award




Physical Fitness**



Perfect Attendance**

* Indicates ribbons previously awarded, but no longer included in Department Awards.

 El Paso Police Department Auxiliary Services Manual	Chapter 10
Seizure Processing Officer	Policy Effective: 07/20/2021 Previous Version: 10/24/2006

10.0 SEIZURE PROCESSING OFFICER

10.1 MISSION

It is the mission of the Seizure Processing Officer to process seizure of abandoned currency and personal property as mandated by the Code of Criminal Procedures Chapter 18, article 18.17. The detail shall accomplish this mission through the accurate and timely correspondence and communication to the rightful owner through certified mail, subsequent to the posting of a notice in a publication of general circulation. The detail shall then notify the Administrative Services Manager of the outcome after the posting.

- A. The Seizure Processing Officer maintains an interactive relationship with the Secret Service agent assigned to suspected counterfeited monies submitted to the Property Office. Upon determination from the Secret Service that counterfeit monies are deemed genuine, the Seizure Processing Officer will take additional steps to notify the rightful owner to claim their monies.
- B. The Seizure Processing Officer works with a publication of general circulation, The El Paso Times, in order to post the currency for general public view and await the claim of said currency. Modifications, changes, and deletions to the postings are made as necessary.

10.2 RECORD MAINTENANCE

The Seizure Processing Officer will record and maintain a detailed log on an excel spreadsheet of property valued at \$500 or more and all incoming currency regardless of monetary value. The spreadsheet will address the following process:

- A. Case number, property ID, and currency amount
- B. Secret Service currency returned
- C. Currency/property is abandoned
- D. The name and last known address of the owner
- E. The investigator's name/ID#
- F. Certified letter cost, tracking number, date sent, and 90-day expiration date
- G. Newspaper posting date, cost, and 90-day expiration date
- H. Date cleared for deposit
- I. Date property deemed \$500 or more cleared for auction

10.3 CERTIFIED LETTER NOTIFICATIONS

In accordance with current Department policies and procedures (CCP. Ch.18, Article 18.17), if the property is not claimed by the owner, or a person authorized by the owner to claim the property, within 90 days from the date of this notice, the property will be considered abandoned. The property may be disposed of in accordance with Article 18.17 (b) of said Code. The proceeds after deducting the

reasonable expense(s) of keeping such property, as well as deducting the costs incurred in the disposition, will be placed in the treasury of the municipality or county giving notice. The Seizure Processing Officer will research and draft a certified letter to the owner of the currency or property to the owner's last known address. The notice letter should:

- A. Provide a description of the property and the name and address of the designated employee or officer holding the property.
- B. Inform the owner that, if the owner does not claim the property within the specified date, the property will be disposed of. The proceeds, after deducting the reasonable expense of keeping the property and costs of disposition, will be placed in the treasury of the City. The Seizure Processing Officer will keep track of letters, notices, and any other kinds of communications or documentation sent out. All such letters and notices will be scanned into the respective RMS report.

10.4 NEWSPAPER OF GENERAL CIRCULATION

The Seizure Processing Officer shall post once in a newspaper of general circulation in the municipality a notice containing a general description of the property held, the name of the owner if known, and the name and phone number, 915-212-0295, of the El Paso Police Department Property Office holding such property. A statement will be added that if the owner does not claim such property within 90 days from the date of the publication, such property shall be disposed of and the proceeds, after deducting the reasonable expense of keeping such property and the cost of the disposition, will be placed in the treasury of the municipality disposing of the property.


10.5 DISPOSITION OF CURRENCY

- A. Upon the expiration of 90 days, the Seizure Processing Officer shall ascertain which currency is below \$500 in value and which is \$500 or more in value.
- B. On the 91st day, for the currency that is deemed to be valued below \$500, and after exhausting all methods of contacting the rightful owner, the Seizure Processing Officer will make notification through the chain of command to the Administrative Services Manager to notify them that said currency has gone unclaimed and is, therefore, able to be requisitioned by the El Paso Police Department for its discretionary use.
- C. With the approval of the Assistant Chief of the Administrative Bureau, the notice for publication in a local newspaper will be prepared for currency that is \$500 or greater in value. The notice will be posted in a publication of general circulation, such as a local newspaper, providing public notice of pending unclaimed or abandoned currency. The owner will have 90 days from the date of said announcement in the newspaper to claim the currency. The Comptrollers Office will be notified through email or letter of the intent to seize the unclaimed or abandoned currency.
- D. On the 91st day, after the announcement has been published in the newspaper of general circulation, an email will be sent through the chain of command to the Administrative Services Manager to notify them that the said currency has gone unclaimed. The currency is eligible to be requisitioned by the El Paso Police Department for its discretionary use.

10.6 DISPOSITION OF PROPERTY

- A. Upon the expiration of 90 days, the Disposition Specialist shall ascertain which property is below \$500 in value and which is \$500 or more in value.

- B. On the 91st day, for the property that is deemed to be valued below \$500, a letter or email will be sent through the chain of command to the Administrative Services Manager to notify them that said property has gone unclaimed and is, therefore, able to be requisitioned by the El Paso Police Department for its discretionary use.
- C. With the approval of the Assistant Chief of the Administrative Bureau, the Disposition Specialist will notify the Seizure Processing Officer that a notice for publication in a local newspaper needs to be prepared for property that is \$500 or greater in value. The notice will be posted in a publication of general circulation, such as a local newspaper, providing public notice of pending unclaimed/abandoned property. The owner will have 90 days from the date of said announcement in the newspaper to claim the property. The Comptrollers Office will be notified through email or letter of the intent to seize the unclaimed or abandoned property.
- D. On the 91st day, after the announcement has been published in the newspaper of general circulation, a scanned letter or email will be sent through the chain of command to the Administrative Services Manager to notify them that the said property has gone unclaimed. The property is eligible to be requisitioned by the El Paso Police Department for its discretionary use.
- E. Property that is deemed \$500 or more that is unclaimed will be sent to auction with the proceeds being placed into the El Paso Police Departments' general fund.

 El Paso Police Department Auxiliary Services Manual	Chapter 11
Property Office	Policy Effective: 10/27/2021 Previous Version: 07/20/2021

11.0 PROPERTY OFFICE

This document establishes policies and procedures related to property and/or evidence collection, intake, barcoding, storage, maintenance, management, court delivery, transport, disposal, auction, release, and transfer. This document also establishes policies and procedures for facility security and safety and the documentation and notification requirements associated with property and/or evidence.

11.1 SCOPE

This policy applies to all Property Office personnel and other personnel who have functional responsibility and/or roles in handling property and/or evidence as outlined herein.

11.2 ADHERENCE TO REGULATIONS

Property Office personnel shall adhere to all federal regulations, state laws, city ordinances, policies, procedures, rules, and regulations concerning the handling of property and/or evidence.

11.3 OFFICIAL PROPERTY

The Property Office Sergeant serves as the Police Department's official Property Custodian. The terms Property Custodian, Custodian of Property, Property Office Supervisor, and Property Office Sergeant may be used interchangeably. The Assistant Chief of the Strategic Planning and Auxiliary Services Bureau and the Auxiliary Services Lieutenant will not be required to sign in or out of the Property Office. All others who enter the secured area of the Property Office will sign in and out.

11.4 INSPECTIONS, INVENTORY, AND AUDITS

Documented inspections, inventories, and/or audits of the Property Office shall be completed as follows:

- A. A quarterly on-site inspection of the Gun Room, Money Room/Narcotics Vault, Jewelry Room, or Property Storage Area will be conducted by the Property Office Sergeant. One of the four areas will be inspected each quarter with all four areas being inspected within a calendar year.
- B. Inspections will be conducted semi-annually by the person responsible for the property and evidence control function or their designee.
- C. Unannounced inspections of property storage areas are conducted as directed by the agency's Strategic Planning and Auxiliary Services Bureau Assistant Chief.
- D. An inventory of sections of the Property Office will be conducted each year and whenever the Property Custodian is assigned to and/or transferred from the position. The newly designated

Property Custodian and a designee of the Chief's executive personnel will conduct the audit jointly to ensure that the records are correct and properly annotated.

- E. An annual audit of property held by the agency will be conducted by the Assistant Chief of the Strategic Planning and Auxiliary Services Bureau.

11.5 PROPERTY COLLECTION

Property and evidence will be collected from the following areas:

- A. Central Regional Command Center (CRCC)
- B. Mission Valley Regional Command Center (MVRC)
- C. Northeast Regional Command Center (NERC)
- D. Pebble Hills Regional Command Center (PHRC)
- E. Westside Regional Command Center (WSRC)
- F. Headquarters (HQ)
- G. El Paso International Airport
- H. Texas Anti Gang Center (TAG), when TAG Center personnel request such services
- I. Crimes Against Children (CAC), when CAC personnel request such services

11.6 INTAKE, BARCODING AND STORING PROPERTY

- A. Receiving Property/Evidence
 1. Property received from the storage areas and/or lockers will be verified with the evidence log sheets.
 2. Any obvious discrepancy will be reported immediately to an on-duty supervisor or desk officer.
 3. The property/evidence will be returned to the on-duty supervisor or desk officer who will initial the Evidence Log Sheet indicating the return.
 4. Evidence custodians will notify the affected officer and supervisors, via email, of the necessary correction.
 5. Once the property or evidence has been corrected, the officer will follow established procedures for turning the property/evidence into the storage area and/or an available locker.
 6. Sealed evidence will not be opened by Property Office personnel.
 7. Evidence Custodians receiving firearms shall ensure that firearms have already been unloaded. At no time will evidence custodians unload a loaded firearm. If evidence custodians receive what appears to be a loaded firearm, such shall be turned over to the section's supervisor or desk officer for proper handling.
 8. Property dealing with biohazardous materials must be marked with a biohazard sticker.
 9. All currency regardless of amount, to include counterfeit and foreign, must have a Stored Currency form attached.
 10. Once verified, the property will be transported to the Property Office along with a copy of the evidence log sheet.
- B. Intake of Property. When collecting and/or receiving property from an officer, the Property Office personnel are responsible for the following:
 1. Verification of the contents of packages against the property receipt and/or the chain of evidence form for accuracy.

2. Verification that submitted property has only been entered once into RMS. Email notifications related to duplicate entries will be sent to the submitting officer for case supplement explaining the double entry or deletion of double entry.
 3. Generation of bar code labels for the property items.
 4. Verification that a Stored Currency Form is completed if the collection involves currency.
- C. Bar Coding Property
1. All property collected will already have a property voucher barcode assigned. Verification of the proper bar code will be completed.
 2. A bar code label shall be printed for each package.
 3. Bar code labels shall never be placed directly on any property received.
 4. One bar code label shall be placed on the property packaging and a second bar code shall be placed on the storage container.
 5. Once the bar code is attached to packaging, the storage designation is entered into the database field for appropriate storage designation. Property will be stored in the assigned storage space that has been previously entered.
- D. Storing Property. The Property and Evidence storage area is divided into sections by years. All property and evidence will be stored according to the year of the report. Storage placement shall ensure that the available space is utilized efficiently, that property is protected from damage or loss, and that property can be located and retrieved in a timely manner. Standardized locations allow for auditing and tracking of collected property.
1. The following items will be packaged separately from other items:
 - a. Video tapes/audio tapes will be placed in heavy-duty 9 x 12 envelopes and, unless otherwise designated, will be stored in boxes (not bins).
 - b. Currency, whether US or foreign, will be inventoried for correctness and will be stored in the designated safe in the Money Room. A logbook and a tracking log spreadsheet will be kept for all monies that are placed in the safes. All items placed in the safes shall be logged on the logbook and in the tracking log database. Quarterly reconciliations between cash on hand and RMS entries will be conducted and documented. Any discrepancies will be investigated and handled per established procedures.
 - c. All firearms (long barreled and handguns) shall be checked to ensure that they are unloaded. Handguns will be stored in corrugated boxes inside the Gun Room with the case number written on the side of the box facing the aisle. Long barreled firearms will be stored in the Gun Room with the case number attached. All ammunition will be stored inside the ammo room.
 - d. Jewelry will be stored in the Jewelry Room regardless of estimated value. Small items will be stored in heavy-duty 9 x 12 envelopes. Large jewelry items will be stored in boxes or containers.
 - e. Small items that may be easily lost shall be placed in heavy-duty 9 x 12 envelopes.
 - f. Paperwork, confessions, documents, etc. will be stored in a designated area.
 - g. All large or bulky items will be stored in designated areas.
 - h. Murder cases evidence/property will be stored in a designated area.
 - i. All alcoholic beverages will be stored in a designated area.
 - j. Narcotics shall be stored in the Narcotics Vault.
 - k. Perishable or biologic items shall be stored in the freezer or refrigerator.
 - l. Property Office employees will check the oversized property area daily and all property will be inventoried and properly stored as per established procedure.

11.7 CASE FILES

A file will be created for all property brought in for storage at the Property Office. Such files shall consist of heavy-duty 9 x 12 brown envelope marked with a black felt-tipped marker indicating the case number, date of intake, and whether it is safe keeping (SK) or abandoned (AB). Files will contain the original chain of evidence form, documentation of any location or status changes of the property, and may contain some evidence, such as Miranda cards, confessions, and/or other papers that will fit into the envelope. If so, the envelopes shall have bar codes affixed showing that evidence is present in the envelope.

11.8 NARCOTICS VAULT PROCEDURES

- A. The Narcotics Vault security and storage procedures will mirror the Property Office procedures in that storage locations will be standardized to allow for auditing and tracking of collected narcotics as well as quick retrieval. In addition, access shall be managed and restricted as follows:
 - 1. The two-man rule shall be strictly followed at all times when collecting narcotics from the field or narcotics depositories when transferring to or from the narcotics lab, and/or when performing tasks inside the Narcotics Vault.
 - 2. Access to the Narcotics Vault is limited to authorized personnel, which includes the Property Office Supervisor and the Narcotics Custodians. Authorized personnel shall have an employee identification card, keys, and security access code and shall assume full responsibility for their use and safekeeping.
 - 3. Authorized personnel shall sign in and out on the entry log each time entry or exit is made.
 - 4. The Narcotics Vault shall be separately keyed and alarmed and shall be locked and the alarm set at all times, whenever not in use.
- B. Collection of Narcotics from Depositories
 - 1. Narcotics Custodians assigned to retrieve narcotic evidence from the regional command depository boxes will assume sole custody and control of the depository keys.
 - 2. Narcotics Custodians will pick up narcotics that have been submitted into the Regional Command Center's narcotics depository boxes (mailbox type) at least bi-weekly.
 - 3. Sealed manila envelopes containing suspected narcotics will be retrieved from the depository boxes. Envelopes need to be checked to ensure that they are sealed and clearly reflect the case number, submitting officer's initials and ID number, and submission date. The type of submitted narcotics will also be noted on the outside of the sealed envelope as follows: If Abandoned = DON. If it contains a syringe = S (with a circle around it).
 - 4. Narcotics evidence log sheets will be checked to verify that all deposits have been entered correctly and the Narcotics Custodian will initial all correct entries and initial the sealed envelope.
 - 5. If incorrect entries are noted, an email will be sent to the officer who deposited the narcotics.
 - 6. The Narcotics Custodian will store the sealed collected envelopes into a corrugated box containing the Narcotics Custodian's initials and badge number and the case numbers.
- C. Collection of Narcotics in the Field
 - 1. The Narcotics Custodians will meet with the police supervisor in the field or at the Narcotics Vault. If a meeting takes place in the field, a police supervisor will accompany the Narcotics Custodian to the Narcotics Vault to verify the weight, to witness the sealing of the narcotics

containers, and to make sure that the vault is properly secured after the intake procedure. The police supervisor will sign the Chain of Evidence Voucher Form for Controlled Substances.

2. The Property Office supervisor, or their designee, shall be requested to the scene by Narcotics Custodians if the quantity of narcotics is 1,000 pounds or more, or unusual circumstances exist such as, but not limited to, narcotics hidden in vehicle compartments requiring removal of vehicle components for retrieval, narcotics that are part of the same case found in multiple locations, etc.
 3. The Narcotics Custodians will determine the total gross weight or liquid measure of the substance by actually weighing or measuring the substance, or by estimating weight or measurement after making dimensional measurements of the total amount of controlled substance in the case.
 4. The Narcotics Custodians will photograph the total amount of narcotics.
 5. The Narcotics Custodians receiving the evidence will enter the case into the Narcotics Tracking Log to include the storage location.
 6. Whenever possible, each piece of evidence or its sealed container will be initialed.
 7. The Narcotics Custodians will place the evidence in an adequate container and the container will display the following listed information:
 - a. Initials of Narcotics Custodian and badge number
 - b. Police case number(s)
 - c. Weight amount
 - d. Evidence seal
 8. All evidence in the Narcotics Vault shall remain properly sealed.
 9. When necessary to place evidence in a container to protect it from loss, cross-transfer, and/or contamination, the container must be properly sealed. All seals must be initialed or otherwise marked to document the person sealing the evidence. If the heat seal process is used, packages must have initials or other identification across the heated seals.
 10. A container is properly sealed only if its contents cannot readily escape and only if entering the container results in obvious damage/alteration to the container or its seal. The actual seal itself must be sufficient to prevent the possibility of the item(s) contained from being lost or removed without altering the seal or from being contaminated by outside sources to alter the integrity of the evidence.
 11. Evidence, which is properly sealed and marked for identification, may be placed in unsealed and unmarked containers such as boxes or bags for the purpose of grouping items of evidence or for the convenience of carrying the evidence without the container having to meet the requirements of identification and sealing, as long as the evidence security requirements are otherwise met.
- D. Narcotic Evidence Viewing
1. All Narcotics evidence viewings shall be conducted in the Narcotics Custodian's office.
 2. All parties involved in the narcotics evidence viewing shall follow proper sign-in procedures.
 3. Only the Narcotics Custodian conducting the viewing may open the sealed container and handle evidence.
 4. Once the evidence viewing has been completed, the Narcotic Custodians will place the evidence back into the original container. The Narcotic Custodians will then follow proper evidence sealing procedures in the presence of the viewing party.
 5. The Narcotics Custodians will then secure the narcotic evidence in its original location within the narcotic vault.

- E. Large Quantities of Narcotic Evidence
 - 1. Narcotics Custodians will be contacted via the Police Dispatcher or Police Personnel for assistance when narcotic quantities are too large for deposit into the depository box, or when narcotics require special handling.
 - 2. Narcotics Custodians shall take custody of such narcotics and proceed to the Narcotics Vault intake area for further processing per established procedures.
- F. Laboratory Submission and Return Procedure
 - 1. When narcotics evidence requires lab analysis, the requesting case agent/investigator must contact the Property and Evidence Research Assistant via departmental email to PDChemist@elpasotexas.gov with the following information:
 - a. Requesting case agent name and badge number
 - b. Case number
 - c. Case due date
 - 2. Requests may also be received directly from the lab and shall contain the same information as above.
 - 3. The Research Assistant will forward the request to the Narcotics Custodians, who shall collect the requested evidence from the vault, complete a Lab Submission Form, and update the narcotic evidence location on the Narcotic Tracking Log.
 - 4. The Narcotic Custodians will transport the narcotic evidence to the appropriate lab and submit the narcotic evidence and the laboratory submission form to the lab personnel.
 - 5. Lab personnel will email the analysis results to the requesting case agent.
 - 6. Narcotics Custodians will then collect the evidence, transport it back to Narcotics Vault, and update the Narcotic Tracking Log.
- G. Narcotics Destruction Procedures
 - 1. After lab personnel have processed large cases, the excess amounts will be stored separately and held for future destruction.
 - 2. Narcotics Custodians will research cases for final disposition. For cases already adjudicated, the Narcotics Custodians will petition to the Drug Court for destruction after 30 days of the final case disposition.
 - 3. All Abandoned Narcotics cases or cases with unknown subjects will be held for 60 days before destruction.
 - 4. Narcotics cases identified for destruction will be gathered until the amount is approximately 1,500 pounds. This evidence will be separated from other cases.
 - 5. The Property Office Supervisor will maintain destruction records that include the case number, destruction amount, and destruction date for three years.
 - 6. An Action Plan will be developed for every occurrence of the destruction of narcotics.

11.9 MANAGEMENT OF BLOOD KITS AND/OR URINE BIOLOGICAL SPECIMEN KITS

- A. Purpose. This Department establishes procedures for collecting and storing DWI blood kits and/or urine biological specimen kit evidence.
- B. Scope. This policy will apply to the Special Evidence Handler.
- C. General Direction. The Special Evidence Handler is responsible for the collection, storage, and lab submission of the blood kit and/or urine biological specimen kit evidence for laboratory analysis.
- D. Procedures

1. The Special Evidence Handler assumes full custody and control of the keys to the designated evidence storage refrigerator.
2. On a weekly basis, the Special Evidence Handler will pick up the blood kit and/or urine biological specimen kit evidence from the evidence storage refrigerator. The Special Evidence Handler assumes full custody and control of the keys to designated evidence storage refrigerator
3. The Special Evidence Handler will ensure that the blood kits and/or urine biological specimen kits are sealed, all necessary documentation is in place, and that the evidence logbook indicating what type of test to be conducted (alcohol, drug, or both) is filled out properly.
4. If the chain of custody evidence voucher is missing or contains errors, the Special Evidence Handler will contact the submitting officer to make corrections (via email). The kit will be held in the EPPD Property Office refrigerator until a correct chain of custody voucher is completed, or the errors are corrected, and the evidence is entered in to the Department's evidence database. The Special Evidence Handler shall document the delay in transport to a lab for analysis in a case supplement.
5. Once all documentation in is order, evidence will be submitted to the appropriate crime lab for analysis.
6. When submitting blood and/or urine biological specimen kits to the crime laboratory for analysis, the Special Evidence Handler will complete the TX DPS Laboratory Toxicology Request Submission Form (LAB-203) for each case.
7. When both alcohol and drug testing is requested, the Special Evidence Handler will submit the blood kit and/or urine biological specimen kit to the below listed address:
Texas Department of Public Safety
El Paso Crime Laboratory
11612 Scott Simpson
El Paso, Texas 79936
8. If only drug testing is requested, the Special Evidence Handler will submit the blood and/or urine biological specimen kits to the below listed address:
Texas Department of Public Safety
Austin Crime Laboratory
5800 Guadalupe St.
Austin, Texas 78752
9. When blood kit and/or urine biological specimen kits have been returned to the Department from the lab, the Special Evidence Handler will supplement each police report and take the kit to the Property Office for storage.
10. When forensic reports are returned to the police department, the Special Evidence Handler will scan the report and electronically attach it to each supplement report. The hardcopy documentation will be forwarded to the El Paso Police Department Records Section.

11.10 MANAGEMENT OF SEXUAL KITS, URINE KITS, AND FETAL TISSUE EVIDENCE

- A. Purpose. This policy establishes procedures to follow when picking up, storing, and submitting sexual assault evidence collection kits.
 1. Scope. This policy will apply to special evidence handler.
 2. General Direction. The Special Evidence Handler will have the responsibility for collecting, storing, and submitting evidence for laboratory examination.

3. Procedures. Texas Department of Public Safety TX DPS TRACT KIT System. Special Evidence Handler will notify the TX DPS Law Enforcement Support, at (512) 424-7984, to gain access to the TX DPS TRACT KIT System. Special Evidence Handler will then be allowed access to accept evidence within the system.
 - a. Through the TX DPS TRACT KIT System, the Special Evidence Handler will receive notification on evidence that has been completed and is ready for pickup at a medical facility. The officer will have seven days to pick up the evidence.
 - b. The Special Evidence Handler will make a notification in the TX DPS TRACT KIT System when evidence has been picked up from the medical facility and when it is returned from the crime laboratory after analysis.
- B. Collection of Sexual Assault Kits
1. The term Sexual Assault is defined by Texas Penal Code Sec.22.011.
 2. The Special Evidence Handler will ensure sexual assault collection kits are assembled and sealed in adherence to the State of Texas Sexual Assault Evidence Collection Protocol.
 3. The sexual assault kits must be checked to ensure that all necessary documentation is included. The Special Evidence Handler must label each kit with their initials, badge number, and date and time of pickup. The kit integrity seals must be initialed and dated.
 4. Sexual assault kits will be logged and secured in a locked storage compartment located at the medical facility where the forensic exam was conducted.
 5. When collecting sexual assault kits, the Special Evidence Handler will sign the facility's Chain of Evidence Log Sheet as an indication that authorized personnel removed and transferred over the kit(s).
 6. The Special Evidence Handler will take possession of the sexual assault kit(s) and submit the kit(s) with a Chain of Evidence voucher into the Property Office.
 7. Sexual Assault Kits will be stored in the sexual assault kit area of the El Paso Police Department Property Office. Since blood cards are used in sexual assault kits, they do not need to be refrigerated.
 8. Medical Facility Point of Contacts:
 - a. University Medical Center, 4815 Alameda (915) 521-7735
 - b. William Beaumont Army Medical Center, 5005 N. Piedras (915) 252-1879
 - c. Children's Hospital, 4845 Alameda (915) 242-8560
 - d. Providence Memorial East, 3280 Joe Battle (915) 832-2000
 - e. Providence Memorial West, 2001 N. Oregon (915) 577-6696
 - f. Providence Memorial Transmountain, 2000 Transmountain (915)877-8136
- C. Documentation
1. The Special Evidence Handler will supplement each case on all evidence collected.
 2. All hospital documentation accompanying the evidence will be scanned and electronically attached to each supplement. The hardcopy documentation will be forwarded to the El Paso Police Department Records Section.
 3. When forensic reports are returned to the Department from the crime laboratory, the Special Evidence Handler will scan the report and electronically attach it to each supplement report. The hardcopy documentation will be forwarded to the El Paso Police Department Records Section.
- D. Logistics

1. During the examination, the handling nurse will scan/input the sexual assault kit into the TX DPS TRACT KIT System (per HS TX Bill 281).
 2. Upon notification of new evidence from a medical facility via the Texas Department of Public Safety TX DPS TRACT KIT System, the Special Evidence Handler will have seven days to pick up any new sexual assault kits.
 3. Upon receiving the sexual assault kit, the Special Evidence Handler will scan/enter the kit into the TX DPS TRACT KIT System and acknowledge receipt and possession of the kit from the handling medical facility (per HS TX Bill 281).
- E. Request for Analysis
1. When submitting sexual assault kits and/or urine kits to the crime laboratory for analysis, the Special Evidence Handler will complete the TX DPS Laboratory Submission Form (LAB-201) and Sexual Assault Evidence Submission Certificate (LAB-206) for each case.
 2. Since blood cards are used in the victim and suspect kits, refrigeration is not necessary.
 3. The kits will be secured in the El Paso Police Department Property Office until forwarded to a crime laboratory for analysis within 30 days of collection from the medical facility.
 4. The Special Evidence Handler will send the sexual assault kit to the:
TX DPS Crime Laboratory
11612 Scott Simpson
El Paso, Texas 79936
 5. The TX DPS Crime Laboratory will scan the sexual assault kit into the TX DPS TRACT KIT System upon receipt of the kit from the Special Evidence Handler (per HS TX Bill 281).
 6. If the victim's kit has no suspect DNA to accompany it, DPS Criminalistics will not perform full DNA analysis. An "initial screening" will be conducted and if evidence is discovered, it will be entered into the Combined DNA Indexing System (CODIS). If both the victim and suspect DNA are submitted, then a complete DNS profile will be performed.
- F. Management of Urine Kits
1. If during the sexual assault examination or investigation, law enforcement officers, medical personnel, or the victim suspects that they were drugged, a urine sample will be collected and sealed inside a urine kit.
 2. The urine specimen will be collected with the sexual assault collection kit by the Special Evidence Handler. The urine specimen will be sent to the below listed for analysis:
TX DPS Crime Laboratory/Toxicology
5800 Guadalupe St.
Austin, Texas 78752,
(512) 424-2105
 3. The urine evidence will be packaged in a plastic specimen bag and shipped via FedEx overnight express.
 4. The Special Evidence Handler will complete a supplemental report documenting the shipment of evidence.
- G. Fetal Tissue Evidence. Often, the Special Evidence Handler is called upon to collect evidence from a victim who wishes to terminate a pregnancy as a result of a sexual assault.
1. Normally CAC or CAP detectives will advised the Special Evidence Handler as the date, time, and location of the evidence location.
 2. The evidence will be marked with the victim's name, case number, date, and officer's initials.
 3. Once the Special Evidence Handler collects the evidence, they will transport it to the Property Office and place it into the department's storage freezer.

4. The Special Evidence Handler will complete a supplement documenting that it is in frozen storage.
5. The detective assigned to the case or the District Attorney will advise if the evidence should be sent to the laboratory or destroyed. The listed laboratory contracts with the District Attorney's Office for all paternity DNA testing:
Orchid Cellmark
13988 Diplomat Dr. Suite 100
Dallas, Texas 75234
6. If fetal tissue is sent to the laboratory for analysis, it will be shipped along with known sample (blood or saliva) from the victim and suspect.
7. The evidence will be packaged in ice packs and sent via FedEx overnight express.
8. A letter to the laboratory will be completed by the District Attorney or the case detective. It will accompany the evidence to include the names, sex, race, and date of birth of the victim and suspect. Also, it will include the type of test to be performed (DNA Paternity) and billing information (District Attorney's Office).
- H. Returned Evidence. Once DPS or any other laboratory that may have conducted analysis returns the evidence to the Department, the Special Evidence Handler will ensure the evidence is stored at the Property office and they will supplement the case.

11.11 HANDLING EVIDENCE SHIPPED TO OUT OF TOWN LABORATORIES

When evidence must be shipped to an out-of-town laboratory for analysis, the Property Office address shall be used as the return address for the laboratory when shipping the evidence back. Upon receipt of shipments, the following procedures apply to Property Office personnel:

- A. The Property Office employee receiving the package shall sign for the package with the shipping service (FedEx, UPS, etc.).
- B. The Property Office employee must log receipt of the package on the Shipped Package Log and store the entire package unopened and/or unsealed in the designated storage location.
- C. The Property Office employee shall immediately notify via email all Crime Scene Unit supervisors that the package is at the Property Office.
- D. The Crime Scene Unit officer assigned to pick up a package and return it to the Crime Scene Unit office shall sign the Shipped Package Log upon receiving the package.

11.12 CLEARING PROPERTY / RELEASE AUTHORIZATION

- A. Definition of Terms
 1. Cleared. This means an investigator has closed the case and all property has been released to the owner.
 2. Disposal. This means an item has been released for auction, destruction, or conversion for City use.
 3. Inactivated. This means all property has been released or disposed of and the property voucher has been inactivated. Inactivation is not done when the release of property is temporary.
 4. Release. Means the temporary checkout (court, investigation, lab analysis, etc.) or the permanent return of property to an authorized person.

5. Release Authorization. This means the determination made by the assigned case investigator indicating the property has been approved for return to the owner or disposal.
- B. The following are general guidelines to use when authorizing the release of property. These guidelines do not apply to homicide or sexual assault cases.
 1. The case is fully adjudicated and/or there is a County/District Attorney release on file.
 2. Successful prosecution has occurred and the appeal time period has lapsed.
 3. The case has been declined by the prosecuting authority.
 4. The case has been dismissed with prejudice.
 5. The case has been dismissed without prejudice and the time period in which to refile charges have lapsed.
 6. The case has been exceptionally cleared by an investigator and is not to be filed.
- C. Upon determining that property/currency is authorized for release or disposal, the assigned case investigator shall supplement the case and forward a copy to the Property Office.
- D. Upon determining that property cannot be authorized for release or disposal, the assigned case investigator shall supplement the case and forward a copy to the Property Office to be filed with the case file.
- E. Property Office personnel shall update database records when property is released or disposed.

11.13 PERMANENT RELEASE OF COLLECTED PROPERTY

It is the mission of the Property Office to make all reasonable efforts to return property to its rightful owner after all legal requirements have been satisfied. Because of the legal ramifications of releasing property, strict adherence to this policy is required. Prior to any property being released to the public, a property release authorization from the case investigator is required.

- A. General Procedures. The following general procedures apply to the release of any property. Such procedures shall be followed in conjunction with those listed below that pertain to specific categories of property. Property Office employees who are unsure of the proper release of any property shall request the assistance of the Property Office Sergeant.
 1. Firearms will not be released to the public unless a release has been obtained from the case investigator after they have completed a criminal history check on the individual and the firearm. Prior to releasing any firearm(s), the retrieving Property Custodian will verify that the firearm is not loaded.
 2. Property and/or evidence may be transferred to an outside law enforcement agency or prosecuting authority via parcel shipment. The following procedures shall be followed:
 - a. The assigned case investigator will advise the outside agency to submit a request for the property and/or evidence in writing on official letterhead directed to the Chief of Police. Such requests shall include the EPPD case number and a description of each item being requested. The Chief of Police or their designee will approve or deny the request and submit the letter to the Property Office.
 - b. Any property submitted to the Property Office as evidence on a criminal offense will require a letter on official letterhead from the prosecuting authority authorizing the release.
 - c. The CID section will send a release, if applicable, to the Property Office to be included with the case file.
 - d. Shipment of property and/or evidence will be sent only to a law enforcement agency to the attention of the requesting investigator. Delivery shall be confirmed by signature of the requesting investigator.

- B. Proper identification shall be verified before releasing property to an employee or to the public.
 - 1. Officers shall present their badge and/or identification card. Requesting officers shall only be authorized to request and/or receive property for legitimate department business.
 - 2. Authorized non-sworn employees shall present their employee identification card in order to receive any property. Non-sworn employees may only request and/or receive property for legitimate department business.
 - 3. Persons named as owners in the case report who are claiming property must present valid government-issued picture identification, booking slip, etc.
 - 4. A person with proper identification presenting a notarized power of attorney, or notarized letter authorizing the release of property to the stated person, may receive property on another's behalf. Such action shall be documented in RMS.
- C. Property Office personnel releasing property shall obtain signatures on the checkout form. Distribution of the form shall be one copy to the person receiving the property, one copy to Records, and the original to the case file.
- D. All status changes and location changes of property shall be documented in RMS, and as applicable on the property voucher or property receipt.
- E. Original Property Receipts and Chain of Evidence Forms will not be removed from the Property Office until the case has been disposed of, at which time the documents shall be forwarded to Records.
- F. Under no circumstances will a former officer be allowed to take custody of evidence collected by the Department. When a former police officer is subpoenaed to court and the court requests evidence for a court proceeding from a former officer, an employee of the Property Office will take the evidence to the court and release it to the prosecutor or the case investigator.
- G. Property in a sealed package shall only be released if the seizing officer or assigned case investigator is present at the Property Office at the time of release or has furnished a release authorization. Partial property from sealed packages will not be released unless the seizing officer or assigned case investigator is present at the Property Office.
- H. The following items shall not be released to a finder or owner:
 - 1. Contraband
 - 2. Illegal weapons
 - 3. Any found/abandoned firearms
 - 4. Material adjudicated obscene
 - 5. Personal identification and papers belonging to another
- I. Prescription medications can be released only to the owner and requires a Property Release form.
- J. Pursuant to HB 763. (Effective 9/1/2021) Any alcoholic beverage, its container, and its packaging which has been seized by a peace officer, as provided in section 103.03 Illicit beverages (Alcoholic Beverage Code):
 - 1. May not be replevied; and
 - 2. Shall be:
 - a. Destroyed or disposed of by a peace officer; or
 - b. Delivered to the commission (Texas Alcoholic Beverage Commission) for immediate public or private sale in the manner the commission considers best.
- K. Additional Procedures for Release of Evidence. Release of property to the public that is from the evidence category shall require a release authorization from the assigned case investigator.
 - 1. A release authorization must be entered in the system for "Release to Owner" disposition.

2. The original release from the investigator will be placed in the case file and a copy sent to Records.
- L. Additional Procedures for Release of Abandoned Property or Property Held for Safekeeping
1. The Property Office employee will ensure that the property is still being stored at the Property Office.
 2. If the property is still being stored at the Property Office, the employee will update the database with a "Release to Owner" notation in the disposition field as well as an "RTO" notation in red marker on the case file.
 3. The property office employee will obtain a release authorization form from the seizing officer or investigator and verify items to be released. The release authorization will be placed into the case file and a copy sent to Records.
- M. Additional Procedures for Found Property. Found property can be released to the initial reporter (the person who located the property and turned it over to the police) after investigators have exhausted all efforts in locating the owner. The Release and Indemnification Conditional Return of Found Property form (EPPD #36-023 [04/00]) shall be completed. This is in accordance with an Attorney General's opinion (JC-0465, 2002).
- N. Additional Procedures for Release of Property of a Deceased Person. The property of a deceased person held as safekeeping shall not be released without proof of ownership or a certified copy of a Court Order if ownership of the property is in question.
- O. Property Pick-Up Extension Requests. All requests by a party to extend the last day to pick up the property will be granted up to a maximum of six months.
1. The Property Officer Supervisor will notify the requestor in writing of the approved extension date.
 2. The Property Office Supervisor shall update the database comment section to reflect the extension date.
 3. The Property Office Supervisor shall attach a notice directly on the property to avoid premature disposal.
- P. Release of Property to the Public Pursuant to Court Order. Court orders shall be reviewed by Property Office personnel to ensure that the order contains a court order number, a judge's signature, and clear language that it is an order for the EPPD to release property.
1. The court order shall be verified either by contacting the court or the assigned case investigator. The Property Office employee shall attempt to contact the assigned case investigator to advise them of the order.
 2. The person presenting the court order must provide current valid, government-issued identification.
 3. The person receiving the property shall sign for the items released. In lieu of the Officer's Release Form, the original court order shall be kept on file with one copy to the person receiving the property and one copy to Records.
 4. If the Property Office employee receiving the court order is in doubt or has any questions regarding the court order, the Property Office Sergeant shall be consulted for guidance prior to taking any action.
 5. If the Property Office employee is unable to make contact with the court, case investigator, or the case investigator's supervisor, the employee shall advise the person presenting the court order to contact the assigned case investigator for a property release authorization in order to complete release of the property.

11.14 TEMPORARY RELEASE OF PROPERTY

The release of property to officers, authorized civilian employees (Photo Lab or Records), the Property Custodian or their designee, and investigators of the District Attorney's Office (DA's Office) shall be performed as follows:

- A. Officers must either be the collecting officer, case investigator, present a subpoena requesting the property or present a memo signed by an EPPD lieutenant or above specifically identifying items to be released with clearly articulated reasons for release.
- B. Proper identification (police or DA's Office credentials) shall be presented by the requestor.
- C. Property shall only be released for legitimate department, court, or DA's Office business.
- D. If a subpoena directed to the Property Custodian is sent by a defense attorney, the City Attorney's Office shall be contacted for approval/guidance.
- E. If approval is granted, the Property Custodian or their designee will check out the property per established procedures. A copy of the release form, property voucher, and the property should be taken to court.
- F. If the property requested records, such will be presented to the court along with copies. Upon release from court, the originals will be returned to the Property Office.
- G. Non-EPPD law enforcement personnel assigned to joint task forces may sign for property collected upon presenting law enforcement credentials.
- H. The checkout form shall be signed by the person receiving the property. Distribution of the form shall be one copy to the person receiving the property, one copy to Records, and the original to the case file.
- I. Only under special circumstances will an officer be permitted to release property to a person. When an officer is releasing the property to a person, the Property Office Supervisor must authorize the release. The officer will check out the property per established procedures and will obtain a signed Property Receipt from the person receiving the property. The officer must return the signed receipt to the Property Office for filing with the case file.
- J. Under no circumstances will a DA's Office investigator be permitted to release property to the public.
- K. The Property Office employee releasing the property shall update the property status in RMS.
- L. The Property Office employee receiving property checked back in shall acknowledge receipt of only those items checked back in and shall update the status in RMS and the property voucher or property receipt, as applicable.

11.15 COURT RETURNED PROPERTY

Property returned to the Property Office from courts by the officer subpoenaed, the DA's Office investigator, or authorized civilian employee will be received by Property Office personnel.

- A. The receiving Property Office employee shall ensure the property is properly marked.
- B. The case file shall be checked to verify the property being returned is associated with the proper case number.
- C. The status change of the property shall be entered into the database and RMS.
- D. The property shall be returned to the original correct storage location.
- E. The person returning the property will sign the check-in form. Distribution will be one copy to the person returning property, one copy to Records, and the original to the case file.

11.16 DISPOSAL PROCEDURE FOR ABANDONED/ SAFEKEEPING PROPERTY

Property may be disposed of upon meeting the prescribed hold time requirements for property to be releasable.

- A. Property becomes releasable as follows.
 - 1. When notice has been sent to the owner or person authorized to receive the property and one of the following conditions exists.
 - a. There is no response requesting a pick up extension from the recipient of the notice.
 - b. The property remains unclaimed.
 - c. The letter has been returned by the U.S. Post Office as undeliverable.
 - 2. Property has been abandoned with no owner listed and has been stored for at least 45 days.
- B. Property shall be disposed of by one of the following.
 - 1. Sold during public or online auction if the Department opts to utilize such
 - 2. Destruction
 - 3. Escheated to City Treasurer
 - 4. Returned to the issuing entity/agency
 - 5. Converted to use by the City/Department, or transferred to another local or state law enforcement agency for use. Such conversions or transfers shall be done per established procedures.
- C. A designated Property Office employee shall generate a disposal list and obtain approval by the Property Office Sergeant. Any property that appears on the list with a status other than disposal status shall be set aside and investigated.
- D. General warehouse and miscellaneous property shall be disposed as follows.
 - 1. The case files and the associated property are pulled and taken to a breakdown location for processing.
 - 2. The Property Office employee shall compare the physical property to the property listed in the case file and ensure all correct authorizations are present.
 - 3. One of four property dispositions will be issued to each item. A (Auction), D (Destroy), C (Conversion), or R (Returned). Property is then sorted into the following categories:
 - a. License Plates will be cut in half for recycling (Destroyed)
 - b. Bicycles (Auction)
 - c. Driver's Licenses and Identification Cards (Destroyed)
 - d. Passports are returned to the State Department
 - e. Military Identification Cards are returned by the U.S. Postal Service
 - f. Credit Cards (Destroyed)
 - g. Food Stamps are returned to the Texas Department of Human Services (TDHS)
 - h. Ammunition is melted down (Destroyed)
 - i. Biohazard (Destroyed)
 - j. Pornographic Materials are shredded, cut, and/or broken and sealed in a bag for further destruction (Destroyed)
 - k. Other releasable property will be prepared for auction by the public and/or online auction service (Auction)
 - l. Firearms are processed per established procedures prior to destruction (Destroyed)
 - m. Illegal Weapons (Destroyed)
 - n. Hazardous Materials are collected and stored separately in plastic containers lined with plastic bags and are disposed of by a contracted vendor (Destroyed)

11.17 CONVERSION TO CITY DEPARTMENT USE/TRANSFER OF PROPERTY TO ANOTHER LAW ENFORCEMENT AGENCY

- A. Property that remains unclaimed after all legal notifications and retention periods have been met may be converted to City/Department use.
- B. Firearms that remain unclaimed after all legal notifications and retention periods have been met may be used by the Department or transferred upon request and approval to a municipal or county law enforcement agency for use.
- C. Release of any property under this section shall be done only with the authorization of the Property Custodian.
- D. Internal requests shall be documented in a memo containing a description of the specific item(s) being requested, any applicable case number(s), a justification of intended use, and the name of the receiving person.
- E. External requests for property shall be made by the requesting agency on agency letterhead and directed to the Chief of Police.
- F. Release of any property will be determined by the Property Custodian. Any conflicts regarding Police Department use of property shall be directed to the Auxiliary Support Lieutenant for resolution.
- G. Property released shall be used only for the intended purpose as stated in the request.
- H. Requests shall be retained on file at the Property Office.
- I. Once use of the property is no longer needed, it shall be returned to the Property Office for proper disposal.
- J. The Property Custodian shall conduct annual audits of the records of converted and/or transferred property to ensure that records are up to date and that the property is still in use.
- K. Commanders, or lieutenants with no assigned commander, are responsible for ensuring proper use and disposition of any property received.

11.18 AUCTION PROCEDURES

- A. The below property will be released to Property Control for auction.
 - 1. Jewelry
 - 2. Cameras
 - 3. Televisions
 - 4. Small electronics
 - 5. Power tools
 - 6. Bicycles
 - 7. Any other property available for auction on a case-by-case basis
- B. All property will be taken to Property Control for local auctioning after inventorying and listing on the Departmental Property Transfer Form.
- C. Property Control will verify the listing and sign the form. Property Control will retain the original and provide a copy to the Property Custodian. A copy of the form will be submitted to the PD Budget Office by the Property Custodian.
- D. Property Control will proceed with the auction per the established procedures.
- E. Property Control will document all items sold with the applicable sale price. Property auctioned under this policy is limited to that property that has been through the intake process at the Property Office and has been processed according to all legal requirements and does not include City-owned property. A copy of the form including property dispositions and sales prices will be

submitted to the Property Custodian by Property Control. The Property Custodian will provide a copy to the PD Budget Office within two business days.

- F. The PD Budget Office will conduct follow-up reconciliations by verifying reports of sold items against revenues posted by the Office of the Comptroller to ensure that payments are received and properly posted.
- G. Any unsold items will be disposed of by Property Control and this action will be noted on the inventory sheet.

11.19 PROCESSING FIREARMS

- A. Safe handling of firearms is a priority. All Property Office employees shall adhere to the following.
 - 1. All firearms must be unloaded before storage. At no time will civilian Property Office employees unload a firearm. If civilian employees receive what appears to be a loaded firearm, such shall be turned over to the Property Office Sergeant or other sworn Property Office employee for proper handling.
 - 2. Employees shall not unnecessarily handle any firearm.
 - 3. Employees shall not recklessly handle any firearms.
 - 4. Magazines and/or ammunition shall not be inserted into any firearm.
 - 5. Magazines and/or ammunition shall be stored separately from firearms.
- B. All firearms will be checked through NCIC/TCIC for stolen status.
- C. Firearms that are defaced, or that have removed or altered serial numbers, or are of illegal length, will be destroyed.
- D. Firearms shall not be released unless a release authorization form is received from the assigned case investigator.
- E. Communications sends a monthly verification list on firearms that have been stored. These firearms are checked to see if they are still being stored while ensuring that all the proper information is correct.
- F. If a rightful owner resides out of town and cannot come to pick up the firearm, arrangements will be made with their local police agency to ship the firearm to that agency.
- G. Firearms may be donated to legitimate museums. The Property Office Supervisor will maintain a list of all authorized donors and will prepare a memorandum to approve any donation. An annual audit of donated firearms will be conducted to account for the status of the firearms and ascertain if the donated firearm is still needed for museum display.
- H. The destruction process shall be conducted by a team of two Property Office employees and the Property Office Supervisor.
- I. Upon completion of the destruction process, a memorandum will be completed and sent to the Auxiliary Support Lieutenant with a copy of the destruction list.

11.20 MONEY RELEASE PROCEDURES

The money deposit policy establishes specific procedures to ensure the accurate accounting of money that is collected and deposited into an interest-bearing account.

- A. All money that is collected will be barcoded and entered into the database as any other property.
- B. All monies will be placed in a safe located in the Money Room with the designation in the database.

- C. Once a month, or when a \$10,000.00 threshold is accumulated, a detective from the Internal Affairs Division (IAD) will accompany the Property Office Supervisor in auditing any money received during the month.
- D. Any discrepancies noted during the audit shall be documented via Blue Team entry.
- E. The Property Office Supervisor and IAD detective will deposit all money into an interest-bearing account, unless one of the following conditions apply.
 - 1. Money with bloodstains that is pertinent to the investigation
 - 2. Money that has evidentiary serial numbers
 - 3. Money that has collectible value such as coin collections, silver certificates, etc.
 - 4. Any other money with a request to be held specifically for evidence
- F. When money that has been abandoned and held past 45 days without a claim, the Comptroller's Office will be notified for award to the City. Copies of records will be sent to the Comptroller's Office.
- G. When court-ordered forfeitures are awarded to the City, copies of the deposit slip(s) will be sent to the PD Budget Office for transfer into the proper account.
- H. Awards from the Comptroller's Office will also be sent with a copy of the deposit slip to the PD Budget Office for transfer into the proper account.

11.21 MISSING PROPERTY

The Property Office personnel shall search for all missing property using reasonable means to locate the property within a narrow time frame. Property being requested by officers or citizens that is not located will receive priority. This policy also covers property being retrieved for final disposition that is missing. The Property Office Supervisor will be notified whenever property is discovered missing.

- A. When property to be retrieved for officers or the public is discovered missing, the following procedures apply.
 - 1. The Property Office Supervisor shall be immediately notified.
 - 2. The Property Office Supervisor shall immediately cause an intensive search to be conducted using all reasonable means and resources available.
 - 3. If the property is not located within one hour of notification, the Property Office Supervisor or their designee shall initiate a Blue Team entry documenting the incident. The Blue Team entry shall be sent to the Lieutenant, who will then forward it to the Assistant Chief.
- B. When property to be retrieved for final disposition is discovered missing, the following procedures apply.
 - 1. If the property is located within five days, the employee will submit a memorandum describing how the property was found and any other significant circumstances. This memorandum will be forwarded through the chain of command to the Assistant Chief.
 - 2. If the property is not located within the five days, the employee will submit a memorandum documenting all actions taken to locate the property and forward it through the chain of command to the Assistant Chief.
- C. Copies of the memorandum will be placed in the case file and the file will be transferred to the Property Office Supervisor's office to be filed as "Missing".
- D. The database will be modified to reflect "Missing" in the appropriate field entry.
- E. The Property Office Supervisor will keep the Missing Property Files with a copy to be sent to Records. They will start a new file each year and files will be kept according to state law requirements.
- F. Any deviation from this policy will require the approval of the Assistant Chief.

11.22 SECURITY PROCEDURES

All personnel assigned to the Property Office will be responsible for maintaining security of the facility. All employees will follow security procedures and will ensure that visitors do the same. Any breaches of security will be immediately reported to the Property Office Sergeant or their designee. All Property Office employees are responsible for safeguarding access codes, keys, swipe cards, alarm codes, and/or other means of access. Employees shall not allow unauthorized persons to access, use, copy, or otherwise compromise the security of issued access codes, keys, swipe cards, alarm codes, and other means of access. Employees shall ensure that when entering codes, such entry is done in a manner that prevents unauthorized viewing or retrieval of the code. Designated employees are the Property Office Sergeant, four designated officers, and two designated civilian employees.

- A. Only Property Office-designated employees will have entry keys to the front door and an individual alarm code to access the building.
- B. Only Property Office-designated employees will have access to unlock the employee entrance door at the beginning of the day by utilizing the issued building door key, the individual alarm code, and swipe card. Non-designated Property Office employees will stand by for a designated employee to arrive in order to gain access to the building.
- C. When closing at the end of the day, an available designated employee is responsible for the following.
 1. Checking and/or locking all building doors, including the roll-up doors, to make certain that all are locked.
 2. Locking the Gun Room, Money Room, and Narcotics Vault doors.
 3. Ensuring all employees are out of the building.
 4. Ensuring all unnecessary lights are turned off.
 5. Activating the alarm system.
 6. Securing the employee access door with the issued key upon leaving.
- D. Only Property Office personnel will be allowed unrestricted entry into the main warehouse storage areas for official reasons in the course of their assigned duties. All other persons may be granted access under the following conditions.
 1. The person must have official and necessary business.
 2. The person must provide official credentials (unless in uniform) or government-issued identification.
 3. The person must sign the Visitor Log upon entry and exit.
 4. The person shall be escorted at all times when in restricted areas.
- E. The following are considered to be high security locations within the Property Office and additional special restrictions apply.
 1. Gun Room
 - a. All firearms will be stored in the Gun Room.
 - b. The Gun Room shall be locked at all times.
 - c. Access into the Gun Room will be controlled by swipe card access only.
 - d. Access to the Gun Room is limited to four designated employees: the property supervisor, one designated officer, and two designated civilian employees.
 2. Money Room and Safes
 - a. All monies, jewelry, and items of great value will be stored in safes located inside the Money Room.
 - b. Access is limited to four designated employees. The property supervisor, one designated officer, and two designated civilian employees.


- c. The safe doors will only be opened while completing a transaction and will be secured once transactions are completed.
- d. The combination to the safes will be maintained by the property supervisor, one designated officer, and two designated civilian employees.
- e. The combination to the safes will be changed when any person who has access transfers or retires/resigns or every two years, whichever comes first.
- f. The hallway door to the Money Room will be locked at all times.
- F. Employees and/or visitors are prohibited from taking personal containers (e.g. lunch containers, purses, backpacks, etc.) into the warehouse, Gun Room, Money Room, and Narcotics Vault.
- G. All personal items will be secured in an employee's locker, desks outside the restricted areas, or refrigerator.
- H. Employees will not eat, drink, or possess food or beverages in any property storage areas.
- I. Property Office exterior roll-up doors will be kept closed and locked at all times, except when necessary for authorized vehicles to enter and exit.

11.23 SAFETY PROCEDURES

All personnel assigned to the Property Office are responsible for following safety practices designed to promote protection from injury and a safe work environment for all. It is every employee's responsibility to maintain the work location in a safe condition, to immediately correct any unsafe condition if possible, and to immediately report any unsafe conditions to a supervisor.

- A. Personal Protection Equipment
 - 1. All employees are issued boots and shall wear them at all times while on duty and/or while at the Property Office. Requests for exceptions must be accompanied by medical documentation and submitted to the Property Office Supervisor.
 - 2. Rubber gloves shall be worn when handling materials that may contain blood or other contaminants.
 - 3. Leather gloves shall be worn when handling materials that may have jagged edges.
- B. Hazardous Material Spill
 - 1. In the event of a hazardous material spill, the El Paso Fire Department will be contacted immediately.
 - 2. Employees will avoid contact with the spill unless immediate containment is necessary and only when the employee has the proper protection.
- C. Cart Operation. All carts shall be operated in a reasonable and safe manner in accordance with manufacturer recommendations. Carts shall only be operated in the course of official business.
- D. Warehouse Aisle Safety. While employees are occupying an aisle, any subsequent personnel entering the aisle will verbally make their presence known and will be verbally acknowledged by the employee(s) already occupying that aisle.
- E. Firearms Safety
 - 1. Documented annual training in the safe handling of firearms is required for all Property Office employees.
 - 2. All other established policies and procedures related to the safe handling of firearms shall be followed at all times.
- F. Emergency Evacuation. Certain circumstances will dictate that the Property Office employees evacuate the building. Under such emergency conditions, all employees must exit the building as quickly and as safely as possible. To ensure security, designated employees shall, at a minimum, secure the Gun Room. If reasonable and circumstances allow, designated employees

shall follow all other established policies and procedures for building security upon exit. Designated employees are the Property Office Supervisor, four designated officers, and two designated civilian employees.

 El Paso Police Department Auxiliary Services Manual	Chapter 12
Pawn Shop Detail	Policy Effective: 03/29/2023 Previous Version: 07/20/2021

12.0 PAWN SHOP DETAIL

12.1 RESPONSIBILITY

The Pawn Shop Detail will check the Records mailboxes daily for incoming mail. The detail also has the responsibility of enforcing the “Texas Pawnshop Act”. This Act sets out certain regulations and responsibilities that must be adhered to by each pawnbroker. In order to keep adequate control of stolen property that is sometimes found at pawnshops throughout the City, officers must abide by the following guidelines.

- A. Only authorized personnel have access to areas used by the agency for storage of in-custody or evidentiary property.
- B. Records will reflect the status of all property held by the agency.
- C. If the Detail performs an intelligence function, procedures will be used to ensure the legality and integrity of its operations, to include.
 1. Descriptions of the types or quality of information that may be included in the system.
 2. Methods of purging out-of-date or incorrect information.
 3. Procedures for the utilization of intelligence personnel and techniques.
- D. All in-custody and evidentiary property obtained by employees for agency control will include:
 1. Requiring all property to be logged into agency records as soon as possible.
 2. Requiring all property to be placed under the control of the property and evidence control function before the officer ends their tour of duty.
 3. Requiring a written report detailing the circumstances by which the property came into the agency’s possession and describing each item of property obtained.
 4. Providing guidelines for packaging and labeling property prior to storage.
 5. Establishing extra security measures for handling exceptional, valuable, or sensitive items of property.
 6. Requiring an effort to identify and notify the owner or custodian of property in the agency’s custody.
 7. Establishing procedures for the temporary and final release of property items from the control of the property and evidence function.

12.2 CHECK OF PAWNSHOP

Pawn Shop detail or personnel will visit pawnshops and pick up the pawnshop ticket and/or the computer once a week.

- A. Make visual inspections of the property to verify the description listed on the pawn ticket and, at the same time, check items without serial numbers listed that normally have a serial number.
- B. As per Section 371.204 of the ACT, “A pawnbroker shall allow a peace officer to inspect the pawnbroker’s goods, accounts, papers, correspondence, or other records that relate to the

business of the pawnbroker at any reasonable time without judicial writ or other process.” Section 371.205, Refusal to Allow Examination or Inspection, states, “The failure or refusal is grounds for the suspension or revocation of the license.”

- C. The Pawnshop Detail Personnel or officers/detectives initiating an inspection will notify the manager or assistant manager of their intent. Once the inspection is allowed, the Pawnshop Detail Personnel or officer will select an item and compare the information on the pawn or sales ticket. If there are any discrepancies, the Pawnshop Detail Personnel or officer will advise the manager and note it on the Inspection Log. The Pawnshop Detail Personnel or officer may initiate an information report and send a copy, as per proper procedure, to the Office of Consumer Credit Commission detailing the discrepancies and also the case number to the Pawnshop Detail.
- D. Personnel assigned to the Pawnshop Detail need to maintain a good working relationship with the local pawnshops, second hand stores, outside agencies, the Regional Command Centers, and other law enforcement agencies.

12.3 INVESTIGATIONS REQUEST

Email and telephone requests made by EPPD Personnel and outside law enforcement agencies will be thoroughly reviewed and researched. The results of the request will be reported back to the inquiring agency promptly.

12.4 ADDITIONAL TASKS

- A. Report all major violations to the Texas Consumer Credit Commissioner.
- B. Keep an accurate count of the (hard copy) tickets counted and while reviewing said tickets, separate all firearm tickets and initiate an NCIC check.
- C. If no NCIC hit exists, said ticket would then be filed with the firearm-only tickets, separated monthly.
- D. Sort hardcopy pawn tickets.
- E. Sort hardcopy pawn/secondhand by store name and file alphabetically by order and month.
- F. Analyze data and hardcopy pawn transactions with lost or stolen property on outstanding cases provided by the detectives/officers. Searching for suspicious activity and searching name(s).
- G. List pawn transactions, compare them in RMS and/or property in NCIC, and notify the case agent or district of findings.

12.5 STOLEN PROPERTY

If there is a hit on a stolen gun or other stolen property and the original case is from the El Paso Police Department, the assigned detective will be contacted. If the case is not assigned, notify Regional Command CID Section Sergeant.

- A. A hit is made on a stolen gun or other stolen property from an outside agency.
- B. Confirm hit confirmation.
- C. If confirmation is positive, initiate a Police Complainant Report (#1) (91 SG Assist)
- D. Contact the pawnshop by phone, place the property on “Police Hold”, and provide the pawnshop with our EPPD case number, officer’s name and Police ID #.
- E. Any officer placing a “Police Hold” will complete Police Pawn Shop Hold Form

(EPPD 23-02001), scan the form into WebRMS and send the original form to Records.

- F. Contact outside agency and request a copy of the case report.
- G. Officer/detective will pick up property within 24 to 72 hours. The property will be turned into the El Paso Police Property Office with a chain of evidence.
- H. If the case is pursued criminally, arrangements must be made with the originating agency.
 - 1. If the outside agency does not pursue the case, property will be released and returned back to the pawnshop.
- I. Any hit on a handgun or rifle, after confirmation the weapon will be seized from the pawnshop by an officer/detective, will be turned into the property office. It is up to the investigating officer to determine if the NIBEN examination is required.
- J. If further advice is warranted, contact the City Prosecutor's Office at 915 212-0230.
- K. Hardcopy pawn tickets of guns transactions (after they have been checked through NCIC/TCIC) will be filed separately from the regular transactions in order by month.

12.6 DOWNLOAD COMPUTER TRANSACTIONS

- A. Insert the thumb drive with the electronic data from Canutillo, Dave's, El Paso Jewelry Exchange, Geneva Loans, and Quality Coin.
- B. Copy data and place on individual desktop files.
- C. Go to pawnshop database and select import template on dropdown.
- D. Select store on database and choose file on desktop to be imported.
- E. Select pawnshop (optional).
- F. Begin import process.
- G. Record the number of records on daily log sheet.
- H. Select process and load button.
- I. Data has been imported to data base.

12.7 DATA RECEIVED ON EMAILS

Benny's Pawn, Best Buy, Cash America Pawn, EZ Pawn, EcoATM, First Cash Pawn, Good Day's, and Mesa Pawn will send the data records through City emails. EZ Pawn, Cash America Pawn, and First Cash Pawn are password protected. Benny's, Best Buy, Eco ATM, Good Day's, and Mesa Pawn are sent on text format and not password protected. Copy data and place on individual desktop files and follow steps "C" through "I" on 7.7. Log on to Pawn Shop database and select "Add Record".

- A. Enter the required fields in the following order: pawn shop, ticket number, item number, date, sales code (P – pawn or B – Buy), last name, first name, middle name, address, city, state, zip code, state ID, ID type, ID number, date of birth, sex, description of merchandise, make, mode, serial number, and amount paid/loaned.
- B. For jewelry, enter type of metal, type of stone, and karat.
- C. For weapons, enter type of weapon, caliber, and action.
- D. Optional Fields. Time, phone number, work place, work phone number, social security number, height, eye color, hair color, race, employee number, owner number, color, size, year made, NCIC code, NCIC type, NCIC description, cat code, and item gender.
- E. Review for accuracy and select "Add Record" at end to save if only one transaction on ticket or select "Add Record & Set for Another w/ Different Description" to enter multiple items on ticket.

12.8 OUTSIDE AGENCIES

Pawn transactions from outside Law Enforcement Agencies mailed to our Department must be searched. Search under the pledger name and address.

- A. If nothing is found, make a notation on the bottom of the letter “negative, ID #, and date you searched for the information”.
- B. If an inactive or active case is found where the property or pledger is involved, notify the assigned detective or appropriate CID Sergeant according to district. The letter will be then filed away according to the state it was received from.

12.9 HEAVY PAWNER LISTING

- A. Go to the “Reports” tab and on the drop-down select “HEAVY” in the Pawnshop Database.
- B. Put in the date range of the report. Then select the “Run Report” button.
- C. The report will be exported to an Excel Sheet.
- D. Format the Excel sheet by deleting the district column and placing Pledger names in alphabetical order.
- E. Copy the data and paste all the cells in a word document and then to City email.
- F. The email will be forwarded to all officers via the city email system.
- G. Habitual/serious offenders will be designated. Cases in which a designated habitual serious offender is a party will be identified.

12.10 RIGHT OF POSSESSION

Right of Possession Hearings will be set up for property that is recovered for outside agencies and if the property recovered is to an internal case, the assigned detective will have the responsibility of setting up the hearing. It is the responsibility of the officer or detective assigned to the case to contact the pawnshop and retrieve the alleged stolen property from the pawnshop.

- A. The officer/detective must provide a written receipt (EPPD Form # 23-02001) to the pawnshop when property is recovered (provide the pawnshop with a pink copy). The receipt will include the case number, property description, serial numbers (if available), the officer’s name, and ID number.
- B. The property receipt (white copy) will be turned in to Records as part of the case.
- C. The Police Department’s Pawnshop Detail must be notified when property is placed on Police Hold and provided with the case number, date of hold, name of pawnshop, suspect’s name and DOB, property description, and serial numbers (if applicable).
- D. If a police hold is removed for any reason, please notify the Police Department’s Pawnshop Detail.
- E. When the property is picked up for comparison purposes, and after comparison the property does not belong to the complainant, the officer must return the property to the pawnshop within 48 hours.

- F. The officer/detective must provide a written receipt (EPPD Form # 23-02001) to the pawnshop when property is returned. The receipt will include case number, property description, and name and address of person receiving property.
- G. When the property has been properly identified as belonging to the complainant, the pawnshop must be notified within 48 hours. Officers will place the property in the property office with a Chain of Evidence Form.
- H. The Officer/detective will file all necessary supplements and reports for their cases. If necessary, it is the responsibility of the officer/detective assigned the case to either email or link the case to the Pawnshop Detail to set it for a Right of Possession hearing.


12.11 PROPERTY AS EVIDENCE

If the property is evidence, normal evidentiary criminal procedures will be adhered to. If the property is to be set for a Right of Possession hearing, it must meet the following criteria and the following procedures will be adhered to.

- A. The first required element is that the property has been stolen. If the case is a civil matter, or if it cannot be proven that the property in question is in fact the stolen property, it may not be set up for a Right of Possession hearing.
- B. The second required element is that there must be no pending criminal matters. If there is further criminal investigations being conducted or the case is being presented to the District Attorney's Office for prosecution, the property may not be set for a Right of Possession hearing. Once it is determined that there is no further investigation to be conducted and further prosecution is not being sought, then the case may be set up for a Right of Possession hearing.
- C. The forms to set up a hearing are found in RMS. PD Right to Poss-Pawn is used when a pawnshop is involved and is an interested party. PD Right to Poss-Contested is used when a pawnshop is not one of the interested parties. All interested parties are listed, on both forms, with as much current information that would facilitate contacting the interested parties. Once the forms are completed, notification will be sent to Pawnshop Detail that it is ready to be set for a hearing. The case will be prepared and then submitted to the City Prosecutor's Office for further disposition.

12.12 RETENTION OF PAWN TICKET TRANSACTIONS RECORDS

In accordance with the Local Government Records Control Schedule, Pawn Ticket and Bill of Sales transactions shall be kept for one year and are exempt from the destruction request requirement. Type a Records Destruction form for each type of records. Make a copy and turn the original Destruction forms to the Records Administrator. The Records Administrator will sign and turn over the forms to the City Records Manager for signature. Once forms are received and signed, the records are then shredded.

 El Paso Police Department Auxiliary Services Manual	Chapter 13
Second Hand Store Section	Policy Effective: 07/20/2021 Previous Version: 10/24/2006

13.0 SECOND HAND STORE SECTION

13.1 RESPONSIBILITY

The Secondhand Store Section is responsible for enforcing the El Paso Municipal code section 5.12, Dealers in Secondhand Goods, Coins, and Precious Metals, and section 5.15, Vendors and Solicitors. The ordinances contain responsibilities that must be adhered to by secondhand dealers and vendors. In order to keep adequate control of stolen property that is often found in secondhand stores and at swap meets/flea markets, the Pawn Shop Personnel and officers will abide by the following guidelines. The Pawn Shop Personnel and officers are required to work closely with the dealers and vendors. A spirit of cooperation and voluntary compliance between the dealers, vendors, and the police department is necessary for the Secondhand Store Section to achieve its goals.

- A. Visit second hand stores weekly/monthly.
- B. Pick up any of the store's transaction receipts for the week.
- C. Check the receipts for completeness and accuracy.
- D. Inspect the items purchased and compare them to the descriptions on the receipt.
- E. Advise the store owner/manager on discrepancies between the receipts and merchandise.
- F. Have the store owner/manager correct the receipt when necessary.

13.2 STORE INSPECTIONS

- A. Procedures
 1. Inspect the store inventory.
 2. Look for new items that have not been listed on a receipt.
 3. Have the owner/manager explain where the items came from.
 4. Have the owner/manager show receipts if the merchandise is purchased from another business.
 5. Look for stolen property that you are aware of.
 6. Make notes, mental and/or written, of the property in the store for future reference.
 7. Check the store's copy of secondhand dealer receipts.
 8. The secondhand dealer is required to keep the copy of the secondhand dealer purchase receipts in the store for two years from the date of purchase.
 9. Complete an inspection report and indicate any violations of the ordinance if any violations of the ordinance is found.
 10. Inspection reports are usually completed when a violation of the ordinances is found.
 11. The inspection report will also serve as a written warning/education tool for the business to document the enforcement action taken by the officer on any violations found.
 12. Write class C citations for serious ordinance violations and complete a RMS report.
 13. File criminal charges against the business when necessary.

- B. Count receipts and enter receipt data into the pawnshop database.
 - 1. Record the number of receipts collected from each store on a tally sheet.
 - 2. Enter data from each receipt into the pawnshop computer database.
 - 3. Information is typed in manually using the following process:
 - a. Sign into the desktop computer.
 - b. Log into the Pawn Shop Database.
 - c. Click on the "Pawn to RMS" option.
 - d. Select and Add Record Tab.
 - 4. When the screen displaying "Add Single Record" appears, enter the secondhand store name or select the proper store from the pull down menu and enter the required fields in the following order: pawn shop/secondhand dealer, ticket number, item number, date, sales code (P – pawn or B – Buy), last name, first name, middle name, address, city, state, zip code, state ID, ID type, ID number, date of birth, sex, description of merchandise, make, mode, serial number, and amount paid/loaned. For jewelry, enter type of metal, type of stone, and karat. For weapons, enter type of weapon, caliber, and action.
 - a. Optional Fields. Time, phone number, workplace, work phone number, social security number, height, eye color, hair color, race, employee number, owner number, color, size, year made, NCIC code, NCIC type, NCIC description, cat code, and item gender.
 - b. Review for accuracy and completeness and select "Add Record" at end to save if only one transaction on ticket or select "Add Record & Set For Another w/Different Description" to enter multiple items on ticket.
- C. Update the computer and hard copy files are kept in a secured cabinet in the Auxiliary Support Office.
- D. Inspection reports are placed in the store files along with any other hard copy paperwork generated for each business, including copies of the license application.
- E. The stored files are stored in alphabetical order.
- F. Each file has the business name, license number, expiration date, and manager or contact person name and a narrative section for logging inspection dates, warnings given, or other pertinent information pertaining to the business. Each file is updated as the need arises.
- G. Secondhand Dealer Applications
 - 1. Process new secondhand store applications, vendor applications, and background investigations.
 - 2. Secondhand dealer and vendor applications are delivered electronically via the Accela website. The applications are checked for accuracy and completeness.
 - 3. The applications are approved or denied in Accela, and a hardcopy application is kept in a secured filing cabinet in the Auxiliary Support Office.
 - 4. All approved licenses are sent via email or regular mail by the One Stop Shop.
 - 5. The Pawn Shop Personnel will conduct a computer name and address check for all persons listed on the application, as well as the business address. All persons listed on the application are checked for local warrants. Wanted persons are advised of the outstanding warrants and afforded the opportunity to settle the matter in a timely manner. This creates a spirit of goodwill with the business owners and positively affects the relationship between the business and the police department in the future. Any involvement in RMS, Full Court Enterprise, and Odyssey will be looked into and the Pawn Shop Personnel will review any reports listed. If any applicant or employee has an arrest that meets the criteria for license denial, it will be documented on the checklist and cover sheet and forwarded to the EPPD

Chief's Office for review. All applications are logged into the Secondhand Dealer Application Licensing binder in order to track the application through the license approval process.

- a. The pawn shop personnel will not use NCIC and TCIC systems for background investigations.

H. Additional Duties

1. Pawn Shop Personnel will review boarding home applications for felonies. Applications will be approved or denied via Accela.
2. Weapons check for the public.
 - a. A person can request to have their weapon checked in NCIC for a possible hit, lost or stolen.
 - b. The person will be advised to bring the weapon unloaded and a form of ID.
 - c. They will be advised if the weapon comes back lost or stolen. The weapon will be seized and an incident report will be created in RMS.
 - d. If the weapon comes back clear, the weapon will be returned and a clearance letter will be provided indicating the weapon is clear.
3. As the need arises, meet with building services and licensing department employees to reference problems with stores and applications and advise them on the City of El Paso's ordinances.

13.3 TRAINING

Provide training as requested by any EPPD regional command, Department section/unit, and Secondhand Dealers.

13.4 MONTHLY STATS

Each of The Pawn Shop Personnel is required to keep records of the activity of their assigned responsibilities, submit an end-of-month activity report to the assigned Sergeant, and complete the Monthly Activity Report (MAR). The report will include the following items.

- A. Secondhand store receipts counted/entered.
- B. Secondhand store applications processed.
- C. Secondhand store inspections.
- D. Secondhand stores contacted.
- E. Vendor applications processed.
- F. Email requests for assistance.
- G. Detectives and officers assisted (walk in and phone requests).
- H. Citations issued.
- I. Subjects arrested.
- J. Swap meet inspections.
- K. Approximate amount of property recovered/not recovered.
- L. Number of RMS reports entered and case numbers.

13.5 LOCATED STOLEN PROPERTY

When stolen property is located, an officer or detective will seize the stolen property as soon as possible, issue property receipts, complete chain of evidence forms, and place the property in the evidence room along with the original copy of the purchase receipt, if there is one.

- A. When stolen property is located, Pawn Shop Personnel will contact the Pawn Shop/Second Hand Dealer and place the property on police hold. If needed, Pawn Shop Personnel will inspect and confirm property matches the report. Photographs will be taken for evidence if needed.
- B. If property belongs to the El Paso Police Department, the case officer will be notified.
- C. If property belongs to an outside agency, a case number will be requested and a report will be generated in RMS. The case will be assigned to Regional Command for further investigation.
- D. All stolen property will be seized by officers/detectives.
- E. Pawn Shop Personnel will run a RMS comparison report and advise case managers of property located that might be related to their cases.

13.6 IDENTIFY AND CONTACT NEW BUSINESSES

Check businesses located while in the field. City inspectors will notify this office of businesses operating without a license. Contact the business owner, provide them with a copy of the city ordinances relating to second hand dealers, and explain the ordinances to them. Advise the owners of the necessary steps to obtain a license.


- A. Telephone or walk-in contact with business owners/citizens reference ordinances. Explain the ordinances to business owners/citizens and what is required of them.
- B. Officers/Detectives may contact via telephone, RMS, email, and/or walk in to make requests for pawn shop database property checks and check for stolen property or activity by suspects of crimes.
- C. Citizens that contact the Pawn Shop Unit will be advised that there must be an active case and any information will only be provided to the officer/detective assigned to the case.
- D. The information in the pawn database is not open records and any release of the information in the database is restricted for law enforcement use only.

13.7 WORK SPECIAL ASSIGNMENTS

As the need arises, work special assignments/hours as requested by supervisors.

13.8 ASSIST OTHER OFFICERS AND AGENCIES WITH SWAP MEET CHECKS

Assist Building Services, Licensing, City County Health, and police officers in all areas of El Paso conduct swap meet checks. Swap meet vendors are checked to ensure they have a current vendor's license. Vendors without a vendor's license are issued class C citations and an officer/detective will check for outstanding warrants.

 El Paso Police Department Auxiliary Services Manual	Chapter 14
Front Desk Duties	Policy Effective: 07/20/2021 Previous Version: 04/08/1999

14.0 FRONT DESK DUTIES


14.1 STAFFING

The front desk personnel are composed of one Senior Office Assistant and one Public Safety Report Taker (during normal work hours) and private security guard(s) (after hours), as per City Contract. The Police Headquarters lobby is open to the public 24 hours a day, 7 days a week. Security Guard coverage will be 4 p.m. to 8 a.m. Monday through Friday and 24 hours on Saturday, Sunday, and city observed holidays.

14.2 DUTIES

- A. Answer the telephones and screen incoming calls. Direct the call to the appropriate personnel, department, or section and provide any other information requested by the caller. This includes all Department personnel.
- B. Access Control. Greet and direct the public to the requested department, section, or personnel and assist them with any information requested (civilian and law enforcement).
- C. Issue the appropriate Visitor ID Badge to the public requesting access to the building.
- D. Have the public sign in and assist them in filling in the sign in roster, if they are to enter the secured areas of the facility.
- E. Call the detective, officer, or section to escort the visitor.
- F. Ensure the visitor logs the time they exist the building and turns in the visitor ID badge, if one was issued.
- G. Law Enforcement personnel who work for outside agencies must sign in and have their credentials visible before being allowed access to the building. Law Enforcement must sign out when exiting building and turn in the visitor ID badge, if one was issued
- H. Account for all visitors ID badges. If any are missing, inform Special Investigations Unit and immediate supervisor. Provide type of ID, name, ID number, and date last issued. Once the ID badge is found, inform the Special Investigations Unit immediately.
- I. Separate the newspapers, El Paso Times, El Diario Juarez, and El Paso Diario, for sections receiving newspapers and have the sign in sheet ready for personnel to sign for newspapers. If a section has forgotten to pick up their paper, call or send an email to inform the section that the newspaper is still at the front desk.
- J. Janitorial Personnel. Have janitorial personnel sign in, provide keys for designated floor, sign out for the day, and return the keys.
- K. Volunteers. Need to sign in and have Volunteer ID with them.
- L. El Paso Police Telephone Directory. Update the telephone directory and send revised listings to each section within the Department.
- M. Sign in Rosters. Update when needed and have copies available for the following.

1. General Public Sign In sheet (when needing to enter secured areas of the facility)
 2. Law Enforcement
 3. Janitorial Personnel
 4. Newspaper
 5. Sex Offenders
- N. Traffic Citation/Warrant Information. Provide public with a copy of information in regards to traffic citations and warrant information. Make copies when supply is low.
- O. Registered Sex Offender. The registrant needs to provide the blue form and some form of ID. This information will be attached to a visitor badge and handed to a SORT officer. The registrants will then be escorted by a SORT officer to ID & R for registration. When registration is completed, the SORT officer will escort the registrants out and give the visitor badges to Front Desk personnel for re-issue. Front Desk Personnel will log in the times the registrant came in and the time they were escorted out of the building.
- P. Reports. Take walk in reports. These reports are information reports and do not require the assistance of uniform personnel. A police incident information card is provided to the victim and is informed accordingly.
- Q. Inform the Special Investigations Unit (SIU) of any problems with the security camera system.
- R. Inform maintenance or janitorial personnel when assistance is needed.
- S. Assist the Station Manager in escorting contractors working on electrical room, mechanical room, the elevators, and other duties when assistance is needed.
- T. ADA Accessibility. All areas designated for disabled access must remain accessible and unobstructed for the ADA population. Check the access control pad and front lobby door, at least once during their tour of duty.

 El Paso Police Department Auxiliary Services Manual	Chapter 15
Security Detail	Policy Effective: 07/20/2021 Previous Version: 10/24/2006

15.0 SECURITY DETAIL

The purpose of the El Paso Police Department Headquarters Security Detail is to provide a safe and secure environment for staff and visitors in the Police Headquarters. The Security Detail greets all persons entering the Police Headquarters and ensures all necessary information is obtained prior to issuing clearance to the building. The Security Detail will answer and screen incoming calls.

15.1 DUTIES AND RESPONSIBILITIES

The security shall.

- A. Answer the telephones and screen incoming calls.
 1. The screening is used to aid personnel in ensuring the safety and welfare of the Police Headquarters and its guests, but cannot replace competent staff. Each member of the Security Guard Detail shall remain alert and be able to respond to threats or incidents.
- B. Sign in all visitors that require further access to the building.
- C. Assist the public with information regarding the Department.
- D. All areas designated for disabled access must remain accessible and unobstructed for ADA population.
- E. Ensure that the following equipment is inspected daily for operational readiness. Security personnel shall document and notify upper management if the equipment is not in proper working order.
 1. Security Monitor that is located at the front desk.
 2. The telephone system is operational.
 3. First Aid kits need to be fully stocked with necessary medical supplies and inspected weekly. A first Aid Kit is located in is located at the security desk and in an accessible location.

15.2 ORGANIZATION

The chain of command for the Police Headquarters Security Detail shall be.

- A. Auxiliary Support Sergeant.
- B. Auxiliary Support Lieutenant.
- C. On-duty Police supervisor.
- D. Any security company supervisor or management representative from where the Police Headquarters Security Detail is employed by.

The Police Headquarters lobby, located at 911 N. Raynor, is open to the public 24 hours a day, 7 days a week where Security Coverage is needed after 4 p.m. to 8 a.m. Monday thru Friday and 24 hours on Saturday and Sunday. Security coverage is also needed on city observed holidays.

15.3 DRESS CODE

Each member of the Police Headquarters Security detail shall be provided with an identifiable Security Guard Company uniform shirt(s), pant(s), and approved security company patch by the Security detail's company. Uniforms shall be properly fitted, cleaned, and pressed. Uniforms shall abide by the guidelines set by the Texas Department of Public Safety- Private Security Program. The Security Guard Company shall provide outerwear (jackets) during winter/cold temperature days to the Security Guard Detail. Outerwear shall abide by the guidelines set by the Texas Department of Public Safety- Private Security Program. Security Guard Personnel shall be neat and well-groomed at all times. Security Guard Personnel duty gear shall be inspected periodically to ensure that it is in working and serviceable condition.

15.4 SERVICE ANIMALS AND VISITORS

When talking to someone with a service animal, ask relevant questions as to how the animal aids the person and ask questions that relate to the animal. Whenever there is a dispute regarding allowing a service animal access to the facility, the Municipal Court Director will be contacted. Staff may ask the following questions.

- A. Is the dog a service animal required because of a disability?
- B. What work or task has the dog been trained to perform?

Security Guards will allow the entry of a service animal into the facility, if the following criteria are met.

- A. All service animals entering must comply with all leash and registration requirements.
- B. Service animals must be currently vaccinated.
- C. If, in the discretion of security personnel, the animal poses a direct threat to the health, welfare, or safety of employees or the public, the service animal shall not be allowed entry.
- D. Individuals whose service animal is refused entry shall be referred to the City of El Paso ADA Coordinator for assistance.
- E. If entrance is denied, a report shall be completed documenting the incident and the basis for the determination as to why the animal was not allowed entry.

15.5 ESCORTING GUESTS INSIDE POLICE HEADQUARTERS

A Security Guard will notify the appropriate Department section and advise of a visitor that needs an escort and have them sign in. The following are persons who frequently visit the Police Headquarters.

- A. Sex offenders registering
- B. Persons obtaining fingerprints
- C. Persons being interviewed by detectives

15.6 EMERGENCY PROCEDURES

The Police Headquarters may be the target of terrorist groups, violent anti-government organizations, or violent mentally unstable persons. Threats against the Police Headquarters and the occupants shall be considered genuine and handled accordingly. A written report shall be completed, documenting any incident that threatens the Police Headquarters or any person therein.

15.7 BOMB THREATS AND TERRORISTIC ACTIVITY

When a bomb threat or terrorist threat is received, the Security Detail on duty shall notify any officer or supervisor. The following questions should be asked to the individual who received the threat and responses should be documented so the responses can be forwarded to the proper authorities.

- A. The type of threat?
- B. When and where threat was received?
- C. How the threat was relayed or sent?
- D. Available information on the suspect?
- E. When the threat event is to take place?
- F. Other relevant investigative information?

15.8 AUTHORITY TO ORDER EVACUATION BASED ON A THREAT

- A. When a bomb threat or terrorist threat is received, the Security Detail on duty shall immediately report the threat to Communications and to the Intelligence Section. The decision to evacuate Police Headquarters will be at discretion of the responding on-duty supervisor.
- B. The following questions should be asked to the individual who received the threat and responses should be documented so we can forward the responses to the proper authorities.
 1. The type of threat?
 2. When and where threat was received?
 3. How threat was relayed or sent?
 4. Available information on the suspect?
 5. When the threat event is to take place?
 6. Other relevant investigative information?

15.9 AUTHORITY TO ORDER EVACUATION BASED ON A CONFIRMED EMERGENCY


In the case of an actual emergency, such as a large fire or explosion, the security guard on duty shall order the evacuation of Police Headquarters.

15.10 BUILDING RE-ENTRY AFTER EVACUATION

Upon approval by the El Paso Fire Department and the El Paso Police Department, the security guards shall direct persons back into Police Headquarters in a safe and orderly fashion.

15.11 MEDICAL EMERGENCIES

Personnel responding to medical emergencies shall evaluate the situation and determine if an ambulance is needed. Personnel may render first aid within the limits of their training and coordinate the arrival of medical responders.

 El Paso Police Department Auxiliary Services Manual	Chapter 16
National Integrated Ballistics Information Network (NIBIN)	Policy Effective: 07/20/2021 Previous Version: N/A

16.0 NATIONAL INTEGRATED BALLISTICS INFORMATION NETWORK (NIBIN)

16.1 BACKGROUND

The Bureau of Alcohol, Tobacco, and Firearms (ATF) has administered the National Integrated Ballistic Information Network (NIBIN) program while working and coordinating with many state, local, and federal law enforcement and forensic partners nationwide. In 2012, the ATF shifted NIBIN’s focus to a real-time intelligence tool under the Field Operations directorate and placed emphasis on quickly disseminating reliable leads to investigators. This proactive approach disrupts violent criminals before they offend again. As the concept of the Crime Gun Intelligence Center (CGIC) has evolved, the ATF now understands that NIBIN, like many other federal forensic programs, is a valuable tool for the law enforcement community.

16.2 MISSION

The El Paso Police Department’s Ballistics Intelligence Unit (B.I.U.) focuses on using NIBIN and E-Trace for the timely collection, management, and analysis of crime gun evidence (i.e., expended cartridge cases and firearms) to identify shooters, disrupt criminal activity, and prevent future violence.

16.3 PURPOSE

To establish policies and procedures related to the B.I.U. and NIBIN evidence collection, intake, barcoding, storage, maintenance, management, shipping, and transfer. To further establish policies and procedures for facility security and safety, as well as for the documentation and notification requirements associated with NIBIN and/or evidence.

16.4 SCOPE

This policy applies to all B.I.U. office personnel and other personnel who have functional responsibility and/or roles in handling evidence as outlined herein.

16.5 DEFINITIONS

- A. Accreditation. Status achieved by an agency that indicates they meet a minimum level of performance mandated by the accrediting agency.
- B. Accuracy. The degree of conformity of a measured quantity to its actual (true) value.
- C. Acquisition. The digital imaging of various firearm-related markings present on cartridge cases into NIBIN.
- D. Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). ATF is the Federal agency administering the NIBIN network.

- E. Association of Firearm and Tool Mark Examiners (AFTE). AFTE is the international professional organization for practitioners of firearm and/or Toolmark Identification and has been dedicated to the exchange of information, methods, and best practices and the furtherance of research since its creation in 1969.
- F. Audit. An inspection used to evaluate, confirm, or verify activity related to quality.
- G. BrassTrax HD3D. The current acquisition station developed by Forensic Technology that captures highly detailed images of cartridge cases, to include firing pin impressions on the primer, breech face, extractor, and ejector markings. Also referred to as “Trax” and “Cartridge Case Acquisition Station.”
- H. Business Day. The days of operation of the NIBIN site, this excludes holidays, weekends, or other days of closure.
- I. Correlation. The automated comparison of an acquired digital image to other images in the databases using an algorithm that provides a list of ranked, possible matches.
- J. Correlation Review. The on-screen comparison of digital images by a trained technician/specialist to determine the potential for two cartridge cases to have been fired from the same weapon.
- K. Crime Gun Intelligence Center (CGIC). An ATF-led interagency collaboration focused on analyzing and investigating gun crime in a local community. CGIC unites cutting-edge technology and a dedicated multiagency investigative team to identify, disrupt, and prosecute serial shooters and their sources of crime guns.
- L. Employee. A person either in the service of the applicable Federal, State, or local Government subject to the terms, conditions, and rules of Federal/State/local employment and eligible for the Federal/State/local benefits of service, or formerly in the service of a Federal, State, or local Government who returns to service in the agency on a part time or temporary basis. For purposes of a vendor laboratory, an employee is a person in the service of a vendor laboratory and subject to the applicable terms, conditions, and rules of employment of the vendor laboratory.
- M. Evidence. Any item or object collected from a crime scene or as part of a criminal investigation that has been submitted for forensic examination.
- N. Firearms Examiner. A forensic scientist who is an expert in evidence regarding firearms and courtroom evidence. They may provide training to law enforcement personnel. Also referred to as a Firearms Examiner.
- O. Integrated Ballistics Identification System (IBIS). An automated ballistics imaging and analysis system that populates a computerized database of digital ballistic images of bullets and cases from crime guns. Technology that enables the imaging and identification of large quantities of firearm evidence across a network of sites, as well as the automated identification of likely matching bullets or cartridge cases.
- P. MatchPoint Plus. Current system developed by Ultra Electronics- Forensic Technology, Incorporated that stores the ballistic images and contains the algorithm program for correlation reviews.
- Q. Microscopic Comparison. The process employed by a trained firearms examiner to determine whether or not fired cartridge cases came from the same firearm. Also referred to as a “Scope” and “Confirmation.”
- R. National Crime Gun Intelligence Governing Board. The group consisting of members of ATF, police departments, and forensic laboratories that oversees implementation and function of NIBIN program. Formerly referred to as the NIBIN Executive Board or “NEB.”

- S. National Integrated Ballistic Information Network (NIBIN). The program managed by ATF that automates the imaging of the unique identifiers of cartridge cases fired from firearms and stores the digital images into a database for comparison across a national network of participating sites.
- T. NIBIN Authorized Trainer (NAT). A technician trained and authorized by ATF to train others in the acquisition of ballistic images.
- U. NIBIN Hit. The result of two or more firearms ballistic evidence acquisitions that have been confirmed as a match by a firearms examiner. NIBIN hits are based on a correlation review of digital images using MatchPoint Plus™ and microscopic confirmation by a firearms examiner. This information/intelligence can be used for investigative purposes and is suitable for court purposes.
- V. NIBIN Lead. An unconfirmed, potential association between two or more pieces of firearm ballistic evidence based on a correlation review of the digital images in the NIBIN database by either a firearms examiner or a trained NIBIN technician. A NIBIN lead is intended to provide a lead for investigative purposes.
- W. NIBIN National Correlation and Training Center (NNCTC). The ATF facility located in Huntsville, Alabama, that performs timely correlation reviews for multiple NIBIN sites and also provides training for qualified NIBIN users.
- X. NIBIN Program Administrator. An individual the NIBIN site has designated to communicate with all parties (i.e., submitting law enforcement agencies, ATF CGICs, etc.), involved in the NIBIN process. The NIBIN program administrator must be a qualified NIBIN user and full-time employee of the NIBIN site. The NIBIN program administrator should be responsible for implementing and directing policies and procedures of the NIBIN site.
- Y. NIBIN Site. Location at which NIBIN acquisition and/or correlation technology is present. NIBIN sites are located in forensic laboratories, police departments, etc. Also referred to as site ballistics. They perform forensic comparisons and analyses and serve as expert witnesses.
- Z. NIBIN Technician. A trained technician/specialist able to use IBIS equipment. A NIBIN technician may be trained for the acquisition or correlation review of digital images of firearms ballistic evidence. NIBIN technicians trained for acquisition only must have the appropriate level of training for those duties and be able to capture and submit digital images into the system. NIBIN technicians trained for both acquisition and correlation must have training in both areas and are able to determine potential links of two or more cartridge cases fired from the same weapon. Also referred to as an IBIS technician.
- AA. Notification. A written or electronic communication to the submitter of firearms ballistic evidence indicating the results of an acquisition/correlation review. Notifications are not Laboratory Reports.
- BB. Originating Agency. The agency that recovered the firearm and/or fired cartridge case and submitted the items for NIBIN entry.
- CC. Procedure. Protocol, Standard Operating Procedure (SOP), or other equivalent; the established practice to be followed in performing a specified task or under specific circumstances.
- DD. Qualified Auditor. An individual trained by ATF to conduct NIBIN site audits for compliance to minimum required operating standards.
- EE. Qualified NIBIN User. A technician and/or firearms examiner trained by ATF, Forensic Technology, and/or a NAT program to perform acquisition and/or correlation reviews of ballistic images on the national network.

- FF. Rank Sort Function. The function of Ultra Electronics- Forensic Technology, Incorporated software on MatchPoint machine that lists all potential matches of ballistic images to items under review in order of score across all images of regions of interest.
- GG. Receipt Date. The date evidence for NIBIN entry is first submitted and/or delivered to a laboratory/NIBIN site for any forensic analysis.
- HH. Secondary Review. The process that ensures the work performed meets quality standards, and requires two qualified individuals to concur on the finding. For NIBIN, ATF defines secondary review as a second correlation review or examination by a trained IBIS technician and/or firearms examiner using MatchPoint.
- II. Service. The performance of those adjustments or procedures specified which are to be performed by the user, manufacturer, or other service personnel in order to ensure the intended performance of instruments and equipment.
- JJ. Suitable Ballistic Evidence. All fired cartridge cases recovered by law enforcement as well as test-fired cartridge cases from firearms recovered by law enforcement that were illegally possessed, used in a crime, or suspected by law enforcement officials of having been used in a crime.
- KK. Technical NIBIN Administrator. A qualified NIBIN user at the NIBIN site designated to assist the NIBIN Program Administrator with technical operations. This is required in the event the NIBIN Program Administrator does not meet the training requirements of a qualified NIBIN user.
- LL. Test Fires. Cartridge cases known to be fired from a specific firearm in law enforcement custody.
- MM. Triage. The process of assessing cartridge cases to determine the best representative sample from a group of cartridge cases having similar firearm produced markings for NIBIN entry. This is not, nor should it be, interpreted as a comparative examination to determine how many firearms may have been responsible for firing the cartridge cases.
- NN. Work Product. Materials produced internally by the NIBIN site/laboratory, such as notes, diagrams, photographs, computer printouts, and other supporting documentation of the evidence submitted to the NIBIN site/laboratory for any forensic analysis.
- OO. Ultra Electronics. Forensic Technology, Incorporated. Company that created the IBIS system in 1991. Also referred to as FT and FTI.

16.6 GENERAL DIRECTION

This policy will define and establish evidence-processing procedures utilized by the B.I.U. This policy will serve as a guideline and allow for flexibility in the examination of evidence as dictated by the circumstances of the incident and/or investigation. This policy is designed to help maintain a working environment that expedites the processing of firearms-related evidence in order to produce timely, intelligence driven investigative leads while preserving the integrity of additional evidence when applicable.

16.7 ADHERENCE TO REGULATIONS/MINIMUM REQUIRED OPERATING STANDARDS (MROS)

B.I.U. personnel shall adhere to all federal regulations, state laws, city ordinances, policies, procedures, rules, and regulations concerning the handling of evidence. The below information is considered critical for a successful NIBIN Program.

- A. Enter all fired or test fired cartridge casings from serviced law enforcement agencies and/or departments through a NIBIN acquisition machine within two business days (48 hours) of receipt in to the NIBIN/B.I.U. Office.

- B. Accurately enter all required information during the acquisition process on the NIBIN acquisition machine.
- C. Disseminate NIBIN leads to the assigned investigator/supervisor of the investigating unit within one business day (24 hours).
- D. Designate and maintain a NIBIN program administrator.
- E. Operate with only qualified NIBIN users.

16.8 SITE SECURITY

The B.I.U./NIBIN office will be housed inside of the El Paso Police Department Property Office located at 617 Texas Avenue, El Paso, Texas, 79901. The Property Office is secured with access control doors as well as an audible alarm system. The B.I.U. NIBIN office will be contained within the building, which will be secured with its own secured access control point. Only authorized personnel will have access to the office.

16.9 MINIMUM REQUIRED OPERATING STANDARDS (MROS) AUDIT (NIBIN)

- A. ATF may conduct an audit of the El Paso Police Department's NIBIN remote site facilities bi-annually. The NIBIN Administrator (Property Supervisor) and the NIBIN Examiner/Technician will be responsible for insuring the El Paso Police Department's NIBIN remote site is in compliance with the MROS prescribed by the ATF. The ATF site reviewer will assess the site's overall NIBIN process, current data, and its acquisition, correlation, and NIBIN lead statistics.
- B. For sites failing to meet the MROS standards upon the initial visit, the ATF Firearms Operations Division (FOD) and the local ATF Field Division/Crime Gun Intelligence Center (CGIC) will work closely with the site to develop a plan to meet the MROS. All NIBIN Sites may undergo an ATF audit once every two years and must be MROS compliant to maintain access to the network.
- C. Once an audit has been scheduled, the audit team leader should provide the NIBIN Site being audited with the checklist contained on the following pages and a request to provide this information at least two weeks before the site visit.

16.10 QUALITY ASSURANCE PROGRAM

The El Paso Police Department's B.I.U. will follow established policy and procedures in addition to present ATF minimum operating standards (MROS). A NIBIN site may choose the format in which it maintains its quality system, as long as it is readily available.

16.11 B.I.U. AND NIBIN TRAINING

- A. The El Paso Police Department will conduct roll call and in-service training related to the B.I.U./NIBIN process to emphasize the importance of these programs to patrol officers who respond to calls for service that involve firearms and casing evidence. The training should specifically address the importance of canvassing for, the collection of, and subsequent submission of all shell casings. Regardless of the type of incident, emphasizing that comprehensive collection of shell casing evidence drives the success of the NIBIN program.
- B. The training should clearly delineate departmental policies regarding responses to calls for shots fired, the canvassing of neighborhoods for the collection of evidence, and the identification of potential witnesses to further the investigation and a means of community outreach. Firearms

identification training should also be included.

16.12 ACQUISITION TRAINING (PERSONAL TRAINING REQUIREMENTS)

Per ATF MROS, once every 30 days each certified NIBIN user must conduct a full casing acquisition to maintain user certifications.

16.13 FIREARMS ELIGIBILITY

Firearm(s) that are collected in relation to found/abandoned property is permitted to be tested on a case-by-case basis.

- A. B.I.U. personnel will process and test fire.
 - 1. Semi-auto pistols (any caliber)
 - 2. Revolvers (case-by-case basis)
 - 3. 12 gauge shotguns
 - 4. 22 Long Rifle or Rimfire chambered rifles
 - 5. All AR-15, Mini-14, SKS, and AK-47 type semiautomatic rifles
 - 6. Any other firearm requested by case agent
- B. B.I.U. personnel will not process and test fire.
 - 1. Large caliber hunting rifles (i.e. .308, 30-06, 7mm Mag., etc.)
 - 2. Black powder rifles and handgun
 - 3. Pellet gun
 - 4. Antique or rare caliber firearms unless requested by case agent
 - 5. Revolvers (case-by-case basis)
 - 6. Shotguns (except 12 gauge)
 - 7. Safekeeping guns
 - 8. Any guns not suspected of having been used in a crime
 - 9. Department-issued firearms

16.14 CRIME SCENE RESPONSE

In the event that a firearm is utilized in the commission of an offense and evidence is present at the scene, the B.I.U. will be utilizing a priority-based system for dispatching the Ballistics Intelligence Unit in reference to call outs.

16.15 PRIORITY 1 SCENE

- A. Upon the arrival at a Priority 1 scene, the Crime Scene supervisor, or the Crime Scene officer in charge, will secure a video of the initial crime scene, primarily of the area where the body (if one is present) was found, to include any other necessary areas.
- B. Crime Scene Unit (C.S.U.) personnel will collect all casings and firearms prior to being released to the Ballistic Intelligence Unit. After all swabbing and necessary processing has been completed by C.S.U. personnel, proper chain of custody documentation will be used to release the property to the B.I.U.
- C. The Crime Scene supervisor or investigative supervisor (i.e. CAP/OCD) will notify the B.I.U. supervisor through communications via Channel One.
- D. The B.I.U. will collect all pertinent evidence (gun, casings, etc.) when the evidence is processed

and released by C.S.U. This will be determined at the direction of the lead Investigator and/or Crime Scene supervisor. The B.I.U. will create an RMS supplement and document who authorized the release of the evidence.

- E. The B.I.U. will then follow established policies in the proper collection of the evidence, test firing of firearms, NIBIN submission for examination, and E-Trace submissions. Note: NIBIN submissions will be entered no later than 48 hours (two business days) from the time of collection of the evidence.
 - 1. B.I.U. personnel will respond to these scenes:
 - a. Homicides
 - b. Aggravated assaults where death is imminent
 - c. Mass fatalities
 - d. Any other designated high-profile cases regardless of persons in custody
 - e. At the request of an on duty supervisor who may deem a response is necessary
 - 2. All call outs will be approved by a B.I.U. supervisor.
- F. Crime Scene personnel will collect all items of evidentiary value related to weapons, shell casings, and ammunition. The evidence will be made available to the Ballistic Intelligence Unit for test fire and/or NIBIN entry after initial processing by C.S.U personnel.

16.16 PRIORITY 2 SCENE

- A. Upon the arrival at a Priority 2 scene, the patrol officer/investigator will initially be in charge of the crime scene and will secure the crime scene, to include any other areas deemed necessary. The shift supervisor or investigator will notify the B.I.U. supervisor through Communications via Channel One. The B.I.U. supervisor will then determine if B.I.U. personnel is warranted.
- B. In the event that the call out is warranted, the B.I.U. will properly photograph each scene prior to the collection of any ballistic/firearm evidence. The photographs will be downloaded into the Photo Lab to be filed with the case.
- C. The B.I.U. personnel will collect all pertinent evidence related to NIBIN submissions (firearms and casings). B.I.U. personnel will properly label all evidence collected.
- D. The B.I.U. will then follow established policies, in the proper collection of the evidence, test firing of firearms, NIBIN submission for examination, and E-Trace submissions. Note: NIBIN submissions will be entered no later than 48 hours (two business days) from the time of collection of the evidence.
 - 1. The B.I.U. personnel may respond to these scenes:
 - a. Assaults
 - b. Misconduct involving weapons
 - c. Where injury is non-life threatening or nonexistent, regardless of persons in custody
 - d. At the request of an on-duty supervisor who may deem a response is necessary
 - 2. All call outs will be approved by an Auxiliary Services Supervisor.
 - 3. B.I.U. personnel will be responsible for the following:
 - a. B.I.U. personnel will retrieve firearms and expended cartridge casings.
 - b. Eligible firearm related evidence will be processed by the B.I.U., to include firearms recovered from pawnshops or forfeited firearms where there is limited to no potential follow-up.
- E. B.I.U. personnel will retrieve firearms and expended cartridge casings from the Auxiliary Services (Property Office) at the beginning of each workday.
- F. B.I.U. personnel will complete requested acquisitions for NIBIN analysis.

- G. Firearms will be processed by B.I.U. using clean techniques.
 - 1. Gloves must be worn when processing firearms.
 - 2. Gloves will be changed between each item of evidence or anytime a contaminated surface is touched.
 - 3. Clean butcher paper will be placed over the work surface prior to processing each item of evidence.
- H. Firearms will be removed from the evidence bag(s) using diligence to only touch the textured areas of the firearms that will be handled during the test-firing process. B.I.U. personnel will change gloves between the handling of the evidence bag and the handling of the firearm.

16.17 SUBMISSION OF FIREARMS TO E-TRACE AND NIBIN DATABASE

- A. All firearms recovered/collected will be traced using the ATF E-Trace program. In order to accomplish this task the following steps will be taken.
 - 1. The B.I.U. will review each firearm or casings submitted to the Property Office.
 - 2. The B.I.U. will conduct data entry on all eligible firearms and casings to the E-Trace program.
 - 3. The B.I.U. will complete an NIBIN evidentiary supplement on each firearm and casing tested.
 - 4. The return information will be forwarded to the assigned investigator and investigative supervisor.
 - 5. No firearm shall be destroyed or released until the E-Trace return has been received and reviewed.
- B. All firearms will be processed by B.I.U. personnel for ballistic entry into the NIBIN system.
 - 1. Each firearm will be traced and entered into NIBIN for examination depending on eligibility.
 - 2. All semi-automatic pistols and rifles, to include any recovered spent casings, will be submitted.
 - 3. Revolvers and their spent casings will be submitted on a case-by-case basis.
 - 4. Shotguns and their spent shell casings will be submitted on case-by-case basis.
 - 5. B.I.U. personnel will supplement each case in RMS to allow for tracking the evidence.
 - 6. Firearms collected as safekeeping or abandoned may be test fired by B.I.U. personnel at an approved firearms facility (EPPD Police Academy or El Paso Sheriff's Academy).
 - 7. All information gathered will be entered into the Department's firearm database located at the property office for the purposes of gathering and sharing information with law enforcement personnel regarding firearms cases.
 - 8. The Property Office Gun Room will be utilized for the storage and security of all firearms while being managed by B.I.U. personnel.

16.18 INSPECTIONS/INVENTORY/AUDIT

Documented inspections, inventories, and audits of the NIBIN office shall be completed as follows.

- A. A quarterly on-site inspection of the NIBIN office will be conducted by the Property Office supervisor. A report of the findings will be completed and forwarded to the Auxiliary Services lieutenant.
- B. Unannounced inspections of the NIBIN office are conducted as directed by the agency's Executive Staff, Risk Management, and Auxiliary Services.
- C. An inventory of the NIBIN office will be conducted each year and whenever the property custodian is assigned to and or transferred from the position. The newly designated property

custodian and a designee of the Chief's Executive staff will conduct the audit jointly to ensure that the records are correct and properly annotated.

- D. Risk Management will conduct an annual audit of the NIBIN program held by the agency. The executive staff is responsible for coordinating such annual audits.

16.19 OUTSIDE AGENCIES (NIBIN SUBMISSIONS)

- A. Outside police agencies requesting the assistance of the El Paso Police Department Ballistics Intelligence Unit with their test-fires and entry of crime scene cartridge casings into IBIS (Integrated Ballistics Identification System) will be allowed with the approval of the NIBIN supervisor.
- B. Outside police agencies requesting NIBIN entry process will complete an "Outside Agency Cartridge Submittal Form."
- C. Upon request, B.I.U. personnel will provide documentation of the NIBIN entry process when assistance is provided to an outside police agency. This documentation may be in the form of a Department-generated report or completion of documentation that will be provided to the outside agency for inclusion into their departmental report.

16.20 TEST FIRING OF FIREARMS

Ballistics Intelligence Unit Specific Test-Fire Safety Procedures:

- A. B.I.U. personnel will perform a safety inspection of all firearms prior to test-firing. The safety inspection will include a visual and manual inspection of the barrel to ensure it is free of obstructions, bulges, or defects that could prevent the safe firing of the firearm. If there is any question regarding the safety of the firearm, B.I.U. personnel will not test-fire the firearm and will contact the El Paso Police Training Academy firearm's armorer for further evaluation and analysis.
- B. B.I.U. personnel will not collect test-fired bullets.
- C. The test-firing of firearms will be conducted at the El Paso Police Training Academy or any other designated site to be determined by the El Paso Police Training Academy.
- D. On occasion, B.I.U. personnel may conduct test-firing procedures at off-site locations, including but not limited to: the El Paso Sheriff's Law Enforcement Academy or at the El Paso Community College's Mission Del Paso Campus located at 10700 Gateway Blvd East.
- E. No firearms will be loaded or have the slide closed while transporting the weapons for test firing.
- F. All test-firing will be conducted with two people present. Under no circumstance should B.I.U. personnel test-fire a firearm alone.
- G. Only B.I.U. personnel will be authorized to conduct the test-firing of weapons.
- H. Anyone present on the shooting range during the test-fire process will, at all times, wear eye protection, hearing protection, and a ballistic vest while standing behind the line-of-fire.
- I. Live ammunition will only be loaded while at the range and only after all safety inspections and precautions have been taken to ensure the safety of the shooter and other present personnel.
- J. A magazine will not be utilized during the test firing of weapons. This is necessary to prevent any possible markings on the exemplar casing left by a magazine.
- K. A maximum of two live rounds of ammunition will be chamber loaded into a weapon, one Test-fire at a time, to obtain test-fire cartridge casing exemplars.

- L. B.I.U. personnel will ensure that they are loading firearms with the appropriate ammunition, ensuring the correct caliber is being utilized.
- M. B.I.U. personnel will not use reloaded ammunition during test-firing.
- N. Evidence magazines will be preserved for future latent print processing or DNA collection needs.
- O. If malfunction occurs during test-firing, with either the firearm or the ammunition, all further test-fires will cease until the cause or extent of the malfunction is identified. If necessary, the firearm will be evaluated by a member of the El Paso Police Training Academy's firearms armorer.
- P. When test-firing a weapon that has been contaminated with bodily fluids or other biohazard material, non-porous latex gloves and other appropriate biohazard safety equipment (i.e. biohazard suit, mask, safety glasses or visor, etc.) will be worn.
- Q. If an accidental discharge occurs during a test-fire process, personnel involved will notify a supervisor immediately.
- R. If at any time someone sustains an injury during the test-fire process, including but not limited to an injury received from a projectile, ejected cartridge casing, firearm malfunction, or any other injury, those present will seek appropriate emergency medical attention and notify a supervisor immediately. B.I.U. personnel will have a medical bag on scene to render aid until such time emergency medical services are on scene.
- S. Impounded firearms are unpredictable and dead triggers do occur. A dead trigger refers to the unexpected delay between pulling the trigger of a firearm and the discharge of the cartridge. If at any point during a test-fire the trigger is pulled and the firearm does not fire as expected, the person shooting should do the following.
 1. Keep firearm pointed down range.
 2. Announce "Range Not Safe".
 3. Wait a minimum of 15 seconds before ejecting the cartridge.
 4. Lock the slide back.
 5. Eject unused casing.
 6. Have spotter ensure weapon is safe and holster.
 7. Immediately have the El Paso Police Training Academy armorer inspect weapon to determine cause.

16.21 TEST FIRING PROTOCOLS

Prior to test-firing, an "Inter-Departmental Agency Cartridge Submittal Form" will be completed for documentation by the requesting investigator.

- A. B.I.U. personnel will ensure that any necessary latent prints and DNA have been collected prior to beginning the test-firing process.
- B. B.I.U. personnel will take the firearms scheduled for test-firing to the El Paso Police Training Academy or any other pre-designated site to begin the test-firing process.
 1. Gloves, eye and ear protection, and ballistic vest will be worn by all persons present during the time of test-fire.
 2. B.I.U. personnel will need to have a portable folding station (table) on which firearms may be placed upon safely while completing test fires.
 3. Only the person designated as the shooter will handle the firearm, ensuring due diligence is taken to only handle the areas of the firearm necessary to fire the weapon.
- C. B.I.U. personnel will perform a safety inspection of all firearms prior to test-firing. The safety

inspection will include a visual and manual inspection of the barrel to ensure it is free of obstructions, bulges, or defects that could prevent the safe firing of the weapon. If there is any question regarding the safety of the firearm, B.I.U. personnel will not test-fire the firearm and will contact the El Paso Police Training Academy armorer regarding further processing.


- D. Once it is determined that the firearm is safe to shoot, the shooter will select two rounds of the appropriate caliber ammunition to be used for test-firing.
- E. A minimum of two rounds will be fired per firearm being tested.
- F. After completing the test-firing process, the firearm and all test-fired casings will be removed from the area.
- G. The firearm will be secured per Departmental policy and returned to its designated evidence box.
- H. Upon completion of the test-firing, a green fluorescent NIBIN label will be affixed to the gun box indicating the weapon has been "Test-Fired". All information located on the NIBIN label must be completed.
- I. Expended cartridge cases from the test-fire process will be placed in the corresponding container for NIBIN entry. Personnel involved in the processing of the firearm will document the following information on the test-fire container.
 - 1. Make, model, caliber, importer, serial number, and type of firearm.
 - 2. Badge ID of person who test-fired the firearm.
 - 3. Date and location of the test-fire.
- J. The firearm will be returned to Property Office at the completion of this process.

16.22 RMS CASE MANAGEMENT REPORTS

- A. B.I.U. personnel will ensure all eligible casings and firearms (page 8, section 1.12- Firearms Eligibility) submitted to the Property Office are processed.
- B. B.I.U. personnel will ensure all completed supplements are approved to level one prior to end of the workday.
- C. In the event of a NIBIN lead, the lead will be forwarded within one business day (24 hours) to the respective investigator to insure the flow of communication is constant.
- D. B.I.U. personnel will maintain the NIBIN Weapon Log in order to properly track B.I.U. case status.

16.23 NIBIN-STRATEGIC ACTION PLAN

- A. Monthly reports will be generated in order to track trends.
- B. An ongoing tracking log will be maintained to accurately account for the number of casing submissions that have been entered into NIBIN. Any positive "hits" will be accounted for.

 El Paso Police Department Auxiliary Services Manual	Chapter 17
Transfer Office	Policy Effective: 07/20/2021 Previous Version: 10/24/2006

17.0 TRANSFER OFFICE


17.1 RESPONSIBILITIES

- A. Mail. Check for mail in the Transfer Office Boxes, District Attorney, County Attorney, and CID - Support Transfer Office.
- B. District Attorney's Office/County Attorney's Office. The Transfer Office is responsible for certain duties relating to the District Attorney's/County Attorney's Office (Monday-Friday).
- C. Transfer Office. The Transfer Office is responsible for presenting cases to the District Attorney's and County Attorney's Office. In the event that a case involves Felony and Misdemeanor offenses (Class A and B), a copy of the case must be provided to each intake clerk. Each case must contain a signed affidavit and a scanned affidavit. If non-arrest if no arrest, the affidavit must also be on a non-arrest template.
 1. Misdemeanor (Class A/B) and Felony Case Presentations (District Attorney's Office and County Attorney's Office).
 - a. Hard copy/Paperless (electronic form) cases are received on a daily basis from all investigative divisions within the Police Department, including the Criminal Investigations Divisions from the regional commands and specialized units. Cases are presented in hard copy or electronic form.
 - b. All cases are thoroughly reviewed to assure that the proper documents are included and attached and any discrepancies in the following. the presentation supplement, signed complaint affidavit/non-arrest affidavit, and number one report.
 - c. In the event that a District Attorney's case is found to be complete with no discrepancies, a "Closed, Presented to DA's Office" status entry is entered into RMS and linked to the District Attorney's Office.
 - d. In the event that a County Attorney's case is found to be complete with no discrepancies, a "Closed, Presented to DA's Office" Status entry is entered into RMS and a hard copy case is submitted to the County Attorney's Office.
 - e. Any discrepancies found in any case will be noted as "more work" in RMS and linked back to the assigned investigator and supervisor in the section for further review and corrections. Additionally, hard copy cases will be sent back to investigator.
 - f. There is also an additional logging of each case into a separate transfer office activity log to ensure that all cases are delivered and accounted for.
 2. El Paso Police Department Laboratory reports are received via interdepartmental mail. Lab reports are checked to see if they have been presented. Department of Public Safety Laboratory reports are delivered to the District Attorney's Office.
 3. Electronic Notifications through RMS-DWI/Narcotics Lab Reports/Results.
 - a. The Transfer Office will notify lead investigator that the lab results have been uploaded into the case and request case be presented.

- b. The Electronic Notifications (Case Portal System) Transfer Office will receive the following electronic case disposition notifications from the DA's office.
 - i. Felony declined cases
 - ii. Felony accepted cases
 - iii. Misdemeanor declined cases
 - iv. Misdemeanor accepted cases
 - v. Request for further investigation
 - vi. Upgrade/downgrade charges
- 4. Additional Supplements
 - a. Documents concerning a presentation case are forwarded to the District Attorney's Office.
- 5. DIMS Complaint Affidavits. All DIMS affidavits that are returned with errors will be linked back to the investigator and section supervisors for corrections as requested by the District Attorney's Office and case status will be changed to "More Work". If errors are discovered in the affidavit, the complaint affidavit must be redone.
 - a. Upon correction(s) made by investigator, the case will be linked back to the Transfer Office. The Transfer Office will update case management "Closed, Presented to DA" and send email advising that the correction were completed.
 - b. If the case is no longer a DIMS case, work the case up regular route and link to the Transfer Office.
- 6. Incoming Mail. Incoming mail from the District Attorney's office is sorted for the following:
 - a. Felony declined cases
 - b. Felony indictment cases
 - c. Misdemeanor declined cases
 - d. Misdemeanor accepted cases
- 7. Electronic mail (email) from the District Attorney's Office and the County Attorney's office.
 - a. Emails are sent from the District Attorney's Office in reference to pending cases, follow ups, status updates, and corrections.
 - b. Request For Examining Trial. The Transfer Office will receive notifications of all cases pending an Examining Trial. After notification is received by the Transfer Office, a "More Work" link and email will be sent to the assigned Investigator and supervisor.
- 8. Phone Calls. The calls consists of various questions, including requesting presentation of cases, case status, research, clarifications, and corrections.
 - a. District Attorney's
 - b. County Attorney's
 - c. Police Department criminal investigative divisions and specialized units
- 9. Returned cases from the District Attorney's/County Attorney's Office
 - a. A case returned for more work from the District Attorney's Office and/or County Attorney's Office will be classified as a request for "More Work" with a notation of the work that is needed. Both section supervisors and investigator are notified of the request.
 - b. After completion of the "More Work", the case will be forwarded/linked back to the Transfer Office. The Transfer Office will verify that the request has been completed. The case will be entered as "Closed to DA Office" and represented to the District Attorney's or County Attorney's Office.
 - c. The District Attorney's Office also forwards "Regular Route" cases that were initially

accepted. For unknown reasons, the defendant could not be booked/processed into jail; therefore, cases are declined and must be presented at a later time. Cases are requested to be presented to the District Attorney's Office once investigation is complete. The same process of updating RMS and notifying the investigator also applies to regular route cases.

10. Felony/Misdemeanor Indictment Cases. A copy of the Indictment List is forwarded to the Transfer Office and Municipal Court Liaison Officer. The Transfer Office will enter the indictment status into case management in RMS. A copy of the Indictment List is forwarded to the Warrant Office via email or hard copy via the Municipal Court Liaison Officer.
11. Declined Hard Copy Felony/Misdemeanor Cases.
 - a. An entry is made into a supplement Case Management to indicate the case has been declined.
 - b. Cases are returned to the investigative unit for proper disposal.
12. Statistical Information. The Transfer Office is responsible for maintaining statistical data for the following to be utilized in a monthly productivity report:
 - a. Accepted cases
 - b. Declined cases
 - c. All cases returned for further investigation (misdemeanor and felony)
 - d. New cases, non-DIMS
 - e. Represented cases, non-DIMS (misdemeanor and felony)
 - f. Indictment
 - g. Emails received

 El Paso Police Department Auxiliary Services Manual	Chapter 18
U-Visa Application Certification Request	Policy Created: 12/7/2021 Previous Version: N/A

18.0 U-VISA APPLICATION CERTIFICATION REQUEST

The Auxiliary Support Division oversees all U-Visa certification requests. The purpose of the request is to certify that an individual submitting Form I-918, Petition for U Nonimmigrant Status, is a victim of certain qualifying criminal activity and was, is, or is likely to be helpful in the investigation or prosecution of that activity.

18.1 PROCEDURE


Upon receiving a “U” Nonimmigrant Status Certification application, a designated Auxiliary Support supervisor will fill out the appropriate boxes/categories.

An EPPD U-Visa checklist and current USCIS Form I-918 will be submitted to the Strategic Planning and Auxiliary Services Bureau Assistant Chief for final approval or denial. The checklist will indicate, “Recommend certification” or “does not recommend certification”.

The checklist will consist of the following to verify involvement:

- A. Name, date of birth, and El Paso Police Department case number
- B. Applicant is within current department records management system to verify involvement
- C. Warrants check via NCIC / TCIC and a local warrants check
- D. Printout of entire report will be attached to packet

The Department’s decision not to sign a certification is completely discretionary and under the El Paso Police Department’s authority.

 El Paso Police Department Auxiliary Services Manual	Chapter 19
Domestic Violence Officer	Policy Effective: 08/25/2022 Previous Version: N/A

19.0 DOMESTIC VIOLENCE OFFICER

19.1 RESPONSIBILITIES

- A. The Domestic Violence Officer shall be responsible for the follow-up to family violence cases at the request of the Department and the victim services case managers.
- B. Work with victims of repeat assaults to proactively address recidivism. A repeat assault victim will be identified as a household with 3 or more family violence type calls within a six-month period or one designated by the Chief of Police.
- C. Provide assistance to victims who come to EPPD Headquarters or any other regional command stations, when feasible, which would include, but is not limited to:
 1. Reports
 2. Warrants
 3. Protective orders
 4. Photographs
 5. Texas Crime Victims Compensation
 6. Arrests and transportation to the shelter or other safe place


19.2 ADDITIONAL DUTIES

- A. Assist victim services case managers with the delivery of protective orders.
- B. Provide assistance to Center Against Family Violence which includes, but is not limited to:
 1. Reports
 2. Warrants
 3. Protective orders
 4. Photographs
 5. Texas Crime Victims Compensation
 6. Arrests and transportation to the shelter or other safe place
- C. Conduct any other family violence operations city-wide alongside victim services case managers when approved by supervisor.
- D. Conduct a minimum of one in-service presentation per month to police officers that addresses report writing, victim services, referrals and case presentation.
- E. Ability to adjust hours to meet presentation needs/requests.
- F. Provide assistance during normal duty hours to high-profile family violence calls.
- G. Maintain statistics on presentations, arrests, warrants and any other data pertinent to the unit.
- H. Perform any other functions as needed by the unit.



AVIATION UNIT OPERATIONS MANUAL

(Effective 04/21/2021)

 El Paso Police Department Aviation Unit Operations Manual	Chapter 1
Chapter 1: Mission and Purpose of the Aviation Unit	Policy Effective: 04/21/2021 Previous Version: 09/25/2013

1.0 MISSION AND PURPOSE OF THE AVIATION UNIT

1.1 PURPOSE OF THE MANUAL

This Operation Manual is issued for the express purpose of providing guidance and direction for Air Support employees. Assigned employees are directed to adhere to specific policies and procedures as outlined herein and to strive to use good judgment in situations not specifically covered in this manual.

1.2 MISSION OF THE AVIATION MANUAL


It is the mission of the El Paso Police Department's Aviation Unit to provide air support and aerial assistance in order to enhance the capabilities of local law enforcement and to increase levels of safety for law enforcement officers while attending to their duties and providing services for the citizens of El Paso.

1.3 SCOPE OF THE AVIATION MANUAL

This manual is intended to be the Administrative Policies and Standard Operating Procedures (SOPs) to all officers assigned to the Air Support Unit. It is expected that all Air Support personnel will follow these policies. These policies are set as a guide to assist in the units operation. Officers assigned to the unit will not only follow these guidelines but will also adhere to all policies set forth by the Department as well as any additional policies outlined by Air Support management not already incorporated in this manual.

1.4 SAVING CLAUSE OF THE AVIATION MANUAL

This manual is intended to be an extension of the El Paso Police Department General Manual and the Bureau Operations Manual and is not intended to conflict with either of those manuals. Should any conflict exist between the Aviation operations manual and the General Manual or Bureau Operations Manual, then the latter two manuals will take precedence.


 El Paso Police Department Aviation Unit Operations Manual	Chapter 2
Chapter 2: Aviation Unit Goals	Policy Effective: 04/21/2021 Previous Version: 09/25/2013

2.0 AVIATION UNIT GOALS

2.1 GOALS OF THE AVIATION UNIT

The goals and objectives of the Air Support Unit are consistent with the principles of community based policing.

- A. Community based policing goals:
 1. Air Support employees will strive to ensure that policies and procedures outlined by the Department are being observed while both on and off duty.
 2. Air Support employees will remain professional while attending to their daily functions. A positive image of the unit and the Department will be portrayed at all times.
 3. Members of the Air Support Unit will attempt to respond to all requests for service and will execute their mission safely and expeditiously.
 4. Members of the Air Support Unit will take great pride in their duties and strive to ensure that the unit is functioning at an optimal level.
 5. Members of the Air Support Unit understand their role as a support unit and will take every effort to assist in all aspects of the law enforcement function.
 6. Air Support employees will exercise their authority to identify and solve problems that are within their power and scope to resolve.
 7. Air Support will seek to empower its employees to execute the mission of the unit as efficiently as possible while adhering to the highest ethical standards.
 8. Air Support will ensure that employees are highly trained and capable of attaining unit goals and objectives. All required certifications and training will be kept current.
 9. Air Support employees will ensure that the section aircraft, equipment, and work areas are kept clean and functioning at all times.
 10. Whenever possible, the members of the Air Support Unit will work to develop effective partnerships with other agencies, and the citizens of the community through routine work activities and through special community events.
 11. The Air Support Unit in every function will endeavor to enhance the quality of life in our city.

 El Paso Police Department Aviation Unit Operations Manual	Chapter 3
Chapter 3: Program Administration	Policy Effective: 04/21/2021 Previous Version: 09/25/2013

3.0 PROGRAM ADMINISTRATION

3.1 STRUCTURE

The El Paso Police Department Air Support Unit falls under the Organized Crime Division (OCD). The officers assigned to the unit fall under the direct supervision of one lieutenant and one sergeant. Officers assigned to the Air Support Unit will adhere to the chain of command at all times.

3.2 PERSONNEL

- A. Lieutenant. The lieutenant shall be responsible for administration and operations within the unit. The lieutenant will report directly to the division commander.
- B. Sergeant. The sergeant will report directly to the Air Support lieutenant and will ensure the following unit needs are met:
 - 1. Maintain a working knowledge of all rules and applicable regulation
 - 2. Ensure goals and protocols are being met
 - 3. Handle and understand the unit budget
 - 4. Compile information for statistical purposes
 - 5. Ensure unit safety
 - 6. Ensure pilot certifications are maintained
 - 7. Ensure training is done and training records are up to date
 - 8. Conduct monthly audits
 - 9. Conduct Inspections of personnel and equipment
 - 10. Responsible for assigning after hour call outs
 - 11. Perform duties as directed by unit lieutenant
- C. Pilot. The position of Pilot is subject to the availability of qualified personnel and management prerogative. The following requirements and duties are subject to change at the discretion of the unit commander. Changes or waiver of criteria will be considerations as well as available personnel qualifications.
 - 1. Requirement Guidelines:
 - a. Must hold current Commercial Certification in both rotorcraft and fixed-wing aircraft, must hold Certified Flight Instructor's Rating in Rotorcraft.
 - b. Should have a minimum of 1500 rotorcraft flight hours as unit Pilot in Command.
 - c. Must have fixed-wing unit Pilot status.
 - d. Should have four years of assignment within the unit.
 - e. Should have one year as a unit Certified Flight Instructor for rotorcraft with a demonstrated ability to train unit personnel.
 - f. Must have the recommendation of unit supervisors and concurrence of the unit commander.
 - 2. Responsibilities:

- a. Coordination of all pilot training within the unit.
 - b. Conduct all phases of flight training, basic, recurrence, and advanced.
 - c. Develop flight training syllabi.
 - d. Maintain all training documentation including qualification requirements and authorize pilots for advance mission requests.
 - e. Maintain all flight manuals.
 - f. Perform additional duties as required by unit management.
- D. Certified Flight Instructor Requirements (Helicopter):
1. FAA Certified Flight Instructor- Rotorcraft- Helicopter Rating
 2. Possess a Class II medical certificate
 3. 1000 flight hours in helicopters
 4. 250 flight hours in departmental helicopters
- E. Certified Flight Instructor Requirements (Fixed-wing):
1. FAA Certified Flight Instructor- Airplane Rating
 2. Possess a Class II medical certificate
 3. 500 flight hours in fixed-wing
 4. 250 flight hours in departmental fixed-wing

3.3 PILOT DUTIES


The pilot's primary duty is the safe and effective operation of departmental aircraft in accordance with FAA regulations, the Aircraft Operator's Manual, and unit procedures while performing the police mission. Every assigned pilot will remain current in all phases of unit operational requirements and maintain a Class II medical certificate renewable annually.

3.4 OBSERVERS DUTIES

Officers assigned to act as flight observers will coordinate the efforts of ground units and air crews.

3.5 AIRCRAFT MECHANICS

The unit mechanic will be assigned to maintain departmental aircraft in compliance with all Federal Aviation Administration/FAA industry standards, Federal Aviation Regulations/FAR, and manufacturer's service letters. The unit mechanic will also be responsible for completing and maintaining accurate maintenance records for each aircraft assigned to the unit.

 El Paso Police Department Aviation Unit Operations Manual	Chapter 4
Chapter 4: Selection Process and Certification	Policy Effective: 04/21/2021 Previous Version: 09/25/2013


4.0 SELECTION PROCESS AND CERTIFICATION

4.1 SELECTION PROCESS

The Air Support Unit is considered a coveted position and processes dictated by the Department's Articles of Agreement (contract) will apply. In addition to the application process, the unit may require that applicants undergo a check-ride. This check-ride will be given to ensure that applicants meet minimum section requirements and are qualified to be considered for the unit. The check-ride will include the obtaining of personal information to include weight and a short introductory flight designed to test the individual observation skills and tolerance levels while air-born. Once selected to the unit as a pilot/observer, they will be placed on a six month evaluation period to determine that they are qualified for a pilot/observer position.

4.2 CERTIFICATIONS

Pilots assigned to the Air Support unit will maintain a commercial rating for either/or both rotor-craft and airplane single engine land aircraft. A pilot will also maintain a class II medical certificate to be renewed on a yearly basis. All pilots will maintain mandated currency requirements set forth by the FAA and will strictly adhere to this policy. Violation of this policy may result in the suspension of the pilot's license as well as the loss of departmental flight privileges. These policies are mandated not only by the FAA but also the Department's insurance standards.

 El Paso Police Department Aviation Unit Operations Manual	Chapter 5
Chapter 5: Aviation Unit Training	Policy Effective: 04/21/2021 Previous Version: 09/25/2013

5.0 AVIATION UNIT TRAINING

5.1 CHIEF PILOT TRAINING RESPONSIBILITY

The Chief Pilot will be responsible for coordinating and documenting all pilot training within the unit.

5.2 PILOT RESPONSIBILITY

Each pilot will be responsible to ensure that they are proficient in all aspects applicable to their duties in the operation of departmental aircraft. Pilots are required to pass a competency/proficiency check ride every six months. Training will be conducted on the areas of pilot deficiency as needed.

- A. Each pilot will be responsible for maintaining currency in the following areas:
1. Unit operating procedures, aircraft pilot operating manuals.
 2. Duties and responsibilities of crew-members.
 3. The type of aircraft to be flown, including engines, major components and systems, performance limitations, standard and emergency operating procedures.
 4. Principles and methods for determining weight and balance limitations for takeoffs and landings.
 5. Navigation and the use of appropriate navigation aids.
 6. Airport air traffic control procedures.
 7. A working knowledge of weather conditions applicable to ensure safe flight.
 8. Procedures for operating in turbulence and avoiding of icing, hail, thunderstorms, and other hazardous weather conditions.

5.3 EMERGENCY TRAINING

Each pilot will be familiar with the emergency procedures described in the applicable pilot's operating handbook (POH) of each aircraft they are authorized to pilot. Emergency procedure training will be conducted each quarter to ensure competency and proficiency are maintained by each pilot.

5.4 COMPETENCY / PROFICIENCY CHECK RIDES

The Chief Pilot or designated CFI will conduct quarterly competency/proficiency check rides to pilots with pilot flight status. These check rides are designed to help pilots maintain Commercial pilot standards in the operation of departmental aircraft and to bring forward any deficiencies in the pilot's ability to act as pilot. Additional training will immediately be conducted to address any area of pilot deficiency detected. Each competency/proficiency check ride will be documented on the proficiency check ride training form and placed in the pilot's training file.

- A. The competency/proficiency check ride will include the following maneuvers:
1. Airplanes:
 - a. Normal takeoffs and landings.
 - b. Cross wind landings.
 - c. Climbs, turns, descents.
 - d. Steep turns.
 - e. Maneuvering at minimum speeds.
 - f. Stalls/ stall recognition.
 - g. Short field landings and takeoffs.
 - h. Soft field landings and takeoffs.
 - i. Accuracy landings.
 - j. Emergency procedures.
 2. Helicopters:
 - a. Normal takeoffs and landings.
 - b. Steep approaches and landings.
 - c. High altitude takeoffs and landings.
 - d. Slope operations.
 - e. Confined area operations.
 - f. Maximum performance operations.
 - g. Emergency procedure.

5.5 BI-ANNUAL FLIGHT REVIEW

All pilots assigned to the Air Support Unit will be required to pass a bi-annual flight review as required by FAA FAR 61.56. The flight review, although similar to competency/proficiency check rides will be conducted by the Chief Pilot or designated unit CFI.

- A. Pilots will be required to satisfactory perform the following maneuvers:
1. Airplanes:
 - a. Normal takeoffs and landings.
 - b. Cross wind landings.
 - c. Climbs, turns, descents.
 - d. Steep turns.
 - e. Maneuvering at minimum speeds.
 - f. Stalls/ stall recognition.
 - g. Short field landings and takeoffs.
 - h. Soft field landings and takeoffs.
 - i. Accuracy landings.
 - j. Emergency procedures.
 2. Helicopters:
 - a. Normal takeoffs and landings.
 - b. Steep approaches and landings.
 - c. High altitude takeoffs and landings.
 - d. Slope operations.
 - e. Confined area operations.
 - f. Maximum performance operation.
 - g. Emergency procedures.

5.6 NIGHT OPERATIONS


Pilots assigned to the Air Support Unit will maintain nighttime competency and proficiency status to be in compliance with the FAA. Pilots will fly nighttime operations every three months in both Rotorcraft and Fixed Wing Aircrafts.

5.7 EMERGENCY TRAINING

Pilots will conduct emergency procedure training every 6 months in both Rotorcraft and Fixed Wing Aircrafts to ensure competency and proficiency are maintained.

5.8 TRAINING

Pilots will attend an Airborne Law Enforcement Safety Seminar every year in order to be current with updated Aviation laws and to ensure safe operations within the Aviation Unit.

 El Paso Police Department Aviation Unit Operations Manual	Chapter 6
Chapter 6: Unit Operations	Policy Effective: 04/21/2021 Previous Version: 09/25/2013

6.0 UNIT OPERATIONS

6.1 PATROL OPERATIONS

The primary aircraft utilized for patrol will be the department helicopter (OH-06).

A. Helicopter responsibilities.

1. All helicopter patrol flights are to be conducted at a minimum altitude of five hundred (500) feet above the ground. Should a lower altitude need to be utilized it will be the responsibility of the pilot to insure that the lower altitude can be performed safely.
2. It will be the responsibility of the pilot to operate the departmental aircraft and to respond to calls for service in a timely fashion. Once on location the observer will make requests to the pilot as to what will be needed to complete the call for service, (i.e. fly slower, fly lower, etc...) and it will be at the discretion of the pilot as to whether or not this can be done safely.
3. While in patrol the helicopter is to be utilized for "in progress" type calls, or any type of call in which assistance can be provided which will benefit the patrol officers in their mission.
4. Air support crews will fly full crew at all times. Notification will be made to unit management if deemed necessary to make exception to this policy.
5. The "final authority" as to the responding of calls for service will rely upon the pilot of the mission, taking into considerations weather, aircraft performance, crew rest, and anything else which could jeopardize the mission.
6. If a mission is canceled for any reason, the crew will make notification to dispatch and the requesting entity in order to advise of the reason for cancellation.

6.2 TACTICAL OPERATIONS

Any tactical operations will follow the below listed procedures.

A. Tactical operations procedures.

1. While performing covert (surveillance) type missions a minimum of three thousand (3000) feet above ground or greater should be utilized in order to reduce the noise signature.
2. When applicable all covert missions should be conducted within the departmental fixed wing aircraft.
3. It will be the responsibility of the pilot to provide an aerial surveillance platform, while maintaining flight safety and parameters within aircraft and crew performance levels.
4. When calls for a surveillance mission are requested, it will be required that the requesting agency provide a spotter / observer for the mission. It will be the responsibility of the observer to provide the pilot the information necessary in the handling of the required mission.

5. The "final authority" as to the responding for the request of service will rely on the pilot of the mission, taking into consideration weather, aircraft performance, crew rest, and anything else which could be detrimental to the mission.
6. Should the tactical operation include that of helicopter use and SWAT deployment, this will be done on the discretion of the pilot who will have final authority in the use of the aircraft for the mission.
7. Any use of the departmental plane will require notification be made through the chain of command to the division commander.

6.3 SPECIAL OPERATIONS

Any special operations will be authorized through the chain of command.


- A. Mountain rescue conducted by the unit. On occasion a pilot may need to fly in near proximity to mountainous terrain in order to assist with mountain search and rescue missions. A pilot is responsible for understanding both their limitations as well as the limitations of the aircraft and will take all safety precautions prior to any such mission. A pilot should not attempt to assist with mountain rescue unless they have received training by the department's CFI both in daylight and night-time hours. If a pilot does not have the experience necessary to accomplish such a mission an additional more experienced pilot may be utilized. Prior to involvement in a mountain rescue scenario, a unit supervisor will be notified and will assess the situation.
- B. Presentations conducted by the unit. On occasion the Air Support Unit will be requested to provide presentations to different civic groups, schools, and events. In maintaining with the Community Based Policing philosophy all requests will be taken in to consideration. A request will be taken in writing from the agency or group requesting the presentation. Once the formal written request is obtained, the division commander will have the final approval on whether a presentation will be given. Staffing levels and other priorities will be considered when approving such requests. The Air Support crew designated/assigned to make the presentation will be responsible for making all arrangements for the presentation. The assigned crew will also do a preliminary physical check of the landing zone to ensure that a safe landing may be made.
- C. Fly Over's conducted by the unit. On occasion the Air Support Unit will be requested to provide "Fly Over's" for different civic groups, schools, and events. In maintaining with the Community Based Policing philosophy all requests will be taken into consideration. The Air Support Unit will use the same guidelines for "Fly Over's" as it does for presentations and requests will be taken in writing.
- D. Miscellaneous operations. Any requests for Air Support not listed above will be taken in to consideration by unit management. Approval may be made on a case by case basis if deemed necessary or practical for the unit.

6.4 PURSUIT POLICY

The pursuit policy for the Air Support Unit is outlined in Administrative Order A01-07.

- A. Air support procedures for authorized pursuits.
 1. The role of the Air Support Unit while involved in an authorized pursuit will be to assist and to coordinate field activities.
 2. Primary responsibility will remain with the ground units and ground supervisors.
 3. Air Support may relinquish ground units of broadcasting the pursuit if deemed necessary by ground units and ground supervisor.

4. Air Support may continue to pursue a vehicle if ground units disengage from a pursuit. Notification will be made to ground units if a vehicle becomes disabled or stops.
5. A pursuit exiting our jurisdiction will only continue if the ground supervisor dictates the necessity to continue the pursuit.
6. If a pursuit is exiting local jurisdiction the Air Support crew will notify dispatch to have an Air Support supervisor notified. If an Air Support supervisor is not immediately available to make the decision on continuing or canceling the pursuit. The decision will rests on the ground supervisor in charge.
7. The Air Support crew or a supervisor may determine to cancel a pursuit if safety becomes an issue. The crew will notify dispatch if a pursuit is being terminated by the Air Support Unit and explain the reason for the termination.

 El Paso Police Department Aviation Unit Operations Manual	Chapter 7
Chapter 7: Unit Jurisdiction	Policy Effective: 04/21/2021 Previous Version: 09/25/2013


7.0 UNIT JURISDICTION

7.1 AIR SUPPORT JURISDICTION

The Air Support Unit does on occasion and for various reasons fly outside the parameters of our jurisdiction. All out of town flights, duty related or training related, will need approval by the Air Support chain of command (through the Chief's office). Santa Teresa Airport, Fabens Airport, Las Cruces Airport, Van Horn Airport, and West Texas Airport may be utilized for training purposes without making notification. It is understood that while flying in an aircraft it is easy to overlap boundary lines, however the department's Air Support Unit will make all efforts to remain within or close to the city limits. Flights into Mexican airspace are strictly prohibited.

7.2 ASSISTING OUTSIDE AGENCIES

The Air Support Unit will assist outside agencies on a case by case basis. The outside agency requesting assistance will need to formalize their request by placing the request in writing. The request will then be sent up the Air Support chain of command for approval. An exception to this policy may be made if exigent circumstances arise and an outside agency needs immediate Air Support or if the City/Department enter into a mutual aid agreement with other agencies.

 El Paso Police Department Aviation Unit Operations Manual	Chapter 8
Chapter 8: General Operating Procedures	Policy Effective: 04/21/2021 Previous Version: 09/25/2013

8.0 GENERAL OPERATING PROCEDURES

8.1 UNIT SCHEDULE

The Air Support Unit sergeant will be responsible for producing a weekly schedule. This schedule will be followed by members of the Air Support Unit. Any deviations from this schedule will be approved by an Air Support supervisor. Officers assigned to the Air Support Unit will understand that there may need to be changes made to a schedule due to events or department needs.

8.2 OFFICERS AVAILABILITY

Officers assigned to the Air Support Unit will remain available for aerial deployment during their entire tour of duty. A pager or cell phone number will be readily accessible in order to ensure rapid response should the need arise. Officers will advise unit management of their whereabouts if away from the hangar.

8.3 AFTER HOUR CALL OUTS

All after hour call outs will be coordinated through dispatch. Dispatch will in turn notify the Air Support sergeant of the need for Air Support. The Air Support sergeant will decide if the call out is warranted and send in a crew.

8.4 UNIT FLIGHT TIME

The Air Support Unit will prioritize their duties in an effort to provide the best possible coverage and maintain the effectiveness of the unit. The unit will take every effort to ensure that patrol officers are gaining and able to utilize a valuable resource with the use of Air Support. It is imperative, for this reason that the unit attempt to place an emphasis on patrol flights. When possible, crews will be flying patrol missions and utilizing this time as training time as well.

8.5 DOWN TIME

The Air Support Unit will utilize its time wisely. When not on patrol flights officers assigned to the Air Support Unit will be maintaining equipment, cleaning work areas, training, or attending to duties as deemed necessary by unit management. If duties are completed and flights are not possible for any reason (Aircraft down, in climate weather, pilot not working, etc.), officers will notify the Airport operations supervisor and will assist with duties attached to the Airport in an attempt to alleviate overtime.

8.6 TAKE HOME VEHICLES

Take home vehicles will be parked in either the front of the building or on the east side of the hangar. Under no circumstances will personal vehicles or equipment be parked inside the hangar without authorization of unit management.

8.7 UNIT WORK AREAS

Work areas will remain clean and organized at all times. Work areas are subject to inspection by unit management.

8.8 MAJOR DISASTER PROTOCOL

In the event of a major disaster or In the event emergency all on duty personnel will report to the hangar and await instruction. Officers may be called in if deemed necessary by unit management.

8.9 PILOT CONDITIONS

The Air Support sergeant or unit management may if deemed necessary, suspend an officer's flight privileges. Circumstances which may dictate this type of suspension may include but are not limited to:

- A. Lack of sleep.
- B. Noticeable use of alcohol.
- C. Domestic problems.
- D. Death of family member.
- E. Any indicator that leads the sergeant to believe that an individual's situation or condition may cause an undue risk to the safety of a flight.
- F. Medical concerns.

8.10 RIDE ALONG PROGRAM

The Air Support Unit presently does not have a ride along program for citizens. The Unit has a ride along program for officers and ex-military. An officer may request to ride along with the unit while on duty in order to become more familiar with the units function. A request by officers will be made in writing through the chain of command. Requests for a ride along will be considered based on available staffing and any additional priorities the unit may be handling at the time. Any request for a ride along will be approved by the unit commander.

8.11 NON-ESSENTIAL PERSONNEL


The Air Support Unit is considered Non-Essential personnel for the purpose of Department recognized holidays. Any deviation from this status will need the approval of the Air Support chain of command.

8.12 FORWARD LOOKING INFRARED (FLIR) DEVICE

Air Support Crew must be certified to operate the FLIR/Infrared equipment and must receive training on its operation in order to become proficient with the equipment.

8.13 PILOT FLIGHT LIMITATIONS AND REST REQUIREMENTS

Pilots will not exceed eight hours of flight time operations per day, when operations involve only one Pilot, until a minimum of 10 hours of rest are acquired after a duty shift. Pilots will not exceed 10 hours of flight time operations per day, when operations involve a crew of two pilots, until a minimum of 10 hours of rest are acquired after a duty shift. (Requirements of FAA).

 El Paso Police Department Aviation Unit Operations Manual	Chapter 9
Chapter 9: Uniform Standards	Policy Effective: 04/21/2021 Previous Version: 09/25/2013

9.0 UNIFORM STANDARDS


9.1 AIR SUPPORT UNIFORM STANDARDS

Officers assigned to the Air Support Unit will report to duty in uniform well groomed and ready to attend to their daily duties. The following is authorized uniform attire to be utilized on duty:

- A. Authorized uniform.
 1. Flight Suit - Royal blue nomex flight suit.
 2. Jacket - Royal blue nomexjacket.
 3. Gloves - Royal blue nomex gloves.
 4. Footwear - Regulation black shoes or boots or military style boots black in color may be worn with the flight suit.
 5. Baseball cap - Department authorized baseball caps may be worn with the flight suit.
 6. Aviation Wings - The Department approved aviation wings will be worn by pilots only. This uniform item must be earned and may be worn once an Air Support officer is issued their pilots license. The aviation wings will be worn directly over the name tag on the Department regulation uniform.
 7. Flight Suit name tag - The flight suit name tag will be made from leather or cloth material and will display the section wings and badge along with the officer's name. The print on the name tag will be silver or white in color for officers and gold in color for supervisors. The distinction of 'pilot' will only be utilized once an Air Support officer is issued their pilots license.
 8. Helmet - A flight helmet will be issued to each pilot/observer assigned to the Aviation unit. The helmet will be green or white in color. No unauthorized decoration or items will be placed on the flight helmet without the approval of the Air Support sergeant.
 9. Weapon - Officers assigned to the Air Support unit may wear their weapon in a shoulder holster (leather or nylon gear). For safety reasons, weapons will be worn any time an employee is outside the hanger and when operating departmental aircraft.

9.2 AIR SUPPORT GROOMING STANDARDS

Officers assigned to the Air Support Unit will maintain a high level of grooming and dress. Uniforms will be pressed and orderly and will meet standards set forth by the department manual. Officers assigned to the Air Support Unit will be subject to periodic inspections by The Air Support sergeant and unit management.

 El Paso Police Department Aviation Unit Operations Manual	Chapter 10
Chapter 10: Unit Equipment	Policy Effective: 04/21/2021 Previous Version: 09/25/2013

10.0 UNIT EQUIPMENT

10.1 UNIT AIRCRAFT

Officers assigned to the Air Support Unit will ensure that all department aircraft are maintained and cleaned on a regular basis. Aircraft will remain presentable at all times and will portray a positive and professional image for the unit and the Department. Day shift personnel will ensure the aircraft are washed once per week and waxed once per month. Department aircraft will be subject to periodic inspection by the Air Support sergeant and unit management. Routine overhauls and timed component inspections will be the responsibility of the unit mechanic. Aircraft will be utilized for duty related functions only. Any unauthorized use of departmental aircraft will be subject to discipline and possible removal from the unit.

10.2 EQUIPMENT KEPT IN AIR SUPPORT VEHICLES


There is no equipment stored in the aviation vehicles.

10.3 ASSIGNED UNIT VEHICLES

Officers assigned to the Air Support Unit will ensure that any vehicle assigned to the unit is maintained and cleaned on a regular basis. Oil changes will be monitored and all vehicles will be taken to Department authorized car washes when deemed necessary.

10.4 ASSIGNED EQUIPMENT

It is the responsibility of each individual officer to ensure that all assigned equipment be maintained and is properly cared for. Lockers are available to ensure that equipment is properly secured when not in use.

 El Paso Police Department Aviation Unit Operations Manual	Chapter 11
Chapter 11: Periodic Policy Review	Policy Effective: 04/21/2021 Previous Version: 09/25/2013


11.0 PERIODIC POLICY REVIEW

The OCD commander will continuously review the Air Support Unit policy and, when necessary, update this policy. The OCD commander will then cause the policy to be annually reviewed and approved, by signature, by the approval authority for the El Paso Police



COMMUNICATION OPERATIONS MANUAL

(Revised 12/21/2022)

 El Paso Police Department Communications Operations Manual	Chapter 1
Chapter 1: Preface and Applicability	Effective Date: 03/07/2007 Previous Version:

1.0 PREFACE AND APPLICABILITY

1.1 MISSION OF THE COMMUNICATION DIVISION

The El Paso Police Department's Communications Division responds to requests for public safety services and coordinates the efforts of public safety responders. The Communications Division's goal is to provide a professional, courteous response to all.

- A. The mission of the Communications Division is to serve the public by providing for their safety and the safety of all public safety responders to the very best of our ability. The Communications Division will accomplish this by providing accurate and timely information, by maintaining accurate records as to the location and status of each responder, and by ensuring that our reports are completed and accurate.
- B. The Communications Division understands that employee actions must always be in the best interest of the public we serve and the officers that depend on us. The Communications Division acts to promote the police purpose and to provide specific support services for police officers, fire fighters, and fire medical services personnel.

1.2 PURPOSE OF THE COMMUNICATIONS MANUAL

To provide Communications personnel with standard operating procedures and guidelines for carrying out their duties. It is not the intent of this manual to set policy and procedure for every situation that may arise. The very nature of communication requires flexibility and innovation. The employee may, however, be called upon to justify their actions when they depart from standard operating procedures.

1.3 AUTHORITY OF THE COMMUNICATIONS OPERATIONS MANUAL

The Procedures Manual of the El Paso Police Department, City Code and Texas State law all supersede the Communications Manual. Should new general procedures or new laws come into effect that conflict with the Communications Manual, such law or procedure shall take precedence and the Communications Manual shall be updated in accordance with the Procedures Manual to reflect any changes in the law.

1.4 REVISIONS

The Division appreciates input and suggestions that will improve service. Suggestions for changes and/or revisions to this operations manual are accepted from many sources. Revisions will be available to all employees.

1.5 OTHER POLICY VEHICLES

Policies and procedures may also be established through Administrative memos and Special Orders. These may be delivered to the employee through the Shift Supervisor or the Department's electronic mail system. Other policy vehicles include CAD help files; shift meeting lesson plans, NCIC/TCIC manuals and training materials. Employees are responsible for policies and procedures from the date posted.

1.6 DISTRIBUTION OF THE COMMUNICATIONS OPERATIONS MANUAL

Contents of the manual are solely the concern of the El Paso Police Department. Each Communications employee is responsible for the information contained in the manual. When an employee leaves the Division, the manual is returned to a supervisor.

1.7 COMMUNICATIONS DIVISION TASKS


The Communications Division is assigned the following tasks:

- A. Public Safety Call taking
- B. Radio operations
- C. Police Report taking
- D. TLETS/NLETS operations
- E. Communications equipment maintenance and oversight
- F. CAD information oversight

1.8 CHAIN OF COMMAND OF COMMUNICATIONS

The chain of command for Communications descends as follows:

1. Chief of Police
2. Assistant Chief
3. Director of Administrative Services
4. Communications Manager
5. Communications Assistant Manager
6. Shift Supervisor
7. Dispatchers, communicators, call takers, report expeditors, and administrative personnel report to this chain on all matters concerning the Department, except as outlined in the Procedures Manual.
8. Employee communications within the Department are transmitted through all intervening levels of their chain of command, except as outlined in the General Manual of the El Paso Police Department and in the grievance or appeal procedures of the Civil Service Commission.

 El Paso Police Department Communications Operations Manual	Chapter 2
Chapter 2: Staffing and Leave	Effective Date: 03/07/2007 Previous Version:

2.0 STAFFING AND LEAVE

2.1 WORK SCHEDULE

The work week is forty hours. The workweek starts on Sunday and ends on Saturday. A pay period is two workweeks in length; the payroll office sets the calendar dates of pay periods. All employees may be required to work more than forty hours per week according to the needs of the Division.

- A. The Communications Division is in operation twenty-four hours per day every day of the year. Shift work is a condition of employment. Communication employees are considered “essential personnel” by the City of El Paso and are required to report to duty even if other City employees may be exempt.

2.2 DUTY HOURS AND SHIFT RELIEF

Each shift begins with a shift meeting. Line personnel are at their workstations, ready to work, five minutes before the previous shift is scheduled to leave. Employees going off-shift must remain, ready to work, until they are properly relieved.

- A. Regular shift hours are as follows, shift hours may be adjusted and other shifts added to respond to workflow and workloads.

2.3 DISPATCHERS AND CALL TAKERS

Shifts assignments for call takers and Dispatchers rotate on a quarterly basis.

- A. Shift #1 shift hours 0630 – 1500
- B. Shift #2 shift hours 1430 – 2300
- C. Shift #3 shift hours 2230 0700

2.4 REPORT EXPEDITORS

Shift assignments for Report Expeditors do not rotate; shift assignment is by seniority or by direction from the Communications Manager.

- A. Shift #1 shift hours 0700 – 1600
- B. Shift #2 shift hours 1000 – 1900

2.5 SHIFT SUPERVISORS

- A. Shift #1 shift hours 0600 1500
- B. Shift #2 shift hours 1400-2300
- C. Shift #3 shift hours 2200-0700

2.6 TIME CLOCKS

The employee swipes in and out on the Kronos time clocks according to their duty hours. The employee swipes in to start their shift, out for lunch, in when they return from lunch, and out when they leave for the day. Employees must swipe at the correct time. Missed swipes or incorrect swipes are reported to the supervisor so that adjustments may be made. Failure to swipe or to swipe correctly may result in paycheck errors. Paycheck errors can be corrected, but the correction may not take place immediately.

2.7 TARDINESS

An employee is tardy when they are not at their designated place by the reporting time. If the employee knows he or she will be tardy, he or she is required to make prior notification to the on-duty supervisor. Upon arrival, the employee submits a memo to the on-duty supervisor explaining their tardiness. The memo will contain:

- A. The employee's scheduled reporting time.
- B. The time they actually arrived.
- C. The reason they were late.
- D. The name of the supervisor they notified when they called to advise they would be reporting late.
- E. A request for appropriate leave or time adjustment, if applicable.
- F. The employee's original tardy memos are kept in the employee's Divisional file. Tardiness is disruptive of the workflow of the office and as such may be subject to disciplinary action.
- G. The employee is tardy for shift meeting if the employee arrives after a supervisor has closed the shift meeting room door. A memo must be submitted explaining the tardiness.

2.8 BREAKS

- A. Meal Breaks. The standard meal break is thirty minutes. Unless a supervisor gives permission, an employee may not leave for their meal break unless the employee previously on break has returned. The meal break is not paid time and employees may leave the property.
 1. Meal breaks may be suspended or canceled if required by the workload-to-staffing ratio, or if an emergency exists. Employees are paid thirty minutes overtime if they are denied a meal break.
 2. Each shift maintains a list for the purpose of assigning meal breaks. Circumstances may arise that require the supervisor to deviate from this list. Employees on overtime are assigned lunch according to these guidelines:
 - a. Employees continuing on overtime from the previous shift will have first choice on the lunch list.
 - b. Employees working scheduled overtime will sign up for lunch in the order reserved for the employee they are replacing.
- B. Other Breaks. The Division will schedule other breaks as required. These breaks are paid time and the employee may not leave the property. While every effort is made to ensure the employee gets their breaks, circumstances may demand that the break is canceled or curtailed. Missed break time is not accumulated for later use. Breaks may not be taken in conjunction with the meal break.

2.9 OVERTIME

Any time worked above forty hours per workweek is paid at an overtime rate. All Communications employees are subject to schedules that may exceed forty hours per week. It is the employee's responsibility to ensure that their overtime slip is filled out correctly and submitted to a supervisor. It is the supervisor's responsibility to forward that documentation to payroll and the Communications file within 24 hours of the date the overtime is worked.

- A. **Assigning Overtime.** Supervisors ensure that a Public Safety concern exists before authorizing any overtime. Administrative personnel set staffing levels. Employees are eligible for overtime unless they are serving suspension time during that specific week, on sick leave, under an administrative order, have already worked sixteen consecutive hours, have reached their overtime limit of twenty-four hours per pay period or if their level of training precludes independent work. Exceptions to these rules are dependent on the circumstances involved. The goal of assigning overtime is to properly staff the center and this will be the supervisor's first consideration when reviewing an overtime requirement.
- B. **Signing up for Overtime.** The Division maintains overtime signup rosters for call taker and dispatcher positions. The overtime roster for the upcoming shift is released the Sunday before shift change. The employee signs up with their name and availability and a contact number. If an employee is off duty and their name is not on the overtime sign-up sheet, the supervisor will not call them.
- C. **Mandatory Overtime.** The Communications Division prefers to authorize voluntary overtime. Mandatory overtime is used when eligible volunteers for overtime are not available. If it becomes necessary to use mandatory overtime, it will be assigned according to seniority. All shifts are required to keep seniority lists. Once an employee has worked mandatory overtime, they are exempt until other eligible and available employees have taken a turn. Employees must work fifteen minutes or more in order for the time worked to qualify as mandatory overtime.
 1. Mandatory overtime is typically used to replace an unexpected shortfall of personnel, usually in response to sick leave. Under most circumstances, mandatory overtime is staffed from on-duty personnel. Employees will be reminded at shift meeting when they are liable for mandatory overtime. When a staffing shortfall occurs that requires mandatory overtime, the employee is immediately informed. If another employee agrees to work overtime on a voluntary basis, the employee that would have had to stay on mandatory overtime is immediately advised and relieved of the responsibility.
- D. **Staffing with Overtime.** Supervisors are expected to maintain their regular schedules according to staffing guidelines. When an unexpected shortage of personnel occurs due to sick leave, or other emergency, the on-duty supervisor has the responsibility of locating staff for the next shift. The supervisor will first enlist voluntary overtime from the on-duty personnel. Supervisors must attempt to contact all eligible employees on the overtime sign up list before invoking mandatory overtime. The supervisor will pursue overtime in the following order:
 1. On-duty volunteers
 2. Overtime sign up list
 3. Mandatory overtime
- E. **Anticipated Personnel Shortages or Special Assignments.** Supervisors will use the following order for hiring overtime when they anticipate a need for additional staffing. If an immediate special assignment is encountered, the supervisor may hire overtime by the most convenient means.
 1. Overtime sign up list
 2. Email (if time permits)

3. Mandatory overtime
- F. Hiring from the Overtime Roster. When hiring from the overtime roster, the supervisor will call the personnel listed in the order they appear, using the contact number provided. The name of the person accepting overtime from this list is highlighted. Once an employee has worked the overtime, the next persons on the list will be given an opportunity to work before any employee is scheduled a second time.
- G. Canceling Overtime. The supervisor may cancel overtime if circumstances dictate. The person canceled goes back on the list in their original position.
 1. An employee may cancel voluntary overtime by notifying the supervisor at least one-hour prior to the start of that shift. This time is needed to give their replacement time to adjust their schedules.
- H. Leave Requests. Any type of leave requires a supervisor's authorization. Assignment of scheduled leave, except for holiday leave on the actual holiday, is based on a first-requested, first-given system. Typically, leave requests are not accepted less than 24 hours or more than twenty-eight days in advance of the day requested. There are exceptions. Employees that need to schedule leave more than twenty-eight days in advance should submit a memorandum via the chain to the Communications Assistant Manager stating the reason for the request. Scheduled leave is granted according to the anticipated workload and mandated staffing levels.
 1. Employees request their leave by entering that request into Police Manager System. The City determines the amount of paid leave that the employee has available. Managing leave is the responsibility of the individual employee. The shift supervisor only grants paid leave. Requests for unpaid leave (LWO) are submitted on a memo via the chain to the Chief of Police prior to the leave being taken, except in emergency circumstances. The Chief may grant certain amounts of unpaid leave, or the matter may need to go to HR for approval. An employee that must request LWO should consult with their supervisor.
 2. Holiday leave does not fall under these guidelines. Holiday leave is scheduled according to directions issued by the Communications Division's administrative staff. Memos are issued prior to the holiday as to how Holiday scheduling will proceed.
 3. When the appropriate party has granted an employee's leave, they are notified through the Police Manager System or in writing by the supervisor. Scheduled leave may not be taken until the appropriate supervisor has authorized it.

2.10 REPORTING INJURIES

It is the employee's responsibility to immediately report to their supervisor any injury or illness that may be job related. The injury or illness should be reported no later than 24 hours from the occurrence of the injury or first distinct manifestation of the occupational illness. Injuries reported outside the twenty-four hour guideline are documented, but the employee may not be eligible for certain benefits. Additional information on job-related injuries is available in the Civil Service Manual, from the Payroll office, or from Human Resources.

2.11 UNAUTHORIZED ABSENCE FROM DUTY


An employee is absent without leave when they fail to report for duty without notice or leave their duty post other than for a scheduled break and a supervisor did not authorize their absence. The supervisor documents unauthorized absences on a supervisor's log.

2.12 TYPES OF LEAVE

Following is an outline of the most common types of leave requested by employees. More detailed information may be obtained from the City's Civil Service Manual, or by inquiring through a supervisor.

- A. Sick Leave (SLP, SLD). When an employee will not be reporting to work due to their own illness or that of a qualified family member, they must notify a supervisor at least one hour before their scheduled reporting time. An employee leaving work due to illness, their own or that of a qualified family member, must first notify an on-duty supervisor. In the case of dependent sick leave, certain guidelines will apply. These are listed in the City's Civil Service manual and information is available from the supervisors.
 1. A doctor's excuse verifying that the sick leave was necessary for medical reasons is required if:
 - a. The employee takes three or more days of sick leave on consecutive workdays, or if required by the Department Head.
 - b. The sick leave falls on the day before, the day of, or the day after a City designated holiday.
 - c. The employee has been enrolled in an Employee Concerns Program regarding their use of sick leave.
- B. Vacation (VAC). Vacation leave may be taken in four-hour increments and must be requested in the Police Manager System at least twenty-four hours in advance.
- C. Personal Leave (SPD). Personal leave may be taken in hourly increments and must be authorized in advance by the employee's supervisor. City Personnel sets the amount of Personal Leave available. Personal Leave is deducted from the employee's sick leave. The employee may take the leave only if they have sufficient sick leave to cover the absence.
- D. Birthday Holiday (BHL). The employee may take a birthday holiday up to fourteen days before or after their birth date. The leave should be requested in the Police Manager System at least twenty-four hours in advance. The Birthday Holiday is eight hours of leave and must be taken in its entirety. The Birthday Holiday cannot be accrued.
- E. Military Leave (MIL). The City grants Military Leave to its personnel. Civil Service sets the amount of compensated military leave that may be taken. The military leave calendar year runs from October 1st through September 30th. If the employee runs out of Military Leave or anticipates that it may be needed for a special assignment, they may use vacation leave to satisfy their military obligation. Sick leave cannot be used for military absence. Employee may request LWOP if the military obligation extends beyond the time delineated by civil service rules. After each drill, the employee is required to submit an original certification of attendance. Under certain circumstances, copies of the original orders that directed the individual to an assignment will be accepted. All information must be forwarded to Payroll via a supervisor.
 1. Drill dates are customarily set by the military organization on a yearly basis, and they are available to the employee well in advance. Employees must submit a copy of their drill schedule to their supervisor by the start of the drill year. This copy must have the employee's name on it or otherwise indicate that it is a copy of his or her own schedule. Employees should notify their supervisor of any long-term or special assignments as soon as they receive their orders.
- F. Holiday Leave Schedules. City holidays are paid holidays. The Communications Division exists to help ensure the public's safety. Because of this responsibility, Communication's administrative staff determines the number of personnel that may take any given holiday. Unless specifically granted the leave or on regular days off, employees are expected to report to work.

1. Holidays. The City recognizes nine holidays:
 - a. New Year's Day (leave determined by lottery)
 - b. Martin Luther King Day
 - c. Memorial Day
 - d. Fourth of July
 - e. Labor Day
 - f. Thanksgiving (leave determined by lottery)
 - g. Day after Thanksgiving (leave determined by lottery)
 - h. Christmas Day (leave determined by lottery)
 - i. Employee's Birthday
 2. Employees may elect to either be paid for the holiday or accrue the time for all Holidays except the Employee's Birthday. An employee may only accrue the Holiday if they worked on the said Holiday. The accrued holiday is used within one year. It is the employee's responsibility to ensure that they use this accrued time. Last-minute attempts at scheduling may result in the loss of the accrual. A memo requesting that the holiday be accrued is turned in to the supervisor in advance of the holiday. Requests to use accrued holiday time will follow vacation leave guidelines.
- G. Family Leave. The City of El Paso provides its employees with Family Leave in accordance with the Federal Mandate. Paperwork for this type of leave is submitted through the employee's supervisor. For Family leave guidelines, the employee should contact their supervisor or the payroll office.
- H. Other Leave. The City allows employees funeral leave, civil leave, conference leave, and others. Supervisors, City Personnel, and the Civil Service Manual are sources of information on other types of leave.

 El Paso Police Department Communications Operations Manual	Chapter 3
Chapter 3: Employment	Effective Date: 03/07/2007 Previous Version:


3.0 EMPLOYMENT

3.1 OUTSIDE EMPLOYMENT

Employees may undertake outside employment only after approval by the Chief or his designee. Forms to request this approval are available from the supervisor. Requests must be typed. The forms are submitted through the chain of command. Forms are available on the network under PD Public. It is the employee's responsibility to ensure that the proper paperwork is on file. The shift supervisors can assist with information and forms.

3.2 TERMINATION OF EMPLOYMENT WITH THE COMMUNICATIONS DIVISION

- A. Resignations or Retirement from the City. An employee considering resignation or retirement from the City, should notify their supervisor as soon as they know the approximate date their employment will end. The employee notifies the supervisor in writing. This notice is forwarded to the Communications Manager. The employee must also make an appointment with the Payroll Office for exit procedures.
- B. Promotion, Demotion, or Transfer to Another City Department. An employee that is promoted, demoted, or transferred out of the Police Department is required to notify their supervisor. The notice is forwarded to the Communications Manager. The employee may make an appointment with the Payroll Office to answer any payroll questions.
- C. Termination
 1. Termination of a probationary employee is through the recommendation of the employee's trainers, supervisors, to the Communications Manager.
 2. Terminations of permanent employees are initiated at the Administrative level at the direction of the Chief of Police.

 El Paso Police Department Communications Operations Manual	Chapter 4
Chapter 4: Access/Security	Effective Date: 03/07/2007 Previous Version:

4.0 ACCESS/SECURITY

4.1 IDENTIFICATION CARDS

Identification cards are issued by the Department and must be worn while in Police facilities. They are worn so that the card is easily visible, either at chest level or on the issued neck chain. If the card is lost or stolen, a police report is made. ID cards remain the property of the El Paso Police Department, and are returned to a supervisor when the employee leaves employment. The ID card is also the employee's payroll card. ID cards are programmed to allow the employee admittance to only certain areas of the Department building according to their job-function. Employees may never use an ID card that is not their own for any reason.

4.2 REPLACEMENT ID CARDS

The ID card may be replaced because it was lost, stolen, or is in poor condition. The employee is liable for any charges involved in replacing the card. Replacements are requested through the shift supervisor. If a lost original ID card is located at a later date, it must be returned immediately to a shift supervisor.

4.3 ACCESS AREAS

Employees of the Communications Division have access to the work floor, which consists of Police and Fire areas, the break room, the locker area, and the bathrooms. Employees have access to the training rooms for shift meetings, or with the express permission of the supervisors. Employees do not have access to the administrative area, equipment areas, or the EOC area, except at the direction of a supervisor. Employees will not linger on the work floor before or after their shift. Supervisors have authority to restrict access to employees at any time in the building.

- A. Other Police Department Employees. Line personnel from other parts of the Department will not be allowed onto the Communications work floor except on official business. Line personnel may be admitted through the entrance on the Campbell/Texas side of the building. They must sign in on the visitor's log at the supervisor's console.
- B. Employees of Other City Departments. Fire and Medical personnel have immediate access to the Communications facility if they are conducting their respective department's business. FMS employees come under the guidelines for visitors if they are not conducting departmental business. Maintenance personnel are admitted if they have proper identification and are conducting official business/work. Employees from any other City or County departments are admitted only with prior permission from the on-duty supervisor.
- C. Visitors in the Communications Facility. Employees may not have visitors anywhere in the Communications Facility without prior permission of the on-duty supervisor. Visitors may not be on the work floor without the supervisor's permission. Visitors will not be allowed to remain on

the work floor if they are a distraction to the employees. Visitors must sign in on the visitor's log at the supervisor's console.

4.4 PARKING

Employees may park in the designated parking lots and spaces. Failure to comply with parking procedures may result in disciplinary action.

4.5 LOCKERS

Lockers are available to Communications employees. The lockers are under the Department's administration. The Communications Manager may revoke locker privileges if the conditions of their use are not met.

- A. Unassigned lockers will remain unsecured; any locks found on an unassigned locker will be removed and the contents will be stored as abandoned property. Property may not be stored on top of the lockers.
- B. Each employee is responsible for the security and upkeep of their locker and will comply with all Department procedures and policies.

4.6 BREAK ROOM

The break room is a common area to all Police and Fire Communications personnel. All employees are responsible for maintaining the area and it must be kept clean and neat at all times.

- A. Non-perishable condiments will be stored in designated storage. Because of limited space, no items may be stored from day to day in the refrigerator. Items must be clearly labeled with the employee's name and the date it was left.
- B. Spills must be cleaned up immediately.
- C. Employees will not discard food scraps or coffee grounds into the sink drain.
- D. Food and dirty dishes will not be left in the sink or on the counter. The employee will clean up after each use of the area.
- E. Food heated in the microwave will be covered to keep it from splattering. The employee will immediately clean up any spillover.
- F. Both Police and Fire Communications employees have access to the refrigerators in the break room. Employees are responsible for the cleaning and upkeep of the refrigerators that belong to Police Communications. The #3 shift has this duty and is rotated among #3 shift employees. Cleaning of the refrigerator takes place once per week on Thursdays... Anything left in the refrigerator on cleaning day is subject to being discarded.
- G. The refrigerator is intended for storing food that will be used during the current shift. Any food left for a longer period of time is subject to being discarded. Food containers must be clearly labeled and dated.
- H. The lights in the break room are left on unless all employees using the break room agree that they may be turned off.
- I. The television channel is changed only by the mutual agreement of the employees using it.

4.7 NON-WORK RELATED MATERIALS AT WORKSTATIONS

Employees are allowed personal items at their desks. Employees will not allow items to clutter or obstruct the workspace or contribute to a messy appearance. The Communications Office is subject to visits and tours at all hours; therefore, a professional appearance will be maintained. If non work-related items become a distraction, the supervisor will order them removed.

- A. If a supervisor determines that an item violates existing Department policy, the item will be removed.
- B. Bags and purses must be put away in the drawers or shelves provided. If the items do not fit in the drawers or shelves and is too big to have on the work floor, it must be removed.
- C. Coats and other outerwear may not hang over the backs of chairs, as they can become a safety hazard.
- D. Personal radios will not be set so loud as to be heard in the background of a phone call or radio transmission, nor may they be a distraction to other employees.
- E. Personal televisions or DVD-type devices are not allowed in the work area.
- F. Cell phones and other two-way communications devices are not allowed on the work floor.
- G. The work area is a computer environment therefore drink containers must have a secured lid. No open or paper containers are allowed. Supervisors may disapprove drink containers that appear inadequate. Liquid containers may not be placed on top of a cabinet containing electronic hardware.
- H. Eating at the workstation is prohibited. The employee is responsible for ensuring that the workspace is clean and neat upon departure.

4.8 PERSONAL PHONE CALLS

All of the phone lines on the work floor of the Communications Division are taped. The tape is an official document of the El Paso Police Department and remains the Department's property. Personal communications shall not interfere with the operations of the communications center. Use of any personal communications device is not permitted. In this context personal communications devices include cell phones, Personal Digital Assistants (PDA), and computers. There are non-taped phones in the break room that employees may use for personal, local calls. Supervisors may require an employee to immediately terminate a personal phone call received at the workstation.

- A. Communications personnel may make and receive short, notification-type personal phone calls at their workstation.
- B. It is, however, preferred that employees place and/or receive personal calls during their breaks and that they are conducted away from the work floor.
- C. Call takers must remain available to receive incoming phone calls.
- D. Personal phone calls for the dispatchers are first transferred to the supervisor. The supervisor will determine if the call is transferred to the dispatcher.
- E. If there is some personal emergency that requires the employee's attention, the supervisor is advised and they will arrange for a break and access to an un-taped phone.


4.9 TOURS OF THE COMMUNICATIONS FACILITY

Tours of the Communications Facility are arranged through the Communications Manager, Assistant Manager, or designee. Impromptu tours of the entire facility may be given if cleared by the

Communications Manager or Assistant Manager. The on-duty supervisor may clear tours of the police areas only. It is the supervisor's responsibility to ensure that tours do not disrupt the functions of the office. Tours may be terminated at any time if circumstances warrant. Line personnel are expected to interact with the tour group in a positive manner, but the tour group will not interfere with the regular work of the division. Privileged information, such as case information, call information, data received over the teletype, internal memos, etc., is not included in the tour.

4.10 NEW MEDIA IN THE FACILITY

The News Media is admitted to the center only with prior approval from the Communications Manager or Assistant Manager, or at the direction of the Chief's office. The on-duty supervisor may not authorize the admission of news media in the center.

 El Paso Police Department Communications Operations Manual	Chapter 5
Chapter 5: Work Environment	Effective Date: 03/07/2007 Previous Version:

5.0 WORK ENVIRONMENT

It is the goal of the Communications Division that its employees work in an environment that fosters productivity and achievement. Employees are encouraged to participate in the evaluation of work processes and make recommendations for changes that will affect improvement. All employees are entitled to courteous and professional treatment from their peers and the supervisors of the El Paso Police Department.

5.1 PERSONAL APPEARANCE/HYGIENE


For the comfort of all, employees will maintain a high standard of personal hygiene and will maintain a neat, orderly, office-appropriate appearance in accordance with the Department's Professional Appearance Standards.

5.2 COURTESY

Employees are expected to treat each other courteously at all times. Common courtesy and respectful treatment among employees and supervisors will help to make the work environment as pleasant as possible.

5.3 LANGUAGE

No profane, obscene, or vituperative language is used in the Communications office. Such language is unprofessional and has a negative effect on the work environment.

 El Paso Police Department Communications Operations Manual	Chapter 6
Chapter 6: Equipment	Effective Date: 12/19/2008 Previous Version:

6.0 EQUIPMENT

6.1 EQUIPMENT MAINTENANCE

Employees will immediately report malfunctioning or defective equipment to the on-duty supervisor. The supervisor will either arrange equipment's repair or refer the matter to the appropriate maintenance utility or to the Communications Manager or Assistant Manager. The supervisor will make sure there is no hazard associated with the malfunctioning equipment. Other supervisors are advised through an email message.

6.2 INFORMATION, COMPUTER ACCESS, AND SECURITY

All information that comes into Communications by any means remains the property of the El Paso Police Department. Employees may not release any information to anyone outside the Department.

- A. Employees have access to computer systems based on their job function. Use of the I/Leads Record Management System, CAD, and other systems except in the course of the employee's regular duties, is prohibited. Employees will not allow anyone else access to their computer accounts. Employees are liable for any work done under their user name. It is their responsibility to maintain the security of their password and their terminals.
- B. Employees are required to "ID over" any CAD terminal they utilize when relieving another employee. An employee's individual use of either system is a matter of record and subject to audit. In addition to being an administrative violation, certain unauthorized access to computer systems is a violation under the Texas Penal Code and punishable by fines and/or imprisonment.
- C. The public's requests for the release of information or records are directed to the public access counters of the Records Division. No employee may access I/Leads or CAD to check information that may be related to his or her personal life. Employees directly involved in a case may not access that case. Such access is an ethical violation of their position within the Police Department. Any information the employee may need about a personal matter is requested through public records procedures. Violation of these procedures may result in disciplinary action.


6.3 AUDIO RECORDINGS

All phones and radios used to complete the work of Communications are recorded. In addition to the main recorder, both the phones and radios are equipped with a secondary recording system that has the capability of immediate playback and retains up to twenty minutes of recording. The immediate playback system allows the communications employee to review recent transmissions for purposes of clarification. Recordings on this system are a copy of recordings on the main recorder.

The recordings and their contents are the documents of the Department and no portion may be copied

without prior permission from the Communications Manager or Assistant Communications Manager. Requests for copies of recordings will be made by email directly to the Public Safety Communications Specialist. The Communications Manager or Assistant Communications Manager will review and approve or deny all requests. The main recordings are retained for a minimum of thirty days in accordance with the City's retention schedules.

- A. The Communication recording system is set up with archive software that ensures that all recordings are saved and available for future playback.
- B. The recorders are networked and secured by password access. The Communications Manager, Communications Assistant Manager, Public Safety Dispatch Shift Supervisors and the Public Safety Communications Records Specialist are the only personnel who have access to these recordings.
- C. The recorders are set up to archive recordings on DVD's. These DVD's are stored in locked file cabinets, located in the Public Safety Communications Specialist's office. Communications Division Management is the only personnel who are in possession of a key to the file cabinets.

 El Paso Police Department Communications Operations Manual	Chapter 7
Chapter 7: Evaluation and Training	Effective Date: 03/07/2007 Previous Version:

7.0 EVALUATION AND TRAINING

7.1 PERFORMANCE EVALUATIONS

The performance and skill of the employees of the El Paso Police Department is subject to review. The Department constantly assesses its employees to identify proper performance and to correct improper work habits. The goal is to promote proper work performance.

- A. The Communications Division welcomes input and suggestion from any employee that will further this cause. Records of performance are kept for the purpose of evaluating the employee's contributions to the Department. These materials are available for the employee's review at a time mutually convenient to the employee and the employee's supervisor. Employee files are distributed as follows:
 1. Evaluation file
 2. Division file
 3. Department file
 4. City Personnel file
- B. Documents may not be removed or deleted. A supervisor must be present at all times while the employee is reviewing his or her file or evaluation book. Employees may not review any other employee's files or evaluation book entries.
- C. A performance evaluation report is filed yearly with the City Personnel Department on the employee's anniversary date. These yearly scheduled performance evaluation reports may be appealed as per civil service rules if the employee disagrees with their rating. The Communications Manager may order unscheduled performance evaluations whenever their performance is deemed to be unsatisfactory and written notification is given to the employee at least 90 days prior to the end of the annual rating period. Unscheduled performance evaluations may be appealed to the Communications Manager, but are not subject to appeal through the chain of command to Civil Service Commission.


7.2 TRAINING EMPLOYEES

The Communications Division provides training to all employees. This training is a combination of classroom and on-the-job methods. All employees are expected to participate in training. Any employee may be directed to prepare and present a unit of training, or to act as a designated trainer for individual employees. It is the duty of the employee to utilize the training to affect an acceptable level of job performance.

- A. Probationary employees are subject to constant evaluation, and the employee's trainer has significant authority to direct the activities of a probationary employee assigned to them. Probationary employees will be terminated from the Communications Division if they fail to adequately demonstrate that they can perform the essential functions of the job. Performance evaluations of probationary employees are conducted in accordance with Policy 907

Performance Evaluations of the Procedures Manual, which requires evaluations every 3 months until completion of the probationary period.

- B. The Department, the Director, the Communications Manager, and the Assistant Manager set training standards and guidelines. Input on these standards from any supervisor or employee is always welcome.

 El Paso Police Department Communications Operations Manual	Chapter 8
Chapter 8: Requirement	Effective Date: 02/06/2009 Previous Version:

8.0 REQUIREMENT

8.1 THE CALL TAKER'S ROLL

To the public, the Communications Division is the El Paso Police Department. In most cases, a citizen's first - and sometimes only - contact with the Department is through a call taker. This contact can be crucial in terms of the information received and also in terms of the person's impressions about the Department. The call taker plays an important role in fostering a positive image with the community. Call takers are expected to be knowledgeable about the Department, its services, and its responsibilities so they may provide the best possible service to the community.

8.2 PUBLIC SAFETY CALL TAKERS AND PUBLIC SAFETY COMMUNICATORS

The Communications Division has two roles that answer emergency and non-emergency calls for service; the Public Safety Call Taker and the Public Safety Communicator. Public Safety Call Takers answer 911 and police non-emergency lines, and process calls for police services. Public Safety Communicators answer 911, police non-emergency lines, and process calls for police, fire, and medical services. Both perform call-taking services and are subject to the same guidelines. Public Safety Communicators have additional guidelines pertaining to their specialized role.

- A. All call takers answer both the 911 and regular El Paso Police Department lines. 911 lines are for emergencies; the regular police lines may be used for both routine and emergency calls.
- B. All call takers screen requests for police service, collect information, and direct the proper response. Officers depend on our information as an enhancement to a safe response and as a starting point for their investigations. When a call for police service is received in the Communications Office, it is the call taker that must determine the best type and level of response. Possible responses include:
 1. Dispatching an officer
 2. Referring the caller to a Report Expediter
 3. Referring the caller to a Regional Command or another Division for advice or service from one of the department's specialized units
 4. Referring the call to another agency
- C. If an officer is to be dispatched, the call taker must use the available information to select an appropriate call type and must attempt to recover essential information. The call taker uses information to establish call type. No information is assumed and no information is artificially diminished or enhanced in terms of importance. The nature of the call may not be upgraded or downgraded in terms of priority based solely on the call taker's reaction to the caller.

8.3 GENERAL PROCEDURES

The call takers' first responsibility is to answer the phone; all phones are answered immediately.

- A. Call takers answer the non-emergency police line "El Paso Police Department, [name], and the 911 lines "911, Operator [name], what is your emergency?" Call takers answer the tip line "El Paso Tip Line, may I help you?"
- B. All addresses, phone numbers, and names are verified with the caller.
- C. Call takers are required to identify themselves. Additionally, if the caller requests the name of the call taker, that information is supplied and, if necessary, spelled.
- D. No promises of when an officer will arrive will be given to a caller. The caller will be told that an officer will be dispatched as soon as one is available.
- E. Under no circumstances will call takers direct a caller to change their location to check for further information on an existing call or to return to the scene of an existing call if that action could be hazardous.
- F. If the call taker is on a non-emergency police line and 911 rings, the caller is placed on hold and the 911 call is answered.
- G. Calls are entered into the CAD system as soon as the response address and the call type are determined. Comments are attached to the call line by line, so that the information is available as the call progresses.
- H. When the 911 caller is silent, the call taker will invoke the TDD machine to check for a TDD connection.
- I. Call takers do not close calls except as directed under specific call types. A notation that the request to cancel was made is placed in the call comments area and in the activity code's translation area.
- J. Call takers may not disregard calls for police service. If officers or officers' supervisors have indicated that units will not respond to an address, an officer must cancel subsequent calls to that address each time one is received. The name of the officer or supervisor canceling the response is placed in the comments area.
- K. Call takers will not give the caller the impression that they must justify their need for an officer.
- L. If the call taker is uncertain about whether or not an officer should respond to a call that is inside the City limits, an officer is sent.

8.4 MULTI AND OTHER AGENCY CALLS

The call taker handles calls received over 911 if they are emergency requests for El Paso Police Department services. If the initial request is for Medical Services, the Fire Department, or another law enforcement agency that uses 911, the call is transferred to that agency or to a Public Safety Communicator. Public Safety Communicators process calls for Police, Fire, and Medical services according to their training.

- A. Very high priority calls, such as a shooting or stabbing, that are requests for both El Paso Police Department and FMS services, are handled by the call taker as a multi-agency call, except as directed under specific call types.
- B. When the 911 callers initially requests services that will be handled by another agency or entity, a call screen containing the ALI information is immediately created and, if appropriate, released to that agency, and the voice portion is transferred. The phone operator stays on the line until voice contact is made. If the agency taking the call does not participate in CAD, the gist of the call is documented and the call taker closes the call as a referral.
- C. Requests for Fire Medical Services that are received over regular police lines may be transferred or handled as multi-agency calls as the situation requires.

8.5 CALLS FOR OTHER JURISDICTION

Typically, all calls received by 911 or on non-emergency lines pertain to occurrences inside El Paso County. With phone technology, however, it is possible that a call for an agency outside the county or even outside the state will be received by our call center. The call taker will assist these persons, making emergency connections to the affected agencies, as the caller requires. If the caller calls our call center with an emergency, they will be assisted. If it is not an emergency, we will attempt to refer them to the appropriate law-enforcement agency.

- A. Emergency calls for other jurisdictions that are not a part of our 911 systems are relayed to the affected department either by transferring the caller or by taking the information and then contacting that department. Emergency calls to other departments do not require prior permission from a supervisor. If it involves a long-distance call, the call is logged on the long-distance log located by the supervisor's console. If a number to the agency is needed the call taker will personally look up the number. The telephone number for an outside agency is not accepted from the caller.
- B. For non-emergency calls to other agencies, the caller will be directed to dial the call themselves.

8.6 CALLS FOR MEDICAL SERVICES

All calls for medical services are transferred to Fire Medical Services or a Public Safety Communicator. The voice portion of the call is transferred and a call card is created using activity code 911E. The 911E activity code creates a call card for both Fire and Police. When the caller is transferred to Fire Medical Services, the call taker stays on the line and monitors the call until they are sure that no police response is required. When the call taker becomes aware that a medical service call being handled by Fire Medical Services will also require a police response, the call taker will assume control of the call as soon as the medical services dispatcher has the information. The call taker will use the police sequence created with the 911E call, change the call type accordingly, and process the call for police service.

If a call transferred to Fire Medical Services is not answered after three rings, the call taker will drop the voice transfer and attempt to forward the call to a Police Public Safety Communicator, if one is available. Calls transferred to Public Safety Communicators are not monitored; the Public Safety Communicator handles the call in its entirety.

Should a Police Public Safety Communicator not be available to take the call, the call taker will change the call type on the Fire call card to activity code EMUNK (Unknown Medical Emergency). This call type is handled similar to the way police overflow calls are handled by Fire Medical Services. The call taker will obtain and attach the following information on the call card:

- A. Reporter's name, address and telephone number
- B. Location of incident. (Expand location, if possible, i.e. Cielo Vista Mall by Olive Garden)
- C. Callback number for reporter
- D. A general description of the medical emergency

The call taker will then advise the caller using the following script: "Fire Medical Services has the call. They may call you back to give you pre-arrival instructions. If something changes, please call us back." Public Safety Call Takers will not screen medical calls or attempt to give medical advice. Once the call card is created and the caller advised, the Public Safety Call Taker may hang up.

Note: Public Safety Call takers should identify Public Safety Communicators at the beginning of their

shift and note their respective phone extensions or phone log in IDs. Call takers can also check for an available Public Safety Communicator by using “Ctaker” in CAD.

8.7 CALLS FOR EL PASO FIRE DEPARTMENT

All calls for fire services are transferred to the Fire Department. The voice portion is transferred and a call card is created using activity code 911F. The 911F call type creates a call card for the Fire Department only. If the initial request is for the Fire Department, the call taker transfers the caller and the call screen, and immediately disconnects. If a Public Safety Communicator answers the line, they will handle the Fire call in its entirety. Calls regarding fires, hazardous chemicals or materials, fumes, spilled chemicals or suspicious substances, or building overcrowding are examples of call requiring a Fire Department response. If police units are needed, the Fire Department will advise.

If a call transferred to the Fire Department is not answered after three rings, the call taker will drop the voice transfer and attempt to forward the call to a Public Safety Communicator, if one is available. Calls transferred to Public Safety Communicators are not monitored; the Public Safety Communicator handles the call in its entirety.

Should a Public Safety Communicator not be available to take the call, the call taker will create call a call using activity code FDUNK (Unknown Fire Emergency). This call type is handled similar to the way police overflow calls are handled by Fire Medical Services. The call taker will obtain and enter the following information on the call card:

- A. Reporter’s name, address and telephone number
- B. Location of incident. (Expand location, if possible, i.e. Cielo Vista Mall by Olive Garden)
- C. Callback number for reporter
- D. A general description of the fire emergency

The call taker will then advise the caller using the following script: “The Fire Department has the call. They may call you back to give you pre-arrival instructions. If something changes, please call us back.” Once the call card is created and the caller advised, the Public Safety Call Taker may hang up.

Note: Public Safety Call takers should identify Public Safety Communicators at the beginning of their shift and note their respective phone extensions or phone log in IDs. Call takers can also check for an available Public Safety Communicator by using “Ctaker” in CAD.

8.8 CALLS FOR EL PASO COUNTY SHERIFF’S OFFICE

Calls regarding police matters that occur outside the City limits but within the limits of El Paso County are transferred to the Sheriff’s Office. If the call is an emergency, the call taker will stay on the line until the Sheriff’s Department answers the call. The call taker can begin to take information and document on the call if circumstances warrant. Calls transferred to the Sheriff’s Department are not monitored. Calls regarding fires or fire-type events that occur outside the city limits will be referred to the Sheriff’s office.

- A. Medical emergencies that occur outside the City limits are referred to Fire Medical Services or a Public Safety Communicator.

8.9 CALLS FOR THE WORD PROCESSING UNIT

If the requested report can be taken over the phone, the caller is referred to Word Processing. If Word Processing is closed, a call is created and an officer dispatched. If Word Processing is open, but the caller requests that an officer respond, an officer is sent.

- A. Word Processing can take a variety of reports. Callers are referred to Word Processing in lieu of an officer responding to their location. The call taker must ensure the citizen understands that no officer is sent to them if they elect to make a report through the Word Processing Unit.

8.10 CALL TAKER'S Demeanor

The Communications Division is the public's initial contact with the El Paso Police Department. Courtesy is expected. While it is recognized that emergency situations may require the use of special techniques to communicate with an excited or unresponsive caller, the following verbalizations are strictly prohibited:

- A. The use of profanity
- B. Shouting at a caller, except to gain control of an emergency call
- C. The use of slurs: racial, ethnic, sexual, or that refer to a person's mental capacity
- D. Admonishments about behavior
- E. Call takers will not allow their conversations with the public to become personal, nor will they voice any personal opinions about the situation the caller is reporting. Call takers will not comment on police procedures.

8.11 ADVICE GIVEN TO CALLERS

Call takers are prohibited from giving advice or opinions to callers on the listed topics:

- A. Any law
- B. Texas Code of Criminal Procedure
- C. Municipal Codes or Ordinances
- D. Civil matters
- E. Medical advice
- F. Departmental policy and procedure
- G. Referrals to private businesses, bail bondsmen, or attorneys
- H. The public's questions on the above matters are referred to an officer at a regional command; a detective office, a storefront, or an officer may be sent to the caller's location. Medical matters are referred to Fire Medical Services. Persons requesting a referral to a private business, bail bondsmen, or attorney are advised that Communications cannot assist them.
- I. If the call taker refers someone to an officer for advice and the caller is referred back to the Communications office, an officer is dispatched.

8.12 HANDLING ABUSIVE CALLS

Call takers may expect to deal with persons under stress. Often this stress manifests itself as profane or abusive language. The call taker may not refuse to deal with a caller that states or indicates a need police or other emergency services simply because they are using profane or abusive language. If the caller uses profane or abusive language but does not need nor request police, fire, or medical services,

the caller is advised that the call taker is terminating the connection before the line is disconnected. Persistent calls from an abusive caller may be referred to dispatch for an officer's response.

8.13 HARASSING CALLS

Callers that are obviously "playing" with the 911 system or the regular police lines are first advised to stop. If the problem persists and the location of the caller is known, an officer is dispatched. Under no circumstances will the call taker engage in verbal fencing with this type of caller.

8.14 CALLS FROM CHILDREN

Very often it is a child that notifies Communications of a problem that requires police response. Children are not capable of verbalizing problems in adult terms. The call taker will carefully interview the child and initiate the appropriate response.

8.15 CALLS FROM PERSONS WITH MENTAL OR PHYSICAL HANDICAPS

People with handicaps are very often the victims of crime. Under no circumstances will calls from persons with mental or physical handicaps be disregarded. The call taker will carefully interview the person and initiate the appropriate response.

8.16 MENTALLY DISTURBED CALLERS

Mentally disturbed callers will be handled with care and courtesy. People with mental problems are often the victims of crime. They are often incapable of verbalizing a problem in adult terms. The call taker will carefully interview the person and initiate the appropriate response.

8.17 THE TEXAS DEVICE FOR THE DEAF (TDD) SYSTEM

The call taker's phones are equipped with TDD machines. The TDD is used with the caller's own TDD machine. When the call taker receives a 911 or regular police line call, and the caller is silent, the TDD machine is invoked to check if the call is from another TDD machine:

- A. The call taker presses the #1 message button. The call taker's headset will be mute for approximately fifteen seconds. The call taker remains on the line for at least another fifteen seconds to allow for a delayed response from the possible TDD operator at the other end of the call.
- B. TDD calls may be transferred to the Fire Medical Services and the Sheriff's Department. Transfers to the Sheriff's Department TDD cannot be done through the one-button transfer; the Sheriff's TDD line must be accessed directly. The call taker stays on the line of a TDD transfer to the S.O. until connection has been made; the call taker will be able to see the typed conversation between the two TDD's machines. Depressing the phone's "Clear" key disconnects the call.
- C. If the ASCII light on the front of the TDD unit is lit, the call cannot be transferred. The call taker will handle the call and make all necessary notifications.
- D. When the TDD machine is in use, the call taker will not hear a dial tone when they press the

"flash" button to transfer. The operator must not press flash more than once or the caller will be disconnected.

- E. TDD call printouts are attached to the daily log.

8.18 TRANSFERRING CALLERS

The caller's impression of our Department can be affected positively or negatively by the way their call is transferred. Emergency call transfers are made quickly. The caller is advised to stay on the line while connected with another emergency service.

- A. Non-emergency call transfers to other parts of the Department must be handled with more obvious courtesy. When transferring a caller to another phone, the caller is given the number, and then transferred. The call taker stays with the call until voice connection is made and until the call taker can determine the caller has been properly referred.
- B. If the call taker is uncertain the caller is being transferred to the correct number, they will remain on the line and briefly explain to the person answering the phone what is needed. If it is not the correct number, the supervisor may provide guidance as to where the caller should be directed.

8.19 TRANSFERRING CALLERS TO OUTSIDE NUMBERS

Call takers will not transfer callers to phone system operators or to outside numbers that they cannot verify as belonging to another police or public safety agency. Call takers must be alert for callers attempting to use the emergency system to make personal toll calls. Transferring callers to phone-service operators or outside numbers may result in the caller's personal calls being billed to the City or 911 lines.

8.20 CALL MANAGEMENT

Demands for police service often outstrip available resources. Callers requesting our services are involved in personally stressful situations, and their expectation may be the immediate arrival of an officer, something that may not be possible due to other incidents that are working. The department has the desire to provide the best service possible, and the call takers' role in that process is to properly process calls for service and to help manage expectations. During the initial call for service, the call taker may advise callers that an officer will be sent when one is available, but that a delay is possible. Call Takers will also advise callers that they may be re-contacted by the Call Manager if the delay will extend for any period of time.

- A. Assignment of a Call Manager. The Call Manager is a call taker specifically assigned to re-connect with citizens that have requested police services. The Call Manager's function is to inform and reassure the caller that their needs will be met as resources allow.
- B. Assignment of Call Manager Duties. The Shift Supervisors assign the task of Call Manager daily on a rotating basis.
- C. Marking Managed Calls. Once the Call Manager has made contact with the caller on the call back, the Call Manager will make a notation on the call card. All Call manager notes are preceded by the notation "CM:." A carat (^ shift 6) is placed by the call type when a call has been initially managed. This symbol makes it clear to dispatchers, call takers, and relieving Call Managers that the call has aged and may require further management.

- D. Work Method. The Call Manager's call status is logged as "call research." The call manager's duty is to monitor pending calls for service, reconnecting with persons waiting for officers to respond, and to assist the supervisor by bringing the status of pending calls to their attention.
- E. Requirements. The Call Manager re-contacts the call's reporter after thirty minutes if no police unit has been assigned. If the call is further delayed, contact must be made at the same intervals.
 - 1. The Call Manager will keep the caller's safety in mind at all times. The Call Manager does not re-contact the call's reporter if the original call is:
 - a. Family Violence, to include information only
 - b. Alarms
 - c. Any type of call when a subject could have control of the caller with harmful intent.
 - 2. No messages are left on answering machines. If an answering machine picks up the phone, the Call Manager hangs up and enters a comment on the call "no contact, answering machine." If the caller is in a bad situation, that situation may become worse if the arrival or non-arrival of a police officer is announced.
- F. Call Redirection. If appropriate, a re-contacted caller may be directed to Word Processing. If the caller agrees to make the report with Word Processing, the Call Manager will connect them, if a Word Processor is available, or create a call-back and advise the caller that Word Processing will contact them. Word Processing will handle these calls as "next out."
- G. When the caller has requested "no contact". The Call Manager will carefully review calls when the reporter has requested "no contact." The usual expectation when a caller makes this kind of request is that the caller does not want an officer to contact them at the scene. These callers may still need to be re-contacted telephonically to explain our delay.
- H. Special Considerations. The Call Manager will identify him or herself by name and advise they are calling from the El Paso Police Department.
 - 1. The Call Manager is a professional representative of the Department. The Department is supported in all conversations with callers. No debates will be entered into.
 - 2. The Call Manager makes no estimate of when an officer will respond. An officer is sent as soon as one is available. Because we cannot predict when a call requiring priority attention will be received, we do not want to disappoint the caller or inadvertently create a "duty" that we cannot honor. The Call manger's function is to reassure the caller that they have not been forgotten.
 - 3. Only very general explanations of delay may be made. Call Managers may refer to major events, but may not impart any details that may identify persons involved. All explanations of delay must be based on real information. However, phrases such as "no units are available" are avoided as they may cause undue alarm to a citizen that does not have any familiarity with how our calls flow.
 - 4. The Call Manager encourages the caller to contact us again if the situation changes.

8.21 DISPATCHER PROCEDURES

The radio system of the El Paso Police Department is designed to enhance officer safety, to coordinate field efforts, and to respond to calls for police service in an efficient and timely manner. The dispatchers undertake all of their activities to promote these goals.

- A. The radio system is a series of talk groups allocated to different areas of the Department. The dispatcher is actively involved with the patrol talk groups assigned to the Regional Commands. The dispatcher performs no supervisory functions, but acts as a facilitator for the work done by

officers. Dispatchers may be assigned by their supervisors to work on any talk group, should the need arise.

8.22 DISPATCHER'S Demeanor

Dispatchers are expected to maintain a professional radio presence and radio operations must be conducted in accordance with the Federal Communications Commission (FCC) procedures and requirements. Dispatchers will not use an officer's name or nickname over the radio. Plain English is used in all transmissions; dispatchers will refrain from using slang expressions. Profanity or obscenity over the air is not allowed and will result in disciplinary action. Only the ten-code and the phonetic alphabet that is accepted by the El Paso Police Department will be used. Dispatchers will not address problems with an officer over the radio; the matter is referred to a Communications Supervisor.

8.23 GENERAL PROCEDURES

Dispatchers are responsible for all radio traffic on their assigned talk group. Dispatchers will correctly record the unit numbers, locations, and the nature of the call for any officer or other person that contacts them and requires that service.

- A. Dispatchers will view all pending calls for their areas as they are received or updated.
- B. Dispatchers will review all assigned calls as they are updated. All informational comments included or added to the call will be relayed to the officer.
- C. Calls that fall into suspense are re-dispatched in their original priority and according to the time received.
- D. When a Dispatcher sends a unit on a call that has been "managed," he or she will notify responding units that call management has occurred: "Call pending since (time).
- E. Police units are entered into the CAD system by their respective stations or command centers. If an officer that is not entered into CAD goes into service, the dispatcher will make the entry and advise the Communications Supervisor.
- F. All calls are immediately dispatched to an appropriate, available unit. An appropriate unit is any uniformed, non-supervisory officer assigned to respond to calls in the call area. The call area is any area controlled by the regional command in which it falls. It is inevitable, however, that some calls will be delayed due to the workload. To minimize the effects of the workload, the dispatcher will continue to dispatch calls to the current shift of officers until fifteen minutes before the officer's shift change. The dispatcher will work with the field supervisor to manage pending calls for service.
- G. Dispatchers will not change the call type assigned by the call taker. If the call type seems inappropriate, the matter is referred to the Communications Supervisor. A supervisor may change it or direct a call taker to change a call type.
- H. Dispatchers may not cancel any call unless notified by a call taker, Communications Supervisor, or field supervisor that they may do so.
- I. Dispatchers will ensure that their shift supervisors are promptly advised about major calls, pursuits, or dispatch problems they are experiencing.
- J. If the call is clearly an emergency and no area officers are available, the area supervisors are advised over the radio. Units from other areas may be assigned the call. If no uniformed officers are available, any officer may be dispatched. A uniformed officer is dispatched as soon as one becomes available.
- K. If the call is "in-progress" or "just occurred," and no uniformed officers are shown as available,

the call is put out "blind." "In progress," "just occurred," and disturbance calls will continue to go out "blind" every five minutes. A high level of radio traffic may tend to inhibit this process, but the dispatcher must continue efforts to alert the officers to the pending call. The field supervisor is advised of high-priority calls that are pending with no officer available to respond. Each time a call is put out "blind," or a field supervisor is advised, a comment to that effect is entered on the call card. It is the dispatcher's responsibility to continually check for an available unit and to keep the field supervisors informed as to the call load in their region.

- L. It is the employee's responsibility to thoroughly inform their relief about the calls that are working, any special instructions they are working with, and any unusual unit assignments before they leave. Failure to do so has a negative impact on the operation of the Communications Division.

8.24 CONFIDENTIAL INFORMATION

Certain information may not be broadcast over the radio.

- A. The address to any Battered Spouses Center.
- B. The address of the Narcotics Office.
- C. Information about a person's communicable disease such as HIV, Tuberculosis, etc. This information may not be relayed to the officer through any means.
- D. Names of sexual assault victims.
- E. Home phone numbers of officers when the phone number is identified with the officer's name.

8.25 MULTY AGENCY CALLS

When multiple calls are received, and the type indicates that the call is multi-agency, the sequence with the lowest number will be used for dispatching units.

- A. Officer's requests for Fire Medical Services are "cloned" to that department.
- B. Comments updating the call status are entered as quickly as possible so that the assisting agencies will have the most up-to-date information. Any change in status of the call, or arriving or clears the call before the other agency arrives, will be noted in the call comments so the assisting agency receives the information.

8.26 DISPATCHER TO OFFICER

Dispatchers will use the officer's complete call sign when addressing field units.

- A. Dispatchers will assign calls to officers according to the officer's function as indicated by their unit number.
- B. Dispatch personnel do not act as supervisors for officers. Calls will be dispatched. If the officer refuses the call, the matter is referred to a field supervisor.
- C. Dispatchers will utilize status timers to keep track of the officer's status. The status timers are preset to monitor elapsed time. When the status timer flashes, the dispatcher will check the unit's status. No status timers will be set or reset so as not to flash. No status timers will be set beyond a period of sixty minutes; dispatch, en route and traffic timers may be reset to only their default values.
- D. Dispatchers will view all PREMIS information attached to a specific call, and relay that information to the responding officers.

- E. Uniformed supervisors may be dispatched as primary units to emergency calls. A non-supervisory patrol officer will also be dispatched as soon as available. The uniformed supervisor will handle the call at their discretion.
- F. If an officer requests that a dispatcher make a phone call because the officer perceives a danger or urgency, then the area dispatcher will make the call. The officer is not told to switch to another channel. Routine radio traffic may be advised to stand-by when the dispatcher is on the phone for an officer. Emergency transmissions will not be advised to stand by.
- G. When an officer is dispatched to a call that was received as "in progress," "just occurred," or as a disturbance but assigned more than thirty minutes later, the dispatcher will advise the officer of the listed call type and the time when the call was received.

8.27 OFFICER'S BREAKS

Breaks are given to officers on a first-requested, first-granted basis. Officers that advise they are enroute to a break are not cleared for it until they actually call out. If another unit requests a break in the meantime, that break is granted.

- A. The officer's supervisor controls the number of officers that may be allowed to take a meal or beverage break at any one time, as per Department policy. As a general rule, dispatchers may not clear more than two units at a time in any one area for breaks; the workload may permit more units to go on break or it may permit no breaks at all. Dispatchers will ensure that calls of a higher priority are covered before allowing any break. The dispatcher will not allow all units in any one area to go on break. An officer may be recalled from break for an in-progress, just occurred, disturbance, or emergency call; available officers will be utilized first.

8.28 PENDING LUNCH BREAK

Officers are not granted lunch breaks if any call above priority seven is pending. If an officer requests a lunch break but it cannot be granted at that time, a call using the activity type "K" is created to reserve a break for that officer. The call is handled in queue according to time received and priority. When the officer's meal-break call comes to the top of the queue, the officer is given the option of taking it; under these circumstances it is permissible to clear the officer for lunch while en route.

8.29 INFORMATION CHANNELS

The information channels processes the requests of officers that are in the field. The information channels are not normally available for use by officers currently in a station or at a command center equipped with the Records Management System. The exceptions are requests for Criminal History Information, NCIC "hit" confirmations, and administrative teletype messages, and as directed by a Communications Supervisor.

- A. The information channels are run on a menu-based system. The officer makes specific requests and the corresponding systems are checked for that information. This does not preclude the information channel operator from checking other resources on their own initiative. Accuracy, thoroughness, and good service are the goals of the information channel operators.
- B. Information Channel Computers and Workstations. The information channel will keep a minimum of two CAD screens on their workstation to monitor calls and unit status. Information channel operators also will have one CAD screen logged into "SPOTS" on their workstation to

view the spot broadcasts. The information channel operators will also have one Records Management System screen logged on under their own user name for TLETS use.

8.30 JIMS WARRANT TERMINALS

The information channel is equipped with a JIMS Warrant Computer Terminal and the channel operators are responsible for ensuring that it is operational. If the warrant terminals fail, the on-duty Communications Supervisor is advised.

8.31 TAKING OVER THE INFORMATION CHANNEL

When relieving the on-duty information channel operators, the on-coming dispatcher will check to see that all logs are up-to-date and all requests on the previous shift's logs have been closed out or referred for completion. The on-duty and on-coming dispatcher will work together to resolve any loose ends.

8.32 INFORMATION CHANNEL LOGS

- A. Animal Removal Log. This log records requests for the pick-up of dead animals. Solid Waste Management's pick-up of dead animals is not available on a twenty-four hour basis. The Communications Division receives requests for dead animal pick-ups seven days a week. The hours the standby works are set by Solid Waste Management and subject to change. Notifications to Solid Waste Management are made on a continuous basis as long as they are available. The day shift is responsible for faxing the log to Solid Waste Management and making sure all notifications on the log have been made.
- B. Command Log. The radio and phone requests on the Information Channel are recorded on command logs. Each request is recorded for content, the officer's name or unit number, the time received and the time completed. Each page of the log sheet will reflect the name of the dispatcher using it, the shift, the date and day, and the page number. A numbering system of 1-2-3 is used by the personnel assigned to the Information Channel to establish accountability and assist in determining which employee was responsible for the warrant check on an individual subject. Both the Information channel radio operator and the Assistant Information Channel operator maintain a command log. At the end of the each shift, all command logs are placed in the daily envelope.
- C. Runaway "Hot Sheet." The runaway hot sheet is an interim record of missing or runaway juveniles. The Information Channel Operator is responsible for adding new information to the log as it is received. The information is received through the CAD mail system and from officers in the field. As the juveniles are entered into NCIC, the teletype operator will cross them off the hot sheet. The graveyard shift is responsible for copying this log daily. Log entries expire after five days. The old log is placed in the daily envelope after it is copied.
- D. Runaway/ Wanted Juvenile List. The Regional Commands send runaway and wanted juvenile lists to Communications; and are responsible for keeping the list updated.
- E. Runaway Log. The Communications Runaway log is an interim record of missing juveniles. Information Channel operators are responsible for adding new information to the log as it is received. The sources of the information are spots entered in CAD mail system or received from an officer.

- F. SHOCAP Log. The SHOCAP log is a listing of juvenile offenders under the age of eighteen, with a few exceptions up to the age of twenty. The Crimes Against Children (CAC) Section maintains the list that is used by Communications.
- G. Vehicle Hot Sheet. The vehicle hot sheet is an interim record of wanted vehicles. The Information Channel operators are responsible for adding new information to the log as it is received. This information may be received through the CAD mail spot system under the user name SPOT and from officers in the field. As vehicles are entered into TCIC/NCIC, they are crossed off of the hot sheet. The graveyard shift is responsible for copying this log daily. Log entries expire after five days. The old log is placed in the daily envelope after it is copied. A shorter version of the hot sheet is kept for quick reference. Updating and maintaining this log follows the same guidelines.
- H. Wrecker Log. The wrecker log maintains a record of all the vehicles towed by the officers and any other special request made through the information channel for wreckers utilized for city vehicles. This is a 24-hour log. The log is turned in to the supervisor at the beginning of the day shift and forwarded to Word Processing for entry into the department's records management system.

8.33 INFORMATION CHANNEL FUNCTIONS

The Information Channel serves as a resource for officers. The functions of the Information Channel include, but are not limited to, the following:

- A. Checking Warrants. Checking for warrants is a basic service of the Information Channel. Officers may request warrant checks on subjects whether or not the subject is in custody.
 - 1. Dispatchers must be aware that subjects checked by officers may give erroneous information. If a warrant for a similar name and/or date of birth is located, that information is relayed to the officer. The officer will determine if there is a "match."
 - 2. Juveniles are checked against the SHOCAP List. Any pertinent information is relayed to the officers.
- B. Local Warrants. When an officer requests a "Local" warrants check on a subject, the Local Warrants Computer is accessed and the name is entered so as to ensure the broadest possible check, usually the complete last name and the first two to three letters of the first name. Broader scans of the information can be achieved by entering fewer letters of either name; all information must be carefully reviewed to ensure an accurate and complete check.
 - 1. If the local warrants computer is not available, the subject will be checked by phone with the Warrants office for misdemeanor and felony warrants. Traffic warrants are unavailable when the Warrants Computer is out of service.
- C. TCIC/NCIC checks. When an officer request a TCIC/NCIC check on a subject, the Information Channel operator will ensure that the TCIC/NCIC system is accessed and an inquiry made on the subject. TCIC/NCIC operates on a Soundex system that narrows the search and limits responses. The operator will ensure that the inquiry is entered into the TCIC/NCIC system so that the possibility of identifying a wanted person is enhanced. TCIC/NCIC's exact-name option will not be used.
- D. Advising Officers of Warrants. If the officer's subject appears to have warrants or is listed as a SHOCAP subject, the officer is given the code "10-27." Only the phrase, "10-27" will be broadcast. The dispatcher will wait until the officer requests specific information before broadcasting anything else. When the officer is checking more than one subject, the "10-27" procedure remains the same; no specific information on any subject is broadcast until the

officer requests the information.

1. Accuracy. Personnel working the information channels will verify that the JIMS warrant computer is on the correct warrant status and mode at all times. When doing a warrants search, the JIMS computer should be on Warrant Status – OPEN and Mode: Warrants Only.
 - a. The information channel radio operator, when receiving information from the officers in the field, will ensure that the information is logged down accurately and legibly. No abbreviations or partial names will be used.
 - b. The assistant channel one operator, when running a warrant check, will rely solely on the information that is logged on the Command Log by the channel one operator. The subject will be checked in the local warrants computer using the complete last name, and the first three characters of the first name.
 - c. It shall be the officer's responsibility to determine if the subject being checked is the same subject listed on the warrant(s). It is the dispatcher's responsibility to ensure that all available identifiers be provided to the officer so that a thorough and accurate decision can be made by the officer.
 - d. When a return on a warrants check is relayed back to the channel one radio operator by one of the other personnel assigned to channel one, the subject information of last name, first name and date of birth will be repeated back to the channel one radio operator. The channel one radio operator will then repeat back the same information on the individual subject when giving the warrants check return to the officer in the field. This applies to returns both in which the subject checks clear or if the subject shows having warrants. This will help eliminate confusion and prevent any errors on the outcome of the warrants check.
 - e. The channel one radio operator will alert the officer in the field of a subject with outstanding warrants, by using the ten code of "10-27" which translates to "Your subject/vehicle is wanted, can you copy? The channel one radio operator will wait for the officer's response before proceeding with the warrant information.
 - f. The warrants check return will be conveyed to the channel radio operator and the field officer using the following format.

"Jones, Bob DOB of 5/5/1955 checks clear local warrants."

"Gomez, Carlos DOB of 3/8/1978 is 10-99 with the S.O., 10-98 with PD, stand by for confirmation.
 - g. The person calling in the warrant(s) for confirmation to the warrants office shall ensure that the subject information, to include last name, first name and date of birth, is complete and accurate.
 - h. The channel one radio operator will convey the information on the warrants check return to the field officer using the following format.

"Gomez, Carlos, DOB 3/8/1978 is confirmed 10-99 2X with the S.O., no bond and confirmed 10-98 3X with PD – for the amount of 700.00 dollars."
2. Accountability. Personnel assigned to channel one will utilize a "number" system in which the information channel radio operator will place these numbers in the channel one command log boxes labeled NCIC/TCIC and 10-29 (Warr) to assist in determining which employee was responsible for the warrant check on an individual subject. The following number method will be used:
 - a. #1- the assigned information channel radio operator
 - b. #2- the assigned information channel assistant
 - c. #3- the assigned teletype operator

- E. Checking Active Car Thieves. Active Car Thieves (ACT) is entered into the Local Warrants Computer. The entry is strictly for information purposes; it is not a reason for arrest. If an officer checks a subject for warrants and that subject is found to be an ACT target, the officer is advised using the "10-27" procedure.
 - 1. The officer may require the dispatcher to notify the Auto Theft Task Force regarding an ACT target. If available, an Auto Theft Task Force Supervisor or officer is notified. After hours an Auto Theft Task Force Supervisor is notified.
- F. Wrecker Requests. Communications notifies wreckers to respond to officer's requests and to city-owned vehicle tows.
 - 1. Officers should request wreckers over the information channel except in an emergency situation. If an emergency exists, the officer may require the area dispatcher to start a wrecker. The vehicle's information may be relayed later when the emergency has passed.
- G. Hazard Notifications. The Communications Division, through the public and the officers, is often tasked with the duty to make notifications that will help eliminate public safety hazards. Both the attempts and any final resolution, along with the names of persons contacted, are documented on the Information Channel Log. All notifications are made when they are requested. Public Safety Hazards that require our intervention include, but are not limited to:
 - 1. Stop Signs Down/Signal Lights Out. Signs or Signal Lights that are down, damaged, missing, malfunctioning, or not functioning at all are serious hazards. When Communications is advised of these hazards, the proper maintenance personnel are immediately notified.
 - 2. Debris on the Roadway. Debris on a roadway is a serious hazard. When Communications is notified of one of these hazards, the proper personnel are immediately contacted. The location of the debris will indicate which authority to call: on the interstate or on one of the state-maintained roadways, the Texas Highway Department will dispose of the debris, including dead animals. If the debris is of a material nature and on a City street, the Street Department is usually the appropriate contact for removal.
 - 3. Dead Animals. Solid Waste Management is called to remove dead animals from City streets. TXDOT is called to remove dead animals from state-maintained roadways. If the animal is a game animal and its death is related to a traffic accident, State Parks and Wildlife will be notified.
 - 4. Injured Animals. Animal control is called to remove an injured animal from any location. Exception: If the injured animal is a game animal or a state-protected species, such as a deer, wildcat, or owl, State Parks and Wildlife is notified to pick up the animal. After hours, they are notified through the Sheriff's Office. If Parks and Wildlife is not available, sanitation, animal control, or the Highway Department will collect the animal depending on the location.
 - 5. Hazardous Material Spills. The Fire Medical Services will also be called to respond to hazardous material "spills." A CAD call is created to dispatch the Fire Medical Services. The CAD call will be followed by a phone call to the fire dispatchers to ensure that they receive the appropriate information. The Fire Medical Services notifies the proper environmental agency or personnel of any toxic spill. If requested, the information channel may check the TLETS "MQ" file for the Fire Medical Services or for the officers at the scene.
- H. Closing State-Maintained Roadways. When an officer notifies the dispatcher that Interstate Ten, Loop 375, or Highway fifty-four, or any of their accesses will be closed, the Texas Department of Transportation (TXDOT) must be notified. They will want to know the reason for the closure. When the road is re-opened, the Texas Highway Department is again advised.

8.34 TELETYPE PROCEDURES

The Communications Division has the duty of operating the TLETS/NLETS systems for the El Paso Police Department. The Communications Division assists all members of the department with their use of and interaction with the TLETS/NLETS systems and the TCIC/NCIC files.

- A. The teletype is the department's access to the TLETS and NLETS systems, TCIC and NCIC. These systems do not belong to the El Paso Police Department, as they are the property of various state and federal agencies. The Department extracts and contributes information to these systems based on the policies and guidelines contained in the "Texas and National Law Enforcement Telecommunications Systems Operating Manual," the "NCIC Operating Manual," and other references published by the state. The Communications Division will comply with all guidelines presented by the state and federal authorities for the operation and administration of teletype transactions.
- B. Terminal Security. The teletype terminal is kept secure at all times; access is restricted to authorized personnel only. Authorized personnel include officers of the El Paso Police Department and Police Communications personnel. Access to NLETS, TLETS, NCIC, and TCIC is also available through the Department's Records Management System under employee's individual, password-protected accounts. These accounts will be kept secure at all times. Guidelines for the use of NLETS, TLETS, NCIC, and TCIC accessed through the Records Management System are the same as the guidelines for any other access to these systems.
- C. Confidentiality of Information. Information received over the teletype may be used for work-related purposes only. The accessing and/or misuse of information for personal reasons or for purposes other than an on-going criminal investigation may result in prosecution under both state and federal statutes.
 1. Only officers of the El Paso Police Department or officers of departments with whom the El Paso Police Department has user agreements may receive information obtained over the teletype system. Dispatchers will check with the supervisor before releasing information to officers of other agencies.
 2. Citizens and other City departments do not have access to information available or received via teletype. If information is requested, the requester is referred to the proper agency as outlined in the TLETS operating manual.
- D. Teletype Logs. Both the TLETS and NLETS systems require that we account for information we have either received or entered into these systems. The logs used with the teletype system include:
 1. Criminal History Request Log. The criminal history request log is a record of all types of criminal history information processed through Communications. All criminal history request transactions are numbered and logged on the criminal history log. The log records the message number, the name of the officer requesting the information, the subject's information, the type of criminal history request, and the signature of the officer that picked up the return. When criminal histories are run, they stay with this log until picked up by an officer. At the end of each month, the log is bundled with the teletype message logs and teletype messages, and stored. The log is retained for a period of two years.
 2. Teletype Message Log. The teletype message log is a record of all teletype messages that are sent from the Communications Division. All messages sent out from Communications are numbered and logged on the message log. The logs are maintained on a month-to-month basis. At the end of each month, the log is bundled along with the Criminal History Logs and the teletype messages and stored. These logs are retained for a period of two years.

3. NCIC Log. The NCIC log is a record of all teletype transactions other than simple inquiries that are submitted to the teletype operator. All teletype transactions that do not originate over the radio, with the exception of criminal history requests are logged on the NCIC log. The teletype operator that completes the transaction or forwards the entry for further investigation fills out the "entered by" field. When the NCIC Log is filled, it is turned in to the Communications Supervisor.
4. NCIC Down Log. The "NCIC Down" logs records the times that the TCIC/NCIC system is unavailable. This log is run continuously and is filled out by the teletype operator and/or Information Channel personnel. When the log is filled, it is filed in the current daily envelope.

8.35 GENERAL TELETYPE PROCEDURES

Messages received by Communications are routed to the case agent or the Regional Command or Office that will handle the case. In general:

- A. When Communications send and receive several messages in the same day on the same case, copies can be grouped under the same message number and filed together. The originals are sent to the case agent or the office or regional command that will handle the case.
- B. Some messages may need immediate dispatch. The Communications Supervisor is notified so that efficient disposition can be made.
- C. Messages involving training offered by other agencies are routed to the Academy.
- D. Messages involving communications training is routed to the Communications Manager.
- E. Intelligence information is routed to the Intelligence Office.
- F. Homeland Security information is routed to the Homeland Security Section.
- G. If the proper destination for a message cannot be determined, the message is forwarded to the Communications Manager.
- H. Quality Control Messages are forwarded to the Communications Supervisors to ensure that the problem, addressed in the message, is corrected. The message and corrected information is forwarded to the assigned Training Supervisor for documentation purposes.
- I. Questions regarding where a message should be sent are referred to the Communications Supervisor.

8.36 CRIMINAL HISTORY INFORMATION

Criminal history information includes information received through any of the CHRI commands and information contained in driver's license histories. The Communications Division will only release criminal histories obtained through our teletype system to officers of the El Paso Police Department.

- A. Criminal history information may only be used for the purposes stated in the NCIC operating manuals. Any other use will result in disciplinary action and may result in criminal charges being filed.
- B. The name of the officer requesting the criminal history must be clearly indicated on the screen. Use the officer's first initial, last name, and current assignment. The field will not accept numerical IDs. The "attention" field must clearly indicate who the return goes to, the officer's first initial, last name, and current assignment. The name of the operator must also be clearly indicated.
- C. NCIC policy states that criminal history information will not be routinely transmitted over the radio. When information must be given to an officer by radio, only the information necessary to

effect an immediate identification is broadcast. This information may include names, dates of birth, social security numbers, and physical descriptions. Arrest and adjudication information is never transmitted. Criminal history information may not be faxed. Driver's histories will not be transmitted over the radio. The identifying information and the status of the license may be transmitted, but nothing further. As of 1997, State Law considers driver's history confidential.

- D. Criminal histories may be run by the teletype operator for the purposes of effecting a better wanted, missing persons, or protective order entry. Histories accessed for this purpose will clearly note on the transaction screen and on the log what they are being accessed for and an applicable case or cause number.

8.37 ENTERING DATA INTO THE TCIC / NCIC SYSTEM

The Communications Division is routinely responsible for entering information into all TCIC/NCIC files with the exception of the gun and article files. The Records Division routinely enters guns and articles. The Communications Division may make entries into the gun and article files as requested. Completed gun and article entries are forwarded to the Records Division for filing.

- A. General Entry Procedures - For All Entries. The entry is reviewed and minor information or coding errors are corrected. Information is added according to the demands of the file.
 - 1. The information is entered into the system.
 - 2. The teletype operator runs an administrative copy of the entry, checks it again, and corrects any errors.
 - 3. The system's acknowledgements of the entry and the administrative copy are sent to the case agent or the regional command that will handle the report.
 - 4. The record of the completed entry is appropriately filed.
- B. Vehicle Entries. Vehicle entry requests that have been faxed by officers to Communications for entry purposes are given to a word processor to be coded and transcribed onto an "EV" card. The word processor checks the information on the fax with the report in the Records Management System and verifies the vehicle information through the MVD File. If the information cannot be verified, the matter is referred to the on-duty supervisor for resolution.
 - 1. Vehicle entries are also received from Word Processing. When a theft of vehicle is reported through Word Processing, the word processor verifies the license and VIN through MVD, completes an EV card and submits it to teletype for entry.
 - 2. The word processor delivers the completed card to the teletype operator and logs it into the NCIC Log. The Fax copy of the officer's entry is initialed, dated, and timed by the word processor and placed in the "FAX Copies" drawer.
 - 3. Officers may submit entries by phone or radio when immediate entry is required.
- C. The Vehicle Entry Process. The teletype operator will first check the entry's coding and verify identifying information such as the license plate and VIN.
 - 1. A match with MVD information on both the VIN and license plate information is the most desirable criterion for entry. However, the entry must never be discarded because the MVD information is not available or the registered owner information does not match complainant information. The vehicle may have been sold; a typographical error may have occurred when the MVD entry was made, or the vehicle may have been stolen from a dealership and not yet registered. All factors must be weighed before the decision is made to not enter the vehicle.
- D. Entry Steps
 - 1. Query MVD for a registration on the vehicle by Vehicle Identification Number (VIN). The VIN

- is the identifier of a vehicle. The operator should be aware that VIN transcription errors occasionally occur on MVD returns. VINASSIST or a call to NCIB may help obtain a good description of the vehicle. The teletype operator may correct small flaws in the VIN.
- a. If the complainant is an automobile dealership or a vehicle rental company, the vehicle is entered even if the registration information cannot be verified through MVD. These organizations keep good records of their vehicles. Rental vehicles, especially trucks, will often display equipment numbers; which should be entered into the OAN field.
 - b. If the license plate information submitted for entry does not match the vehicle but other factors related to the report seem compatible, the vehicle can usually be entered by VIN only and the discrepancy noted on the entry copy sent to the case agent.
2. Check the coding on the card and make corrections if needed. Coding information is available in the NCIC manuals located in the teletype area. Coding errors on entries received from investigators are corrected by the teletype operator, and noted on the administrative copy that is sent to the case agent for verification.
 3. Enter the vehicle. The teletype operator will take care of verifying that the vehicle is entered into both TCIC and NCIC systems. If an NCIC acknowledgement is not received and the entry cannot be located in NCIC, the entry is removed from TCIC and re-entered so it is in both systems.
 4. Forward the acknowledgements of the entry and an administrative copy to the case agent. The district where the theft occurred will indicate where the paperwork is forwarded. If a specific case agent is not assigned, the paperwork is forwarded to the CID office at the regional command that will handle the investigation. Entries on vehicle stolen in Juarez are forwarded to the Regional Command where the complainant resides.
 5. File the entry card. The completed entry card is marked with the NCIC number of the entry, the operator's ID number, the RD where the theft occurred, and the date and time of entry. Entry cards are filed according to the year of entry and by the last three numbers of the VIN. If the entry is by license-plate-only, it is filed by the last two numbers of the plate.
- E. Changes to the VIN. If the teletype operator has changed the VIN, the on-duty supervisor is advised. The supervisor will direct a word processor to supplement the report to reflect the corrected VIN. The VIN is updated "with history" in the Records Management System. TCIC/NCIC requires that the report information exactly match the entry into the system before the card is filed. If no word processor is on duty and the supervisor does not have access to ICN, the information will be referred to the in-coming shift. When the case has been updated, the card is filed.
- F. If the Vehicle Cannot be Entered. When the teletype operator cannot enter a vehicle for any reason, the entry is submitted to the on-duty Communications Supervisor. If the supervisor cannot resolve the entry, it may be sent to the case agent on the supervisor's authority. An explanation of the reason the vehicle was not entered is attached.
- G. Subsequent Transactions. Once the vehicle is entered, all subsequent transactions will be accomplished by using the VIN rather than the license plate number. This is to ensure that the transaction is carried through the NCIC and TCIC systems.
- H. Re-entering Purged Stolen Vehicle Entries. Due to the expiration of the retention period, year of entry plus four years, case agents will occasionally request that Communications re-enter purged vehicles. When a vehicle that has been located in Mexico; thereafter the entry must exist so that the vehicle can be returned. Communications will re-enter these vehicles according to entry procedures. The miscellaneous field should contain the comment: re-entered in (YYYY). The entry card should be filed with the current year's entries.

- I. SVIN Entries. If a vehicle has a non-standard VIN, TCIC /NCIC will reject the entry. A non-standard VIN is a VIN that has been shown to be correct, but does not fall into the guidelines for VINs issued since 1981. Usually, these are vehicles manufactured outside the US that may have been imported by our military personnel returning from an overseas assignment, vehicles manufactured in Mexico, "gray market" vehicles, or rebuilt and customized vehicles. If the vehicle's VIN shows to be correct, but is being rejected by TCIC/NCIC, an SVIN may be the most appropriate form of entry. The TCIC control room must approve an SVIN entry. Procedures are as follows:
 - 1. Call the control room and explain the situation to the operator. The operator may want Communications to check with NICB before they approve an entry. The 800 number for NICB is listed in the teletype area.
 - 2. Once the Control Room approves the entry, the operator will give Communication his or her initials.
 - 3. The entry is made as usual, with the VIN in the VIN field.
 - 4. The first characters entered into the Miscellaneous field MUST be SVIN /TCIC/ TCIC operators initials.
 - 5. SVIN approval is required for cars and trucks. Approval is not required for trailers, but a trailer with a non-standard VIN must have SVIN as the first characters in the Miscellaneous fields. Incorrect VINs, if the issue cannot be resolved before the entry leaves Communications, the case agent must further research it.
- J. "Z" VINS. Occasionally, an entry for a Volkswagen vehicle will be submitted using the "Z" VIN. When Volkswagen cars are built, the basic shell is given an identification number, which is attached to the firewall. A typical Z VIN could look like WVVZZZ12ZDW345678. This "Z" VIN is not the actual VIN for the vehicle. A phone call to NICB can usually supply the correct VIN.
- K. Other VINS. VINS issued in 1981 and later will always contain seventeen characters. There may be exceptions where vehicles do not have seventeen character VINS. When a 1981 Nissan vehicle is reported stolen, the VIN should be reviewed with this in mind. The VIN itself should be confirmed with NICB. NICB is a good source for resolving VIN concerns.
 - 1. It should be noted that 1980 Subaru products have seventeen character VINS that when entered, will return as not conforming to standards. These VINS have to be confirmed with NICB and SVIN and entry made.
- L. Entering Vehicles with Mexican or Canadian Plates. When entering vehicles with Mexican or Canadian plates, use the correct state abbreviation for that state. These abbreviations are listed in the manuals. Do not use MM for a vehicle licensed in Mexico unless the Mexican Federal Government issued the plate.
- M. Clearing Vehicle Entries. Vehicles are cleared from the TCIC/NCIC systems when:
 - 1. A LOCATE is received from another agency.
 - 2. An officer of the El Paso Police Department directed the entry as clear or cancel.
 - 3. When an error is discovered through the validation process.
 - 4. The system acknowledgement of the cancellation and the original entry document are forwarded to the case agent.
- N. When a Vehicle is Located by Another Agency. Communications is notified via teletype that a vehicle has been located by another agency or when the request for confirmation is received, respond according to TCIC/NCIC guidelines. Some agencies will simply send the LOCATE without going through the YQ/YR process.
 - 1. When a recovering agency places a LOCATE on the vehicle, the vehicle is immediately cleared from the TCIC/NCIC system. The record is removed in response to the LOCATE,

- whether or not the recovering agency has followed YQ/YR procedures.
2. The originals of the recovery transactions are forwarded to the case agent. This will include the YQ, the YR, the LOCATE, the removal transactions, and any follow up messages.
 3. Copies of the YQ/YR transactions are kept together in Communication message files. The bundled messages for a recovered stolen vehicle should contain the YR, the YQ, the LOCATE, the removal transactions, and any follow up messages.
 4. Copies of the recovery transactions and any other relevant follow up messages are forwarded to the Word Processing Unit for supplementing of the case information in the Records Management System.
- O. BATIC Inquiries. When BATIC inquires on a vehicle, we handle the transaction according to their direction. Generally, this involves responding to the inquiry and modifying the miscellaneous field of the entry to reflect BATIC interests. The modify is formatted:
1. QV mm/dd/yy name of the Mexican agency.
 2. The BATIC inquiry, the reply, and the acknowledgement of the modifying transaction are forwarded to the Abandoned Auto Detail.
 3. A copy of the transactions is kept together in the message files.
 4. A copy of the transactions is forwarded to the Communications Manager. The Manager will direct the supplementing of the case information in the Records Management System.
- P. BATIC Locates. The LOCATE, clear transactions, and the follow up message are forwarded to the Abandoned Auto Detail.
1. A Copy of the transactions is forwarded to the Communications Manager. The Manager will direct the supplementing of the case information in the Records Management System.
 2. When BATIC locates a vehicle, it has generally been through the inquiry and confirmation process that is several days old. BATIC may also send messages that a vehicle has been recovered from Mexico and stored at a specific location, plus a recommendation to remove the entry from TCIC/NCIC. There may or may not be a LOCATE transaction received. Communications removes the entries from TCIC/NCIC when these messages are received. The copies are made and routing of paperwork will follow the same guidelines as for other BATIC locates.
- Q. Forty-five Day Retention Expiration. If no further transactions have taken place on the vehicle, BATIC will notify the Department via teletype forty-five days after Communications has modified an entry to reflect BATIC interest. After forty-five days, according to the treaty, and the vehicle remains unclaimed by its owner, the vehicle is then abandoned in Mexico and the record is removed from TCIC/NCIC. These vehicles are, in effect, no longer stolen. When Communication is notified of these forty-five day periods, the vehicles are removed from TCIC/NCIC, and the message and supporting documentation is forwarded to the Communications Manager. The Communications Manager will direct the supplementing of the case information in the Records Management System.

8.38 WANTED SUBJECT ENTRIES

Wanted subjects may be adults or juveniles when a warrant or directive to apprehend exists. Warrants for an adult wanted subjects are filed in the Warrants Office. Any wanted-adult entry sheet must have the Warrant Office stamp. Warrants that have not been logged into the Warrants Office are accepted for entry only on the direct authorization of the Communications Supervisor. Wanted juvenile information is filed at the Juvenile Probation Department. Any wanted juvenile entry must come from the Juvenile Transfer Section at CAC. An agency may have only one entry per person on file.

- A. Entry Steps
1. Inspect the entry and code the identifying information. A criminal history may be run to obtain further identifiers. The operator must ensure the criminal history belongs to the person being entered. Case data and name information in the Records Management System are sources of verifying information. If FBI and/or SID numbers have been submitted by the entering officer, the numbers are run and the records inspected for additional identifying information. A driver's license check may also supply additional identifiers. The information is coded according to TCIC/NCIC guidelines. Scars, marks, tattoos and medical conditions are all valid identifiers.
 2. Determine AKA's. The record is entered with the first and last name of the subject as it appears on the warrant, even if a criminal history check reveals a different name for the wanted person. Other names are entered as AKA's. The first AKA is the subject's last, first, and middle name, i.e. the full name. Other AKA's include the last and middle name, other last names used, obvious diminutives of the name, last name with moniker, etc. The goal is to maximize the opportunities for the record to be found if the subject is run. Other AKA information includes alternate birth dates, alternate social security numbers, and other ID numbers.
 3. Enter the record. The system's verification of entry and an administrative copy of the entry are forwarded to the case agent.
 4. File the entry document. The teletype operator transcribes the NIC number on the entry document and signs the entry. The documents are filed alphabetically according to the last name of the subject. The entry document is kept on file until the subject is apprehended.
- B. If the Wanted Person Couldn't Be Entered. When the teletype operator cannot enter the wanted person, the entry is submitted to the on-duty Communications Supervisor. If the supervisor cannot resolve the entry, the supervisor will direct Word Processing to supplement the case stating the reason why the entry could not be made. The entry document is then forwarded to the case agent or to the appropriate regional command.
- C. Multiple Warrants or Entries. Multiple warrants may be listed on the same entry. If a wanted person entry already exists, the validity of that entry is checked. If the original entry is valid, the additional warrant information is added to it by modifying it. If the original entry has been retained, in the system, in error, it is removed and the new information entered. If a missing person's entry exists and a wanted person entry is submitted for entry, the missing person entry is first removed from the system. A copy of the missing person entry is forwarded to the Communications Supervisor. The supervisor will direct Word Processing to supplement the missing person case with the information that the entry was removed due to a wanted entry being received. The case number is cross-referenced.
- D. Clearing Wanted Persons Entries. Wanted persons are cleared from the TCIC/NCIC system when:
1. A LOCATE from another agency has been received.
 2. An officer gives the notification.
 3. The system acknowledgement of the cancellation and the original entry document are forwarded to the case agent. When the wanted person has been located by another agency, copies of the paperwork are forwarded to the Communications Manager. The Communications Manager will direct the supplementing of the case in the Records Management System.

8.39 WANTED PERSONS HITS FROM OTHER AGENCIES

When an officer of the El Paso Police Department arrests a subject wanted from another agency, a LOCATE is placed on the record. The officer is supplied with the original YQ and YR. These documents are required for the booking process. Copies of the transactions, the YQ, YR and LOCATE, are retained in Communication message files. A copy of the YQ, YR, and LOCATE are forwarded to the Fugitives Section. At the present time, the Fugitive Section maintains a mail drop in Communications for this purpose. The Fugitives Section will check the drop daily.

8.40 MISSING PERSONS ENTRIES

- A. General Entry Information. Missing persons may be entered into NCIC if they meet the criteria. The criteria are outlined in the NCIC manual.
 - 1. All persons reported missing that are under the age of eighteen are entered into NCIC as an EM-J. In Texas, the age of legal responsibility is seventeen. However, for the purposes of a missing person report, the eighteenth birthday is entered as the date of emancipation.
 - 2. The regional Juvenile Investigations Divisions handle missing person reports when the person is under eighteen years of age.
 - 3. The Department's Crimes Against Persons Division or the Regional Command at the address of occurrence handles missing person's reports when the person is over eighteen years of age.
 - 4. Acknowledgements of these entries into the system along with an administrative copy of the entry are forwarded to the correct office.
 - 5. Federal law requires that a missing person under eighteen years of age be entered into NCIC within twenty-four hours of the initial report.
 - 6. If a wanted person entry is received, the missing person entry is removed and the entry made and the Communications Supervisor is notified. The missing person case must be supplemented in the Records Management System by Word Processing to explain why the record was removed and then cross-referenced.
- B. If the Entry Does Not Meet the Criteria. When the teletype operator cannot enter a missing person for any reason, the entry is submitted to the on-duty Communications Supervisor. If the supervisor cannot resolve the entry, the supervisor will direct Word Processing to supplement the case could not be made. The entry document is forwarded to the case agent or to the office or Regional Command that handled the incident.
- C. Clearing Missing Persons Entries. Missing person entries are cleared automatically when the person is located by another agency. That agency may or may not follow the YQ/YR procedure. The Locate and any follow up messages should be forwarded to the case agent, office, or regional command in charge of the case. A copy of the messages is forwarded to the Communications Manager who will direct the creation of the supplement. Copies of the Locate and pertinent messages are retained in Communication message files.

8.41 PROTECTIVE ORDER ENTRIES

Protective Orders are issued from the court system through the Warrants Office. Protective order entries must have the Warrant office stamp. Protective orders that have not been logged into the

Warrants office are accepted for entry only on the direct authorization of the Communications Supervisor.

A. Entry Steps

1. Verify Identifiers. The court that issues the protective order supplies identifying information. This information is to be verified, i.e. driver's license or ID number should be checked, vehicle information should be checked, and the subject should be looked up in the Records Management System to determine if we have any other identifiers.
2. Enter the Protective Custody Order.
3. Sign the entry form in the spaces provided.
4. Return the entry document and an administrative copy of the entry to the Warrants Office.

8.42 AFTER HOURS ASSISTANCE TO DPS- AUTO THEFT INQUIRIES

In an effort to simplify the process of identifying and recovering stolen American vehicles in Mexico, the El Paso Police Department, in cooperation with the Border Auto Theft Information Center (BATIC), participates in an after-hours vehicle inquiry program. The Communications Division works with Base Cosmos, a division of the Mexican Federal Preventive Police, in assisting Mexican law enforcement agencies query the status of vehicles. The "After Hours – Base Cosmos Project" operates during the hours that BATIC is closed. Current hours of operation for the Base Cosmos After Hours Project are: Monday-Thursday 2100-0700, Friday 2100-0800, and on the weekend starting on Saturday from 1700 through 0700 Monday morning. The After Hours Project also operates on holidays when BATIC is closed.

A. Preparations. Communication between Base Cosmos and the Communications Division is accomplished via a direct connect cell phone provided by the Auto Theft Task Force and by e-mail. Incurred costs associated with the use of the phones used for this project are paid for by the respective agencies.


1. At the beginning of the shift, it is the responsibility of the Teletype (TTY) operator to check the cell phone and verify that it is on and charged.
2. Calls default to speakerphone. The TTY operator is responsible for verifying that the volume on the cell phone is turned up, the speakerphone is on, and that the phone is ready to receive and answer calls from Base Cosmos.
3. When participating in a call, the provided phone is used as a radio or walkie-talkie. When communicating, personnel will keep the push-to-talk button pressed the whole time while speaking, and release it when listening to the other party. A tone must first be heard in order to begin talking.
4. The TTY operator will make sure all dispatchers have access to the EPPD Dispatch Mail Box by following these steps:
 - a. Open Microsoft Outlook and click on the "Tools" menu.
 - b. Go to "Options" and click on the "Mail Setup" tab.
 - c. Click on the "Email Accounts" button.
 - d. An "Email Accounts" Wizard will be displayed. "View or change email accounts" will be the default selection. Leave it on the default selection and click on the "Next" button.
 - e. The next window will display the following options: "Change", "Add", and "Remove". Select "CHANGE" and click on the "More Settings" button.
 - f. On the next window select the "Advanced" tab.
 - g. At the next window select the "Add" button and another small window to type in the name of the mailbox will appear. Type in EPPD DISPATCH and click OK. Click on the

“Next” button, then on the “Finish” button, and then on the “OK” button to exit out of all open windows. After this the setup should be complete.

B. Execution

1. After a request by Base Cosmos to query a vehicle is made by phone and acknowledged by Communications, Base Cosmos will send an email message to EPPD DISPATCH (dispatch@elpasotexas.gov), with a license plate number and state, and/or vehicle identification number (VIN), plus a description of the vehicle (make, model, type, etc.). The request will also include the requestor’s name and ID number.
2. Communications will respond to a Base Cosmos request as a Priority 1 Urgent hit confirmation, which must be confirmed within ten minutes. Just like NCIC/TCIC, upon receipt of a hit confirmation request, Communications must furnish a substantive response within the designated timeframe, i.e. a positive or negative confirmation, or notice of the specified amount of time necessary to confirm or reject the hit. So, if the NCIC/TCIC system is slow or if Communications is handling another hit, then Communications MUST notify Base Cosmos via the phone and specify the amount of time needed to confirm. It will be the responsibility of the TTY operator to process the request.
3. If the TTY operator is on break, away from their work station, or busy with other requests, it will be the responsibility of the Assistant Channel 1 position AND the Channel One Radio Operator to work as a team to process the Base Cosmos request. This means dispatchers working Channel One must constantly communicate with each other and make agreements for a productive work flow.
4. The TTY operator will query the license plate or VIN in NCIC/TCIC (QV), and depending on the results, will reply by email to Base Cosmos with either “SI – Robado” or “NO – Robado”, in Spanish. (Si- Robado for Confirmed stolen; No- Robado for Confirmed not stolen).
5. If the vehicle is not listed as stolen, this is the end of the exchange with Base Cosmos.
6. If the vehicle is confirmed stolen, the TTY operator will proceed with the following steps:
 - a. Communications personnel processing the request should save “FORM 2”, which is attached in the email, on their desktop. The information needed can be re-typed over and over, saving the most current one.
 - b. The person processing the request will send “FORM 2” via email to Consultasbatic@yahoo.com.mx. Once the initial message is sent, Microsoft Outlook displays the recipient’s full email address. It should display as “JAVIER ESPARZA [Consultasbatic@yahoo.com.mx].”
7. Base Cosmos will then reply via email and return “FORM 3” to EPPD Border Partners (EPPDBorderPartners@elpasotexas.gov).
8. When Communications "replies" by email to Base Cosmos, a copy of the message is stored in the sender’s personal "Sent Items" folder (if the "Sent Items" folder is displayed). The sender should go to the message, right click on it, and choose "move to folder." Next, go to the "Sent Items" folder in EPPD DISPATCH, highlight it and click OK. The message sent by the dispatcher who replied to the Base Cosmos request is now saved in the "EPPD DISPATCH – ‘Sent Items’ folder." All of the information typed on the message, any attachments, the date and time, along with the message header is displayed.
9. Any vehicle hits generated by the Base Cosmos “After Hours Project” are to be forwarded via email to DPS Batic and Auto Theft personnel via internal router PD Comm BATIC–TXDPS (PDCommBatic-TXDPS@elpasotexas.gov). Dispatchers will not have to fax the confirmation to DPS if sent via this router and Auto Theft personnel will automatically receive a copy of the hit confirmation.

10. If the network is down, as a last resort, Communications will fax a copy of the hit confirmation to DPS BATIC for their review. The fax number is (915) 849-4097. Communications will also notify EPPD Border Partners of this via email message.

 El Paso Police Department Communications Operations Manual	Chapter 9
Chapter 9: Specific Call Procedures	Effective Date: 12/21/2022 Previous Version: 12/19/2008

9.0 SPECIFIC CALL PROCEDURES

The Communications Division receives all types of calls for police service. The nature and/or circumstance of the call may be fairly routine or completely unexpected. It is not possible to dictate procedure for every type of call that the Communications Division will receive. General Procedures apply in all cases; these specific procedures are provided as additional guidelines and apply to the types of calls they describe. Victims/witnesses who call 911 or the Department's non-emergency phone number shall be advised of the type of response their call will be given. These specific calls procedures affect all Communications Division employees.

9.1 SPOT BROADCASTS

Spot Broadcasts are "all points bulletins" that are distributed throughout the Department. The goal is to get information out quickly.

- A. Spots take two forms: CAD "hot" spots that are broadcast over the radio and "CAD spots" that are sent through CAD mail.
- B. Spot broadcasts have an effective life of five days unless they are cancelled by an officer or by the information's entry into TCIC/NCIC.
- C. Major incidents, such as robberies, sexual assaults, kidnappings and aggravated assaults, will always result in a hot spot and/or spot. Calls that involve a weapon, serious bodily injury, or threats to a person's life require a spot broadcast.
- D. Incidents that are obviously minor in nature do not result in a spot unless the responding officer requests one.
- E. Officers may order spots made on any topic.
- F. Spot or hot spot information may be forwarded to other agencies if authorized by an officer or a Communications Supervisor.
- G. Responsibility for Spots. Officers may give spots over the radio or call them in to the Communications Division. Spots that are phoned in to the Communications Division are referred to a call taker.
 1. Call takers will inquire if the officer wants the spot broadcast over the radio and sent to CAD mail, or if the spot will go out through CAD mail only, and enter the spot accordingly.
 2. In most cases, call takers will enter spots into CAD.
 3. If the caller is transferred to Word Processing, the receptionist or the Report Expeditor will enter the spot. If the caller is not immediately connected with Word Processing, the call taker will take the spot information and make the required entries. Dispatchers are responsible for Spots given over the air by officers. The Communications Supervisor may assign a call taker to transcribe a Spot given over the radio into the CAD and the CAD mail system.

9.2 BROADCASTING SPOT INFORMATION

All Hot Spots entered into the CAD system are broadcast to the officers by the patrol area dispatcher. Spots on emergency calls such as shootings, stabbings and robberies, are viewed by all the dispatchers and broadcast immediately. The Communications Supervisor will advise all non-patrol talk groups of the nature of the call and that a Spot will be broadcast on the affected talk group. When the other talk groups have been advised, the Spot is broadcast on the affected channel. Hot Spots such as bridge runners and drunken drivers are broadcast only within their affected areas. All others are broadcast citywide.

- A. When a dispatcher broadcasts a Hot Spot, a notation will be made in the comments indicating the patrol area where the spot was broadcast. The dispatcher then moves the spot to a new CAD position so that it is available to the next dispatcher. When all patrol areas have heard the Spot, the call is closed. The last dispatcher broadcasting the spot will close the call.
- B. Format for Spot Information
 1. Hot Spots. If a Hot Spot is to be created, the call taker enters it into the CAD system immediately after the initial call card is completed.
 2. Hot Spots are entered into CAD using the address of occurrence and the activity code HOTSPOT. Hot spots use the call comments information format for their descriptive information. As a general rule, if the activity took place within the last thirty minutes and the sufficient information to identify subjects and/or the vehicles, a Hot Spot is useful to the Department's investigative process.
 3. Hot Spots are required for the following types of incidents:
 - a. Missing and/or endangered persons of any age
 - b. Vehicle Thefts that occurred within the last thirty minutes
 - c. Any criminal incident less than thirty minutes old when adequate subject or vehicle information is available
 - d. Any serious crime less than thirty minutes old, regardless of the amount of information available
 - e. Drunk Driver
 - f. Bridge Runners
 - g. Rolling Family Violence incidents
 - h. "Hit and run" accidents
 4. Hot spots may also be used for public-service purposes, such as locating separated motorists, temporary road hazards, etc.
- C. Exceptions. As a general rule, Hot Spots are not required for thefts when the nature of the theft is a beer or gas "run," or the nature of the offense is minor property damage. The information is included in the call comments.
- D. Hot Spots Entered into CAD Mail. Hot spots are entered into CAD mail except when it concerns drunk drivers, bridge runners without license plate information, "rolling" family violence, hit and run accident information when plate numbers are not known, or public service announcements that will be in effect only during the current shift.
 1. When the Hot Spot has been entered into CAD mail, a comment is entered on the CAD Hot spot that it has been entered into CAD mail and by whom.
 2. The call taker does not close a Hot Spot unless directed by a Communications Supervisor.
- E. CAD Mail Spots. Spots are entered into the CAD mail after the call taker completes any CAD operations concerning the call, or after the call taker has spoken with the reporter. Entry of

spots into CAD mail will not be delayed. The message router for spots entered into CAD mail is SPOTS.

9.3 STOLEN VEHICLE SPOT PROCEDURES

A spot is entered into CAD mail for all vehicles reported stolen regardless of the amount of vehicle information that is available. CAD mail spots on stolen vehicles are used to create the "Hot Sheet" for the information channels.

- A. If the theft is less than thirty minutes old, a Hot Spot is also required. The call taker will make it clear to the caller that the information they have taken is not a police report; the report is taken by an officer or by Word Processing as circumstances dictate.

9.4 CANCELLING SPOT BROADCASTS

An officer may cancel Spot broadcasts. The call taker may cancel Spots that contain informational errors. Entering a cancellation message into CAD mail affects cancellations. The message router used is SPOTS. The subject line will clarify which spot is being canceled.

9.5 REPOSSESSED AND STORED VEHICLES

Repossessed and stored vehicles are recorded in the Records Management System "Impound" file.

9.6 REPOSSESSED VEHICLES

The person or entity that has financed or has a lien against the vehicle is not required to report its repossession to Communications, but by doing so, the investigative process is expedited.

- A. If a repossessed vehicle is reported stolen, or if a caller inquires about their car, the call taker may advise them that the vehicle has been repossessed. The call taker does not provide the caller with the name of the repossessing company. The caller is referred to the Financial Institution that holds the lien on the vehicle. Personal articles that have been left in a repossessed vehicle are not reported as stolen. Repossessions are a civil matter.

9.7 STORED VEHICLES

A vehicle left abandoned or parked without permission on private property may be stored by the property owner or the owner's representative. If the property owner reports it to Communication, the vehicle is entered into the impound file. If the owner contacts Communication, the call taker may advise the caller where their vehicle is stored. The caller will have to make arrangements with the storage company to recover the vehicle.

9.8 911 HANG UP, ABANDONED AND SILENT CALLS

- A. Definitions
 - 1. 911 Hang up. A call is determined to be a 911 hang-up when the call taker successfully answers the line, and the caller immediately hangs up. 911 Hang-ups use the call type

- 911HUP if they are from a business or a residence and the call type 911COI if the phone is coin operated.
2. Abandoned Calls. A call is abandoned when the caller hangs up before an operator can answer the line. These calls are identified by the switch and are called back according to the same guidelines as 911 hang-ups. Abandoned calls may be traced to determine their originating location.
 3. 911 Silent. A call is determined to be a 911 Silent when the phone line remains open, but there is no communication from the caller. Using the ALI information, the call is entered into CAD using the call type SILENT.
 - a. Use caution when authorizing cancellation on 911 hang-ups; there may be a problem the person answering cannot or will not identify

9.9 GENERAL PROCEDURES

- A. 911 Hang-Up. The call taker first creates a CAD event using the ALI or trace information and the call type 911HUP. The call taker then calls the number back. The phone must be allowed to ring for one minute before the call taker releases the call. When there is no answer or the line is busy or if the phone does not accept incoming calls, that fact is noted on the call comments.
- B. For a 911 Abandoned Call. The employee handling the call may first call the number back and attempt to determine if a problem exists. If there is no answer, the phone number's location is traced and a call created using the call type 911HUP. If contact is made, the call is handled accordingly.
- C. If the Call is a 911 Silent. The call taker will remain on the line for at least one minute and if the line is still open, and continue attempts to communicate with the caller or listen for background sounds that may give some clue to the situation. The TDD procedures are used if no voice contact is made. If a "situation" requiring police attention is discerned, the call type may be changed, appropriate comments added and the call forwarded to dispatch.
 1. A unit is dispatched to check calls that originate from a business or a residence. The call type remains 911HUP or SILENT unless subsequent calls or contacts change the circumstances of the call.
 2. The call taker is not required to make more than one attempt to call back a 911 hang-up, 911 Silent, or 911 Abandoned Call. The call taker may continue to make attempts at contact as the workload permits.
 3. Dispatchers will not attempt to call back 911 hang-ups unless directed to do so by a responding officer.

9.10 WHEN THE CALLBACK IS ANSWERED

When there is an answer, the call is handled according to its type. The call type is changed to reflect the correct nature of the call.

- A. If the call is explained as a misdial, and the call taker is comfortable with this explanation, a comment is entered on the call screen and the call type changed to 911MIS. The call is closed by the call taker with the disposition COK (checks okay). If the call taker is not comfortable with the explanation, the call type remains 911HUP and the call is continued for service. The call taker's reasons for not authorizing cancellation of the call are added to the call comments.
- B. When an officer directs a dispatcher to call back a 911 hang-up, the dispatcher will make the call. The dispatcher may ask the assistance of someone else to make the phone call if the

workload dictates. Any information received from the callback is relayed to the officer. If someone other than the dispatcher makes contact on the callback, the information received is added to the call comments. Dispatchers may cancel a 911HUP response when specifically authorized to do so by an officer.

9.11 911 HANG UPS FROM COIN PHONES

If the 911 hang-up or abandoned call is received from a coin phone, the call type is changed to 911COI and the call closed by the call taker with the disposition CAN (cancel). Officers are not dispatched to 911 hang-ups or 911 abandoned calls that originate from coin-operated phones. If the call is a 911 silent call from a pay phone and no background noise indicating a problem is heard, the call type is changed to 911COI and the call closed by the call taker.

9.12 NOTIFICATIONS

If a request for an emergency notification is received via telephone, the call taker will obtain the reporter's name, agency and the phone number where the call originated. The name of the person that needs to be contacted and the reason for the notification will also be requested. The same information is obtained if the request is sent through the TLETS system.

9.13 BOMB THREATS

A call on a bomb threat requires teamwork between the call taker, the Dispatcher, and the on-duty supervisor. The call taker has the duty to ensure that all required calls are created and that all notifications are made, but may enlist assistance in making the notifications. When a bomb threat is received, the call taker:

- A. Creates the required calls. After the call taker completes the initial call, the other notifications are made and noted in the call comments.
- B. Notifies the on-duty supervisor of the call.
- C. Notifies the location being threatened. The name of the person notified is included in the call comments.
- D. Notifies the affected Regional Command of the threat. The name of the person notified is included in the call comments.
- E. Notifies the FBI and the name of the person notified is included in the call comments.
- F. The call taker must print a copy of the call and forward it to the Intelligence Division.
- G. If A threat IS RECEIVED directly from the SUBJECT. When the call is received on 911, the first call is created to send an officer to the subject's location using the ALI information and the call type PD911. The translation field of the activity type and/or the second address field will flag the call as pertaining to a bomb threat. The comments will clearly state that a subject is making a bomb threat from that location.
 1. The call taker stays on the line with the subject until officers arrive or the subject breaks the connection.
 2. Immediately after the first call is created, and even if the subject is still on the line, the second call is created to direct units to the location being threatened using the call type SIG5. This call type is multi-agency and will generate a call for Police and FMS. The following information is included:

- a. The call taker asks the subject the below listed questions and documents the responses on the call comments:
 - i. Where exactly is the bomb located?
 - ii. What does the device look like?
 - iii. What kind of explosives were used?
 - iv. Why was the device placed?
- b. The following information is also included:
 - i. The gender of the subject.
 - ii. The subject's possible ethnicity and age.
 - iii. Speech impediments, if any.
 - iv. Whether or not the caller sounded serious.
 - 1) The sequence numbers of the calls are cross-referenced in the call comments. The dispatchers will use comments from both calls to assist the officers responding to each call.
- H. If the Call is Received from the Location Being Threatened. A call is created using the call type SIG5. The call taker will attempt to recover the following information, which is included in the call comments:
 - 1. Where is the bomb supposed to be?
 - 2. Has anyone seen the device?
 - 3. Are you evacuating?
 - 4. If so, to where are you evacuating?
 - 5. The name of a contact person.
 - 6. The name of the person that actually received the call.
 - 7. The call taker will ensure that all notifications are made.

9.14 REFERRALS

Call takers may make note of calls to the Communications Division that do not require or result in an officer being dispatched, but that could become controversial and require action at some future time. These calls are entered into the CAD system under the call type REFR, and are closed by the call taker using the disposition REFR. If the calls cannot be attached to a specific address, the 911 Communications Center, 200 N. Kansas, address is used.

- A. Referrals are not made for routine calls or transfers.
- B. Calls referred to Word Processing.
- C. When a caller is referred to Word Processing for a report, a call is created using the call type CASE. The address of occurrence is used to create the call. If that address is not known, the home address of the caller is used.
- D. A caller may be transferred to Word Processing's main phone number. Under no circumstances will a caller be transferred to a specific word processor unless prior arrangement has been made.
- E. No "in-progress" or "just-occurred" calls are referred to Word Processing except as noted under that call's specific directions.
- F. These calls are closed immediately after the referral is made with the disposition REFR.
- G. When the word processor contacts the caller, the original call is reopened and used to complete the report-taking process or to note where the caller was referred. Complete documentation on the progress of the call will then be accomplished.

9.15 TRAFFIC ACCIDENTS

When an accident occurs on a city street and involves no injuries, the report may be taken by Word Processing. A unit is dispatched to the scene of all accidents when there are reports of injuries, or when it is unknown if there are injuries. The call taker creates a call using the appropriate call type.

- A. Injury-accident reports are not handled by Word Processing. Word Processing does not handle accident reports when:
 1. There is an injury or a death.
 2. One or more vehicles are disabled and require a wrecker.
 3. A physical arrest related to the arrest will need to be made (i.e., DWI)
 4. A City vehicle or school bus (as defined by the Transportation Code) is involved, and; there is a person who is not an on-duty police employee involved, there is reported injury to any person; there is damage to a structure, or there is damage over \$1000.
 5. A commercial vehicle with gross weight over 10,000 lbs. or carrying hazardous material is involved.
 6. A vehicle has left the scene (hit and run).
 7. A motor vehicle collision with a train.
 8. Note: If a driver involved in a private property accident is reported to be intoxicated, an officer is sent using the call type DDIST. The call comments will explain that the driver is reported as being drunk and involved in a private property accident.
 9. If any one of these circumstances exists, an officer is dispatched to take the report.
- B. If the accident will be referred to Word Processing, the caller is advised to have the following information ready:
 1. License plates and description of the vehicle
 2. Name, address, and the phone numbers of the drivers. The names of the passengers.
 3. Driver's license numbers
 4. Name of insurance carrier and policy numbers
- C. The drivers may call the accident into Word Processing.
- D. The call taker must be very clear to the caller that no officer will be sent to investigate the accident. If the caller insists that an officer be sent to take the report, the call is created. The comments will clearly reflect that the caller refused to make the report with Word Processing.

9.16 PRIVATE PROPERTY ACCIDENTS

The Department does not dispatch an officer to accidents with no injuries that occur on private property unless the accident involves a City vehicle or is a hit and run.

- A. The persons involved in a private property accident which is not a hit and run and there are non-serious injuries are advised that they may go or call any of the Regional Commands Collision Reporting Centers to file the report.

9.17 BURGLARIES

When burglary is reported in progress or just occurred, a call is immediately created and an officer is dispatched.

- A. An officer is always dispatched to receive information reference burglaries of habitation, business, or structure. These reports may not be taken by Word Processing. Word Processing

- may take information reports on burglary of vehicle or of Coin-Operated Machines.
- B. If an officer is dispatched to receive information on a burglary, there must be someone at the scene to meet with the officer.
 - C. The caller reporting a burglary of habitation, business, or structure, will be advised that the scene should not be disturbed: nothing should be moved, removed, or cleaned until after the officer investigates the offense.

9.18 DEATHS

The Communications Division receives calls on deaths that may be natural, accidental, or the result of a suicide or murder. All of the call types used for deaths are multi-agency, with the exception of 6585, information on a death.

- A. When the call type for the death will be 65UNA or 65HOM, the caller will be advised not to disturb the scene, nothing should be cleaned, moved, or removed until the officer investigates.
- B. When a death occurs in a hospital, the call type used is 6585.
- C. When a death occurs as the result of a prior traffic accident, which is reported from a hospital, the call type used is 6585. The call taker will attempt to ascertain either the date or location of the accident or the case number. The information is added to the call comments.
- D. Call Types.
 - 1. 6585. Information on a death. This type of call is used for deaths that occur in hospitals, or that are called in by Hospice of El Paso. This call type is not multi-agency and will not generate an FMS call.
 - 2. 65UNA. Death, unattended. This call type may be used for any reported death. The call type is multi-agency, and will generate a call card for the police and for FMS. "Death Unattended" means that there was no physician present at the time of death.
 - 3. 65HOM. Death, homicide. This call type may be used for a death that is reported as a possible murder. The call type is multi-agency, and will generate a call card for the police and FMS.
 - 4. The officer assigned to the call will contact the Information Channel and request the appropriate support services. These may include the Medical Examiner, a Supervisor, or a Crime Scene Search Unit.

9.19 SEXUAL ASSAULTS

Reporting a sexual assault can be traumatic for the caller whether or not they are the victims. The Communications Division receives reports of sexual assaults on children and adults of either sex. The assault may have been an incident of family violence.

- A. The sexual assault is considered aggravated if a weapon was involved, if the victim is under fourteen years of age, or if the victim suffered serious bodily injury or the subject attempted to cause the victim's death.
- B. In most cases, an officer is dispatched. The exception is a sexual assault that occurred at a remote time, or the initial report when the victim is no longer in El Paso; these reports may be taken by Word Processing.
- C. When an officer is responding, the call taker will instruct the caller on the appropriate steps that should be taken to preserve the evidence. The victim should not bathe, the clothing worn at the time of the assault should not be washed, and the scene should be left untouched.
- D. The call taker will always ask if an FMS unit is needed. If FMS is needed, the call will have to be

cloned to FMS. FMS will need to know that the patient is a sexual assault victim.

- E. When the call is dispatched, the officer is only given the first or last name of the victim or reporter. The complete name of the victim is never transmitted over the radio.
- F. The officer will request the appropriate support services through the Information Channel. If Rape Crises Counseling Service is requested, they will need to know the victim's age, sex, and language preference. The name of the victim does not go over the radio and is not given to Rape Crises at the time the services are requested. The Officer may request Communication to notify the approved hospital, that the patient is on the way and to gather evidence of the sexual assault. The Communications Division does not give the name of the victim to the hospital.

9.20 ALARMS

The Communications Division receives alarm calls from individual citizens and from companies that monitor alarms as part of their business. An alarm is an alert that something may be happening at a particular location.

- A. Call takers and dispatchers must be alert for subjects that will use alarm systems to complete a burglary. It is not unusual for a potential burglar to set off an alarm, wait for the unit to arrive and leave, then set it off again with the idea that a second alarm at a location will be downgraded in importance.
- B. Callers are not given information regarding the disposition of any alarm call. When any call for service is given to the Department, it becomes part of the Department's records. These records come under the authority of the Public Information Act.
- C. Entering the Call. In addition to the basic call information, the call taker identifies the name of the resident or the name of the business and the cross street.
- D. On the RP line of the call card, the entries must be very specific:
 - 1. RP: name of the alarm company.
 - 2. RA: the alarm company operator's name or number.
 - 3. PH: the callback number for the alarm company.
- E. Since alarm calls are subject to daily reports, the information must be entered accurately.
- F. On the first line of the comments the call taker notes that the alarm type is audible or silent (or any other type of alarm). The next lines will include, if the information is available, the area from which the alarm is coming, a phone number for the business or residence, information on whether or not a key holder will be notified or is en route and an estimated time of arrival, and if the alarm company is sending one of their patrols or another representative. On all intrusion alarm calls, the call taker will also recover in addition to the response information; the names and phone numbers of the two persons/entities that the alarm company attempted to contact before calling for a police response and the permit number of the alarm.
- G. If a valid permit is not on file for the address, the Department will not respond to the alarm call, except in the case of all government offices or facilities.
- H. Only the alarm company may cancel an alarm. If the alarm company calls back and requests that the alarm be canceled, that comment along with the name or number of the operator is added, and "***cancel***" is typed into the call type's translation field. A call taker does not close the alarm call. The dispatcher may close the alarm call if no unit has been dispatched. The dispatcher will advise the responding unit that a request to cancel the alarm has been received. The responding unit has the option of continuing on the call.
- I. Officers will not be directed to stand by for a key holder once the alarm has been checked. If the alarm company or key holder arrives after the unit has left and requests assistance in checking

the premises, an appropriate call is created based on the information received.

9.21 HOLD UP ALARMS

Holdup alarms are an alert that there may be a robbery in progress at a given location; they are typically received from an alarm company. The call taker takes the information required for any alarm call, and, if the location is a business, will check to see if it is open. The call taker must get a phone number that may allow contact with someone at the location.

- A. When the officer arrives at the alarm, he or she will advise the area dispatcher to call the location to request for a responsible party to meet with the officers outside. The officer should specify the location of the building, and may give the dispatcher additional instructions as to the mode the individual will use to approach the officer. The area dispatcher, or designee, will deliver the instructions; take the name and descriptive information of the individual that will step out to contact the officer. The information on who was contacted and what transpired during the conversation is relayed back to the officer.
- B. No calls will be made to the location before the officer arrives on the scene.

9.22 AWARE ALARMS

The Department may provide AWARE alarms to battered or threatened spouses. These alarms are personal alarms that are worn around the neck like a necklace. These alarms will work when the wearer is at a particular address, usually the home. The alarm company contracted to handle the AWARE program will contact the Communications Division when the alarm has been activated. The call taker enters the call with the call type AWARE. Information about the alarm-wearer and possible subject information is included in a PREMIS file attached to the address. An officer is dispatched according to the call's priority, and advised of the information in the PREMIS file.

9.23 ALARMS AT POLICE FACILITIES

Alarms at police facilities use the same call types and procedures as other alarms. Additionally, the Communications Supervisor notifies a supervisor responsible for the facility. Police facilities include City-owned locations designated for police use or seized properties.

9.24 ALARMS AT THE CHIEF'S OFFICE

An officer will be dispatched to any alarm activated within the Chief's Office. The Communications Supervisor will notify a member of the command staff, an assistant chief. If the command staff is not available, the Public Information Officer will be notified.

- A. An alarm at any police facility is noted on the daily log by the on-duty supervisor.
- B. Dispositions on Alarms. Only the following dispositions may be used for alarms:
 1. FN. False alarm/notice left.
 2. True alarm calls may carry dispositions for "report," or "report, citation" according to what the officer advises.

9.25 CHECKS

- A. Bad Checks. A "bad check" is a check issued on an open account that is returned because there were insufficient funds available.
- B. Checks Under \$1,500. The caller is referred to the County Attorney's Office for all returned checks under fifteen hundred dollars.
- C. Checks Over \$1,500. If the returned check is over fifteen hundred dollars, the caller is referred to Word Processing for a report to be made.
- D. Other Checks. Issuing a check on a closed account, forging a check, or "kiting" checks--moving the same money from account to account to cover checks written against them-- are criminal incidents and are referred to Word Processing for a report to be documented.

9.26 HAZARDOUS MATERIAL CALLS

A hazardous material is a substance that has the potential to damage the environment, personal property, or that may cause injury or death. It is usually a man-made chemical compound, but occasionally a naturally occurring substance will become a hazard to people, property, or the environment. A relatively benign substance may undergo a chemical change due to heat or cold, and become hazardous.

- A. Hazardous materials may include gasoline, oil, household chemicals, fertilizers, pool chemicals, manufacturing compounds and acids.
- B. FMS handles Hazardous Materials Calls.
- C. Procedure. When the caller is reporting a problem concerning a potential hazardous material, the caller will be transferred to the FMS. If the call was received on 911, the ANI/ALI screen is transferred as well.
 - 1. FMS will clone the call back to the dispatcher if police officers are needed. A police officer's role in these calls is merely to control traffic and assist with evacuation should that become necessary. Officers are given all available information regarding the nature of the Hazardous Material Call. The dispatcher will ascertain if the FMS has established a Command Post and, if so, dispatch the officer there.
 - 2. Under certain circumstances, the FMS may handle a Hazardous Material call that does not require the assistance of police officers. When the Communications Division is notified that the FMS is working a Hazardous Materials call, the Communications Supervisor will determine if officers in the area should be notified; measures may be taken to protect their health and wellbeing.

9.27 STOLEN VEHICLES

It is essential that stolen vehicle calls be handled quickly and correctly. These procedures apply anytime a vehicle is taken in a theft, a burglary, or a robbery.

- A. If the call is a theft and the vehicle is reported to have been stolen within the last thirty minutes, the call taker:
 - 1. Completes a Hot Spot.
 - 2. If Word Processing is immediately available, the caller is transferred so that the report may be expedited.
 - 3. If Word Processing is not immediately available, an officer is dispatched.

- B. The call taker informs Word Processing that the theft has just occurred.
- C. If the call is a theft and the vehicle was stolen more than thirty minutes before the incident was reported to Communications, the call taker will:
 - 1. Complete a CAD mail Spot.
 - 2. Advise the caller that the Spot has been made, but that the caller must contact Word Processing to make a report.
 - 3. Transfer the caller if Word Processing is available.
- D. If the vehicle was taken in a burglary and reported to have occurred within the last thirty minutes, the call taker will:
 - 1. Create the call card.
 - 2. Complete a Hot Spot. The call taker will keep in mind that the vehicle that was taken may be just one element of the spot, and other details may need to be included. However, the vehicle is likely the largest and most identifiable property taken and it should be identified first.
- E. In all cases, if the caller wishes to have an officer dispatched rather than make the report over the phone, an officer is dispatched.

9.28 MISSING PERSONS

Missing Persons may be adults or juveniles. Communications Staff shall ensure that they comply with Sections 416 and 417, Chapter 4 of the General Procedures Manual, which delineates the Department's response to missing persons. An officer is dispatched when:

- A. The person reported missing is twelve years of age or younger.
- B. The person reported missing is mentally or physically disabled or disadvantaged.
- C. The person reported missing is possibly suicidal.
- D. The circumstances under which the person is missing may indicate foul play.
- E. When the person reported missing falls into one of the above categories, the call taker:
 - 1. Creates the call for dispatch.
 - 2. Creates a Hot Spot.
- F. The reporter is referred to Word Processing when the person reported missing is thirteen years of age or older and the circumstances indicate the person's absence is voluntary. If the caller is referred to Word Processing, the Report expeditor is responsible for making a CAD spot.

9.29 SWAT CALL PROCEDURES

- A. An officer on the scene of a call may request the SWAT team. The dispatcher will:
 - 1. Clear the air for Emergency Traffic.
 - 2. Notify the Communications Supervisor that SWAT has been requested.
 - 3. Ascertain the location of the Command Post, a staging area, and a press area. Not all information of these locations may be available at once. This information is entered in the call comments.
 - 4. Ensures that the locations of all officers is known, and assists the handling officer or supervisor in placing units at strategic locations to establish a perimeter. This information is entered in the call comments. Information about the safest approach to the Command Post is entered in the call comments.
- B. The Communications Supervisor:


1. Makes arrangements to isolate the incident on its own talk group. This may involve re-arranging the talk groups and/or the CAD positions. If necessary, the Information Channel may be temporarily shut down to allow those dispatchers to assist with the SWAT call.
 2. Pages for the SWAT/CMT.
 3. Contact the SWAT Commander who will make determination of the level of SWAT's response--full or partial call-out.
 4. Delegates a dispatcher to handle PD Tactical talk groups one, two, and three. The location of the SWAT call, the location of the Command Post and staging areas, and the best approach is broadcast over these channels as the information becomes available.
- C. The responding units are attached to the call as they advise they are en route. The supervisor may designate a call taker or dispatcher, whichever is more practical, to contact any remaining CMT or SWAT officers that are not logged on the call. Call takers may also be assigned the duty of contacting surrounding residents and businesses if the officers at the scene make a request.
- D. Emergency Traffic is maintained until the field advises the dispatcher that they may cancel emergency traffic. The Communications office will assist the SWAT and CMT with information, by making telephone contacts as requested.
- E. The dispatcher on the patrol talk group handles the "outer perimeter," and the dispatcher on tactical talk groups one, two, and three handles the "inner" perimeter. The "outer" perimeter is primarily concerned with containment, traffic, and crowd control. The "inner" perimeter handles requests made by the SWAT and CMT.
- F. SWAT Call Out Request from another law enforcement agency. The El Paso SWAT Team is available, with the approval of the Chief of Police, to any requesting law enforcement agency. When a request for the SWAT Team is received, it shall be immediately forwarded to the Chief of Police or the next person in the chain-of-command if the Chief is unavailable. The Chief or his designee will determine if in fact the situation warrants the activation of the Team. If the situation warrants the activation of the team, the Chief will notify the SOC. The SOC will follow the above guidelines for notification.

9.30 ON-CALL PROCEDURES

The Communications Division maintains a Stand-By binder with an updated on-call investigator duty roster for criminal investigative functions such as Auto Theft, Alpha, Crimes Against Children, Crimes Against Persons, Vice/Intel and Narcotics. When a request is made for any of these criminal investigative functions, the shift supervisor will contact the personnel from the call-out roster in the order indicated.

9.31 REPORT NUMBERING SYSTEM

Each incident, offense arrest, and information report will be assigned a unique case number. The Communications Division, using the automated Computer-Aided Dispatch (CAD) program, will assign the case numbers on request. The first two digits of the number will be the last two digits of the year followed by a dash and then a six digit sequential number. The sequential numbering will start January 1st of each year continuing in Julian date and numeric sequence. Each number shall be separate and distinct for each offense or incident report.

 El Paso Police Department Communications Operations Manual	Chapter 10
Chapter 10: Formatting the Call	Effective Date: 03/07/2007 Previous Version:

10.0 FORMATTING THE CALL

10.1 FORMATTING CALL INFORMATION

An efficient response requires that call information be received in a useful order, and then entered into the CAD as it is received. The CAD call card is used to record all requests for service whether received by telephone or officer-initiated. The CAD call card is assigned a CAD sequence number and records the time and date of the call for service.

- A. The CAD call card contains the following information:
 1. Location of incident reported
 2. Name and address of the complainant
 3. Type of incident reported
 4. Identifies primary and back-up officers assigned to the sequence
 5. Time of dispatch
 6. Time of officer's arrival
 7. Time of officer's return to service
 8. Disposition of the incident
- B. The CAD system provides a basic format checklist for most of the call type activities, except for those call types that require a special procedure such as bomb threats and crimes in progress. These checklists can be obtained by entering the number 7 on the keypad.

10.2 INFORMATION IS RECOVERED AND ENTERED INTO THE CAD CALL CARD AS FOLLOW

- A. The location where the officer is needed
- B. The type of incident to which the officer will be responding
- C. The location of the caller
- D. A short statement as to the immediate reason the officers are needed
- E. Weapons information
- F. Direction of travel information
- G. Subject information

10.3 PRIORITIZING AND ORGANIZING

By prioritizing and organizing the information in this manner, the call taker ensures that the intent of the call is clear, and that the officer has pertinent information.

10.4 BASIC FORMAT CHECKLIST

This is a basic format checklist for most of the call type activities, except for those calls types that require a special procedure such as bomb threats and crimes in progress. These checklists can be

obtained by entering the number 7 on the keypad.

- A. Extra information may be included in the CAD screen's comments field after the essential fields are addressed. Below is an expansion on the above listed fields.
- B. Basic CAD screen:

EVENT SEQ: RT:

AD: _____ / _____ # _____, _____

TYPE: _____ RD: -

RP: _____ RA: _____ PH: _____ CT: _____

UNITS:

10.5 LOCATION

The location where the officer is needed is always entered on the address line of the CAD screen. (AD)

- A. It is the call taker's responsibility to establish the location of the call.
- B. The location where assistance is required is given first priority. Even if no other information can be obtained, an officer can be sent to check a problem if there is a location. The call taker will ask the caller for the address and phone number even if an ALI is displayed.
- C. Cross-street information is automatically fed into the call screen when an address is first verified. This information is particularly useful to officers when they are responding to an address in a residential area.
- D. The call taker must determine if the address is a house, apartment, mobile home, or business. Building designators, names of businesses and apartment complexes are entered on the first line of the call comment area.
- E. If the address of the response location is a business, the name of the business is entered in the cross street field or the first line of call the comments.
- F. If the location is given as a business but only the intersection is known, the intersection is entered using the cross-street format and the name of the business is entered on the first line of the comment field. If the business is not actually on the intersection, additional location information may be needed.
- G. Additional information on the location is entered in the first lines of the call comment area. The usual definition of "location" must be expanded to include details that will help the officer spot the call. Even specific addresses can require that the location be expanded, e.g. a call at a shopping mall may require the address of the mall, the name of a business, and the description of a vehicle to be correctly "located."
- H. Locations that cannot be tied to a specific address are described by creating a "grid." This "grid" is created using cross streets, landmarks, buildings, or vehicle descriptions. Vague indicators such as "down/up the street" or "next door" are not used. Corners may need a landmark to further define them. Directional indicators such as "North," "South," "East," and "West" are used with care, location where the callers under stress rarely know these directions. The person reporting the incident is calling from may help the call taker "grid" the location of the call.

10.6 TYPE OF INCIDENT

The type of call is entered into the TYPE field. The TYPE field accepts only a valid activity code. The second part of the TYPE field inserts the system's translation of that type code. To better define the call type, the call taker may overwrite the CAD translation.

10.7 LOCATION OF THE CALLER

The name and location of the caller is placed in the RP line of the CAD call screen. The call taker will ask the caller for their name and the address and phone number they are calling from even if an ALI is displayed.

- A. If the telephone the caller is using is not listed in the caller's name, the name of the caller is entered into the RP field, and their relationship to the telephone is entered into the call comments, i.e. neighbors, son, daughter, guest, manager, employee, etc.
- B. If the telephone the caller is using belongs to a business, enter the name of the caller and their relationship to the business, e.g. customer, employee, manager, clerk, etc.
- C. If the call is reference an alarm, the name of the alarm company is entered in the RP field, the alarm operator's name or number is entered in the RA field, and the alarm company's call back telephone number is entered in the phone field.

10.8 CONTACT FIELD

The contact field (CT) is used to indicate whether or not the caller wants to be contacted by the police. If the caller states that they wish contact, enter a "Y" for yes in this space, if they state they do not want to be contacted, enter "N" for no. If the caller does not indicate either preference, leave the space blank. As applicable, "contact RP" or "do not contact RP" is entered in the call comments.

10.9 WHY AN OFFICER IS NEEDED

A short statement explaining the reason why an officer is needed is entered in the comments field, e.g. "three subjects fighting," "subjects breaking into the rear of a business," or "female being assaulted." Explanations of how the incident came about are not appropriate at this stage of the call. If additional detail may help the officer, it should be included after the essential information has been collected.

10.10 WEAPONS

Weapons that may be involved in the incident, or weapons that one of the actors is carrying or may have access to, are listed next in the comments section. An officer is trained to be alert for weapons, but information on specific weapons is helpful. Any object being used as a weapon is listed in this area, as is the information about where a weapon may have been disposed of, multiple weapons, and hidden weapons.

10.11 DIRECTION OF TRAVEL

Direction of travel information is entered immediately after the weapons information. The meaning of "direction of travel" includes a subject's current, static location, and their mode of travel. Even if the

subject is not moving at the time the call is received, the call taker operates as if they soon will be. If the subject is part of a group, that information and the approximate size of the group are entered with the direction of travel. If the mode of travel involves a vehicle, a description of the vehicle is included. If the subject is on foot, that information is specifically stated. If the subject is thought to be using a vehicle, but no vehicle description is available, that information is stated.

10.12 INVOLVED VEHICLE DESCRIPTIONS

The “call comments description” format is used on the call if a vehicle is directly involved. A vehicle description is required. The call taker enters as many fields as possible. When there is more than one vehicle involved, a description of each vehicle is entered. The descriptions are clearly labeled #1, #2, etc. Certain calls, such as thefts or burglaries of vehicle require a description of the complainant's vehicle.

- A. If a vehicle is not directly involved in the call, the call taker must use good judgment whether a vehicle description should be taken. The description of a vehicle associated with a subject is useful regardless of whether the vehicle is in use or at the scene. If the subject leaves before the officer arrives, or if the subject arrives at the caller's home before the officers get there, that vehicle information may be very pertinent to the investigation and to officer safety.

10.13 INDIVIDUAL DESCRIPTIONS

Descriptions of individuals are entered in the comments section immediately after the direction of travel information. The first subject listed is either the subject with a weapon, or the subject that the caller remembers best. The call taker will ask for the subject's name, or nickname, as well as their physical description. If multiple subjects are involved, individual descriptions must be clearly labeled as subjects #1, #2, #3, etc. A general description of a group may also be helpful.

10.14 FORMAT FOR DESCRIPTIVE INFORMATION

The caller is asked for descriptive information item by item. A general question of what the vehicle or subject looks like will be immediately followed by requests for specific items.

- A. Descriptive information must proceed in a predictable pattern. Descriptions of persons will always proceed from top to bottom, outside to inside. Words used to describe height and weight will be descriptive, not numeric.
- B. Vehicle descriptions will start with the color and general body type, then license plate information, and then proceed from top to bottom, outside to inside. Vehicle damage or customizing is considered a unique descriptor and will be included.
- C. Initial calls for police service and hot spots may use a simple description format; CAD mail spots may use the detailed description format.

10.15 USE OF THE MCT SYSTEM

Some patrol vehicles are equipped with Mobile Computer Terminals (MCT), which allow dispatchers to communicate with the officer without using voice transmissions. Whether or not a unit has an MCT is indicated in the unit display on the dispatcher's status monitor.

- A. Calls that are priorities one through four are dispatched to units with MCTs by both the MCT and verbal. Priority one through four calls tend to be hazardous in nature and it is an important for

officer safety precaution that the surrounding units hear the call. Calls in priorities five through nine may be dispatched through the MCT if the police unit is so equipped.

- B. When information is added to a call that has been dispatched through an MCT, the dispatcher sends the updates to the officers. Dispatchers will ensure that all assigned officers, with or without an MCT, get the updated information.
- C. Officers have the option of utilizing the MCT. If an officer reports a status by voice, the dispatcher will record that status. The officer is not referred to his or her MCT.
- D. Transmissions over the MCT system are for work-related matters only. No personal messages are transmitted over the MCT system.
- E. Lunch and breaks are not granted through the MCT.
- F. Requests directed to the Information Channels through the MCT system are not honored.
- G. Dispatchers will maintain a professional presence in this media. Profanity, obscenity, and vituperative language are not allowed. MCT transmissions are recorded and are subject to periodic audit. Improper use of this system may result in disciplinary action.

10.16 NEGATIVE CONTACTS

When the dispatcher is unable to make contact with a field unit for two minutes after having called the unit a minimum of five times within those two minutes, the following steps will be taken:

- A. The dispatcher declares a negative contact with the unit. If the officer's last known location is anywhere other than a patrol station, a unit is sent to that location.
- B. A field supervisor for the officer's area is advised and a Communications Supervisor is notified. The officer's area supervisor will need to know the officer's last location, status and that the officer has not responded during specific time periods.
- C. Since the safety of the officer is in question, a concerted effort to determine the officer's whereabouts and status is initiated. The dispatcher will continue attempts to contact the officer on the air, and coordinate field's attempts to locate the officer.
- D. The dispatcher notes the times of the original contact attempts on the CAD call card if the unit is attached to a call.
- E. Attempts to locate the officers are ongoing until canceled by the field supervisor.
- F. AVL Checks. AVL checks are conducted by the dispatcher when a police unit goes-service to determine whether the AVL in the vehicle is working properly.

10.17 CODE 199'S

A "Code 199" is an officer's silent, emergency request for assistance. The 199 may be initiated from the officer's hand-held radio, the car radio, or the MCT. Backup efforts cannot be heard over that radio until the officer resets it. If the officer has not reset the radio, the 199 alarm will sound again when the MIC is keyed. These alarms are heard in the dispatch office only. When a 199 is received, the dispatcher will:

- A. Start another unit to the officer's location advising that unit of the officer's 199 status. The 199 status is noted in the call comments.
 - 1. If the officer is not out on a call, an on-view with the call-type 199 is created. If the officer's location is unknown, the back-up unit advised of the officer's last location.
- B. Clear the air for emergency traffic.
- C. Advise an area supervisor of the 199.
- D. Maintain emergency traffic until a field supervisor cancels.

10.18 PURSUITS

Pursuits come in two types: vehicular and foot.

- A. Vehicular Pursuits. A vehicular pursuit is an active attempt by one or more police officers in a clearly marked police emergency vehicle to apprehend a subject operating a motor vehicle while the subject is trying to avoid capture by attempting to evade or elude the officers. The decision to initiate a vehicular pursuit rests with the individual officer.
- B. When an officer declares a pursuit, the dispatcher will:
 - 1. Determine the officer's location and direction of travel.
 - 2. Clear the air for emergency traffic.
 - 3. Request subject vehicle information.
 - 4. Contact a field supervisor for the area and determine if they are aware of the pursuit.
 - 5. Notify the Communications Supervisor or dispatcher in charge. The Communications Supervisor or their designee will notify the desk involved.
 - 6. Check for air support and, if available, direct them to the pursuit.
- C. If the pursuit changes areas, the Communications Supervisor will order the dispatcher for that area to notify a field supervisor. The pursuit is now under the new area's authority. A "patch" between the two talk-groups may be necessary for coordination between field units. The dispatcher will not dispatch units from the new area to "assist."
- D. The dispatcher's main task during a pursuit is documentation. The field supervisor runs the pursuit and directs the units. The dispatcher does not go on the air except at the request of the officers, or to acknowledge orders or to clarify information in cases of obvious confusion. The dispatcher's transmissions are extremely brief. Dispatchers make no field decisions involving pursuits.
- E. Foot Pursuits. A foot pursuit is an active attempt by one or more officers that are on foot attempting to apprehend a subject that is also on foot and trying to evade or elude the officers. The decision to initiate a foot pursuit rests with the individual officer.
- F. When an officer initiates foot pursuit, the dispatcher will:
 - 1. Determine the officer's location and direction of travel.
 - 2. Clear the air for emergency traffic.
 - 3. Request subject information.
 - 4. Coordinate backup.
 - 5. Request status checks on the officer.
- G. The dispatcher's primary responsibility during a foot pursuit is documentation. The dispatcher does not go on the air except to briefly direct backup, check officer status, supply information, or clarify information in cases of obvious confusion. The air is kept clear to allow the pursuing officers ample opportunity to update their location. Dispatchers make no field decisions regarding pursuits.

10.19 DISPATCHING CALLS TO A POLICE DEPARTMENT EMPLOYEE'S HOME


When a police department employee's home address is the subject of a call for police service, the dispatcher will start a patrol unit and a supervisor. The address is not treated as confidential information; it is broadcast, as is any other call.

- A. Calls to police officer's or other employee's homes will not be delayed so that the units may receive the dispatch order by phone.

10.20 ACCESS TO PATROL DISPATCHERS

Lieutenants and sergeants of the dispatcher's patrol areas have telephone access to that dispatcher. As much as possible, their requests are taken care by the supervisor or call takers' telephone; Patrol supervisors should not need to speak to the dispatcher for routine requests. If the dispatcher is in "emergency traffic" mode, these calls are first routed to the supervisor, and handled there if possible. The goal is efficient coordination between the field and the dispatcher.

- A. Officers and other department employees and citizens do not have phone access to the dispatchers. Personal calls that are not work-related matters may be routed to the dispatcher. If the dispatcher is in "emergency traffic" or general radio traffic is hectic a message will be taken. Home emergencies may require that the dispatcher be immediately relieved to take the call. Dispatchers will not allow personal calls to take priority over radio traffic.

 El Paso Police Department Communications Operations Manual	Chapter 11
Chapter 11: TCIC/TLETS	Policy Effective: / / Previous Version: 10/08/2020

11.0 TCIC/TLETS

11.1 GENERAL PROCEDURES

The Communications Division has the duty of operating the TLETS/NLETS systems for the El Paso Police Department. The Communications Division assists all members of the department with their use of and interaction with the TLETS/NLETS systems and the TCIC/NCIC files.

- A. The teletype terminal is the department's access to the TLETS and NLETS systems, TCIC and NCIC. These systems do not belong to the El Paso Police Department, as they are the property of various state and federal agencies. The Department extracts and contributes information to these systems based on the policies and guidelines contained in the "Texas and National Law Enforcement Telecommunications Systems Operating Manual," the "NCIC Operating Manual," and other references published by the state. The Communications Division will comply with all guidelines presented by the state and federal authorities for the operation and administration of teletype transactions.
- B. Terminal Security. The teletype terminal is kept secure at all times; access is restricted to authorized personnel only. Authorized personnel include officers of the El Paso Police Department and Communications personnel. Access to NLETS, TLETS, NCIC, and TCIC is also available through the Intergraph CAD interface, I-Informer, under employee's individual, password-protected accounts. These accounts shall be kept secure at all times. Guidelines for the use of NLETS, TLETS, NCIC, and TCIC accessed through I-Informer are the same as the guidelines for any other access to these systems.
- C. Confidentiality of Information. Information received over the TLETS terminal may be used for official criminal justice purposes only. The accessing and/or misuse of information for personal reasons or for purposes other than an on-going criminal investigation may result in prosecution under both state and federal statutes.
 1. Only officers of the El Paso Police Department or officers employed with a law enforcement agency with whom the El Paso Police Department has user agreements may receive information obtained from the TLETS system. Communications personnel shall check with the on-duty supervisor before releasing information to officers of other agencies.
 2. Citizens and other City departments do not have access to information available or received from the TLETS terminal. If information is requested, the requester is referred to the proper agency as outlined in the TLETS operating manual.

11.2 LOGS

Both the TLETS and NLETS systems require that we account for information we have either received or entered into these systems. The logs used with the teletype system include:

- A. Criminal History Request Log. The criminal history request log is an electronic record of all types of criminal history information processed through Communications. The log records the date of the request, operator identification, subject information, name of the officer requesting the information, reason for inquiry and type of dissemination. At the end of each month, the log is bundled with the teletype message logs and teletype messages, and stored. The log is retained for a period of two years.
- B. Metadata. Descriptors used to identify digital evidence.
- C. Teletype Message Log. The teletype message log is a record of all teletype messages that are sent from the Communications Division. All messages sent out from Communications are numbered and logged on the message log. The logs are maintained on a month-to-month basis. At the end of each month, the log is bundled along with the Criminal History Logs and the teletype messages and stored. These logs are retained for a period of two years.
- D. TCIC/ NCIC LOG. The TCIC/ NCIC log is a record of all teletype transactions that are submitted to the teletype operator. All teletype transactions that do not originate over the radio, with the exception of criminal history requests are logged on the TCIC/NCIC log. The teletype operator that completes the transaction or forwards the entry for further investigation fills out the "entered by" field. This log also records the times that the TCIC/NCIC system is unavailable. When the NCIC Log is completed, it is forwarded to the Validations person.

11.3 PROCEDURES

The first priority of the Communications operator is to fulfill the information requests that are received by radio from officers. Other transactions are processed in a timely manner.

- A. All teletype work that is sent out of the office is signed and dated by the operator that completed the transaction.
- B. All problems relating to TCIC/NCIC are forwarded to the Communications Assistant Manager/Terminal Agency Coordinator for resolution.
- C. If a transaction cannot be completed, the on-duty Communications Supervisor is notified. The supervisor will try to resolve the problem. If the supervisor cannot resolve the transaction, it is forwarded to the Validations for review and resolution. If there is no resolution, the information is forwarded to case agent.
- D. Communications may make any TCIC/NCIC transaction, including those involving the gun and article files. Communications is responsible for confirmations, modifications, locates, and cancellation transactions on any file.

11.4 MESSAGES RECEIVED VIA TELETYPE

Messages received by Communications are routed to the case agent or the Regional Command or Office that will handle the case. In general:

- A. Some messages may need immediate dispatch such as welfare checks and pick up wanted subjects. The Communications Supervisor is notified so that efficient disposition can be made.
- B. Messages involving officer training offered by other agencies are routed to the Academy.

- C. Messages involving communications training is routed to the Communications Assistant Manager.
- D. Questions regarding where a message should be sent are referred to the Communications Supervisor.

11.5 QUALITY CONTROL MESSAGES

DPS and FBI will send quality control messages when they find errors in agency's records. Communications operators shall make every effort to resolve the issue immediately. These messages will be forwarded to the Communications Supervisors to ensure that the problem, addressed in the message, is corrected. The message and corrected information is forwarded to the Validations person for documentation purposes.

- A. Messages from DPS. The Communications operator on duty at the time that any of these messages are received will resolve the problem at the time it is received. If the operator cannot resolve the problem, a message will be send to DPS advising that we are looking into the problem and notify the on-duty supervisor of the problem. If the records are correct, the Communications operator will notify DPS that the records show the entry to be valid and forward all messages to the Validations person.
- B. Messages from FBI/NCIC. Error messages from the FBI will have "\$.E" at the top of each message. The record will already have been canceled by FBI/NCIC. The communications operator on duty at the time will try to resolve any serious error and re-enter the record if possible, and then pass the information on to the supervisor. If the Communications operator cannot resolve the problem, he/she will notify the communications supervisor of the "\$.E" message.

11.6 CRIMINAL HISTORY RECORD INFORMATION

Criminal history record information (CHRI) includes information received through any of the CHRI commands and information contained in driver's license histories. The Communications Division will only release criminal histories obtained over the TLETS terminal to officers of the El Paso Police Department.

- A. Criminal history information may only be used for an official, criminal justice purpose only as stated in the NCIC operating manuals. Any other use will result in disciplinary action and may result in criminal charges being filed.
- B. The name of the officer requesting the criminal history must be clearly indicated on the screen. The officer's first initial, last name, and current assignment will be used. The requestor field must clearly indicate who the return goes to, the officer's first initial, last name, and current assignment. The name of the operator must also be clearly indicated. For sworn personnel, title/rank, full first name; last name and badge number or unique identifier will be required in these fields. For civilian employees, only their full first name and last number will be required unless the name is common. In these cases, an employee number or unique identifier should be included. The Reason for Inquiry field (RFI) is a free text field that can further describe the purpose for the criminal history inquiry and is a mandatory field.
- C. NCIC policy states that criminal history record information will not be routinely transmitted over the radio. When information must be given to an officer by radio, only the information necessary to effect an immediate identification is broadcast. This information may include names, dates of birth, social security numbers, and physical descriptions. Arrest and

adjudication information is never transmitted. Criminal history information may be faxed. Driver's histories will not be transmitted over the radio. The identifying information and the status of the license may be transmitted, but nothing further as driver's history is confidential.

- D. Criminal history record information may be run by the Communications operator for the purposes of effecting a better wanted, missing persons, or protective order entry. Criminal history record information accessed for this purpose will be clearly noted on the transaction screen and on the log with an applicable case or cause number.

11.7 DISSEMINATION OF CCH INFORMATION

- A. Criminal history information obtained over the TLETS terminal will be given only to the person in the REQ or ATN field.
- B. When the person picking up the criminal history information comes to Communications, it is required that the Criminal History form is filled out and signed before receiving the CCH.
- C. If the CCH will be faxed to them, the form should be faxed beforehand and the officer will need to fax the signed copy back before receiving the CCH.
- D. The person receiving the information is responsible for keeping the printout secure and immediately returning it to the appropriate file or disposing of it.
- E. Procedures have been established for both the storage and destruction of received information. The destruction process provides an audit trail either by logging or by implementation of standard or auditable procedures to assure that destruction is accomplished by regular routine steps.

11.8 ENTERING DATA INTO THE TCIC/NCIC SYSTEM

Communications is routinely responsible for entering information into all TCIC/NCIC files with the exception of the gun and article files. The Records Division routinely enters guns and articles.

Communications may make entries into the gun and article files as requested.

- A. General Entry Procedures For All Entries. The entry is reviewed and minor information or coding errors are corrected. Information is added according to the demands of the file.
 - 1. The information is entered into the system.
 - 2. The Communications operator runs an administrative copy of the entry, checks it again, and corrects any errors.
 - 3. The system's acknowledgements of the entry and the administrative copy are forwarded to the Validations person. The Validations person completes a secondary check. The copies are then sent to the case agent or the regional command that will handle the report.
 - 4. The record of the completed entry is appropriately filed.
- B. Vehicle Entries. Vehicle entry requests are faxed by officers to Communications for entry purposes. If the information cannot be verified, the matter is referred to the on-duty supervisor for resolution.
 - 1. Vehicle entries are also received from the Report Taking section. When a theft of vehicle is reported through Report Taking, the Report Taker verifies the license and VIN through I-Informer, completes an EV card and submits it to teletype operator for entry.
 - 2. Officers will submit entries by fax when entry is required.
- C. The Vehicle Entry Process. The teletype operator will first check the entry's coding and verify identifying information such as the license plate and VIN.

1. A match with MVD information on both the VIN and license plate information is the most desirable criterion for entry. However, the entry must never be discarded because the MVD information is not available or the registered owner information does not match complainant information. The vehicle may have been sold; a typographical error may have occurred when the MVD entry was made, or the vehicle may have been stolen from a dealership and not yet registered. All factors must be weighed before the decision is made to not enter the vehicle.

D. Entry Steps

1. Query MVD for a registration on the vehicle by Vehicle Identification Number (VIN). The VIN is the identifier of a vehicle. The Communications operator should be aware that VIN transcription errors occasionally occur on MVD returns. VINASSIST may help obtain a good description of the vehicle. The teletype operator may correct small flaws in the VIN. If it is a Texas plate or VIN, a Texas vehicle registration query (REG) will be run. Registration type (RGT) will be changed from B to C to ensure that the license type is obtained. If the license plate information submitted for entry does not match the vehicle but other factors related to the report seem compatible, the vehicle can usually be entered by VIN only and the discrepancy noted on the entry copy sent to the Auto Theft Task Force.
 2. Check the coding on the card and make corrections if needed. Coding errors on entries received from officers are corrected by the Communications Operator and noted on the administrative copy that is sent to the Validations person for verification.
 3. Enter the vehicle. The teletype operator will take care of verifying that the vehicle is entered into both TCIC and NCIC systems. If an NCIC acknowledgement is not received and the entry cannot be located in NCIC, the entry is removed from TCIC and re-entered so it is in both systems.
 4. Forward the acknowledgements of the entry and an administrative copy to the Validations person. The district where the theft occurred will indicate where the paperwork is forwarded. If a specific case agent is not assigned, the paperwork is forwarded to the Auto Theft Task Force, who will handle the investigation. Entries on vehicle stolen in Juarez are forwarded to the Auto Theft Task Force, also.
 5. File the entry card. The completed entry card is marked with the NCIC number of the entry, the operator's ID number, and the date and time of entry. Entry cards are filed according to the year of entry and by the last three numbers of the VIN. If the entry is by license-plate-only, it is filed by the last two numbers of the plate.
- E. If the Vehicle Cannot be Entered. When the Communications operator cannot enter a vehicle for any reason, the entry is submitted to the Validations person. If the Validations person cannot resolve the entry, it will be sent to the Auto Theft Task Force with an explanation of the reason the vehicle was not entered is attached.
- F. Subsequent Transactions. Once the vehicle is entered, all subsequent transactions will be accomplished by using the VIN rather than the license plate number. This is to ensure that the transaction is carried through the NCIC and TCIC systems.
- G. Re-entering Purged Stolen Vehicle Entries. Due to the expiration of the retention period, year of entry plus four years, Auto Theft and BATIC will occasionally request that Communications re-enter purged vehicles. When a vehicle that has been located in Mexico; thereafter the entry must exist so that the vehicle can be returned. Communications will re-enter these vehicles according to entry procedures. The miscellaneous field should contain the comment, BATIC inquiry with date entered and agency name. The entry card should be filed in the purged vehicle file.

- H. SVIN Entries. If a vehicle has a non-standard VIN, TCIC /NCIC will reject the entry. A non-standard VIN is a VIN that has been shown to be correct, but does not fall into the guidelines for VINs issued since 1981. Usually, these are vehicles manufactured outside the US that may have been imported by our military personnel returning from an overseas assignment, vehicles manufactured in Mexico, "gray market" vehicles, or rebuilt and customized vehicles. If the vehicle's VIN shows to be correct, but is being rejected by TCIC/NCIC, an SVIN may be the most appropriate form of entry. The TCIC control room must approve an SVIN entry. Procedures are as follows:
 - 1. Call the control room and explain the situation to the operator. Once the Control Room approves the entry, the operator will give Communication his or her initials.
 - 2. The entry is made as usual, with the VIN in the VIN field.
 - 3. The first characters entered into the Miscellaneous field MUST be SVIN and the TCIC operator initials.
 - 4. SVIN approval is required for cars and trucks. Approval is not required for trailers, but a trailer with a non-standard VIN must have SVIN as the first characters in the miscellaneous field.
- I. Other VINS. VINS issued in 1981 and later will always contain seventeen characters. There may be exceptions where vehicles do not have seventeen characters VINS.
- J. Entering Vehicles with Mexican or Canadian Plates. When entering vehicles with Mexican or Canadian plates; correct state abbreviation for that state will be used. Do not use MX for a vehicle licensed in Mexico unless the Mexican Federal Government issued the plate.
- K. Clearing Vehicle Entries. Vehicles are cleared from the TCIC/NCIC systems when:
 - 1. A LOCATE is received from another agency.
 - 2. An officer of the El Paso Police Department directed the entry as clear or cancel.
 - 3. When an error is discovered through the validation process.
 - 4. The system acknowledgement of the cancellation and the EV card are forwarded to Auto Theft.
- L. When A Vehicle is Located By Another Agency. Communications is notified via TLETS terminal when a vehicle has been located by another agency. When the request for confirmation is received, respond according to TCIC/NCIC guidelines. Some agencies will simply send the LOCATE without going through the YQ/YR process.
 - 1. When a recovering agency places a LOCATE on the vehicle, the vehicle is immediately cleared from the TCIC/NCIC system. The record is removed in response to the LOCATE, whether or not the recovering agency has followed YQ/YR procedures.
 - 2. The copies of the recovery transactions are forwarded to the Auto Theft Task Force. This will include the YQ, the YR, the LOCATE, the removal transactions, and any follow up messages.
 - 3. Originals of the YQ/YR transactions are kept together in Communication message files. The bundled messages for a recovered stolen vehicle should contain the YR, the YQ, the LOCATE, the removal transactions, and any follow up messages.
- M. BATIC Inquiries. When BATIC inquires on a vehicle, we handle the transaction according to their direction. Generally, this involves responding to the inquiry and modifying the miscellaneous field of the entry to reflect BATIC interests. The modify is formatted:
 - 1. QV mm/dd/yy name of the Mexican agency.
 - 2. Copies of BATIC inquiry, the reply, and the acknowledgement of the modifying transaction are forwarded to the Auto Theft Task Force.
 - 3. An original copy of the transactions is kept together in the message files.

- N. BATIC Locates. Copies of the LOCATE, clear transactions, and the follow up message are forwarded to the Auto Theft Task Force. When BATIC locates a vehicle, it has generally been through the inquiry and confirmation process that is several days old. BATIC may also send messages that a vehicle has been recovered from Mexico and stored at a specific location, plus a recommendation to remove the entry from TCIC/NCIC. There may or may not be a LOCATE transaction received. Communications removes the entries from TCIC/NCIC when these messages are received. The copies are made and routing of paperwork will follow the same guidelines as for other BATIC locates.

11.9 WANTED SUBJECT ENTRY

Wanted subjects may be adults or juveniles when a warrant or directive to apprehend exists. Warrants for an enter-wanted subject are filed in the Warrants Office. Any enter-wanted entry sheet must have the Warrant Office stamp. Wanted juvenile information is filed at the Juvenile Probation Department. Any wanted juvenile entry must come from the Auxiliary Support officer. An agency may have only one entry per person on file.

A. Entry Steps

1. Inspect the entry and code the identifying information. A criminal history should be run to obtain further identifiers. The operator must ensure the criminal history belongs to the person being entered. Case data and name information in I- leads are sources of verifying information. If FBI and/or SID numbers have been submitted by the entering officer, the numbers are run and the records inspected for additional identifying information. A driver's license check may also supply additional identifiers. The information is coded according to TCIC/NCIC guidelines. Scars, marks, tattoos and medical conditions are all valid identifiers.
2. Determine AKA's. The record is entered with the first and last name of the subject as it appears on the warrant, even if a criminal history check reveals a different name for the wanted person. Other names are entered as AKA's. The first AKA is the subject's last, first, and middle name, i.e. the full name. Other AKA's include the last and middle name, other last names used, obvious diminutives of the name, last name with moniker, etc. The goal is to maximize the opportunities for the record to be found if the subject is run. Other AKA information includes alternate birth dates, alternate social security numbers, and other ID numbers.
3. Enter the record. The system's verification of entry and an administrative copy of the entry are forwarded to the case agent.
4. File the entry document. The teletype operator transcribes the NIC number on the entry document and signs the entry. The documents are filed alphabetically according to the last name of the subject. The entry document is kept on file until the subject is apprehended.

B. Multiple Warrants or Entries. Multiple warrants will be listed on the same entry. If a wanted person entry already exists, the validity of that entry is checked. If the original entry is valid, the additional warrant information is added to it by modifying it. If the original entry has been retained, in the system, in error, it is removed and the new information entered.

C. Clearing Wanted Persons Entries. Wanted persons are cleared from the TCIC/NCIC system when:

1. A LOCATE from another agency has been received.
2. An officer gives the notification.
3. The system acknowledgement of the cancellation and the original Entry Document is forwarded to the case agent. When a Locate has been placed on wanted subject by another agency, copies of the paperwork are forwarded to the Validations person. The Validations

person reviews and logs the appropriate documentation and forwards the document copies to the Fugitives From Justice section.

11.10 WANTED PERSONS HITS FROM OTHER AGENCIES

When an officer of the El Paso Police Department arrests a subject wanted from another agency, a LOCATE is placed on the record. The officer is faxed the YQ and YR as these documents are required for the booking process. Originals of the transactions, the YQ, YR and LOCATE, are retained in Communication message files. A copy of the YQ, YR, and LOCATE are forwarded to the Fugitives Section.

11.11 MISSING PERSONS ENTRIES

- A. General Entry Information. Missing persons may be entered into NCIC if they meet the criteria. The criteria are outlined in the NCIC manual.
 - 1. All persons reported missing that are under the age of eighteen are entered into NCIC as an EM-J. In Texas, the age of legal responsibility is seventeen. However, for the purposes of a missing person report, the eighteenth birthday is entered as the date of emancipation.
 - 2. The regional Juvenile Investigations Divisions handle missing person reports when the person is under eighteen years of age.
 - 3. The Department's Crimes Against Persons Division or the Regional Command at the address of occurrence handles missing person's reports when the person is over eighteen years of age.
 - 4. Acknowledgements of these entries into the system along with an administrative copy of the entry are forwarded to the Validations person for review.
 - 5. Federal law requires that a missing person under eighteen years of age be entered into NCIC within twenty-four hours of the initial report.
- B. If the Entry Does Not Meet the Criteria. When the teletype operator cannot enter a missing person for any reason, the entry is submitted to the on-duty Communications Supervisor. The entry document is forwarded to the case agent or to the office or Regional Command that handled the incident.
- C. Clearing Missing Persons Entries. Missing person entries are cleared automatically when the person is located by another agency. That agency may or may not follow the YQ/YR procedure. Copies of the Locate and any follow up messages should be forwarded to the case agent. Originals of the Locate and pertinent messages are retained in Communication message files.

11.12 PROTECTIVE ORDER ENTRIES

Protective Orders are issued from the court system through the Warrants Office.

- A. Entry Steps
 - 1. Verify identifiers. The court that issues the protective order supplies the identifying information.
 - 2. This information is to be verified, i.e. driver's license or ID number should be checked, vehicle information should be checked, and a criminal history should be run on the respondent.

11.13 HIT CONFIRMATIONS

A Hit Confirmation is a TCIC/NCIC procedure which requires the agency which placed the record in the file to be contacted by the inquiring agency to confirm that the data is accurate and up-to-date. During the Hit Confirmation process, whether requesting it from another agency or providing it to another agency, it must be ensured that the person or property inquired upon is identical to the person or property identified in the record. Also, ensure that the warrant or missing person report or theft report is still outstanding.

- A. Communications Responsibilities
 - 1. The teletype operator on duty will reply to all requests for a hit confirmation within the time limit specified in the request.
 - 2. If the teletype operator is unable to provide the positive or negative confirmation within that time, he/she will immediately send a message to the requesting agency giving them a specific amount of time needed to confirm or deny.
 - 3. All hits will be confirmed by reviewing the original case report or warrant.
- B. When asking another agency for confirmation on one of their records.
 - 1. Notify the officer of the hit and that the confirmation is being requested.
 - 2. A YR will be sent to the entering agency asking for confirmation on the hit. The inquiring agency is responsible for determining the priority of the request (URGENT or ROUTINE). An URGENT priority request should be used when a substantive response is needed within ten minutes. A ROUTINE priority request should be used when a substantive response is needed within one hour.
 - 3. If within the time limit specified in the first request, the entering agency does not provide positive confirmation, negative confirmation or the specific amount of time they need to confirm or deny, the operator will send another message requesting confirmation to the entering agency. The operator will enter the number two (2) in the request number field. This will cause the message to also be sent to the appropriate state CTA.
 - 4. If within the time specified the second request, the agency does not provide the confirmation, the operator will send a message to the entering agency. The operator will enter the number three (3) in the request field. This will cause the message to also be sent to the appropriate state CTA and the FBI/NCIC in Washington, DC.
- C. When replying to a confirmation on one of our records.
 - 1. All requests for Hit Confirmation will be replied to within the time limit specified on the request.
 - 2. If a positive or negative confirmation cannot be provided within that time, a message will be sent to the requesting agency providing with a specific amount of time needed to confirm or deny.
 - 3. Under no circumstances will we allow a hit confirmation request to our agency to go unanswered.
- D. Officer's Responsibility.
 - 1. Officers must understand the hit confirmation alone is not probable cause to arrest. The hit confirmed with the originating agency is one factor to be added to other factors at the scene to arrive at an arrest decision.
 - 2. Officers must understand the hit confirmation process and are responsible for ensuring that he person/property in custody is the same as the person/property of the record.
 - 3. Officers must obtain a hit confirmation from the entering agency before taking any of the following actions on hits:

- a. Arresting the wanted person
- b. Detaining the missing person
- c. Seizing the stolen property

11.14 VALIDATIONS

The records the Department enters into TCIC/NCIC are subject to review and validation. Each month, certain records requiring validation are forwarded to Communications through the On-line Validations Report.

- A. Copies of the On-line Validations Report are separated into categories: vehicles, guns, missing persons, etc. and distributed with a cover letter, validation checklist and certification document to the affected Divisions and Regional Commands.
- B. A log is kept indicating how many pages were sent to each Division or Regional Command. The original on-line validation document remains with Communications.
- C. A validations checklist will be included with the monthly validations to ensure that inaccurate or invalid TCIC/NCIC records are identified. The checklist will also assist in locating additional information that has become available since initial entry or since the last validation cycle. A copy of the checklist will be signed and returned with the completed validations.
- D. A second party check shall be conducted by the Validations person and will include a review of all validations records to double check data entered into a TCIC/NCIC record comparing any warrant or missing person report, vehicle registration, driver license and computerized criminal history. Information on an original warrant or in a case report, to include supplements, will be reviewed to ensure all information contained in the records is included in the TCIC/NCIC entry.
- E. The Divisions and Regional Commands shall validate their records and return the signed validation document and check list to Communications attesting that the records have been reviewed and the validation checklist has been followed. The validation documents shall be annotated indicating which records should be cleared or retained and the validations person updates the records.
- F. When completed, the on-line Validation Report is certified by the due date.
- G. Validation Certification means that:
 1. The records contained on the validation listing have been reviewed by the agency.
 2. The records which are no longer current have been removed from TCIC/NCIC and all records remaining in the system are valid and active.
 3. All records contain all available information.
 4. The information contained in the each of the records is accurate.

11.15 RECORD ENTRY PROPERTY

- A. Records will be entered only when a valid theft report is on file or other TCIC/NCIC entry criteria are met.
- B. The record will be entered as soon as possible after the theft report has been received.
- C. It is the investigating officer's responsibility to:
 1. Make sure that an official theft report is made or other entry criteria are met.
 2. Make sure all information in the theft report is accurate and all required information is included.
 3. Provide the information to the communications operator as soon as possible.
- D. It is the communications operator's responsibility to:

1. Verify that the information meets TCIC/NCIC entry criteria.
 2. Verify vehicle registration through DMV and boat registrations through the Parks and Wildlife Department.
 3. Bring to the attention of the communications supervisor any missing or incorrect data and enter the record with available, if possible.
 4. Double check the information on the screen before entry.
 5. Record the entry in the proper file, including date, operator's initials and hard copy of entry acknowledgement. Also include hard copy of DMV or Parks and Wildlife returns as well.
 6. Return report file to officer or reports section.
- E. It is the communications supervisor's responsibility to:
1. Verify the validity of the record.
 2. Double check all data entered against the theft report.
 3. Coordinate with the investigating officers on obtaining complete information when it is not included in the theft reports.

11.16 RECORD ENTRY PERSONS

- A. Records will be entered only when a valid warrant, protective order or missing person report is on file or other NCIC entry criteria are met.
- B. The record will be entered as soon as possible after the warrant, protective order or missing person report has been received.
- C. It is the investigating officer's responsibility to:
1. Make sure that an official warrant is issued or missing person report is made.
 2. Make sure all information in the warrant, protective order, or missing person report is accurate and all required information is included.
 3. Obtain a forecast of extradition for wanted persons.
 4. Provide the information to the communications operator as soon as possible.
- D. It is the communications operator's responsibility to:
1. Verify that the information in the warrant, protective order or missing person report meets TCIC/NCIC entry criteria.
 2. Verify vehicle registrations through DMV and identification information through DL and CCH checks. Include in the entry alias information form DL and CCH returns, but only when there is a high degree of certainty that DL or CCH returns are for the subject of the warrant.
 3. Bring to the attention of the communications supervisor any missing or incorrect data. Enter the record with available date, if possible.
 4. Double check the information on the screen before entry.
 5. Forward the hard copy of the record to the officer for inclusion in the proper case file, including date, operator's initials, and hard copy of entry acknowledgement. Also include hard copy of DMV, DL, and CCH checks.
 6. Enter the wanted person record into TCIC only or TCIC and NCIC, as current policy indicates.
 7. Enter the protective order person into TCIC only or TCIC and NCIC based on information obtained from the court.
- E. It is the communications supervisor's responsibility to:
1. Verify the validity of the record.
 2. Double check all data entered against the warrant or missing person report and DMV, DL, CCH checks. Ensure that DL and CCH information was added as appropriate. This double

- checking includes verification that the wanted person was entered into TCIC only, or TCIC and NCIC as appropriate according to the forecast of extradition.
3. Ensure that the record is entered as soon as possible after the receipt of the warrant or missing person report.
 4. Coordinate with the officers on obtaining complete information when it is not included in the warrant or missing person report.

11.17 HANDLING OF INFORMATION OBTAINED OVER THE TLETS TERMINAL

- A. Within the department, only commissioned officers and other authorized persons will be allowed to request teletype inquiries of any kind.
- B. Requests from outside the department will be honored when the identity of the requester can be verified as a commissioned officer or other authorized person (probation officer, parole officer, judge, etc.) who is making the request for a criminal justice purpose. Appropriate logging for CCH information, as indicated below is mandatory.
- C. All authorized personnel are responsible for limiting their requests to official criminal justice purposes only.

11.18 STOLEN AND WANTED INFORMATION

- A. Stolen and wanted information can be requested by officers as needed. No dissemination log is necessary and the information can be broadcast over the radio without restriction, except as necessary to safeguard the officer.
- B. Always check for TCIC/NCIC warrants on incoming arrestees and prisoners as they are being released.
- C. We will check for wanted using all alias names, dates of birth and identifying numbers that come to our attention for each project.
- D. When an NCIC inquiry yields a hit, the terminal operator will note on the printout precisely how, when and to whom the information was given, then initial and date this notation and forward to the inquiring officer or agency for retention in the case files.
- E. We will obtain hit confirmation from the entering agency before taking any of the following actions on a hit:
 1. Arresting the wanted person
 2. Detaining the missing person
 3. Seizing the stolen property

11.19 CRIMINAL HISTORY INFORMATION

Criminal History Information is confidential and certain restrictions apply to the purposes for which it can be requested and how it can be disseminated.

- A. Requesting Criminal History Information
 1. Within the department, only commissioned officers and other authorized persons can request criminal history checks. These requests can be made through appropriate personnel with logging as indicated below are mandatory.

2. Requests from outside the department will be honored only when the requester can be verified as an authorized person as indicated in Part 10 of the NCIC Operating Manual, Who May Access Criminal History Data, with logging as indicated below are mandatory.
- B. Purposes for which CCH can be requested
1. All requests must be for a criminal justice investigation or investigation of background of a criminal justice applicant (applicant at the police department, sheriff's office or other criminal justice agency – not a non-criminal justice city or county office). It cannot be requested by anyone regardless of rank or status for any other purpose. The telecommunication operator will report their supervisor of any CCH inquiries that he/she knows are for unauthorized use.
 2. No one shall request inquiries for unauthorized purposes or persons.
- C. Logging of CCH inquiries
1. Requesters must be properly identified in the REQUESTER or ATTENTION fields. If numbers are used in the REQ and ATN fields along with the requester's last name, numbers must be unique to your department and not be reissued to another employee when the current holder is no longer employed by your agency. You may use the title and full name of the requesting party in the REQ and ATN fields (Example: REQ/Officer Betty Rhodes, REQ/Chief Roy Davis, ATN/Officer Don Stone, or ATN/Neil Brooks DA). The preferable method is to use the title along with the first and last name.
 2. If the requester is an authorized person from another agency or office, identify that person by name and the name of their agency or office in the REQ and ATN fields (Example: REQ/Officer Tim Moon Anywhere PD, ATN/DA James Woods). If you are authorized to use the other agency's ORI, you must use their ORI instead of your own ORI.
 3. The person actually operating the terminal must be properly identified in the OPR field. You cannot use first names only or initials or non-unique numbers. The preferable method is to use the first and last name of the person actually operating the TLETS terminal (Example: OPR/Vera Patterson, OPR/Norman Green).
 4. Train you operators to be consistent in identifying the REQUESTER, ATTENTION and OPERATOR fields.
 5. Each IQ, FQ, and AQ transactions must be logged manually in a written log in the Communications Division.
 6. Manual logging of QH and QR transactions are optional but highly recommended.
- D. Dissemination of CCH information
1. The criminal history information obtained over the TLETS terminal will be given only to the person in the REQ, ATN or the written log. It can be passed to that person through an appropriate support person.
 2. The officer receiving the information is responsible for keeping the printout secure and immediately returning it to the appropriate file or property disposing of it.
 3. If someone out the department needs a CCH printout, another CCH inquiry will be made because of the frequent updates/revisions to the NCIC III and TCIC CCH records.
 4. We maintain an audit trail of the handling of the printout within the department by keeping it with the case file at all times or by disposing of it immediately after its use when there is no case file.
 5. Making the requester sign a manual log for the printout is optional but highly recommended. You must establish procedures for both the storage and destruction of received information. The destruction process must provide an audit trail either by logging or by implementation of standard or auditable agency procedures to assure that destruction

is accomplished by regular routine steps. A manual log with a “disposition of printout” column would be a good way to start an audit trail.

- E. Broadcasting of CCH information
 - 1. Criminal history data may be transmitted over any electronic device when an officer has determined there is an immediate need for this information to further an investigation or a situation affecting the safety of an officer or the general public.
 - 2. Communications personnel will not indicate over the radio whether or not a subject has a criminal history in situations where the officer has not determined a need for the record information.

Communications personnel will check for the criminal history on all alias names, dates of birth and identifying numbers that come to their attention for each subject. The responses that are received over the TLETS terminal are possible identifications only; fingerprints will have to be submitted to DPS to obtain positive identification.

11.20 POLICY VIOLATORS

Department personnel violating TLETS/NLETS, TCIC/NCIC policies are subject to administrative and/or criminal sanctions based upon the severity of the misuse. Violations will be handled on a case by case basis by the Communications administrator and/or Police Chief and may lead to the following actions:

- A. Written or verbal counseling
- B. Written or verbal reprimand
- C. Suspension, termination or prosecution under Government Code 411.085

11.21 RECORD CANCELLATION AND CLEAR

It is the officer’s responsibility to:

- A. Notify the communications division as soon as possible when the information becomes available indicating that a theft report or warrant was invalid.
- B. Notify the communications division as soon as possible when the property of a theft report is recovered or a warrant is served, recalled or in any other manner becomes inactive.
- C. Clearly mark the case files to indicate the status of the enclosed theft report/warrants and file appropriate hard copy teletype returns to document the status of the TCIC/NCIC records involved.
 - 1. A stamp on the outside of the file or a checklist inside to indicate status of the TCIC/NCIC record is highly recommended.

It is the Communication supervisor’s responsibility to:

- A. Ensure that the records are cleared from the systems in a timely manner with the proper message key.

11.22 CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) SECURITY POLICY

It is the policy of the Department to adhere to the Criminal Justice Information Services (CJIS) Security Policy and ensure proper access to and handling, use, dissemination, storage, and disposal and destruction of CJIS information. Such information includes, but is not limited to, biometric data, identity

history data, biographic data, property data and case/incident history data that is available through TLETS, NCIC and TCIC.

- A. All employees, whether permanent or temporary, contract or regular, full-time, part-time, sworn or civilian, must undergo a fingerprint-based background check upon employment.
- B. All volunteers and all support personnel, including but not limited to, janitorial staff, building maintenance staff, and vendors or contractors who enter secure portions of police department facilities must undergo fingerprint-based background checks upon providing services.
 - 1. A copy of the Security and Incident Response Policy Form will be provided to anyone who is fingerprinted in accordance with this policy.
 - 2. Security Awareness Training will be provided to anyone who is fingerprinted in accordance with this policy as deemed necessary by job function, work location or building access status.
- C. CJIS information and/or data may not be accessed, processed, stored or transmitted on personally-owned computers or equipment or on publicly accessible computers or equipment.
- D. Hard drives and external hard drives must be overwritten at least three times or degaussed before disposal or re-use. IT personnel will be contacted for this service.
- E. Electronic media containing CJIS data, including but not limited to, CO's and thumb drives must be destroyed prior to disposal.
 - 1. Electronic media no longer needed will be placed into the designated secure shred bins provided by the contracted document destruction service vendor.
 - 2. The vendor will conduct all shredding on-site at police department facilities.
 - 3. All shredding will be witnessed by an employee authorized to handle documentation containing CJIS data.
 - 4. All shredding will be documented on a receipt provided by the vendor and such documentation will be filed at the division or section witnessing the shredding.
- F. Any paper documents containing CJIS data or information must be shredded once the documents are no longer needed or have reached the end of the established retention period.
 - 1. Such paper documents no longer needed will be placed into the designated secure shred bins provided by the contracted document destruction service vendor.
 - 2. The vendor will conduct all shredding on-site and police department facilities.
 - 3. All shredding will be witnessed by an employee authorized to handle documentation containing CJIS data.
 - 4. All shredding will be documented on a receipt provided by the vendor and such documentation will be filed at the division or section witnessing the shredding.
- G. Any equipment containing CJIS data that is exiting a secure area for repair or authorized use must be logged by the person removing the equipment using the CJIS Equipment Control Form located in PD Public. This includes MCT's removed by Radio Shop personnel.
- H. Only employees requiring access due to job function are granted access. Such access must be approved by the Support Services Bureau Assistant Chief who will coordinate access requests with the Terminal Agency Coordinator (TAC).
- I. All restricted areas must have signs or notice posted indicating that access to the area is for authorized personnel only. This pertains to access points both from the exterior and interior of the facility.
- J. All visitors to a facility who must enter a secured area must be logged in by the desk officer or desk attendant and be escorted at all times while within the secure area. This does not pertain to interiors of restroom facilities, but does pertain to hallways or other access points leading up to restroom facilities. Visitors who do not require escort must still be logged in by the desk

officer or desk attendant. This includes agents, officers and deputies of other law enforcement agencies. All visitor logs are to be protected from public and visitor view.

- K. Any terminals that may access TLETS information must be protected from unauthorized viewing. This may be accomplished by positioning terminals to prevent unauthorized viewing or by use of security screens to limit viewing only to authorized persons.
- L. Personnel are not to use the log-in credentials of another under any circumstances. This does not apply to IT personnel who are remotely accessing a computer for legitimate purposes.
- M. All NCIC and III logs must be kept for one year. All logs must contain, at a minimum, the operator, the authorized receiving agency, the requestor, and the secondary recipient.
- N. All MCT's with TLETS and/or OMNIXX access/information shall not be removed from the vehicle unless done by authorized personnel for vehicle or equipment repair or replacement.
- O. When MCT's are unattended, the devices must be locked by using the CTRL - ALT - DEL function or shutting the system down. When this is not practical, the lid must be lowered to prevent unauthorized viewing. At all times, the screen must be positioned to prevent unauthorized viewing.
- P. Prior to a vehicle being taken to an outside vendor for service or repairs, the MCT must be removed by authorized personnel and stored securely.
- Q. Officers will ensure that the MCT screen position does not allow unauthorized persons to view any information.
- R. All CJIS information is for official use only. Any violation of security policies, any misuse of such information, or unauthorized release of any information is subject to disciplinary action up to and including termination.

11.23 COMPUTER SECURITY INCIDENT RESPONSE POLICY

The Department will safeguard all information systems through maintenance of vigilant physical security practices and prompt reporting. All employees must be vigilant of any type of security attack, whether malicious or accidental. All security breaches or security events, and weaknesses of systems or hardware accessing CJIS data, will be reported immediately and in a manner that allows timely corrective action to be taken.

- A. Upon becoming aware of any policy violation in which an employee's log-in credentials may have been used inappropriately, employees must first change their password and then immediately report the violation to the Terminal Agency Coordinator (TAC), currently the Communications Assistant Manager, and to the Local Agency Security Officer (LASO), currently the Assistant Chief of the Support Services Bureau.
- B. Upon suspecting breaches of data or computer viruses, the following actions must be taken:
 - 1. Disconnect the computer from the power source or, in the case of an MCT, power the computer down.
 - 2. Notify the HELP desk via phone and email 24/7 with a cc to the TAC, the LASO, and the reporting employee's chain of command. The email must contain the following information:
 - a. Date of Report
 - b. Date of Incident
 - c. Point of Contact
 - d. Location of Incident
 - e. Computer Name(s)
 - f. System(s) Affected
 - g. Method of Detection

- h. Nature of Incident
 - i. Incident Description
 - j. How the problem was detected/observed
 - k. Actions Taken
 - l. Indication if any CJIS data or personal identification/log-on credentials were affected
3. In addition to the email, the TLETS Security Incident Response Form must be completed and forwarded to the LASO.
 4. Employees must notify a Communications Supervisor who will in turn notify the TLETS Operations Intelligence Center (OIC) at 1-888-DPS-OICO (1-888-377- 6420). Upon such notification, Communications Supervisors shall coordinate reporting to the FBI CJIS Division.
 5. All employees, contractors, and third party users shall be made aware of the necessity or and procedures for reporting events and weaknesses that might affect the security of systems.
 6. Any affected computer(s) shall remain disconnected and out of service until notice is received that the problem has been eradicated and the equipment is safe for use.
 7. Once an affected computer is given clearance by the CJIS Security Group, the computer may be reconnected to the TLETS and NLETS.
 8. Whenever appropriate, the Department will investigate offenses and/or assist DPS with such efforts. Such efforts include collection and preservation of evidence whether the criminal investigation handled locally or by DPS, or the incident is civil in nature.
- C. Policies regarding security awareness and reporting shall be part of the required training and re-certification mandatory for access to TLETS systems.
 - D. Security incidents and reports shall be tracked and logged by the TAC. Such records shall be retained until the subsequent FBI triennial audit or until legal action is complete, whichever is greater.
 - E. It is the responsibility of IT to maintain measures to prevent, mitigate, repair and or recover from security breaches.
 - F. IT is responsible to treat any reports of possible breaches, viruses or attacks as priority and to address such reporting immediately.

11.24 MAINTENANCE OF USER ACCESS

Access to all computer systems will be controlled, monitored and updated regularly.

- A. Requests for access for employees, contractors and volunteers must be submitted to the Assistant Chief of the Support Services Bureau. Justification must be provided as access to any system will not be granted unless it is necessary for job function and the person requesting access is qualified and/or trained to have such access.
- B. When employees, contractors and volunteers depart from service, notification will be made via the email address PD GOODBYE. This address list shall include representatives of HR, IT, Planning and Research, the TAC, the LASO, Communications and the 911 Center.
- C. Upon receiving notification of a departed employee, contractor or volunteer, each entity receiving such notification shall terminate access to all systems for which they are responsible.
- D. Each January, a list of all employees, contractors and volunteers who departed during the previous calendar year will be submitted to PD GOODBYE. All entities receiving the listing shall audit all systems for which they are responsible to ensure that access is, in fact, terminated.

11.25 TRAINING

Personnel having access to CJIS systems must receive Full Access or Less Than Full Access Training, and Security Awareness Training, to maintain the applicable re-certification. All employees, contractors or volunteers who do not require Full Access or Less Than Full Access Training and recertification must receive Security Awareness Training every two years. Anyone with LMS access will receive Security Awareness Training through the LMS. Anyone who does not have LMS access will receive the training through review of the PowerPoint presentation. All training records shall be maintained by the Academy and the TAC.

11.26 MITIGATION OF CYBER THREATS

The Fusion Center is responsible for monitoring threats and distributing warnings about known or suspected threats and providing information to system users to avoid and/or mitigate damage.

TCIC/NCIC Validation Procedure Checklist


Below is a checklist to follow when completing TCIC/NCIC records validations.

- A. Compare each record on the validation list to the documentation for that record in the active record files.
- B. Ensure that each record is still active and valid. Clear any records no longer valid.
- C. Check with the court issuing the warrant to ensure that the warrant has not been recalled, dismissed, or served without notification to the entering agency.
- D. Ensure that transportation and/or extradition will take place on wanted persons to justify the warrant entry into the appropriate databases.
- E. Check with the parent, guardian, or other reporting complainant on missing persons as the subject may have returned without notifying the entering agency.
- F. Perform a criminal history inquiry on the wanted or missing person to determine if any new scars, marks, tattoos, and other identifying characteristics have been added to the record since the time of entry, or if a criminal history record has been created since the time of entry. Check all identifiers in the record entry with the information in the criminal history record to ensure that the information is identical, especially on definitive identifiers such as fingerprint classifications and dental records.
- G. Verify that record entries for missing persons under the age of 18 contain the Blood Type (BLT), Dental Characteristics (DCH), Fingerprint Classification (FPC), Jewelry Type (JWT), and Scars, Marks, Tattoos and other identifying characteristics (SMT). Obtain and add this information if missing.
- H. Check with the owner and/or insurance company to ensure that the property or vehicle was not returned or recovered without notification to your agency.
- I. If unable to obtain a definite response to validation checks, a determination must be made based on the best information available whether or not to retain the record in NCIC/TCIC



CRIME ANALYSIS OPERATIONS MANUAL

(Revised 05/05/2022)

 El Paso Police Department Crime Analysis Operations Manual	Chapter 1
Chapter 1 Preface and Applicability	Effective Date: 05/05/2022 Previous Version: 12/04/2008

1.0 PREFACE AND APPLICABILITY

The Crime Analysis Unit integrates analysis of crime with other operational components of the Police Department. The Crime Analysis Unit provides useful information in a clear, concise format to facilitate the evaluation of crime patterns, deployment of police resources to apprehend violators, deter future crime and assist in the development of crime prevention programs. The crime analysis unit is housed within the Fusion Center, while the regional command crime analysts fall under the command of the region's commander.


1.1 APPLICABILITY

The procedures outlined in this addendum apply to all operations conducted by the Crime Analysis Unit not already addressed in the General Procedures Manual.

1.2 ADMINISTRATION

The Crime Analysis Unit operates under the supervision of the Fusion Center Lieutenant, who is also known as the Fusion Center Director. The unit receives requests from the Executive Staff through the chain of command, as depicted in the current organizational chart. The specific duties and job performance standards are set by the job descriptions defined by the City of El Paso for Crime Analysis Manager, Crime Analyst, and Research Assistant.

The Regional Crime Analysis Units operate under the supervision of the Regional Criminal Investigation Division Lieutenant. The units receive requests from the Executive Staff through their respective chain of command.

 El Paso Police Department Crime Analysis Operations Manual	Chapter 2
2.0 Reporting	Policy Updated: 05/05/2022 Previous Version: 12/27/2006

2.0 REPORTING

Both Regional and Fusion Crime Analysis Units produce regularly scheduled reports and ad-hoc reports based on situational request for analysis and information from any Department section. These reports contain the following information whenever applicable:

- A. Frequency by type of crime
- B. Geographic factors based on reporting districts
- C. Time and days of the week crime occurred
- D. Victim and target descriptions
- E. Suspect/Arrestee descriptions
- F. Suspect vehicle descriptions
- G. Modus operandi factors
- H. Physical evidence information
- I. Community policing strategies, if applicable


2.1 REGULARLY SCHEDULED REPORTS

- A. Fusion Crime Analysis.
 1. Strategic Analysis of Crime Report (SAC). This is the flagship report of the year to year comparison, four-week trend analysis for selected crimes, and a detailed discussion of selected offenses. This report forms the basis for discussions for the department's SAC meeting held every Thursday. Copies of the SAC report shall be e-mailed to the Department's Command Staff and Chief of Police before the SAC meeting.
 2. Weekly Vehicle Theft Summary. The Crime Analysis Unit publishes a statistical analysis of the vehicle thefts for the week preceding publication. This report is published on Wednesday. It addresses tactical and strategic vehicle theft information for the City as a whole, and at the regional level. It is distributed to the Auto Theft Task Force by E-mail.
 3. Weekly Robbery Summary. The Fusion Center Crime Analysis Unit generates a Robbery Summary for the week preceding publication. The report is a statistical and tactical analysis of the citywide robberies occurring during the week of interest. It is published and distributed with the SAC Report.
 4. Robbery Listing. The Fusion Center Crime Analysis Unit generates a listing of robberies daily. The listing includes tactical information concerning citywide robberies. The report is published on each working day and is provided to the regional commands and their tactical units.
 5. Weekly Sexual Assault Summary. The Fusion Center Crime Analysis Unit generates a Sexual Assault Summary for the week preceding publication. The report is a statistical and tactical analysis of the citywide Sexual Assaults occurring during the week of interest. This report is published and distributed with the SAC Report.
 6. Weekly Sexual Assault Listing. The Fusion Center Crime Analysis Unit generates a listing of Sexual Assaults daily. The listing includes tactical information concerning citywide sexual

- assaults. The report is published on each working day and is provided to the regional commands, their tactical units, Crimes Against Persons, and Crimes Against Children Unit.
7. Weekly Burglary Statistical Report. The Fusion Center Crime Analysis Unit generates a statistical report of the burglaries occurring the week preceding publication. The report lists burglary totals by Regional Command Shifts. The report is published and distributed with the SAC Report.
- B. Regional Crime Analysis Unit.
1. Weekly Crime Trend Report. Regional Crime Analysis generates a weekly review of the current regional crime, trends, patterns, and hotspots. It is distributed via e-mail or other electronic means to the regional supervisory staff, region's Assistant Chief, Department Crime Analysts, other selected law enforcement agencies, investigators and officers.

2.3 AD-HOC REPORTS

- A. AD-HOC Freedom of Information Requests also known as Open Records Request(s). The Crime Analysis Units answers open records requests submitted by the general public and other outside agencies.
- B. AD-HOC Crime Bulletins and Summaries. The Crime Analysis Units generate one-time Crime Bulletins about crime trends, patterns, high profile cases, or series when the need arises. The distribution will be determined by the nature of the series and on a case-by-case basis. All affected Units and Regional Commands will receive the bulletins without delay.
- C. AD-HOC Internal Requests for Information. The Crime Analysis Unit and regional staff will receive requests for information from other elements of the Department through their chain of command. Both The Crime Analysis Unit and regional staff provide responsive material to these requests with the data they have available.

 El Paso Police Department Crime Analysis Operations Manual	Chapter 3
3.0 Procedures and Techniques	Policy Updated: 05/05/2022 Previous Version: 12/27/2006

3.0 PROCEDURES AND TECHNIQUES


In analyzing crime, the members of the Crime Analysis Units make use of accepted and recognized scientific principles, mathematical, and logical techniques. Analyses include some or all of the following methods:

- A. Identification of Series, Trends, or Patterns. Analysts link crimes committed by the same person or persons into a series. Crime Analysis personnel identify similarities in the time of occurrence, days of the week, modus operandi, etc., to provide trends in related crimes. Locations are analyzed to offer geographical patterns for the incidents.
- B. Identification of Suspects. Crime suspects are identified by physical characteristics, by Modus Operandi, or any other apparent characteristics.
- C. Crime Projections and Predictions. Where circumstances permit, crime predictions are made using accepted statistical and tactical analytical techniques. Acceptable techniques include Mean Time between Events, Mathematical or Geometric Series, or any other logical method. Parameters to be addressed include the Day of Week, Time, Location of Crime, Suspect, Modus Operandi, etc. Crime rate projections are made using the technique of Linear Regression or any other valid mathematically based method.
- D. Crime Maps. Crime Maps are used as a part of Summaries, Bulletins, or Briefings generated by Crime Analysis Units whenever feasible and plausible. The maps are created using available mapping software.
- E. Other Techniques. Other mathematical or logical techniques are used to generate pertinent and valid crime information to answer ad-hoc requests for data. The judicious use of subjective factors will be permitted as long as it aids in producing accurate output.



CRIMINAL INVESTIGATIONS OPERATIONS MANUAL

(Revised 12/21/2022)

 El Paso Police Department Criminal Investigation Operations Manual	Chapter 1
Chapter 1: Preface and Applicability	Effective Date: 12/22/2015 Previous Version:

1.0 PREFACE AND APPLICABILITY

1.1 PURPOSE OF THE INVESTIGATIONS MANUAL

This operation manual will provide uniform policies to all Department Sections and Divisions that conduct criminal investigations as part of their assigned duties and responsibilities. The purpose of this manual is to standardize investigative operational procedures that apply to all investigative units within the El Paso Police Department and to ensure a consistent level of service to the citizens of El Paso. To reduce redundancy and improve consistency, issues addressed in detail in the Procedures manual may not be addressed in this manual.

1.2 PREVIOUS OPERATIONS MANUALS NO LONGER IN EFFECT

Upon issuance of this manual by the Office of the Chief, all previous Criminal Investigation operations manuals shall no longer be in effect and their rules and regulations shall no longer apply.

1.3 LAWS AND PROCEDURES MANUAL PRECEDENCE

The Procedures Manual of the El Paso Police Department, City code and Texas State law all supersede the Investigations Manual. Should new general procedures or new laws come into effect that conflict with the Investigations Manual, such law or procedure shall take precedence and the Investigations Manual shall be updated to reflect any changes in the law.

1.4 ISSUANCE OF NEW AND UPDATED POLICY ADDITIONS TO THIS MANUAL

No Section that is affected by this Investigations Manual shall issue new policy without following Department guidelines for issuance of policy. Exceptions are made for emergency situations where immediate procedural changes must be implemented to avoid legal liability or endangerment of life or property. Such exceptions are generally issued as temporary Bureau or Division orders. This rule ensures that the Investigations Manual is current and all procedures and policies contained therein are consistent with established general procedures, State law, and standards established by the Commission on Accreditation for Law Enforcement Agencies. Any changes or proposed updates to this manual will be routed through Planning & Research for review. After review and verification that there is no conflict with the General Manual or any other City Policy or body of law, the proposed change will be forwarded to the Assistant Chief for review and final approval. Once approved, Planning and Research will update the change in the Investigations Manual posted in the PD PUBLIC folder accessible by every employee. An email notifying all affected officers of the change will be distributed through Department email.

1.5 DEFINITIONS AND APPLICABILITY

In this manual, investigators and detectives may be used interchangeably. The term investigator refers to any commissioned officer conducting a criminal investigation, even if assigned to a unit that does not routinely conduct criminal investigations. The Investigation Manual shall be available for all personnel to read on the public access folder of the City's computer network, therefore all commissioned personnel conducting criminal investigations shall be bound by the operational procedures contained in this manual. Section supervisors shall ensure that their assigned personnel read and are familiar with the Criminal Investigation Manual. Shift supervisors are responsible for conducting shift training on the Criminal Investigation manual, if deemed necessary.

1.6 DISTRIBUTION OF ADMINISTRATIVE MATERIAL

Each investigative section will distribute the following to all personnel, at least annually or as changes are made. 1.6 (a) through 1.6 (c) may be posted on the Section bulletin board. 1.6(d) through 1.6(e) will be distributed in writing to each affected employee and noted in their employee working file (see Procedures Manual 2-301.04):


- A. Organization Chart of the Police Department as a whole.
- B. Organization Chart of the Section.
- C. Annual review of the updated goals, objectives and mission statement of the Police Department and the Section.
- D. Semi-annual review of the progress made towards the attainment of the goals and objectives set for the Section.
- E. Section Commanders ensure that their personnel are accountable to only one supervisor at any time and that any organizational component under their command is under the direct command of only one supervisor.
- F. Supervisors shall ensure that their personnel read and acknowledge the receipt of all Department directives and orders as specified in the Procedures Manual Section 1-205.
- G. Each Section shall maintain one current hard-copy version of the Criminal Investigation Manual and the Department Procedures Manual in a readily accessible location, in case the Department's computer network resources are unavailable. These manuals are promptly updated as changes are made.

1.7 INFORMATION AND RECORDS SECURITY

This manual contains references to keeping documentation and records secure. Documents and records are considered secure under the following conditions:

- A. Kept inaccessible by unauthorized persons at all times.
- B. Electronic information is kept only on Department owned computers.
- C. Electronic information is backed up only to Department owned server space.
- D. Sensitive electronic information on removable media (CD-R, floppy disk, etc.) shall be kept inaccessible to unauthorized persons when not in use.
- E. Supervisors restrict access to case information using the Records Management System security features when necessary.
- F. All employees shall properly log off from Department computers to ensure that unauthorized users cannot access the system or network from an open network connection.

- G. No printouts of sensitive electronic information are made without supervisor approval.
- H. No Department communication is distributed to unauthorized recipients or via un-secured channels. Department email containing sensitive information may not be resent to another e-mail address outside the Department's network, such as an Internet email address, without a supervisor's approval. See 17.2 (C) of this manual for use of the Department's Intelligence Portal.
- I. It is the responsibility of the detective assigned a case to ensure that all hard copy case reports and any other sensitive case documentation that is no longer needed is properly shredded before being discarded.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 2
Chapter 2: Preliminary Investigation Responsibilities	Effective Date: 12/22/2015 Previous Version:

2.0 PRELIMINARY INVESTIGATION RESPONSIBILITIES


2.1 INVESTIGATOR/DETECTIVE RESPONSIBILITIES AT CRIME SCENES

Normally, patrol officers conduct most preliminary investigations. However, if an investigator responds to an initial report of a crime, he or she shall be responsible for ensuring that the preliminary investigation is completed, whether the case will ultimately be assigned to that investigator, his section, or to another section. This does not apply if the investigator was a secondary unit responding to back up a patrol unit at a call.

2.2 MINIMUM REQUIREMENTS FOR PRELIMINARY INVESTIGATION AT ANY CRIME SCENE

The following are the minimum steps that must be completed in a preliminary investigation. The success or attempted completion of these steps must be documented in the complaint report or a supplementary report. Minimum Preliminary Investigation steps are:

- A. All conditions, events, remarks and descriptions relevant to the criminal investigation must be noted and included in the offense reports.
- B. Witnesses should be located and identified and separated if possible.
- C. Witnesses and complainants should be interviewed and their observations reported with sufficient detail.
- D. If necessary, the crime scene should be protected and maintained and arrangements made for the collection of evidence.
- E. Attempts should be made to interview suspects. All suspects will be interviewed in accordance with the Code of Criminal Procedure, the Constitution of the United States and Department Procedures.
- F. An "incident information card" shall be given to all complainants if a complaint report is generated. The complainant will be given information about the public agencies that may be able to provide assistance to the complainant. The complainant will be given the phone number of the section or officer that he/she may contact for follow up on the case.
- G. Notify any regulatory agencies as required by statute (for example, Child Protective Services (CPS) will be called on child abuse cases, Adult Protective Services (APS) on elderly abuse cases, or Texas Department of Human Services (TDHS) in cases of abuse occurring within nursing homes or related institutions). In all cases, the intake number will be noted in the report.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 3
Chapter 3: Case Assignment	Effective Date: 12/22/2015 Previous Version:

3.0 CASE ASSIGNMENT

3.1 PURPOSE

This section is established to ensure uniform guidelines for monitoring and documenting follow up investigations.

3.2 CASE ASSIGNMENTS

Supervisors shall make all case assignments and ensure that final disposition is properly made. Supervisors will ensure that case assignments are properly assigned in the Records Management System and that case dispositions and status changes are entered into the Records Management System in a timely fashion.

3.3 SUPERVISOR RESPONSIBILITIES WHEN SCREENING AND ASSIGNING CASES

Supervisors will read and evaluate all cases sent to their Section by the Records Management System case distribution, and assign them to investigators as per criteria listed in 3.6.

3.4 USING SOLVABILITY FACTORS

Supervisors will utilize solvability factors within the Records Management System to prioritize high solvability cases and help manage case assignments and caseloads. The Records Management System automatically assigns the following solvability factors:

- A. Suspect can be named?
- B. Suspect can be identified?
- C. Suspect vehicle can be identified?
- D. Witness to offenses?

3.5 MANUAL ASSIGNMENT OF SOLVABILITY


Upon reviewing a case, supervisors will manually assign solvability factors to the following additional solvability categories, if applicable:

- A. Stolen property traceable?
- B. Physical evidence collected?
- C. Fingerprints lifted?
- D. Photographs taken?
- E. Stored Property? (If yes, mandatory follow-up assignment)
- F. Stored Vehicles? (If yes, mandatory follow-up assignment)

3.6 CASE ASSIGNMENT CRITERIA

Cases will be assigned for follow up investigation by an investigative unit supervisor when any of the following conditions apply:

- A. All Felony Offenses. Supervisors who determine that a felony should not be assigned may document the reasons for not assigning the case in the Records Management System case management module.
- B. Non-evidentiary property was stored or seized for safekeeping during the investigation of any criminal offense.
- C. Vehicle was impounded with a police hold placed on the vehicle.
- D. Assets have been seized for asset forfeiture purposes.
- E. DIMS cases that have incomplete information or remaining work.
- F. Cases may be assigned for follow up investigation under the following circumstances:
 - 1. Misdemeanor case with high solvability factor (higher than five).
 - 2. Abandoned property cases where the abandoned property may be stolen property, possible evidence of an unreported offense, a criminal instrument or is in excess of \$1000 in value.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 4
Chapter 4: Case Investigation Assigned by Section	Effective Date: 11/24/2021 Previous Version: 12/22/2015

4.0 CASE INVESTIGATION ASSIGNED BY SECTION

4.1 GENERAL CASE ASSIGNMENT

All cases not designated below are investigated by the Regional Command Investigation Sections. Changes to this Section may be made via notice or bulletin as defined in the Procedures Manual.

- A. Exchange of case information with the Department of Protective and Regulatory Services (DPRS), specifically Child Protective Services (CPS) or Adult Protective Services (APS), and the Texas Department of Human Services (TDHS) for child and elderly abuse cases will be done per state law. Crimes Against Children and Special Victims Unit will obtain copies for follow up of all intake reports from DPRS (CPS or APS) or TDHS by fax or mail.
- B. Upon being assigned an EPPD generated case of child or elderly abuse, the assigned detective will verify that the appropriate agency (DPRS-CPS/APS or TDHS) has been notified. The requirement to verify notification applies to all cases regardless of offender age, identification (or lack thereof) of the offender, case disposition or case status.

4.2 SPECIAL INVESTIGATION GROUP

- A. Allegations of criminal conduct by public officials and public safety employees.
- B. Allegations of criminal conduct by on-duty City employees or City employees acting under the scope of their authority.

All criminal investigations cases involving EPPD employees.

4.3 CRIMES AGAINST PERSONS

- A. Murder (to include murder investigations from outside agencies)
- B. Aggravated Sexual Assault
- C. Officer Involved Shootings
- D. Aggravated Assault (except when a juvenile is involved or is gang related)
 1. CAP will be notified and will respond to all Aggravated Assaults where a weapon is used and a person is seriously injured. This will include Family Violence cases. CAP will also assume responsibility of the case if the individual dies from the aggravated assault incident. The Gang Unit will be notified if any subject involved is a gang member whether confirmed or suspected
- E. Aggravated Kidnapping
- F. Sexual Assault
- G. Juvenile Kidnappings – stranger related
- H. All Missing Persons (Attempt To Locate reports will be handled at the region)
- I. All Death Investigations

1. In-Custody Death (an In-Custody Death Report will be completed and submitted to the Attorney General's Office per CCP 49.18)
- J. Injury to a Child where the child expires
- K. Cold Case Unit assignments
- L. Investigation involving Registered Sex Offenders

4.4 FINANCIAL CRIMES UNIT

- A. Theft, over \$30,000 involving Real Estate Fraud, Embezzlement, and Investment Fraud.
 1. Real Estate Fraud is a false representation of a matter of fact including by concealment with a real estate transaction.
 2. Embezzlement is the fraudulent appropriation of property by a person to whom such property has been entrusted, or into whose hands it has lawfully come and includes all of the following elements: (1) a trust or fiduciary relationship between the defendant and the property owner; (2) the property came into the possession or care of the defendant by virtue of his employment; (3) the property belonged to another; (4) the defendant's dealings with the property constituted a fraudulent conversion or appropriation of it to his own use; and (5) the defendant acted with the intent to deprive the owner of the use of this property.
 - a. Property is, as defined by Texas Penal Code Sec. 32.01(2)(A) real property which includes buildings or property attached directly to land including the land itself; (B) tangible or intangible personal property including anything severed from land which are objects of value that may be touched as well as those that may not be touched, for example a copyright or patent; or (C) a document, including money, that represents or embodies anything of value.
 3. Investment Fraud is a false representation of a matter of fact including by concealment which is related to the purchase of an asset, item, or business venture for a particular sum of money with the hope that it will generate income or appreciate in the future.
- B. Theft of trade secrets.
- C. Forgery, all cases involving organized or sophisticated rings. White Collar detectives will notify regions concerning specific rings.
- D. Trademark Counterfeiting over \$30,000.
- E. Credit/Debit Card Abuse, involving organized or sophisticated rings, fraudulent manufacture, or distribution.
- F. Commercial bribery.
- G. Misapplication of Fiduciary Property over \$30,000.
- H. Securing execution of document by deception.
- I. Fraudulent use or possession of identifying information, only true identity theft cases, determined by the Financial Crimes Unit supervisor.
- J. Money laundering.
- K. Insurance fraud over \$30,000.
- L. Fraudulent filing of financial statement.
- M. Breach of computer security.
- N. Telecommunications crimes.
- O. Counterfeit Checks and counterfeit documents, large organized rings only, as determined by the Financial Crimes Unit supervisor.
- P. Digital Evidence Processing within the technical capabilities of the Section.

- Q. Special Victims Unit of the Financial Crimes Section may handle the following cases if the victim is disabled or elderly as defined by the penal code and, in some cases, if the suspect is the caretaker of the victim. The Financial Crimes Unit supervisor determines if a case will be investigated by the Special Victims Unit:
1. Assault
 2. Injury to a child, disabled or elderly individual
 3. Terroristic Threats
 4. Aiding Suicide
 5. Theft over \$100 under \$30,000 involving real estate, embezzlement or investment fraud and the suspect is the caretaker of the victim
 6. Credit card/debit card abuse where the suspect is the caretaker
 7. Misapplication of Fiduciary Property over \$100, under \$30,000 if the suspect is the caretaker of the victim
 8. Fraudulent use or possession of identifying information if the suspect is the victim's caretaker
 9. Harassment
 10. Stalking
 11. Human Resources Code, Title 2, Section 48.052 (Failure To Report)

4.5 CRIMES AGAINST CHILDREN

- A. Abuse and neglect cases.
- B. Injury to a child cases not leading to the death of the child.
- C. Family related juvenile kidnappings.
- D. Sexual assault and exploitation of children.
- E. Child pornography cases.
- F. Indecency with a Child.
- G. Unlawful Restraint.
- H. Improper Photography or Visual Recording (of victims under 17 years of age).
- I. Child Support related criminal offenses are referred to the Attorney General.
- J. Sexual and prostitution offenses involving children.
- K. Abandonment or Endangerment of a Child.
- L. Child Protective Services Intake Reports.
- M. Internet Crimes against Children cases (ICAC).
 1. Investigated under OJJDP Federal guidelines.
 2. ICAC detectives operate under ICAC OJJDP Operational Investigative Standards, with the exception of special procedures used by Task Forces as specified in the ICAC operational standards.
 3. Conflicts between Federal operational procedures and EPPD procedures are handled using EPPD procedures.

4.6 INTELLIGENCE UNIT

- A. Organized Criminal Activity.
- B. Drug Trafficking Organizations.

- C. Gang Intelligence.
- D. Other information that poses a threat to the community as a whole or has possible value to an ongoing major criminal investigation.

4.7 HOMELAND SECURITY

- A. Bomb threats, follow Procedures Manual
- B. Hate Crimes, follow Procedures Manual
- C. Terrorist Activity
- D. Subversive and Anti-Government Groups and Individuals
- E. Conduct and monitor operational security measures for the Department
- F. Conduct threat and risk assessments for the City of El Paso
- G. Office of Emergency Management/Liaison

4.8 NARCOTICS

- A. Distribution of narcotics or illegal substances.

4.9 VICE

- A. Adult prostitution
- B. Gambling offenses
- C. Texas Alcohol Beverage Code offenses

4.10 AUTO THEFT TASK FORCE

- A. Theft of Motor Vehicles
- B. Theft of Auto Parts
- C. Forgery of Motor Vehicle Titles
- D. Hindering Secured Creditors (Motor Vehicles)
- E. Recovery of Stolen Motor Vehicles
- F. Motor Vehicle Inspections
- G. Altered or Obliterated VINS and Fraudulent Registrations
- H. Salvage Inspections


4.11 SPECIAL TRAFFIC INVESTIGATION

- A. Follow up investigation of hit and run traffic collisions.
- B. Investigation of traffic deaths or injuries likely to lead to death.
- C. Assist other Department Sections with special equipment when requested and approved by an STI supervisor.

- D. Any traffic accident involving an on-duty police officer and either the police officer or third party requires transport to the hospital.
- E. DWI Follow Ups

4.12 ALPHA

- A. Narcotics interdiction.
- B. Airport narcotics interdiction.
- C. Federal DEA task force.
 - 1. Work under Federal narcotics investigation operational procedures.
 - 2. Conflicts between Federal and EPPD procedure are handled by EPPD procedure.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 5
Chapter 5: Follow-Up Investigation Responsibilities and Case Documentation	Policy Effective: 12/21/2022 Previous Version: 10/27/2021

5.0 FOLLOW UP INVESTIGATION RESPONSIBILITIES AND CASE DOCUMENTATION

5.1 INVESTIGATOR RESPONSIBILITIES

Investigators assigned to conduct follow up investigations shall follow the below listed minimum standards:

- A. Review and analyze all previous reports.
- B. Contacting the complainant and/or witnesses to explain the procedures involved in the prosecution of their case, if such explanation does not compromise the case.
- C. Contact the complaint and/or witnesses to keep them informed of the status of the case.
- D. Submit evidence for follow up examination as appropriate.
- E. Review and analyze laboratory examination results.
- F. Conduct additional interviews and interrogations as needed and in accordance with the Code of Criminal Procedure and other applicable statutes.
- G. Seek additional information from all possible sources, such as informants and public record searches.
- H. Plan, organize and conduct searches and collection of physical evidence as needed, in accordance with the law and procedure. Warrant-less searches require special care to ensure that evidence is collected legally.
- I. Prepare requests for grand jury subpoenas for records as needed.
- J. Identify and apprehend suspects.
- K. Determine involvement of suspects in other crimes.
- L. Request database checks on suspects and/or victims from other law enforcement agencies, if needed.
- M. Check suspects' prior criminal history.
- N. Prepare case for court presentation.
- O. Keep complainant informed of case progress. If the impact of the crime was unusually severe, the investigator shall re-contact the complainant or victim periodically to assess if their needs are being met. If necessary, VSRT shall be contacted to coordinate assistance.
- P. Return property belonging to victims or witnesses that was seized as evidence as promptly as allowed by law or within six months after final case disposition.
- Q. When necessary or when directed by a supervisor, utilize established investigation checklists to ensure that critical areas of an investigation are not overlooked.
- R. Conduct thorough follow up investigation of missing persons by contacting the reporter within 72 hours of filing the report. The investigator will ensure that the missing person has been properly entered into NCIC/TCIC and will conduct a complete follow up investigation as described in this section. On all ATL/Missing Persons reports investigated by CAP and/or a region's CID, a bulletin (BOLO) will be generated within 48 hours of the case being assigned. The bulletin will be forwarded via email to Fusion Center for distribution to all law enforcement agencies. The BOLO and email should be scanned into the case to document the time and date

the BOLO was sent by the EP Fusion Center. Initial officers that handle the call to take the report should gather all pertinent information such as what the ATL/Missing Person was last seen wearing and any other missing person reports files for on the missing person and a current photograph of the missing person from the reporter, if available. All NCIC/TCIC entries made on ATL/Missing Persons, investigators will supplement the report documenting the entry and confirmation by Communications. The investigator shall verify the entry via databases to ensure the missing person is entered correctly and the information on the "hit" is accurate. In addition, the investigator will maintain close contact with the closest relative of the missing person. If the missing person is considered a special risk category due to general or mental health issues, the investigator will ensure that appropriate social service agencies and/or hospitals are notified. In some cases, a media release to secure the public's assistance in locating the missing person may be appropriate.

- S. Utilize all reasonable avenues to develop information about the case that may lead to a successful conclusion of the investigation.
- T. Pursuant to H.B 111 (Effective 9/1/2021) The investigator shall complete the Acknowledgement Form Supplement in the records management system.

5.2 CASE DOCUMENTATION

After a case is assigned to an investigator, it shall become the investigator's responsibility to prepare complete and accurate supplementary reports documenting any pertinent information obtained. Investigators shall conduct a proper follow up investigation using the investigative checklists when available.

- A. At a minimum, supplementary report shall be completed when:
 - 1. The investigator receives pertinent information from an involved party to the case.
 - 2. Evidence is obtained.
 - 3. Information is obtained that changes the offense or offense category.
 - 4. The case due date passes, in which case an explanation shall be entered into a supplement report.
 - 5. Bi-weekly supplementary reports if case is past due, unless last supplement in case clearly indicates the reason for extended delay, such as awaiting grand jury subpoena documents and/or documents from federal agencies, etc.
 - 6. Positive identification of a subject or vehicle involved in the case.
 - 7. Search warrants are executed, subpoenas are issued or requested, or returns on same are made.
 - 8. Any other pertinent information is developed or received that affects the case.
 - 9. The Investigative Unit Supervisor requests that a supplement be made to reflect the current status of the case for quality control and case status review documentation.

5.3 EVIDENCE

- A. Officers assigned follow up investigations will follow all Department regulations regarding the collection and preservation of evidence. The officer assigned the case or checking out the evidence is responsible for ensuring the chain of evidence is not violated.
- B. Evidence will be turned in to the property office as soon as possible.
- C. Evidence checked out from the property office or kept for investigative purposes shall be kept in evidence lockers with individual assigned keys. This ensures only the investigator that checked

out or collected the evidence has access and control of the evidence. This is critical to protect the chain of evidence. Evidence that can be cross-contaminated, such as biological matter, should not be checked out unless case specific exigent circumstances require it and measures are taken to prevent contamination and co-mingling with other evidence.

- D. When large amounts of evidence is picked up (burglary rings, fencing operations, etc.) that exceed the practical capability of the investigative unit to secure and maintain the chain of evidence, the Property Office will be called out by a supervisor to pick up the items directly from the scene. Arrangements to view such evidence for identification purposes must be made at the property office unless the investigative unit has made arrangements to securely store the evidence in adherence with this policy while the investigation is on-going.
- E. Supervisors will conduct documented inspections of adherence with this policy during monthly case status audits or as necessary. (see Section 8.1)


5.4 CRIME VIDEO/PHOTO POSTING ON THE DEPARTMENT WEBSITE

The Department website has the capability to post crime videos or photos as received by investigators from surveillance systems at crime scenes. This is an additional tool to investigators in investigating/solving offenses by soliciting public assistance in the form of additional information or subject identification. Posting crime videos or photos on the website is subject to the following conditions:

- A. Crime footage or photos from surveillance cameras at crime scenes may be used for posting on the website. There will be no manipulation of the video except for time-line editing or to protect victims or witnesses. Videos and photos posted must not be re-enactments of offenses. "Crime Footage" means any photographic, video- or audio-taping or other recording of a criminal offense.
- B. Only crimes that are not featured by Crime Stoppers may be featured.
- C. The posting of crime footage or photos may be deployed in any case whether a current case or cold case.
- D. Posting of any crime footage or photo must not include subjects who are known or reasonably believed to be juveniles at the time of posting.
- E. Any request to post crime footage or photos will be initiated by the lead case agent who will forward the request via email with a copy of the crime footage or photo to the section commander or designee for approval. If approved, the section commander or designee will forward the crime footage to the PIO for approval. Final approval will be made by the PIO. Once approved, the copy of the crime footage or photo and supporting information will be forwarded to Planning and Research by the PIO asap with a courtesy copy to Crime Stoppers. Planning and Research will format the video or photo if necessary and will complete the posting. Any original crime footage videos or photos will be handled as evidence per established procedures by the appropriate investigator.
- F. The crime footage posting request must include the offense, the date and address of occurrence, a brief synopsis of the offense, the requested posting dates, and any other information deemed appropriate by the investigator making the request as well as the contact number of the investigator's section.
- G. Prior to requesting to post crime footage or photos, consideration must be given to victims, witnesses, evidence protection, and information that should not be released to the public in order to protect the integrity of the case investigation. It is preferred that selected crime

footage or photos not depict victims or witnesses. However, upon consideration of the seriousness of the offense and potential continued danger to the community, selected crime footage or photos containing depictions of victims or witnesses may be used after the investigator obtains and documents the verbal consent of the depicted victims and/or witnesses prior to requesting the posting. Minors are not competent to execute such a waiver.

- H. A supplement report must be completed that outlines the details of the crime footage or photo posting to include the posting request date, the date posted, the length of posting, and any other pertinent information.
- I. Specific posting time frames can be requested, as the system will automatically remove the crime footage or photo based on set dates. The system will create a log of postings.
- J. If the crime is solved or the investigator deems it otherwise necessary to remove the crime footage or photo prior to the posting end date, notification must be made to Planning and Research to remove the posting. The PIO Section will be notified of any successful developments resulting from the program.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 6
Chapter 6: Case File Management	Effective Date: 12/22/2015 Previous Version:

6.0 CASE FILE MANAGEMENT

6.1 AUTOMATED FUNCTIONS

The Department's Records Management System maintains all current police reports and supplements. The system may also function as a case log, as it can track and display current case assignments at any time. The system also maintains records of current case status designations. Supervisors may request that unit investigators maintain their own case log, however, such logs must be audited and reconciled against the Records Management System case log on a monthly basis.

- A. The Records Management System Security Restrictions. Section supervisors may restrict access to cases by using the Records Management System security/access features. Limiting access via the Records Management System supervisory set restrictions should only be used for sensitive investigations.

6.2 HARD COPY CASE FILES

In general, investigators will not make hard copy printouts of their cases. Investigators shall maintain their case files and supplements in the Records Management System to ensure information security, proper case status designations and to permit other officers' access to the reports.

- A. Hard Copies Taken Off-Site. In some instances, investigators may choose to print out copies of case reports for reference during field investigations or when going off-site to interview witnesses. If an investigator maintains a hard copy of a case, it shall be kept secure, so that it is not accessible by unauthorized individuals. Care should be taken when files are removed from the office environment or when non-Department personnel are present that may take an interest in the contents of such files.
- B. Hard Copies Available to Other Police Personnel. If hard copy files are maintained in lieu the Records Management System reports, they must be accessible to a Section Supervisor, who may assign other section investigators to work on a case while the case agent goes on leave or becomes unavailable.

6.3 CASE DOCUMENT HANDLING RULES

Investigators who come into possession of case-related documents will follow the following guidelines:


- A. Original documents (such as original contracts with signatures, hand-writing exemplars, financial documents) will be turned in as evidence.
- B. Copies of original documents may be turned in to Records with a case number written on the document.
- C. Any document obtained via the grand jury subpoena process may not be turned in to the property office and may not be attached to the case file, as they are considered to be secret by Texas state law.

- D. Grand Jury subpoena records are considered sensitive documents and must be kept secure.
- E. Grand Jury subpoena records must be turned in to the District Attorney's Office upon case completion.
- F. Grand Jury subpoena documents must be kept secure at all times, since such documents are loaned to the investigator by the grand jury so that the investigation can be completed.
- G. Information obtained through grand jury subpoena records may not be shared with anyone outside of the investigation. Investigators may not disclose the contents of such records unless authority is obtained from the District Attorney's Office.
- H. District Attorney's Office permission is required to share Grand Jury subpoena records with other law enforcement agencies.
- I. The District Attorney's Office is the official custodian of any and all documents and items obtained via grand jury subpoena or via grand jury proceedings.
- J. Officers violating the rules on handling grand jury documents may face possible sanction from the Court that impaneled the grand jury.

6.4 SCANNING DOCUMENTS INTO THE RECORDS MANAGEMENT SYSTEM

The scanning of arrest affidavits into the Records Management System is for archiving and backup purposes. All fully signed arrest affidavits must be scanned into the Records Management System as soon as possible before the end of the officer's tour of duty.

- A. Once the supplement is created for the attachment, the description and information of the document being attached is added to the narrative of the supplement.
- B. All original copies will be routed for distribution, per established procedures.
- C. Examples of items that may be scanned, include but are not limited to the following:
 - 1. Affidavits, Certificate of Magistrate, Search Warrants
 - 2. Protective Orders
 - 3. Voluntary Statements of Accused
 - 4. Signed Miranda Cards
 - 5. Photo line ups
 - 6. Witness statements
 - 7. Booking dockets/arrest cards
 - 8. Copies of supporting documents i.e. checks, medical records contracts, etc.
 - 9. Polaroid pictures and/or pictures not downloaded to the photo server. This does not apply to any images of or images believed to depict child pornography, these are prohibited from being scanned.
 - 10. DPS/Lab reports
 - 11. Impound slips
- D. Any materials obtained through the execution of a Grand Jury subpoena are not to be scanned and should be disposed of according to procedures regulating Grand Jury materials.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 7
Chapter 7: Arrest Related Documentation	Effective Date: 12/22/2015 Previous Version:

7.0 ARREST RELATED DOCUMENTATION

7.1 OFFICER SAFETY AND LEGAL PRACTICES

Investigators, when making arrests, shall follow established officer safety practices and shall follow all procedural rules regarding transportation of prisoners established in section 3-205 of the General Procedures Manual. Investigators shall follow all rules regarding arrests from the Texas Code of Criminal Procedures, to ensure that constitutional rights are protected and that arrests are legal.

7.2 ARREST STATISTICS

Investigators may take credit for an arrest when one of the below conditions is met:

- A. A subject is arrested locally by the investigator.
- B. Cases that have previously been exceptionally cleared may be changed to "cleared by arrest" if the investigator receives information from another law enforcement agency that the subject has been arrested on a capias resulting from the investigator's original case.

7.3 ARREST WARRANTS

Arrest warrants shall contain, if available:

- A. Subject's name or definitive description, including unique biometric data
- B. Subject's date of birth
- C. Subject's driver's license and/or social security number
- D. Subject's EPPD number
- E. EPPD Case Number

7.4 ARREST WARRANTS-DILIGENCE AND HOLDING WARRANTS

Once an arrest warrant has been obtained:

- A. The investigator will make a diligent and continuous effort to locate the subject to execute the warrant.
- B. If the subject has not been located by the end of the working day, the investigator will take the warrant to the Warrant Office with a "warrant input sheet." Only supervisors may authorize the "holding" of a warrant for a longer time frame.

7.5 ARREST WARRANTS- TCIC/NCIC ENTRY AND EXTRADITION

- A. In case of felony warrants, the investigator may enter the warrant into TCIC.
- B. NCIC entry will only be made on 2nd degree felonies and higher.
- C. If NCIC entry is desired on 3rd degree and state jail felonies, the investigator will contact the

District Attorney's Office extradition coordinator and/or trial team. The DA will determine if extradition is permitted.

- D. If the District Attorney's Office will allow extradition on the 3rd degree or state jail felony, the investigator will enter the arrest warrant into NCIC. The conditions of extradition will be documented when filing the warrant in the Warrant Office.
- E. The supplement report will indicate that the warrant has been filed with the Warrant Office and will list the NCIC/TCIC status.
- F. If extradition is authorized, the investigator will list the name of the Assistant District Attorney who authorized the extradition status in the supplement report. This will reduce confusion and speed up confirmation should the subject be arrested out of town prior to the case being presented to the District Attorney's Office.

7.6 ARREST WARRANTS-MISDEMEANOR ENTRY INTO TCIC


Subjects wanted for misdemeanors may only be entered into TCIC with consent of the District Attorney's Office trial team chief or extradition coordinator.

7.7 ARREST WARRANTS-MISDEMEANOR INTO NCIC PROHIBITED

Misdemeanor warrants will not be entered into NCIC.

7.8 ARREST WARRANTS-PRESENTATION WITH OUTSTANDING WARRANTS

If a subject wanted on an arrest warrant cannot be located within a reasonable amount of time, usually ten working days, the investigator will send the completed case to the Transfer Office. The investigator will indicate the subject's NCIC/TCIC status on the presentation supplement.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 8
Chapter 8: Case Clearance and Suspension of the Investigative Effort	Effective Date: 12/22/2015 Previous Version:

8.0 CASE CLEARANCE AND SUSPENSION OF THE INVESTIGATIVE EFFORT

8.1 APPLICABILITY OF UNIFORM CRIME REPORTING STANDARDS AND NIBRS

In order to establish a uniform case clearance procedure consistent with Uniform Crime Reporting standards and NIBRS, the case clearance guidelines listed in 8.03 will be used.

8.2 MONTHLY CASE STATUS AUDIT

Supervisors will conduct monthly case status audits of all cases assigned to their section and designated as assigned (AS) to ensure that the current status of cases and/or dispositions is accurate and that cases are being handled appropriately. Special focus will be given to cases where vehicles have been impounded to ensure that these vehicles are properly disposed of as soon as possible.

8.3 CASE STATUS DESIGNATIONS

Not all case status designations are listed here. Consult the Records Management System for more case status designations if one of the below listed status designations is not appropriate.

- A. Cleared by Arrest (CLAR)
 1. At least one person is arrested, charged with the commission of and turned over for prosecution of an offense. According to NIBRS, non-arrest cases must be carried as "exceptionally cleared" until a subject is physically arrested by any law enforcement agency.
 2. Prosecution can follow arrest, court summons or police notice.
- B. Cleared by Juvenile Arrest (CLEA)
 1. Same as cleared by arrest, but the person taken into custody is a juvenile.
- C. More Work (MORE)
 1. Case has been returned from the District Attorney's Office for more work.
- D. Reassigned (REAS)
 1. Case has been reassigned from the initial assigned investigator to another investigator.
- E. Closed, Presented to DA's Office (CLO)
 1. The case has been completed.
 2. The elements of a crime have not been clearly met.
 3. The District Attorney's Office or the Section Supervisor wants the case reviewed by the District Attorney's Office.
- F. Unfounded (UNFN)
 1. Investigation determines that no actual offense took place. Refusal to prosecute or lack of witness cooperation does not fall under the "unfounded" clearance guideline.
 2. Coroner, court, jury, grand jury or prosecutor findings that an offense was unfounded does not indicate that the case clearance should be unfounded if all the elements of an offense have been met. These entities function under different guidelines than UCR.

- G. Closed, Exceptionally Cleared (CLEX). All of the following conditions must exist for a case to be “exceptionally cleared”.
 - 1. Identity of offender definitely established.
 - 2. Enough probable cause to support arrest.
 - 3. There is a reason outside of law enforcement’s control that precludes arresting, charging and prosecuting the offender.
- H. Cases may also be exceptionally cleared under the following circumstances:
 - 1. Offender has died.
 - 2. Offender is prosecuted in another jurisdiction for another offense and the jurisdiction will not release custody of the offender to the El Paso Police Department.
 - 3. Federal authorities are prosecuting the offender for the same offense being investigated by the EPPD.
 - 4. Denied extradition.
 - 5. Victim refuses to cooperate.
 - 6. Case is presented as a non-arrest case under the guidelines of section 8.8 of this manual.
- I. Inactivated (INAC). Cases may be inactivated when:
 - 1. An offense has been committed, but there is not enough workable information to make the investigative effort reasonably productive.
 - 2. All possible investigative avenues have been explored.
 - 3. Supervisors authorizing a case inactivation may consult the case investigation checklist to determine if any critical investigative avenues have been missed.
 - 4. Complainants or witnesses desire prosecution or are available, but are reluctant to cooperate in a timely manner with the investigator. To ensure case integrity, investigators are prohibited from influencing an individual complainant’s or witness’ decision to participate in the investigation.
- J. Screened (SCRE). Cases are designated as “screened” when:
 - 1. An investigative unit supervisor has reviewed the case.
 - 2. Case does not warrant assignment to an investigator at that time.
 - 3. The supervisor will make a notation in the Records Management System case management module if a case is not assigned and normally would have been under the Department’s case screening guidelines.
- K. Assigned (ASSI). Cases are designated as “assigned” when:
 - 1. The case has been assigned to an investigator.
 - 2. The case is being worked.

8.4 STATUS CHANGE DOCUMENTATION

Investigators will complete a supplementary report and notify the complainant when the case status has changed.

8.5 SUPERVISOR RESPONSIBILITIES WHEN CASE STATUS DESIGNATION IS CHANGED

Supervisors will ensure that the case status change justification is appropriate and based on an accurate interpretation of the Penal Code and Department policies.

8.6 PROPERTY NO LONGER NEEDED AS EVIDENCE

All property must be disposed of properly before closing or inactivating a case. A detective that is assigned a Property Disposal Slip from the Property Office will be responsible for researching the case to determine appropriate property disposition. The completed Property Disposal Slip will then be returned to the Property Office. Property that is no longer required for prosecution or investigation must be disposed of within (180) days of case final disposition.

8.7 INVESTIGATIVE VEHICLE HOLDS

Investigators shall follow all procedures established in Section 3-208 of the Procedures Manual. Investigative unit supervisors may only waive storage fees in cases of officer error. The Department does not, as a matter of practice, hold vehicles as evidence. Vehicles are processed for evidence and released as soon as possible.

8.8 VEHICLES IMPOUNDED AS EVIDENCE

If vehicles are held as “evidence” the following procedures apply:


- A. Case will be assigned to an investigator.
- B. Vehicle shall be processed within five working days and released to the owner unless the vehicle is also stolen, in which case investigators shall follow Chapter 47 of the Texas Code of Criminal Procedure.
- C. Vehicles that must be held as evidence longer than five working days must be transferred to the City Lot via the Abandoned Auto Section.
- D. Investigators may not close out any case where a vehicle is being held as evidence until the vehicle has been returned to its rightful owner, assuming the case is otherwise complete.
- E. Investigators shall ensure that Right to Possession hearings are set up when required and shall ensure that the magistrate’s orders are carried out with regard to disposition of the vehicle.
- F. Requests from the District Attorney’s Office to retain a vehicle on an evidentiary hold must be documented and re-verified when the Abandoned Auto Section requests confirmation of a hold. The detectives assigned to the case will contact the District Attorney’s Office and speak to the prosecutor requesting the hold and inquire if the hold is still needed. Such communication and the name of the Assistant D.A. will be documented in a supplement report. This process ensures that vehicles do not remain in the Department’s custody when no longer needed for prosecution.
- G. Section Supervisors who receive a notification email from Abandoned Auto that a vehicle is being held for their Section at El Paso Towing or the City Lot shall ensure that the case is assigned to an investigator and that the hold is necessary.
- H. If the necessity of the hold cannot be determined, the hold shall be released and proper steps initiated to dispose or release the vehicle.
- I. Detectives that release vehicle holds for any reason shall notify the Abandoned Auto Section by sending an email to PD ATFORCE or an electronic link via the Records Management System, advising that the hold has been released.
- J. Investigators working cases where vehicles are held for asset forfeiture shall ensure that Asset Forfeiture is notified and that the vehicle is transferred to the City Lot as soon as possible.

8.9 NON ARREST PRESENTATION GUIDELINES

Police investigators are generally expected to obtain arrest warrants when probable cause and elements of a crime have been established. Circumstances may arise where an investigator, with permission from a supervisor, must forego securing a warrant, and utilize the “non-arrest” case presentation method. Cases presented as “non-arrest” are generally coded as “exceptionally cleared” and may be updated to “cleared by arrest” once the offender has been physically arrested.

The following is a non-exhaustive list of circumstances that would make the “non-arrest” case presentation method a preferable alternative:

- A. The investigator wishes to formally present the case to the prosecutor for an official review.
- B. The prosecutor has requested or suggested “non-arrest” presentation.
- C. The subject is known to be outside EPPD jurisdiction, extradition is not desired or permitted, and obtaining a local arrest warrant would unnecessarily delay the presentation of the case to the District Attorney.
- D. Any circumstance in which physical arrest would impede the investigation or compromise another investigation.
- E. The case is complex and requires extensive work, research, and evidence gathering by the prosecuting authority (e.g., financial crimes cases). (Note that in some circumstances, arrest triggers a 90-day deadline for the prosecutor to obtain an indictment.)
- F. A temporary emergency or exceptional condition occurs in the community that prevents the investigator from following normal warrant procedures (to include occasions in which the County Jail is closed to misdemeanors);
- G. A physical arrest may not be appropriate to the case as a whole at that time.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 9
Chapter 9: Case Presentation	Effective Date: 10/27/2021 Previous Version: 12/22/2015

9.0 CASE PRESENTATION

9.1 PURPOSE

To ensure proper case disposition and presentation of completed cases to the applicable prosecutors, the following procedures regarding case presentation shall be implemented.


9.2 SUPERVISORY APPROVAL REQUIRED

A CID Supervisor will review and approve cases that will be sent to the Transfer Officer for presentation. The CID Supervisor, or their designee, will ensure that the following has been addressed prior to presenting the case:

- A. The police report (to include the number one report) has been approved to level 2 before presenting the case to the Transfer Office.
- B. The CID Supervisor, or their designee, will review and approve all supplements, to also include the presentation supplement, to level 2 before presenting.
- C. Pursuant to S.B. 111 (Effective 9/1/2021) The CID Supervisor shall ensure the Acknowledgement Form supplement has been completed, reviewed, and approved in the Records Management System.
- D. For investigative units utilizing the Paperless Electronic Case Presentation system (PECP) only the CID Supervisor will send the case link to the Transfer Office for presentation.

9.3 TIMELINESS

In cases where an arrest has been made, the case should be presented by the assigned investigator within ten working days. This requirement exists so that prosecutors have sufficient time to prepare the case for any pleadings or court hearings that may follow. If a case where an arrest has been made cannot be presented within ten working days, the prosecutor's office will be notified and a supplement will be prepared to document the reason. All efforts must be made to present cases as quickly as possible.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 10
Chapter 10: Evaluation of Probationary Employee and Special Evaluation Procedures	Effective Date: 12/22/2015 Previous Version:

10.0 EVALUATION OF PROBATIONARY EMPLOYEE AND SPECIAL EVALUATION PROCEDURES

10.1 DURATION AND TRAINING ASSIGNMENT OF NEWLY PROMOTED DETECTIVES

Newly promoted detectives have a six-month probationary period, during which time they will receive on-the-job training from a senior detective in their section.

- A. New detectives who were promoted but stayed in their patrol assignment may not have their probation extended. Supervisors will utilize the procedures in 10.2 (B) to ensure that the new detective/investigator's training needs are identified.

10.2 SENIOR DETECTIVE RESPONSIBILITIES DURING PROBATIONARY SIX MONTH EVALUATION PERIOD

The senior detective will conduct the "on-the-job" training that the newly promoted or newly assigned detective requires to effectively perform his or her new job function and to obtain all the skills necessary to successfully complete the probationary period. The senior detective will monitor the new detective in their performance and learning, focusing specifically on the categories listed in section 10.22, completing update memos/emails for the Section supervisor(s) as requested. Supervisors will instruct the senior detective on the procedures for monitoring newly assigned or promoted detectives.


10.3 SUPERVISOR RESPONSIBILITIES- INVESTIGATOR JOB SKILLS DEVELOPMENT

- A. **Formal Training.** Supervisors will ensure that the newly promoted or newly assigned detective attends any and all specialized formal training that his job function requires. Sections are encouraged to develop in-house training programs to ensure that new and probationary investigators develop the job-related skills necessary for their new assignment.
- B. **Monitored Job Performance Categories for Criminal Investigators.** The newly promoted detective/investigator will be monitored in the following job performance categories while on probation and/or during the first six months of assignment to a new Section. Documentation of performance may be completed as defined in the Procedures Manual, Section 2- 202.
 - 1. **Case Prioritization.** Ability to develop methods to adjust one's own workload to ensure that higher priority cases and/or cases with high solvability factors receive priority in the investigative efforts.
 - 2. **Interview and Interrogation skills.**
 - 3. **Sources of Information.** Ability to obtain information from public and private sources of information.
 - 4. **Writing Skills.** Ability to use the proper format and effectively write.
 - a. Search warrants
 - b. Complaint affidavits
 - c. Confessions

- d. Witness Statements
- e. Request for grand jury subpoenas
- 5. Photo and Physical Lineups. Ability to properly use these investigative tools.
- 6. Search and Seizure. Ability to properly interpret the Code of Criminal Procedure to ensure case integrity and legality.
- 7. Juvenile Procedures. Ability to properly interpret the Procedures Manual and all Texas law in regards to investigating juvenile crime, if applicable.
- 8. Case Development. Ability to plan and properly document particulars of a case- witnesses, physical evidence, etc. to ensure the case is presented in an understandable format.
- 9. Time Management. Ability to develop good work habits by properly planning and organizing the workday to ensure efficiency.
- 10. Evidence Handling. Proper handling, preservation, collection, documentation and disposition.
- 11. Handling of Secure Documentation. Proper handling, preservation and security of sensitive case material, grand jury subpoena documents, surveillance and undercover action plans, etc.
- 12. Departmental Rules and Procedures. Practical understanding of rules and procedures as they apply to the specific section and investigation.
- 13. Case Disposition. Appropriate use of the various case clearance codes to clear cases appropriately.
- 14. Communication. Appropriate communication with complainants, witnesses, other Department Sections and employees as necessary to effectively complete case investigations.
- 15. Other Skills Specific to the Section or Assignment. As determined by the Section supervisor.

10.4 INTERNAL SHIFT TRAINING

Using the job performance categories in 10.22 as a guide, investigative unit supervisors are encouraged to conduct periodic shift training for their unit. This training may be given by a senior investigator, the supervisor or outside speakers. This type of training may be used to reinforce identified areas where refresher training may be useful, address newly emerging trends in the investigative field, or provide legal updates of concern to the Section. Attendance will be documented with a simple training roster. Invited instructors or speakers will be made aware of the time limitations and objectives of shift training.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 11
Chapter 11: Informal Meetings and Patrol Shift Training	Effective Date: 12/22/2015 Previous Version:

11.0 INFORMAL MEETINGS AND PATROL SHIFT TRAINING

11.1 INVESTIGATOR RESPONSIBILITY

Investigators will attend all informational meetings as directed by their supervisor(s).


11.2 REPRESENTATIVES TO REGULARLY SCHEDULED INFORMATIONAL MEETINGS

Each investigative section shall send a representative to any and all regularly scheduled criminal intelligence meetings held by the Department. These intelligence meetings are generally held every Tuesday at 9 A.M. in the Chief's Large Conference Room. Changes to the scheduled meeting are announced via email. Investigators attending such meetings shall disseminate the information from the meeting to their section personnel.

- A. Intelligence Meeting Purpose
 1. To identify current trends and patterns of crime occurring in the City of El Paso.
 2. To receive and disseminate information regarding ongoing investigations and criminal intelligence to include photographs and videos.
 3. Analyze Criminal Intelligence Information and disseminate current crime trends and patterns and establish forecasts or predictions of future crimes.
 4. Sharing of information with Local, State and Federal Agencies.
- B. Intelligence Meeting Policy
 1. Each region will send a representative preferably from their CID and TAC section.
 2. The representatives must interact and share information. The representative should be able to disseminate photographs, mug shots and videos regarding their cases.
 3. The Intelligence Unit will send a reminder every Monday advising of the Intelligence Meeting.
 4. Emails and Fax notifications will be sent on Mondays to invite all Local, State and Federal Agencies.
 5. There will be a sign-in roster for all attendees.
 6. The minutes of the Intel-Notes will be recorded and distributed to all sworn officers. Authorized recipients outside the Department's computer network will receive the Intel-Meeting notes via secure communications and/or access via the Department's Intelligence Web Portal.
 7. The DID Commander will receive a weekly memo regarding attendance.

11.3 SECTION RESPONSIBILITY/PATROL SHIFT MEETINGS

Investigative units will send a representative to at least one patrol shift meeting quarterly to receive and disseminate information of mutual interest. Such meetings are documented on the station log.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 12
Chapter 12: Telephone Policy, Office Rules, Investigator Availability, Log Sheets, and Restricted Areas	Effective Date: 12/22/2015 Previous Version:

12.0 TELEPHONE POLICY, OFFICE RULES, INVESTIGATOR AVAILABILITY, LOG SHEETS, AND RESTRICTED AREAS

12.1 PHONE CALLS AND VOICEMAIL

Investigators shall return phone calls and messages left for them in a timely manner. If a voice mail messaging system is being used, the investigator will use a courteous voice mail greeting that notifies callers of any lengthy absences, including an expected date of return. In addition, the voice mail message will give the caller an option of calling another phone number to receive immediate assistance from an operator or another section staff member.

12.2 COURTESY AND TIMELINESS

Investigators shall make every effort to be on time to any meeting that they have scheduled with complainants, witnesses or other involved parties. Courteous notification shall be made when appointments are missed due to unforeseen circumstances.

12.3 FACILITATION OF PARTICIPATION IN THE INVESTIGATIVE PROCESS

If a complainant or witness lacks the resources to meet with the investigator at his or her office or Regional Command, the investigator may meet with the complainant or witness at a mutually convenient location. When necessary, the investigator shall provide transportation and render courteous assistance to complainants and witnesses to facilitate their participation in the investigative process.

12.4 OFFICE HOURS AND SHIFT MEETINGS

Section supervisors will set office hours for their Section, based on the operational needs of the Section. Section supervisors determine the necessity and frequency of unit meetings. Supervisory approval is required for all overtime.

12.5 WORK STATION APPEARANCE

Investigators shall keep their workstations neat and presentable, without undue clutter.

12.6 DRESS CODE

Section supervisors may temporarily modify the dress code depending on operational necessity;

Otherwise, all Department and City rules regarding dress will apply. Supervisors may set a stricter dress code for their Section.

12.7 DAILY ACTIVITY LOG SHEETS

If required by their Division Commander, investigators will maintain daily activity log sheets. These log sheets will list the investigator's name and contain columns detailing the times and locations of daily activity, including case numbers if available. Log sheets are turned in to the Section supervisor daily.

12.8 SIGN OUT SHEETS

Sections shall maintain a daily sign out log, which shall be utilized to determine investigator locations and expected time of return. Investigators leaving the office for the field shall write their locations, car number, radio number and expected time of return into this log. This sign out log is optional for specialized units that do not regularly deal with the public.

12.9 DEPARTMENT-ISSUED COMMUNICATION EQUIPMENT

If an investigator is issued Department communication equipment, such as a two-way radio, cellular phone and/or pager, the investigator will respond to calls in a timely manner when practical.

12.10 PERSONALLY OWNED CELLULAR PHONES

If an investigator wishes to carry a personally owned cellular phone on duty, he/she shall obtain permission from the Division Commander (Procedures Manual 8-303.01) and furnish their supervisor with the cellular phone number with the understanding that the supervisor may contact the on-duty investigator on that cellular phone. The investigator shall not seek reimbursement from the City for minute usage if he/she has been granted the privilege of carrying a personally owned cellular phone on duty.

12.11 PERSONAL PHONE CALLS

Investigators shall limit their personal calls to urgent and brief communications and will silence their personal communication equipment when meeting with people on Department business.

12.12 INVESTIGATOR AVAILABILITY ROSTERS

Investigative unit supervisors or their designated representatives determine if an investigator will respond to after-hour requests for an investigator. To facilitate this requirement, every investigative unit will ensure that Communications always has a current roster of all contact numbers for Investigative Unit supervisors or delegates. If patrol needs to call out an investigative unit, Patrol shall make such requests via Communications. If an investigator needs to be sent out, the investigative unit supervisor determines who and how many investigators are sent.

12.13 OFFICE SENSITIVE AREAS AND CONFIDENTIAL INFORMATION


- A. Designated Sensitive Areas
 - 1. Special Investigation Group
 - 2. Internal Affairs
 - 3. Intelligence/Vice Unit
 - 4. Narcotics
 - 5. Alpha
 - 6. Office of any member of the Command Staff of the El Paso Police Department
 - 7. Any office temporarily designated due to operational necessity
 - 8. Domestic Violence Unit Offices
- B. Rules Regarding Visiting or TDY Personnel in Sensitive Areas. Only permanently assigned personnel may utilize any work area, office, desk or computer permanently or temporarily designated as a sensitive area. Visiting Department employees and TDY personnel shall adhere to the following rules:
 - 1. Desks, cubicles, offices and computer of permanently assigned personnel are off-limits.
 - 2. Supervisors designate which workstations visiting or TDY personnel may use.
 - 3. Section personnel are responsible to ensure that sensitive documents or files are not viewed or tampered with by unauthorized personnel, to include other Department employees not permanently assigned to their section.

12.14 MEDIA RELEASES

Due to the sensitivity of certain investigations, detectives shall clear all media interview requests through a supervisor. The supervisor may choose to refer the media to the Public Information Office.

12.15 RADIO PROCEDURES FOR DETECTIVES

Detectives normally use their Division radio channel to communicate with each other (CID channel for HQ CID, TAC for Auto Theft, etc.). Detectives conducting follow ups shall advise Communications of their location by calling out on the Regional patrol channel when good officer safety practices indicate the necessity. Detectives will always notify Communications of their location when attempting arrests or confronting suspects. Detectives will not try to make arrests by themselves unless an emergency situation exists.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 13
Chapter 13: Confidential Sources of Information and Informants	Effective Date: 12/22/2015 Previous Version:

13.0 CONFIDENTIAL SOURCES OF INFORMATION AND INFORMANTS

13.1 PURPOSE

This section will establish uniform rules for handling confidential sources of information (informants) throughout the Department. While confidential informants may provide valuable information in criminal cases, improper handling may result in discredit to the Department and the affected officer. Confidential Informants are defined as sources of information who expect monetary payment or the reduction of criminal charges in return for information on criminal activity.

13.2 CONFIDENTIAL SOURCE OF INFORMATION PROCEDURES

The following procedures apply to any officer or investigator when using confidential informants:

- A. A supervisor will personally meet and clear all new informants.
- B. All informants' will be checked for local/NCIC/TCIC warrants, the Records Management System involvement history. Outstanding criminal warrants will be resolved prior to involving the informant in the investigation.
- C. Juveniles will not be used as confidential sources of information, except in extreme cases where public safety is involved.
- D. Officers will not fraternize with known informants.
- E. Persons who are on parole/probation will not be used as confidential sources of information without written permission from the person's parole/probation officer.
- F. Claims made by the informant that tend to establish reliability or credibility shall be fully investigated to determine actual credibility. Investigators will request a criminal history report on informants.
- G. Section Commanders can order the termination of the use of a confidential informant at any time.
- H. Section Supervisors shall determine if requests for informant information from other sections or law enforcement agencies are approved.
- I. Whenever feasible, at least two officers will be present at any meeting with a confidential informant. Whenever an officer meets with an informant of the opposite sex, two officers will be present.
- J. Officers must remember to closely monitor their informants to avoid being misled.
- K. Informants who refuse to comply with Department procedures will be terminated from service.
- L. Officers utilizing confidential informants shall, at all times, protect the true identity of the confidential informant, by not discussing the person's true name in unsecured areas and by not entering the confidential informant's name into the Records Management System unless specifically required to do so by the District Attorney's Office.
- M. Each section must develop its own reward payment scale for C.I. information, subject to approval by the Assistant Chief in charge of that section in accordance with Procedures Manual


3-707.02. The current payment scale may be documented in a dated inter-office memorandum approved by the Section's Assistant Chief and kept on file in lieu of formal updates to operational manuals. No officer shall make promises of any specific reward to a confidential informant.

- N. Guidelines when making reward payments to informants:
 - 1. Confidential informant payments require a "receipt from informer payee sheet", a copy of the complaint report, and an expense memo with a short explanation of the circumstances unless the expense is documented in the investigative reports.
 - 2. A supervisor will be present with the officer making the reward payment.
 - 3. Section Commanders must approve all payments of \$500 or more.
 - 4. The Chief of Police must approve payments of \$5000 or more in writing through the chain of command.
 - 5. Monetary payments will be made after the final seizure award is determined in court. The amount of the reward will be based on actual amount of the forfeiture, not the seizure.
 - 6. The section commander may authorize a partial payment at the time of seizure not to exceed 10% of the expected forfeiture or \$1000 whichever is less. The section commander will document and deduct the initial reward payment from the informants' final reward.
 - 7. Personnel shall follow all rules in Section 15.6 of this manual regarding the handling of cash payouts to informants.
 - 8. A historical record of all payments made to the C.I. will be kept by attaching a copy of the C.I. payment documentation to the C.I.'s file kept at the Directed Investigations Office.
- O. Most rewards for currency seizures will be made through the federal reward system; however, the Department may pay a reward to a confidential informant who provides information resulting in currency seizures for violations of section 59 of the Texas Code of Criminal Procedure or Federal seizures under Title 21 USC 881 (A)(6).
- P. Section supervisors review all actual information furnished prior to active use in an investigation. If information is determined to be eligible for use, the following procedures apply:
 - 1. Informant is assigned a "C.I." number (Year and sequential number).
 - 2. All documentation, to include criminal history and background data, placed in a manila envelope with the C.I. number written on the upper right hand corner.
 - 3. Envelope will be hand carried to the Directed Investigations Division Commander, who will keep the envelope in the DID Division safe.
 - 4. All updated documentation related to that informant shall be kept in that envelope only.
 - 5. The DID Division safe is the only authorized place to keep C.I. files and will serve as the Department's master file for all confidential informants used by the Department. Sections utilizing confidential informants may retain C.I. files only when the C.I. is in active use. Section-maintained C.I. files must be maintained in a safe accessible only to the Section Commander and authorized designees.

13.3 WORKING OFF CHARGES

- A. Investigators will not make arrangements to remove or reduce criminal sanction against a person in exchange for confidential information without supervisory permission.
- B. An individual under investigation for a criminal offense who offers confidential information in exchange for a reduction in criminal sanction, shall be advised that the Police Department cannot dismiss or reduce charges relating to their criminal offense. The individual will be advised that the Department can only make recommendations to the prosecuting authority.

- C. A person charged with a criminal offense who requests to exchange confidential information for a reduction in charges must receive approval from the District Attorney's office.
 - 1. If the Section Commander and the District Attorney's Office approve the exchange of confidential information for the reduction in criminal charges, a meeting may be arranged between the District Attorney's Office and the original case agent.
 - 2. A written contract will be negotiated and if agreed upon, signed by the informant requesting the reduction in charges, the District Attorney's Office representative and the Section Commander.
 - 3. Violations of the written contract or the agreement to work off charges shall be reported in writing to the Section Commander who may terminate the service of the informant and notify the District Attorney's Office.
 - 4. Persons who are providing information in exchange for an authorized reduction of charges will be identified with a photograph, personal history sheet and a set of fingerprints. Such agreements are negotiated with the District Attorney's office; therefore, these individuals do not require a confidential informant file if they are not already a registered source of information.
 - 5. The District Attorney's Office may give certain Sections (Narcotics, Alpha, etc.) discretion and expanded authority to negotiate with suspects regarding the working-off of some lower-level criminal charges. Section supervisors shall ensure that their negotiations are compliant with the District Attorney's Office guidelines at all times.

 El Paso Police Department Criminal Investigation Operations Manual	Chapter 14
Chapter 14: Crime Stoppers Reports, Investigator and Supervisor Responsibilities	Effective Date: 12/22/2015 Previous Version:

14.0 CRIME STOPPERS REPORTS, INVESTIGATOR AND SUPERVISOR RESPONSIBILITIES

14.1 SUPERVISOR RESPONSIBILITIES


The investigative section supervisors shall follow the succeeding procedures:

- A. Receive crime stoppers information.
- B. Maintain a Crime Stoppers information folder for their section.
- C. Retain all Crime Stoppers information in said folder.
- D. Assign all Crime Stoppers information to an investigator.
- E. Use a sealed envelope for all Crime Stoppers information sent via inter-departmental mail.
- F. Check status of Crime Stoppers information investigation on or before the tip sheet "due date."
- G. Provide periodic updates to Crime Stoppers when requested by a Crime Stoppers disposition sheet.
- H. Send updates on Crime Stoppers information received to Crime Stoppers when the investigation is completed.
- I. To protect the information from the subpoena process, never disseminate Crime Stoppers information to another agency or the District Attorney's Office.
- J. If information should be worked by another agency, send information back to Crime Stoppers with a recommendation.

14.2 INVESTIGATOR RESPONSIBILITIES

Investigators assigned Crime Stoppers information shall follow the succeeding procedures:

- A. Investigate assigned Crime Stoppers information diligently.
- B. Complete a preliminary investigation according to the established steps issued in this manual, Chapter 2.
- C. Complete assigned investigation before tip sheet "due date."
- D. Notify supervisor in writing when an investigation is completed, noting disposition.
- E. Notify supervisor in writing when investigation cannot be completed prior to due date and include an estimated due date and reasons for the delay.

 El Paso Police Department Criminal Investigation Operations Manual	Chapter 15
Chapter 15: Surveillance, Field, and Undercover Operations	Effective Date: 10/27/2021 Previous Version: 12/22/2015

15.0 SURVEILLANCE, FIELD, AND UNDERCOVER OPERATIONS

15.1 SURVEILLANCE

Investigators shall comply with Policy 444 Surveillance, Field and Undercover Operations when conducting stakeout operations. The following additional procedures apply to all investigators:

- A. Surveillance Operations. When initiating a surveillance operation, investigators shall notify their supervisor as soon as practical. At all times, the goal of the surveillance shall be weighed against the potential problem of being identified by the suspect. The surveillance shall be promptly discontinued if the investigation could be compromised by the surveillance.
- B. Action/Operation Plans for Surveillance Operations. Written surveillance action plans shall be prepared and sent to the Commander when any of the following circumstances exist:
 1. High risk of physical danger to Department personnel.
 2. High risk of danger to the Community, such as:
 - a. When outside agency personnel will be part of the surveillance, unless the outside agency personnel are permanently assigned to the Section.
 - b. When officers from different Department sections are working together on a joint operation, unless such joint operations are part of a regular assignment.
 - c. If the nature of the offense and the investigation requires careful timing or a coordinated series of events to occur.
 - d. When a high profile person or organization is targeted.
 - e. If civilian volunteers are utilized as part of the undercover investigation (i.e. tobacco sale sting operations--for alcohol violation investigations see Chapter 21 of this manual)
 - f. When the section supervisor deems it necessary.

If emergency and time constraints did not allow the preparation of a written surveillance action plan, the Division Commander shall be notified as soon as possible and shall receive an after-action report if a surveillance action plan would have otherwise been required under this Section.

- C. Action/Operation Plan Contents.
 1. The goal of the surveillance shall be clearly stated.
 2. Circumstances for discontinuing the surveillance shall be clearly stated.
 3. All involved personnel shall be given a copy of the action plan.
 4. Contingency plans, staging areas, radio frequencies and emergency procedures shall be detailed as necessary.
 5. Adequate personnel and resources are assigned.
 6. Adequate safety precautions are taken to ensure officer safety.
- D. Securing Surveillance Operation Action Plans. Surveillance operation plans are considered sensitive information and shall be in compliance with Section 1.7 of this manual.
- E. After Action Report. An after action report shall be completed and forwarded to the Chain of Command upon completion of the operation.

- F. Surveillance of Opportunity. If an investigator initiates surveillance upon unexpected investigative opportunity encountered in the field, the investigator shall remain in charge of the surveillance until discontinued. The investigator shall not continue an opportunity surveillance if continuation would pose an undue risk to innocent members of the community or other officers. The investigator shall discontinue the surveillance if the risk of exposure has become too great, adequate back up or resources are not available or the surveillance is deemed to be unproductive.
- G. Surveillance Training and Personnel Development. Supervisors of sections that regularly conduct surveillance operations shall ensure that all of their personnel receive training in surveillance methods, either in formal training courses or from experienced section personnel. Newly assigned personnel must receive a minimum of 8 hours of surveillance training within one year of their assignment to the section. This applies only to sections that regularly conduct surveillance operations.
- H. Vehicle Operations During Surveillance. Investigators shall obey all traffic regulations while operating a vehicle during surveillance operations.

15.2 UNDERCOVER OPERATIONS

Undercover operations should not be confused with plainclothes operations. Undercover operations involve the active concealment of an officer's true employment while interacting with suspects and/or citizens in the furtherance of an investigation.

- A. Supervisory Permission. No investigator shall initiate an undercover operation without authorization from their supervisor.
- B. Action/Operation Plans Notification Requirements. Unless time constraints prevent a written plan, a written action (operation) plan shall be completed by the investigator and/or section supervisor and forwarded to the Commander via the Chain of Command. Notification to the Chief of Police is required any time the operation may involve significant danger to the officers involved, the public, or when high profile individuals or public figures may be targeted or involved in the operation. (See also Policy 429 Incidents Requiring Notification)
- C. Units that regularly conduct undercover operations will only prepare action plans deemed necessary by a supervisor.
- D. Undercover Action Plans. Undercover action plans are considered sensitive documents that must be kept secure at all times. Copies of Action plans distributed to involved personnel shall be kept secure at all times and destroyed at the conclusion of the operation. If practical, involved personnel shall only be briefed on their individual responsibilities in the action plan. The action plan shall address the following minimum standards:
 - 1. The goal of the undercover operation shall be clearly stated.
 - 2. Circumstances for discontinuing the undercover operation shall be clearly delineated.
 - 3. Pre-arranged signals for assistance, "bust" signals or other signals shall be clearly detailed.
 - 4. Provisions are made for adequate resources, to include personnel and back up.
 - 5. Emergency and contingency plans.
 - 6. Arrangements made for adequate officer safety.
 - 7. Civilian volunteers that assist in certain undercover operations (i.e. tobacco sale sting operations) are thoroughly briefed on their role, safety and their expected conduct during the operation.
- E. Officer Conduct During Undercover Operations

1. Will not engage in criminal conduct.
 2. Will report observed criminal violations to a supervisor.
 3. No initiation or active engagement in sexual conduct.
 4. No arrests without backup except in emergencies.
 5. Will not enter an enclosed area under control of suspect(s) unless supervisor approves and adequate communications and backup is available.
 6. Will break off operation if contact with backup is lost.
 7. Will not drink alcoholic beverages without supervisory approval.
 8. If approval is given, no more than two alcoholic drinks per tour of duty.
 9. Will not operate a vehicle after consumption of alcohol.
 10. Will be teamed with a designated non-drinking officer.
 11. Supervisor decides if officer will be given a ride home at the end of the tour of duty.
 12. Officers working Vice Operations shall not expose their genitalia.
 13. Will not associate with known criminals or attorneys of same while off-duty.
 14. Will not work off-duty or extra-duty employment as per Procedures Manual.
 15. Will not take off-duty action related to any ongoing investigation without supervisory notification and approval.
 16. Due to the potential for being misidentified as an armed offender, officers conducting undercover operations will take extreme caution when taking police action requiring the display of a weapon, especially when uniformed or other police officers are present.
- F. Guidelines for Long Term Undercover Operations
1. Definition and Goals. Long-term undercover investigations will be initiated only with the approval of the Chief of Police. Long term undercover shall normally be defined as those operations of an extended nature, in which an undercover officer is directed to infiltrate and become associated with a group or individual suspected of being involved in criminal activity. Long-term undercover operations are conducted for the purpose of gathering criminal intelligence or establishing probable cause in criminal cases against the group or individual. This definition would also entail the officer maintaining an undercover identity and severing normal contact with the investigative unit and not reporting to the Division office. (This differs from the short undercover operation in that a short term investigation normally refers to the day-to-day operations in which an officer using an undercover identity meets with suspects and/or confidential informants to arrange drug or evidence buys, make arrests, or gather information; the duration is normally short, one to two hour increments.)
 2. Planning the Operation. The action plan of an extended undercover operation requires approval by the Chief of Police and will address, in detail:
 - a. The specific goals and objectives of the investigation.
 - b. Personnel to be assigned and their duties, responsibilities and specific assignments.
 - c. Training requirements.
 - d. Supervisory responsibilities.
 - e. Periodic review of the operation;
 - f. Monitoring the undercover officer's behavior and effectiveness; and
 - g. Equipment and resource needs.
- G. Conducting the Long-Term Undercover Operation
1. Cover Officer Responsibilities. The cover officer acts as the communications link between the undercover officer and the Department. The cover officer's responsibilities include:
 - a. Maintaining surveillance of the undercover officer when practical.

- b. Knowing, at all times, the location of the undercover officer.
 - c. Keeping visual surveillance of undercover officer when possible.
 - d. Being available rapidly to assist undercover officer at all times.
 - e. Ensure the safety and integrity of the undercover officer.
 - f. Act as a contact for the undercover officer to receive verbal reports and evidence.
 - g. Keep a log of activities and give updates to the Section supervisor as requested.
 - h. Tag and turn in evidence seized by the undercover officer.
 - i. Maintain a flexible communication protocol with the undercover officer.
 - j. Completing investigative supplement reports as deemed necessary.
 - k. Reading and replying as necessary, to the undercover officer's Department email and other correspondence.
 - l. Notifying the unit supervisor immediately if an ethical or any other problem develops that could negatively impact the operation or the undercover officer.
2. Undercover Officer Responsibilities
- a. Notifying his cover officer of their location at all times, when possible.
 - b. Giving periodic updates and reports related to the operation to the cover officer.
 - c. Turning all evidence and contraband over to the cover officer as soon as practical.
 - d. Will not engage in criminal activity.
 - e. Will immediately comply with all orders from his supervisor.
 - f. Will notify his supervisor of any law enforcement contacts made where the undercover officer used his undercover identity.
 - g. Withdraw from any situation where it appears that the undercover officer's life will be placed at severe risk.
 - h. Take immediate action, if practical, if it appears that any person's life will be seriously endangered;
 - i. Stay focused on the stated goals of the operation;
 - j. Notify the cover officer of the details of any and all criminal actions observed.
 - k. Notify his immediate supervisor as soon as possible if he feels that emotional, ethical or family issues are causing a negative impact on him or the operation.
3. Supervisor Responsibilities
- a. Ensure that personnel in an operation have received adequate training to conduct the operation, to include training on the ethical, integrity and emotional problems that may be encountered by all personnel involved.
 - b. Ensure that all activities are properly reported and documented.
 - c. Review all reports submitted to the section.
 - d. Explain any deviations from the action plan or established procedures to the Division Commander.
 - e. Make periodic notifications regarding the status of the operation to the office of the Chief via Chain of Command.
 - f. Periodically evaluate the undercover officer, to include drug testing, medical and psychological examinations if the circumstances indicate a need for such testing.
 - g. During extended operations, the supervisor will maintain regular contact with the undercover officer's family or loved ones to determine if the undercover officer is behaving strangely or if the operation is placing a severe strain on the undercover officer's personal life.
 - h. Document any and all contacts with the undercover officer's family.

- i. Make immediate notification to the Division Commander if the supervisor feels that the undercover officer's well-being, integrity or emotional stability is in jeopardy and request an expedited decision about whether or not the operation should be discontinued. If a decision is not obtained in a timely fashion, the supervisor may decide whether or not to continue the operation.
- j. The undercover officer will be thoroughly debriefed by the Section supervisors, who may request the assistance of the Department's EAP if needed.
- k. Post-Operation Critique. Complete a thorough after action report at the conclusion of any operation, which details the results of the investigation to include arrests, seizures, expenditures and recommendations for future operations. The report will be sent to the Chief of Police.

15.3 ALIAS IDENTIFICATION PROCEDURES

Officers assigned to units that conduct undercover operations may be required to obtain an alias identification card from the Texas Department of Public Safety (DPS). The following rules apply to the issuance and return of alias ID cards:

- A. Only Section Commanders may authorize the request of an alias ID card.
- B. All DPS regulations and rules regarding issuance of same must be followed.
- C. Once processed and received, alias ID cards shall be reviewed and approved by the Section Commander, who shall note the information and personnel assigned.
- D. Sergeants will issue the alias ID card to the investigator, who shall sign a property receipt.
- E. A photocopy of the ID card shall be made.
- F. Sergeants will have the investigator sign a statement that the investigator has read and understands the Alias Identification card policy. This statement shall be kept with the property receipt in the Section Commander's office.
- G. Alias ID cards are immediately returned to the Section supervisor, who shall give the investigator a property receipt, upon the following conditions:
 1. The officer will no longer conduct undercover operations.
 2. The officer is transferred or promoted out of the unit.
 3. The alias ID card has expired.
- H. Lost or stolen alias ID cards will be reported to the issuing agency and documented on a supervisor's log. If negligence or dereliction of duty is involved, it may result in disciplinary action.
- I. If there are long breaks between undercover operations, the supervisor will collect alias ID cards and keep them in a secure location until re-issuance is deemed necessary.

15.4 POLICY GOVERNING THE USE OF ALIAS IDENTIFICATION CARDS

- A. Used only in the furtherance of an undercover role.
- B. Never used for any purpose other than as required in connection with an official duty.
- C. Will never display the alias ID when stopped by a law enforcement officer except when absolutely necessary to preserve and protect the undercover role. If this occurs, the undercover officer will notify his supervisor before the end of their tour of duty.

- D. Alias ID shall not be used when the employee is involved in a motor vehicle accident unless extenuating circumstances exist. The employee's supervisor will be notified if such a situation occurred.
- E. All documentation related to Alias ID cards is considered sensitive information and will be kept secure at all times.

15.5 DECOY OPERATIONS

A decoy operation is defined as an investigation technique where officers assume the identity or physical appearance of a victim or potential victim of a crime with the goal of apprehending a suspect in the commission of a crime. Decoy operations require careful planning and allocation of adequate manpower and resources.

- A. Decoy Operation Action Plan Requirements. Action plans and notification to the Chief of Police are required for all decoy operations. Approval of decoy operations can only be made at the Assistant Chief level. Decoy action plans should include provisions for the following:
 1. Analyzing victims, crimes, and locations
 2. Determining legal ramifications
 3. Establishing communications
 4. Identification by unit designation
 5. Disguising officers to resemble victims
 6. Developing operational procedures for observation and arrest
 7. Notifying the affected Patrol Regional Commander
 8. Providing close supervision
 9. Officer Safety concerns
- B. Additional Supervisor Responsibility During Decoy Operations. It will be the unit supervisor's responsibility to identify and analyze victims, crimes, and locations by reviewing prior reports and victim interviews. An ad-hoc crime analysis report may be requested from the Crime Analysis unit to help ensure the decoy operation has a favorable outcome. After having considered the type of crime, previous violence potential, and number of suspects, it will be the supervisor's responsibility to assign an adequate number of backup officers to reduce the danger to the undercover officer. In any such operation, a team of surveillance/backup officers will be assigned. A thorough briefing will be conducted to ensure that all personnel understand the details of the operation, specifically what the "bust" and "back-up needed" signals will be. Officers involved will also carefully review Texas Penal Code section 8.06 (Entrapment as a defense to prosecution) to ensure compliance during the operation. The supervisor will, at all times, monitor the operation, particularly the undercover officer to ensure safety and adherence to procedures. The supervisor will also ensure that the affected Region is notified of the decoy operation. The supervisor shall ensure that the officers conducting the decoy operation maintain situational awareness at all times and are cognizant of the fact that other police officers, off-duty or from other agencies, may take police action when they see a crime in progress. Undercover personnel displaying weapons during arrests of suspects should take extreme caution, as many officers have been killed or injured by fellow officers who did not realize they were dealing with other police officers.

15.6 MOBILE TRACKING DEVICES

Mobile tracking devices are available to investigators for use in case investigation. Mobile tracking device use is subject to the following procedures:

- A. Mobile tracking devices shall be stored, issued, and inspected as per established policy.
- B. All installation, use, removal and development of information from a mobile tracking device shall be in compliance with S.B. 112 (effective 09/01/2021) and all applicable State law, particularly Chapter 18B of the Code of Criminal Procedure, and must have the prior approval of the case agent's supervisor. Mobile tracking devices shall only be installed subject to a court order from a district judge.
- C. The supervisor will ensure that the use of the mobile tracking device is in accordance with applicable laws and manufacturer's device specific training. Prior to use, investigative personnel will receive training in the operation of the devices and associated software, State law regarding the application for and use of the devices, and Department policy regarding use of the devices.
- D. While a mobile tracking device is in use, case agents will advise his or her supervisor of the status of the device and its functioning on a daily basis.
- E. No details of the use of the device will be included in the case report in order to protect any intelligence regarding use of the device and maintain confidentiality.
- F. Once signed by the judge, a copy of the application and return will kept in a secured file maintained by the CID Commander at the affected regional command.

15.7 UNDERCOVER CASH FUNDS


Any Section that maintains cash funds on hand to further undercover operations, drug buys, informant payoffs, shall use the following procedures:

- A. Accurate and immediate entry into a ledger of all deposits, withdrawals and expenditures. The ledger will be reconciled after every transaction denoting what the actual cash on hand should be. Safe cash will be counted monthly and entered into the account electronic spreadsheet, which will be emailed to the Division commander.
- B. The supervisor will enter the document number of the transaction, the amount and initial the ledger. Only supervisors may disburse cash.
- C. The supervisor will enter the check number issued in the ledger.
- D. Removal of funds shall be tracked and accounted for by a signed voucher kept with the cash. Return of cash shall be treated as a deposit, utilizing the issued voucher number and current date, even if no expenditures occurred. An electronic spreadsheet should be used to verify figures and provide a printable record of activity.
- E. Access to the safe where cash is kept is limited to supervisors only.
- F. Use of individually numbered carbon copy receipt books available from Department office supply vendors may be used to document the removal of cash from the fund. Each voucher has a unique number and the carbon copy in the voucher book, which serves as an archive copy. The informant number and/or case number must be written on the voucher.

- G. Procedures for Clearing a Voucher. All personnel signing cash vouchers will account for the expenditures by “clearing” the voucher with a supervisor when requested or at least monthly. Requirements to clear the voucher with the supervisor:
1. Turn in an expenditure sheet detailing cash expenditures.
 2. Supervisor ensures that expenditures were used for duty related expenses to further the undercover officer’s identity or investigation. Officers are not permitted to spend undercover funds for items that are normally purchased through other City channels.
 3. Supervisor double checks the amount claimed on the expenditure sheet to ensure that there are no mathematical errors.
 4. Detective turns in remaining balance of cash not expended.
 5. Supervisor removes the voucher from the cash bag and staples it to the expenditure sheet.
 6. Supervisor updates and balances the undercover fund ledger book.
 7. The voucher and expenditure sheet shall be placed in an envelope marked with the detective’s name, ID#, date of clearance and related case number or informant number.
 8. If an investigator working an approved operation and/or acting in an authorized capacity must resort to using personal funds in order to further an undercover operation and maintain undercover status, the investigator will document the occurrence and request reimbursement on an inter-office memo. The investigator’s supervisor will review and approve or deny the request. If approved, the supervisor will provide reimbursement to the investigator. All transactions associated with the reimbursement will be documented on a voucher and the fund ledger book. Documents will then be maintained per this policy.
- H. Quarterly Audits. The Division Commander will perform a quarterly audit of the cash fund to ensure that balances are accurate. The Division Commander shall witness the money count and sign the ledger book audit.
- I. Retention of Records. Records over five years old may be destroyed. Ledger books may not be destroyed until all entries in the book are over five years old.
- J. Security of Records. Vouchers are kept locked up in the cash bag in the safe. Ledgers are also kept in the safe when not in use. Clearance envelopes may be kept in a locked filing cabinet when not in use.

15.8 INVESTIGATIVE FIELD

- A. Traffic Checkpoints. All personnel working in traffic lanes shall wear a reflective vest for safety. When necessary, barricade and barrier equipment shall be utilized to slow down traffic and channel it to a safe inspection point.
- B. Dangerous Conditions. Supervisors shall ensure that investigators working in potentially hazardous field conditions will have adequate safety equipment available. Investigators shall obey all safety regulations posted at certain industrial or medical sites where they may be conducting investigations. Examples include, but are not limited to: turning off cellular phones in hospitals, wearing hard hats at construction sites, having safe and working jack stands available when checking the undercarriage of vehicles, barrier equipment to protect investigators from body fluid exposure, etc.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 16
Chapter 16: Section Equipment, Special Weapons, and Vehicles	Effective Date: 12/22/2015 Previous Version:

16.0 SECTION EQUIPMENT, SPECIAL WEAPONS, AND VEHICLES

16.1 PURPOSE

Certain investigative sections have expensive and fragile equipment. This chapter provides a uniform policy regarding the issuance of Section equipment and vehicles. All procedures from Volume 8 of the General Procedures Manual apply to this chapter.

16.2 EQUIPMENT CUSTODIANS

Section Commanders will assign at least two of their personnel (civilian or commissioned) as equipment and supply custodians. For Sections that maintain desk officers, this function is usually assigned to those officers.

- A. Custodians issue equipment and maintain inventory log sheets to show who has signed out equipment. Special surveillance and undercover investigation equipment will not be loaned to personnel outside of the Section without prior authorization from the section supervisor.
- B. Inventory log sheets are maintained in a secured location when not in use.
- C. Custodians will ensure equipment is properly maintained and will request repairs when deemed necessary.
- D. Custodians maintain all records related to equipment procurement, maintenance, repair and service.
- E. Custodians learn how to operate special equipment and receive priority on training the trainer classes so they can teach the rest of the Section.
- F. Custodians are responsible for updating the Section's Equipment and Inventory Database and assisting City Property Control with annual inventory of property. (City of El Paso Administrative Directive 94-109)

16.3 SUPERVISOR RESPONSIBILITIES


- A. Supervisors inventory the Section's equipment and update the equipment log sheet monthly. The audit improves accountability by ensuring that equipment is returned to the Section's inventory promptly making it available to other personnel.
- B. Supervisors may authorize the loan of Section equipment to another Section.
- C. Expensive surveillance or special equipment shall be inventoried and inspected at least monthly.
- D. Equipment damage will be documented as per the guidelines established in the Procedures Manual 8-101.

16.4 PERSONNEL

Equipment permanently assigned to individual officers will be maintained by the officer.

16.5 SPECIAL CAPITAL EQUIPMENT

Certain Sections use specialized capital equipment that requires special expertise for proper use. (i.e. STI's towed light tower). Section supervisors will ensure that all personnel who are expected to use this equipment are trained in the proper use of the equipment. Section equipment custodians will monitor and order preventive maintenance of such equipment.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 17
Chapter 17: Criminal Intelligence, Public Corruption, and Sensitive Information	Effective Date: 12/22/2015 Previous Version:

17.0 CRIMINAL INTELLIGENCE, PUBLIC CORRUPTION, AND SENSITIVE INFORMATION

17.1 PURPOSE

This chapter will establish uniform procedures for handling Criminal Intelligence information. This chapter also establishes reporting procedures for cases of public corruption and other sensitive cases where strict information security protocols are required. The procedures in this chapter are designed to meet Federal Code 28 CFR Part 23, Criminal Intelligence Systems Operating Policies. An annual review of all criminal intelligence procedures and processes will be conducted by the Centralized Intelligence Section.

17.2 REFERRAL OF SENSITIVE CASES TO APPROPRIATE SECTION

All sections will comply with the General Procedures Manual when routing reports to the Intelligence Unit or other specialized investigative Sections. Any employee who receives information on one of the below listed offenses shall forward the information to the appropriate specialized section:

- A. Bomb threats, follow Procedures Manual (Homeland Security)
- B. Hate Crimes, follow Procedures Manual (Homeland Security)
- C. Organized Criminal Activity (Intelligence)
- D. Terrorist Activity (Homeland Security)
- E. Threats against public officials or prominent community figures (Homeland Security)
- F. Organized Civil Unrest (Homeland Security)
- G. Organized Hate Groups (Homeland Security)
- H. Gang Information (Intelligence)
- I. Organized prostitution, gambling or other Vice organizations (Vice)
- J. Other information that poses a threat to the community as a whole or has possible value to an ongoing major criminal investigation (Intelligence)
- K. Narcotics distribution rings (Narcotics)
- L. Money laundering or fraud rings (Financial Crimes and/or Narcotics for money laundering)
- M. Public corruption cases (Special Investigation Group)
- N. Human Trafficking (Vice)

17.3 INVESTIGATION OF SENSITIVE CASES

Sensitive cases include, but are not limited to, investigations of: Public Corruption, Threats to the Community, Organized Criminal Activity, Terrorism Intelligence, Vice Intelligence, Narcotics Intelligence, and Gang Intelligence.

- A. Investigation, File Maintenance, and Security. Information relating to criminal activity as described in 17.2 will be reported to the Section Commander. The case or information will be sent to the appropriate specialized unit (Special Investigation Group, Narcotics/Vice,

Intelligence) to handle the investigation. A Section supervisor determines if the information received warrants follow-up investigation and the degree of police involvement.

- B. Complaint Reports, Supervisor's Logs, and RMS Entries. If a complaint report is initiated, the information contained in the complaint report shall be kept brief. The detailed intelligence information is documented in an inter-office memorandum and hand-delivered in a sealed envelope to the Commander of the Section that will conduct the follow up investigation. Brief mention, with only very basic information listed, shall be made on the supervisor's log, referring to the detailed confidential memorandum.
- C. Information Security. No unit, Section or officer who does not normally investigate sensitive cases will maintain their own files on such cases. All information will be forwarded to the Narcotics/Vice, Intelligence or Special Investigations Group for investigation to ensure information security. Case files related to Intelligence/Vice/Drug/Public Corruption investigations must be secured and separated from regular case files. Separation may be accomplished by actively using the Records Management System's security features which allow supervisors to limit access to case reports and files to the personnel authorized to view and work on these cases.
 - 1. Intelligence Information Portal. The Intelligence Unit maintains access control to the Department's Intelligence Information Portal. The portal's purpose is to provide secure electronic communication access for:
 - a. Outside agency personnel who have been cleared to receive access to the Department's weekly intelligence meeting notes and intelligence bulletins;
 - b. All EPPD personnel who need to share sensitive information with outside agency personnel electronically;
 - c. EPPD officers who wish to access intelligence bulletins and past intelligence meeting notes.
 - 2. Access Security for Intelligence Information Portal. The Intelligence Unit Commander shall designate an officer to receive training on maintaining access control and oversight for the Intelligence Information Portal. This officer shall ensure that all individuals who request access to the portal are law enforcement officers or authorized civilian personnel by independently verifying their employment status and access requirement. Once authority has been verified the Information Portal control officer will create a secure account for the recipient so he/she can access the portal. Authorized users of the portal shall have their accounts locked out under the following circumstances:
 - a. No access activity in the last three months;
 - b. Information received that user is no longer employed by the outside agency or no longer wishes or is authorized to have access.
 - c. Annual lock-out of accounts of non EPPD personnel, to re-verify authorization.
 - d. Authorized user is determined to have shared sensitive information received with unauthorized recipients, in which case the user's supervisor shall be notified and/or an investigation initiated, as appropriate.
 - 3. Procedures for sharing sensitive information with authorized non EPPD personnel:
 - a. Officers shall never send sensitive information such as intelligence notes, criminal histories, Department case files or gang information to an outside recipient via email. Email of a general nature that does not include case specific sensitive information is authorized.
 - b. Faxes to a verified fax number of a law enforcement agency are authorized.
 - c. Teletypes sent through Communications are authorized when appropriate.

- d. When electronic data and information must be shared, the officer will send a request to the Intelligence Unit. Once the recipient has been granted access, the data may be loaded in the Intelligence portal for access and viewing by the authorized recipient.
 - e. Intelligence bulletins and notes sent only within the Department's computer network via email or loading on City network drives do not access the Internet and thus are authorized.
- D. Sensitive Information Investigations- Notification Requirements. Notification will be made directly to the Chief of Police on all Intelligence/Vice/Drug/Public Corruption cases that involve prominent community figures, public officials, political candidates or any offense where significant threat to the community exists or a notification requirement has been established by policy.
- E. Unfounded Sensitive Information Cases and Retention of Records Policy. If the information being developed indicates that no criminal offense has been or is likely to be committed, then the investigation will be discontinued. The file will be closed out as unfounded. Incorrect or out of date information shall be purged from all Section maintained files five years after the file has been closed out, in compliance with Federal Law 28 CFR (Part 23) regarding Criminal Intelligence files.
- F. Criminal Investigations or Threats to Community Only. Units that conduct special investigations and background checks, such as Intelligence, Vice, Financial Crimes and Public Integrity shall ensure that all information collected relates to an investigation of a possible criminal offense or relates to activities that present a potential threat to the community. The Intelligence Section Commander or designee determines the extent of Intelligence personnel's involvement and investigation of any particular case, based on the merits, threat level or quality of the information received. Intelligence personnel and supervisors shall adhere to all the rules and regulations for criminal investigations and the Code of Criminal Procedure.
- G. Transfer of Sensitive Cases to Outside Agencies. If the Section Commander of the Intelligence Section or the Commander of any other specialized unit determines that a sensitive investigation or its investigative findings should be directed to an external law enforcement agency, the investigation shall be forwarded to the external agency. An entry shall be made in the file that the case has been transferred to the external law enforcement agency.
- H. Confidential Informant Files. DID is the central repository for all Department confidential files. All information and files related to Confidential Informants used by the entire Police Department shall be kept secure and locked in the Directed Investigation Division safe when not in active use by the Section utilizing the informant. C.I. files are only accessible by the DID Commander or designee. Sections may refer to the Confidential Informant by their assigned number in case documentation or internal memos. Individual Sections shall not retain any information regarding the informant.
- I. Compliance with Federal Law Regarding Criminal Intelligence Function. The Directed Investigation Division will keep Intelligence files separated and secure at all times. The Intelligence Unit will follow the Operating Principles of Federal Law 28 CFR (Part 23) regarding criminal intelligence information:
 - 1. Information must contain "Reasonable suspicion" of criminal activity.
 - 2. Information obtained in violation of any law cannot be maintained on file.
 - 3. No political, religious, or social views, associations, or activities data may be maintained unless:
 - a. Information directly relates to criminal conduct.
 - b. Subject is reasonably suspected of criminal involvement.

- J. Criminal Activity Standards that Warrant the Maintenance of Intelligence Files if Permitted by 28 CFR (Part 23)
 - 1. Terrorism
 - 2. Narcotics
 - 3. Criminal Gang
 - 4. Street Gang
 - 5. Prison Gang
 - 6. Security Threat Group
 - 7. RICO
 - 8. Labor Racketeering
 - 9. Organized Crime
- K. Records Purging Policy. All data maintained by the Intelligence Section will be purged every five years if the information is no longer applicable or valuable. The purge date is calculated based on the start of the project.

17.4 GANG FILES

Investigators working gangs will ensure that they comply with Chapter 61 of the Code of Criminal Procedure.

- A. Automated Gang Files. Whenever possible, Department employees will utilize the gang tracking feature in the Records Management System to maintain gang files. Only the Gang Intelligence Unit may enter and classify an individual as a gang member in the Records Management System. This ensures information is consistent and available to all criminal investigators and officers who may be investigating offenses involving known gangs and gang members. It also ensures that the Records Management System's information security measures keep such information from being viewed or released to unauthorized individuals. Officers assigned to the Gang Intelligence Unit will use the notification feature in the Records Management System to keep track of gangs and gang members that they are investigating. This ensures that the gang officers are promptly notified when their targets are involved in activity that warranted a police report.
- B. Hard Copy Gang Intelligence Files. Hard copy files maintained by investigators assigned to the Gang Intelligence Unit follow the same security guidelines as sensitive information files maintained by the Intelligence unit.

17.5 BACKGROUND CHECKS OF CRIMINAL SUSPECTS

If background check information is obtained as part of an ongoing police investigation where a crime has been committed and a case number has been assigned, the background information may be handled following the guidelines as per Section 6.2 of this manual.

At times, a specialized unit such as Intelligence, Narcotics or the White Collar Crime Unit conduct a formal background check on a person suspected of, but not yet charged with a crime. In such cases the following rules apply:


- A. Background checks are only appropriate if information has been received that the individual may be involved in criminal activity.
- B. The data contained in a background check is confidential information and may not be shared with unauthorized persons.
- C. Background check information shall be kept secure at all times and shall not be detailed in the

Records Management System.

- D. If no criminal case will be filed, all information developed from background checks will be destroyed within six months after the case or investigation has been closed out. Such purging of information shall be detailed in a permanent log maintained by the specialized unit Section commander.
- E. No photocopies of background check information may be made.

17.6 BACKGROUND CHECK FOR NON CRIMINAL PURPOSE


- A. In some cases an individual may require a background check for specialized licensing. Background checks under these circumstances must be cleared with the Chief of Police.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 18
Chapter 18: Criminal Investigation Polygraph Testing	Effective Date: 10/27/2021 Previous Version: 12/22/2015

18.0 CRIMINAL INVESTIGATION POLYGRAPH TESTING

18.1 POLYGRAPH TESTING DURING CRIMINAL INVESTIGATION

- A. The detective assigned the case will interview the suspect prior to the polygraph examination and determine if the suspect will voluntarily submit to the polygraph exam.
- B. Juvenile polygraphs require the subject's and the parents' consent.
- C. Pursuant to H.B. No. 1172 (Effective 9/1/2021) a peace officer or an attorney representing the state may not require, request or take a polygraph examination of a person who charges or seeks to charge in a complaint the commission of an offense under the following:
 - 1. Continuous Sexual Abuse of Young Child or Children (PC 21.02)
 - 2. Indecency with a Child (PC 21.11)
 - 3. Sexual Assault (PC 22.011)
 - 4. Aggravated Sexual Assault (PC 22.021)
 - 5. Prohibited Sexual Conduct (PC 25.02)
- D. The case agent will ensure that the polygraph examiner has all reports and supplements related to the case being investigated and that a detective or investigator familiar with the case is available to the polygraph examiner at all times during the actual exam.
- E. Polygraph examiners used by investigators must be graduates of accredited polygraph examiner training courses and licensed to perform polygraph examinations in the State of Texas. Polygraph exam results are documented in a supplementary report as per the guidelines set forth by the polygraph examiner's training and licensing parameters.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 19
Chapter 19: Search Warrants	Effective Date: 10/27/2021 Previous Version: 12/22/2015

19.0 SEARCH WARRANTS

19.1 PURPOSE

The purpose of this chapter is to standardize search warrant procedures. Investigators will follow the general Procedures Manual and all applicable laws in Chapter 18 (Search Warrants), 18A (Detection, Interception, and Use of Wire, Oral, and Electronic Communications), and 18B (Installation and Use of Tracking Equipment; Access to Communications) of the Code of Criminal Procedure. Officers requiring a search warrant will obtain a supervisor's approval and contact the appropriate investigative section for advice.

19.2 SEARCH WARRANT EXECUTION

Search warrants will be executed and processed in accordance with the Code of Criminal Procedure. No Knock search warrants are prohibited. Officers will provide copies of the warrant for the location being searched, scan a copy into the report, and send a hard copy to the Records Section to be filed with the case. The original warrant will be returned to the issuing court. A supervisor must be present at the location being searched during execution of all search warrants.

Any search warrant signed by a magistrate will be returned on the next working day after its execution or its expiration. If a search warrant that has not been executed is due to expire, the investigator shall notify their supervisor.

- A. Pre-Search Warrant Optional Procedures. These procedures are optional for the Department as a whole, but some Section supervisors may mandate that they be observed (i.e. Narcotics, Alpha).
 1. Section Commander and supervisor review all search warrants.
 2. When deemed appropriate by the Section commander, RISSAFE may be utilized during Narcotics investigations. RISSAFE will be checked to avoid conflicts with other law enforcement agencies.

19.3 PRE-WARRANT BRIEFING

The Section supervisor or case agent in charge will hold a pre-warrant execution briefing for all involved personnel. If necessary, maps or charts may be prepared to aid in familiarizing involved personnel with the location of the warrant and the scope of items to be seized. The intent of this briefing is to ensure proper coordination of all involved personnel and to ensure that the search warrant is executed safely and successfully. Items to be considered may include:

- A. Officer Safety.
- B. Attire and identification of involved personnel (raid jackets, uniformed personnel).
- C. If undercover personnel will be wearing facemasks to conceal their identity, the initial contact with the suspect will be conducted by a fully uniformed officer, who shall remain at the scene of

the search warrant execution at all times to ensure that other officers or outside agencies do not mistake the face-masked officers as criminal suspects.

- D. Exact Location or other intelligence about parties or locations targeted.
- E. Perimeter security.
- F. The scope of the search authorized by the search warrants.
- G. Use of radio frequencies.
- H. Use of special equipment or weapons.
- I. Pre-warrant staging areas.

19.4 SEARCH WARRANT DEBRIEFING

Within three working days after execution of the search warrant, the Section Commander or designee may hold a search warrant debriefing with as many involved personnel as possible to evaluate the success of the execution of the search warrant. The debriefing will identify the strengths and weaknesses in the plan that were observed before, during and after the execution of the warrant and allow for constructive criticism from all personnel. These debriefings are an excellent training opportunity and should be used as a tool for operational improvement. Search warrant debriefings may be documented as Section shift training, as per Section 11.3.

19.5 HAZARDOUS/EXPLOSIVE DEVICES

While executing search warrants or handling consents to search, detectives could be exposed to hazardous chemicals or explosive devices. The following procedure is established to enhance officer safety and reduce the risk to the public when conducting search warrants at potentially hazardous locations:

Investigators at search scenes who become aware of a hazardous chemical or explosive device will immediately yell out the alert "CODE BLUE". Officers will then follow the below listed procedures:


- A. All activity will be halted, except for activity related to the securing of suspects.
- B. Any officer at the scene may call for an evacuation of the scene.
- C. In cases of extreme risk, the ranking officer or supervisor at the scene may decide to begin an evacuation of nearby residents.
- D. The investigative unit supervisor may call out HAZMAT or the Bomb Squad, if deemed necessary.
- E. The scene may be re-entered once it has been declared safe by HAZMAT or the Bomb Squad.

19.6 CRIME SCENE UNIT AND ON SCENE DOCUMENTATION

If there is any damage to the premises where the search warrant is executed, the damage will be documented and photographed. If necessary, the Crime Scene Unit may be called out to the scene of any search warrant to document any damage.

- A. Supervisors will initiate a Blue Team Supervisor Report to document all damages. Affected parties will be referred to the Department's claim filing procedure. The Claim Procedure form can be located under the PD PUBLIC folder in the supervisory forms. Refer to Section 322 Forced Entry for additional guidance.

- B. Investigators will leave a copy of all items seized in accordance with CCP Article 18.06. Investigators will document in the report that a supervisor was notified of any damage and a Claim Procedure form left at the location.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 20
Chapter 20: Digital Evidence Processing Policy	Effective Date: 12/22/2015 Previous Version:

20.0 DIGITAL EVIDENCE PROCESSING POLICY

20.1 PHYSICAL SECURITY AND INVENTORY CONTROL AT DIGITAL EVIDENCE PROCESSING FACILITY

- A. Facility Security. The Digital Evidence Processing Unit will be housed in a locked room separated from the rest of the Financial Crimes Unit. This room shall be designated the “Digital Evidence Processing Facility.” This room is inside a secured Police Department building that has 24-hour guards and restricted access.
- B. Access to Processing Room. This room will be designated a temporary evidence storage facility and must be secured against unauthorized access. To accomplish this goal, only the following personnel shall have unescorted access to the room:
 - 1. Financial Crimes Unit Supervisors
 - 2. Financial Crimes detectives trained in computer forensics
 - 3. Police Department staff trained in computer forensics
- C. Training in Computer Forensics. Defined as successfully completing the National White Collar Crime Center’s Basic Data Recovery and Analysis school and/or the Guidance Software Basic Encase Examiner School. Training can also include other nationally accredited computer forensics training programs, such as IACIS or the various computer crime courses available through the Federal Government.
- D. Equipment. All inventory assigned to the Digital Evidence Processing Unit shall be stored inside the digital evidence processing facility when not in use for off-site analysis.
 - 1. Personnel not assigned to the Financial Crimes Unit that use the processing facility must sign out equipment with the Financial Crimes Unit supervisor before borrowing any equipment for off-site use. The equipment shall be returned promptly when no longer needed.
 - 2. Personnel not assigned to the Financial Crimes Unit will utilize consumable supplies from their individual sections to process digital evidence.

20.2 ELECTRONIC SECURITY

- A. Connection to Networks/Internet. Any computer system that is used to store evidence (defined as recovered files and/or “images” obtained from digital evidence sources that are relevant to any criminal case) shall not have an active Internet connection or connection to the City’s Intranet or EPPDNET while the system contains evidence files.
 - 1. While the system contains evidence files, any Internet or Network connection will be physically disconnected from the telephone line and/or network cable.
 - 2. The system’s connections may be reconnected after the evidence files have been copied to archival media (CD-R) and properly deleted from the computer using a properly configured hard drive wiping utility program (PD-Wipe, Norton Utilities, Encase).
 - 3. Evidence file archive copies shall be kept physically separated from any computer system

while not in use. Archive copies may not be kept inside any CD tray on any system. They may not be copied to any other computer system unless needed to restore an evidence image or case file.

4. When a case investigation has been completed, the archive copies of evidence files shall be placed in the property office.

20.3 DIGITAL EVIDENCE INTEGRITY

It is the responsibility of the case agent to ensure that digital evidence submitted as evidence is properly seized according the Rules of Evidence. The Financial Crimes Unit will not process digital evidence seized outside of the scope of the Code of Criminal Procedure.

- A. When requested, the Digital Evidence Processing Unit will assist any case agent with the proper drafting and execution of search warrants or consensual searches for digital evidence.
- B. The physical seizure of evidence from the crime scene can be carried out by any peace officer following the guidelines for seizing electronic evidence. The Digital Evidence Processing Unit will be available to conduct training in the proper seizure procedures. Normal evidence handling procedures apply to the collection of digital evidence.
- C. Digital evidence and/or computers seized shall be taken to the Digital Evidence Processing Unit's digital evidence processing facility with a chain of evidence form.
- D. The digital evidence processing officer shall follow proper procedures regarding the processing of digital evidence as per the guidelines of the National White Collar Crime Center courses, IACIS and/or vendor specific software training, including but not limited to:
 1. Proper MD5 hashing of digital evidence to ensure image integrity as compared to its original form. The MD5 hash value shall be included in the final written report on the examination.
 2. Storing all restored images of suspect media on a partition or system that, prior to acquiring any images has been properly wiped using a media wiping utility such as Norton Utilities, PD-Wipe or Encase.
 3. Writing a final report that identifies the case number, identifies the media imaged, includes the MD5 hash values and includes references to the files that were found to contain information of evidentiary value.
 4. When requested, the digital evidence-processing officer will provide copies of any files of evidentiary value to the case agent on removable media for off-site analysis. The case agent is responsible for the proper handling of copies.
 5. The Digital Evidence Processing Unit will not normally conduct an "investigation" of the digital media submitted for processing, unless the request has been approved by a Financial Crimes Unit supervisor. All data recovered shall be submitted to the case agent for analysis.
 6. The computer forensic investigator shall make all efforts to accomplish the following during the examination of the seized system and media.
 - a. Ensure the original media and data are maintained in their original, unaltered state.
 - b. Ensure no unauthorized writes are made to the media by viruses, the operating system, write-back applications or by any other means.
 - c. Recover and access deleted files, hidden data, password-protected files and encrypted files.
 - d. Examine unallocated and slack space for relevant data.
 - e. Provide a report of findings to the case investigator.
 - f. Maintain the integrity of the evidence files by following proper electronic evidence recovery and storage procedures.


- E. It shall be the policy of the Digital Evidence Processing Unit that it will not produce print-outs of any pornography, unless specifically requested to do so by the District Attorney's Office. All such evidentiary files shall be turned over to the case agent on electronic media, such as CD-R, with a chain of evidence form. The case agent shall be responsible for ensuring the proper disposition of said evidence.
- F. The Digital Evidence Processing Unit's resources and personnel may assist with administrative investigations. It should be noted that any computer owned by the City may be seized without search warrant and examined freely, as users have no reasonable expectation of privacy.

20.4 PERSONNEL AVAILABILITY

- A. 24-Hour Response Policy. The Digital Evidence Processing Unit is available for 24-hour call out to respond to felony crime scenes and seize and/or process digital evidence when requested by a field or other investigative unit supervisor.
 - 1. Dispatch will contact a Financial Crimes Supervisor to determine the need of sending out a Financial Crimes detective trained in computer forensics.
 - 2. If adequate direction can be given over the telephone, the field personnel may be directed to seize the equipment as evidence to be turned in to the property office.
 - 3. If so, the Digital Evidence Processing unit will pick up the evidence for processing the following working day.

20.5 TRAINING

The Financial Crimes Unit shall provide shift training and/or scheduled Department In-service training on issues of computer forensics, seizing electronic evidence and Internet Investigations, as required by TCOLE mandates and internal requests for training.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 21
Chapter 21: Alcohol Violation Investigations	Effective Date: 12/22/2015 Previous Version:

21.0 ALCOHOL VIOLATION INVESTIGATIONS

21.1 TABC SEC 101.63(A) VIOLATIONS, SELLING ALCOHOL TO INTOXICATED PERSONS

This chapter primarily applies to the Vice Unit; however the operational procedures apply to any officer who is participating in an operation to enforce TABC laws. When TABC is conducting TABC operations and requests assistance from the Department, TABC will maintain the role as the lead agency. EPPD officers will assist TABC with their enforcement actions while complying with EPPD procedures.


- A. Procedures for Enforcing Texas Alcohol Beverage Code Section 101.63(a)
 - 1. Undercover or plainclothes officer enters establishment.
 - 2. Officer determines if any patrons are publicly intoxicated as defined in the Penal Code.
 - 3. Officer attempts to determine if publicly intoxicated patrons have another adult that can take responsibility for that intoxicated person.
 - 4. If the business knowingly sells this intoxicated individual an alcoholic beverage, an offense has been committed.
 - a. The publicly intoxicated individual is administered a Standard Field Sobriety Test by a certified individual.
 - b. The employee that sold the alcohol is positively identified and advised of the offense they have committed.
 - c. The publicly intoxicated individual is taken into custody and handled in accordance with established procedure regarding the offense of Public Intoxication.
 - 5. Making an arrest of the employee violator at that time is optional and is based on the following factors:
 - a. Severity and blatancy of the offense
 - b. Establishment or Employee history related to this offense
 - c. Impact on the establishment’s ability to conduct business
 - d. Possible negative impact on the (Vice) unit’s productivity
 - 6. If no arrest is made at that time, the employee will be advised that a criminal warrant will be forthcoming:
 - a. Warrant is filed no later than the end of the next working day.
 - b. Employee/violator is informed and encouraged to turn himself or herself in.
 - c. The violator is located and arrested if the violator does not turn himself in voluntarily.

21.2 UNDERAGE DRINKING OPERATIONS

The sting operations attempt to identify suspects and establishments that serve alcohol to persons less than twenty-one years of age.

- A. Recruitment of Volunteer Undercover Personnel. The following procedures apply to the recruitment of the volunteer undercover personnel, under 20 years of age, who will attempt to purchase alcoholic beverages.

1. Supervisor verifies identity and confirms age of the underage person.
 2. Underage person will be under the age of 20 preferably under 19 years of age.
 3. Underage person should have the appearance of a minor.
 4. Supervisor obtains a release of liability and "ride-along" form.
 5. Parents' signature obtained for 17 year olds.
 6. Copies of all forms and ID will be kept on file with the supervisor for a five-year retention period.
 7. A photograph of the undercover person shall be taken immediately before conducting the operation.
 8. Supervisor confirms that the underage person can understand officers' instructions and is willing and able to conform to the rules and safety parameters set by the officers working the sting operation.
- B. Operational Procedures for Underage Drinking Sting Operations
1. Before the operation begins, a safety briefing is conducted which includes all participants, including the undercover minor.
 2. Minor is instructed that he/she:
 - a. Can call off an operation at any time if he/she has safety concerns.
 - b. Is to avoid confrontation with employees or patrons.
 - c. Must disclose true age if asked.
 - d. Must show true identification when asked by an establishment employee.
 - e. Will follow officers' instructions at all times.
- C. Investigation and Operation
1. The underage person is always under direct supervision of law enforcement officers and shall always be in view of a plainclothes officer.
 2. If available, a radio transmitter may be used to have the transaction recorded. If a transmitter is not available, the sales receipt, undercover officer's observation of the transaction, and the evidence itself will be sufficient for the case.
 3. When entering the establishment, the undercover minor shall carry an identification card and the money necessary to purchase the alcohol.
 4. The underage person is instructed to walk to a pre-designated location after a buy, where an officer will take the evidence purchased and the sales receipt.
 5. An officer will enter the establishment, identify himself and inform the clerk or bartender of the nature of the operation.
 6. Physical arrest or non-arrest presentation may be appropriate and is left to the discretion of the Supervisor or officer in charge of the operation.
 7. Joint operations with TABC may allow the use of a TABC summons as a means of case disposition.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 22
Chapter 22: Narcotics, Seizures, and Cash Seizures	Effective Date: 12/22/2015 Previous Version:

22.0 NARCOTICS, SEIZURES, AND CASH SEIZURES

This chapter identifies special procedures applicable during the seizure of cash and other valuables for the purposes of asset forfeiture or evidence.

22.1 NARCOTICS INVESTIGATION SPECIAL PROCEDURES

- A. Supervisory approval is required prior to obtaining any narcotics sample or initiating a new narcotics related investigation.
- B. All narcotics evidence will be placed into the Narcotics depository prior to the end of the tour of duty.
- C. Officers will not keep any supply of narcotics during any investigation.
- D. Supervisors will escort large narcotics seizures during transport.
- E. Officers assigned to Federal Task Forces will utilize the federal prosecution route whenever federal guidelines/thresholds are met.
- F. The Alpha/Narcotics Supervisor may authorize their personnel to travel as far as any El Paso Sector Border Patrol checkpoint in furtherance of an investigation. Assistant Chief approval is required for any other travel.

22.2 NARCOTICS CANINES

- A. Narcotics Training Aids
 - 1. Signed out by the K-9 handler from the Police Lab.
 - 2. Lab personnel will weigh and examine the training aid.
 - 3. Training aids may not be mixed, cut or altered in any way, except by the Police Lab and with Supervisor's authority.
 - 4. Training aids must be checked in and out daily from the Narcotics safe.
 - 5. Deviations, spillage or loss of a training aid requires a Supervisor's log and a preliminary investigation.
 - 6. Training aids are returned to Police Lab when replacement is necessary or when no longer needed.
 - 7. Supervisors must weigh and audit the training aids at least quarterly.
- B. Narcotics K-9 Training and Certification
 - 1. A neutral, objective, K-9 training expert witness third party with no involvement in the continuing training of the K-9, will certify the Narcotics K-9 annually.
 - 2. K-9 handlers will keep extensive records regarding all matters of canine training, certification, operational history and corrective actions.
 - 3. Alerts will be documented in a concise K-9 log/ledger.
 - 4. Training will be documented by date, location, duration, accreditation of trainer, type of substances trained on, specialty training, etc.

5. Canine's training in various settings (vehicles, packages, rooms, etc.) will be documented.
6. All currency alerts will be documented.
7. Canines will be tested on "clean" currency periodically. "Clean" currency tests can be conducted at the local Federal Reserve Bank. "Clean" currency tests will be documented for Court purposes.
8. False positive alerts will be thoroughly investigated to determine if narcotics was at one time present at the site of the possible false alert.

22.3 CURRENCY SEIZURES

- A. Officers not assigned to Narcotics or Alpha will notify an Alpha Unit Supervisor when encountering currency that may be subject to seizure. (5-302.04 Procedures Manual)
- B. Alpha or Narcotics detectives/officers will notify their respective Supervisor(s).
- C. Alpha or Narcotics Supervisors will determine if the currency is subject to seizure, and if the currency will be seized under Federal or State statutes.
- D. Currency will be placed into a tamper evident evidence transport bag in the presence of the subject, who is given a receipt for the uncounted quantity of currency.
- E. A Supervisor will take custody of the tamper evident evidence transport bag.
- F. The tamper evident evidence transport bag can be turned in to the property office or kept in the Narcotics/Alpha safe when necessary, with a properly maintained chain of evidence.
- G. When large quantities of money are seized, the transporting Supervisor's vehicle should be escorted by a cover vehicle.
- H. When currency seizures are counted, a currency denomination form will be filled out.
- I. The Supervisor, accompanied by another supervisor, will take the sealed bags to the District Attorney's office at the earliest opportunity.
- J. The money will be counted at the District Attorney's Office or at the financial institution with the District Attorney's office personnel present. Supervisors will obtain a receipt.

22.4 OTHER THAN CURRENCY SEIZURES

Officers seizing valuables other than currency shall notify a Supervisor to determine if the items should be seized based on current asset forfeiture thresholds and guidelines. Items other than currency are turned in to the property office and vehicles are impounded as per normal procedure. Supervisors will ensure that and verify that Asset Forfeiture has been contacted as soon as practical. Asset Forfeiture will ensure that impounded vehicles are moved to the designated long-term storage facility as required by Chapter 59 of the Code of Criminal Procedure.


22.5 TEMPORARY NARCOTICS STORAGE VAULTS

Intended for temporary use while the Narcotics or the Alpha Section carries out controlled delivery investigations.

- A. Only Narcotics and Alpha may have Temporary Narcotic Storage Vaults.
- B. Only Alpha and Narcotics Section supervisors shall have access to the Temporary Narcotics Storage Vaults.
- C. Repackaging or handling authorized under the supervision of a Section Supervisor.
- D. Log is kept that shows when evidence was placed into or taken out of the vault, showing

quantity, case number, case agent's initials and Supervisor's initials.

- E. Evidence must be removed from the Temporary Narcotics Storage Vault and turned in to the Property Office as soon as possible as per the Department's evidence procedures.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 23
Chapter 23: Special Traffic Investigations	Effective Date: 12/22/2015 Previous Version:

23.0 SPECIAL TRAFFIC INVESTIGATIONS

23.1 MISSION STATEMENT

The Special Traffic Investigations (STI) section of the El Paso Police Department performs an important function for the department and for the citizens of El Paso. The STI section investigates all traffic-related deaths, and conducts follow up investigations in hit and run cases. The STI unit, when requested, will assist the Department and the City with traffic related study data for special research studies. The STI unit, when requested, will assist other Department Sections with special equipment at crime scenes.

23.2 STI INVESTIGATIONS

STI investigators and their supervisors are bound by the Criminal Investigation Manual and shall follow all investigative procedures established in the manual.

23.3 STI OPERATIONS

- A. Safety
 - 1. Officers assigned to the STI section will wear reflective vests when investigating accident scenes.
 - 2. Cones, barrier tape, and flares may be used to protect scenes.
 - 3. STI officers will not respond "Code 3" to collisions.
 - 4. STI officers will maintain radio contact with dispatchers when conducting follow up investigations.
 - 5. STI officers will not perform traffic stops while operating an unmarked unit except in cases of serious felonies that require immediate police action.
- B. Investigations- General Procedures
 - 1. STI officers will investigate traffic collisions that they encounter in the field. These accidents are handled in accordance with established Department policy.
 - 2. Call-out cases to traffic fatalities or expected fatalities receive priority over cases received through the Records Management System.
 - 3. STI officers will follow the guidelines for conducting preliminary and follow up investigations as outlined in the Criminal Investigation Manual.
 - 4. Drivers and witnesses will be interviewed as soon as possible after the collision if not interviewed at the scene.
 - 5. Confessions taken from a driver will follow Department with policy and State Law.
 - 6. Every fatality accident will be subject to a reconstruction.
 - 7. Results of the reconstruction will be kept with the case file. Copies will be sent to Records for the master file.

8. STI investigators will attend the autopsies of accident victims to ensure injuries are properly documented, evidence is collected, and to render assistance to the Medical Examiner.
 9. STI investigators will ensure that the Crime Scene Unit is present at all autopsies to photograph and document injuries and evidence
- C. Hit and Run Investigations
1. STI Supervisors screen and assign cases in accordance with chapter three of this Manual.
 2. Cases are generally not assigned unless there is workable information.
 3. Supervisors may assign cases without workable information as deemed necessary.
 4. Hit and Run cases are documented and tracked using the Department's Records Management System.
 5. STI investigators shall follow all the rules and regulations regarding criminal investigation outlined in this manual and in the Department's General Procedures Manual.
- D. Intoxicated Drivers/Deaths. The following procedures apply to investigations of intoxicated drivers resulting in actual or imminent death:
1. The impaired driver is given the opportunity to voluntarily provide a breath or blood sample. The STI officer determines the type of test administered.
 2. If the impaired driver refuses to voluntarily provide a sample of the requested specimen, a blood sample will be drawn.
 3. Form TLE-51 "Statutory Authorization Blood Specimen" will be completed at the hospital and a copy will be given to the medical personnel that will be conducting the blood draw. If the medical person refuses to comply with the blood draw order, officers will thoroughly document the incident and include witness information from all persons present and witnessing the refusal.
 4. Resisting suspects will be restrained within the Department's use of force policy to facilitate the blood draw unless medically inadvisable due to the suspect's injuries as determined by the attending physician.
 5. Additional officers may be summoned to the hospital if the suspect cannot be sufficiently restrained for the blood draw with the available personnel. Less-lethal weapons such as Tasers or chemical agents will not be used.
 6. Blood samples are obtained at R.E. Thomason General Hospital whenever possible.
 7. If a blood sample has been obtained from the suspect as part of their treatment for injuries, follow 3-202.04 in the Procedures Manual.
 8. In cases where the level of intoxication of the driver cannot be established at the time of the accident, but it appears likely that the driver was intoxicated, the STI investigator may present a non-arrest case to the District Attorney's office.

23.4 STI SECTION GENERAL ENFORCEMENT PROCEDURES

- A. Traffic laws and Municipal ordinances will be fairly and impartially enforced.
- B. STI officers will comply with Section 3-301.02 of the Procedures Manual regarding traffic law enforcement and will refer to that Section for all situations not delineated below.
- C. CPL check results will be written on the back of the citation.
- D. Parent/Guardian name, address and phone number shall be obtained and written on the citation (Juvenile Violators).
- E. Applicable case numbers are written in the upper left hand corner of the citation.
- F. Traffic stops in unmarked vehicles are not made to issue a citation. For serious cases, a marked unit is summoned to assist.


- G. STI officers follow standard procedures for violators wishing to post bond on violations.

23.5 EVIDENCE

- A. STI officers will follow all Department regulations regarding the collection and preservation of evidence.
- B. Evidence will be turned in to the property office as soon as possible.
- C. Evidence checked out from the property office or kept at the STI office for investigative purposes shall be kept in evidence lockers with individual keys. This ensures only the STI investigator that checked out or collected the evidence has access and control of the evidence. This is critical to ensure a proper chain of evidence and to protect the admissibility of such evidence in Court.

23.6 CRASH DATA RECOVERY SYSTEM

- A. The CDR unit is used in both fleet collision and STI related investigations. The data collected will be used to verify any reconstruction done in a collision or the data may be used to confirm a driver's statement as to the sequence of events leading to a collision, verify the use of a seatbelt, braking, or other questions that may arise that can be answered through the use of the CDR.
- B. The CDR unit will not be stored in the call out vehicles. If the CDR unit is needed at the scene of a collision, an investigator or the STI Sergeant will pick up the device from the office and take it to the location where it is needed.
- C. It is not necessary for the CDR unit to be used at the scene of the collision. It is often more effectively used after the vehicle has been removed from the scene and taken to a secure location where tools and an alternate power supply may be more readily available.
- D. The data collected by the CDR unit will be copied to removable media and made part of the case file. The data should also be copied onto the removable media containing the AIMs measurements if they exist.
- E. If possible, hardcopy printouts of the data should be sent to Records for inclusion in the Master Case File. As in all cases investigated by STI, copies of documents in the office file should be duplicated and filed with the Master Case file at Records.
- F. Removal of the ACM (airbag control module) from the vehicle should not be done unless absolutely necessary. Every attempt should be made to download the data before removal of the ACM becomes necessary.
- G. If the ACM must be removed, the owner must grant permission.
- H. If permission is not granted, a search warrant will be required in order to remove the ACM from the vehicle. After the data has been downloaded the ACM will be tagged and turned in to the property office as evidence.
- I. In the event that the vehicle has been repaired, the body shop may be contacted in an effort to obtain the ACM.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 24
Chapter 24: Sex Offender Registration and Tracking Unit (SORT)	Effective Date: 12/22/2015 Previous Version:

24.0 SEX OFFENDER REGISTRATION AND TRACKING UNIT (SORT)

24.1 GENERAL PROVISIONS

The SORT unit is responsible for public notifications concerning Registered Sex Offenders (RSO's), under section 5-108. of the El Paso Police Department's Procedures Manual. The unit is assigned the responsibility of processing new sex offenders and updating current sex offenders. The following guidelines assist officers with the handling of Registered Sex Offender' as well as establishing procedures for making notifications to the community as required by law.

The SORT unit will follow the guidelines and procedures in the "Sex Offender Registration Manual" provided by DPS, to ensure that all state laws regarding sex offender registration are observed.

24.2 NEW REGISTRANT PROCEDURES

Offenders check in with proper identification (DL or ID) and with proof of residence, and vehicle information.

- A. The Registered Sex Offender is checked for outstanding criminal warrants.
- B. SORT unit verifies all information on the CR-35 form, which is filled out by Court Services, Probation or Parole.
- C. SORT unit makes all necessary changes to the CR-35 before the registered sex offender is allowed to place his or her signature.
- D. SORT Unit fills out an INT-14 blue card.
- E. The registered sex offender is photographed.
- F. The registered sex offender signs the CR-32, CR-35 and INT-14.
- G. Fingerprint the registered sex offender (2 DPS Cards and 2 City Cards if no EPPD# and palm prints).
- H. Copy of the driver license and INT-14 and proof of residence are made for file.
- I. The registered sex offender database updated with all new information.
- J. Copies made of the CR-32, CR-35, and photo for SORT unit, DPS, E.P.S.O.
- K. Originals sent to DPS for filing with fingerprints.

24.3 ANNUAL 90 DAY UPDATES OR ADDRESS CHANGE UPDATES

- A. Registered Sex Offenders check in with proper identification (Texas DL or ID).
- B. Warrant check conducted by the SORT officer preparing the update.
- C. The registered sex offender file, vehicle info, and photo is updated when necessary.
- D. CR-39 update form filled out.
- E. INT-14 Blue Form- new one completed and old one destroyed.
- F. The registered sex offender signs the CR-39 and INT-14.

- G. The registered sex offender thumb print on CR-39 obtained.
- H. DL and INT-14, and proof of residence are copied for file.
- I. The registered sex offender database updated with all new information.
- J. Copies of the CR-39 and any new photos are made for the SORT unit file and for the EPSO Sex Offender Registration Unit. The originals are sent to Records for filing.
- K. If the registered sex offender moves, he must provide proof of his change of residence (utility bill, contract, etc.).

24.4 NEW TEXAS TRANSFERRED REGISTRANT

Same as new registrant, except:

- A. CR-35 is not sent to DPS.
- B. CR-39 is sent to DPS.
- C. CR-35 copy made for SORT unit only.
- D. CR-35 original sent to Records with photo and fingerprints.
- E. Out-of-State Registrants must present a copy of their Judgment Order showing the date of arrest, their date of discharge, and the effective dates when they will be on probation or parole. The SORT Unit will contact the Texas Department of Public Safety for information on the Out-of-State registrant's offense and the penal offense that the registrant should be registered under.

24.5 ADDITIONAL DUTIES OF THE SORT UNIT

- A. Obtain an EPPD # for all Sex Offenders that do not have a current number.
- B. Send copies of CR-32, CR-35 or CR-39 and photo and fingerprints to DPS.
- C. Send email to all officers notifying of New Sex Offenders.
- D. School and newspaper notification letters.
- E. Sex Offender Hot Sheet sent to Communications on the 1st and 15th of every month.
- F. Advise all offenders when a change in the law has taken place.
- G. Distribution of the CR-35 forms and CR-37 forms will be made to the appropriate Parole or Probation agency as a courtesy if the registrant is still under their supervision.

24.6 MONTHLY STATISTICS

The following statistics will be documented as the registration forms are received:

- A. New Registrants (child victim/adult victim)
- B. Updates received (child victim/adult victim)
- C. Number of registrants that required newspaper notifications
- D. Regional Commands
- E. Arrest of the registered sex offender

24.7 NOTIFICATIONS


The SORT unit will follow the guidelines in the Procedures Manual, Sec. 5-108. The SORT unit will note the zip code and the public school district where the offender resides on the top right hand corner of the registration form. Some zip codes are in two school districts. In those situations, both districts will be noted on the registration form.

- A. One school superintendent letter per district will be completed and sent.
- B. Mail notification will be sent to all private schools in the offender's school district, using correspondence envelopes marked as confidential.
- C. One Spanish and one English language notification will be sent to the El Paso Times newspaper.
- D. Only the name of the street the offender resides on will be released.
- E. The SORT unit officer or employee that sends any notification fax will write their ID#, date and the time the fax was sent on the fax cover sheet.
- F. The SORT unit will keep an updated notification list with fax numbers for all outside agencies and entities that the SORT unit communicates with on a regular basis.
- G. The SORT unit will keep an updated list of private schools in each school district.

24.8 FIELD CONTACTS

If a field officer conducts a traffic stop and determines that a person is a Registered Sex Offender, an email may be sent to PD SORT describing the incident. The SORT Unit will research the sex offender's registration requirements to ensure that the registered sex offender is in compliance with the Registration Laws of the State of Texas.

When a registered sex offender has violated any term of his post sentence conditions, the SORT will report the incident to the appropriate agency, i.e. Probation or Parole. If a registered sex offender is being investigated as a suspect of a crime, the investigating officer shall contact the SORT Sergeant via the Communications section.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 25
Chapter 25: Human Trafficking Task Force	Effective Date: 12/22/2015 Previous Version:

25.0 HUMAN TRAFFICKING TASK FORCE

25.1 DEFINITION

Human Trafficking is defined as the recruitment, transportation, transfer, harboring or receipt of persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power of a position of vulnerability or of the giving and receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation or the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery and servitude.

25.2 PURPOSE

Empowering local, state and federal law enforcement agencies to cooperate with each other for the purpose of effective investigation and prosecution of human trafficking. The Task Force will coordinate and assist non-government victim assistance organizations providing recovery assistance to victims of human trafficking.

25.3 JURISDICTION AND CASE REFERRALS

The investigation of Human Trafficking is the responsibility of the Intelligence/Vice unit. In most true cases of human trafficking the FBI or the office of Immigration Customs Enforcement (ICE) have jurisdiction. Cases may be presented to or taken over by these agencies when appropriate. Referrals to ICE may be accomplished by contacting the Border Patrol first, which will then refer the case to ICE if certain criteria are met. ICE or FBI may also refer cases to the EPPD Human Trafficking Task Force for investigation of violations of Texas law. If the case involves undocumented immigrants and there is no indication of human trafficking, the Border Patrol will be notified

25.4 VICTIM INTERVIEWS

The following factors should be considered when interviewing victims of human trafficking:

- A. Geographic location and method of entry into the United States
- B. Was the travel voluntary
- C. Age, employment history and general background of victim
- D. Destination of travel and the type of employment that the victim was supposed to engage in
- E. Unusual changes in destination of travel
- F. Did victim pay the smugglers or was payment supposed to be "worked off"
- G. Were other crimes committed against the victim or was victim forced or threatened
- H. Are family members of the victim waiting at the purported destination

- I. Has the sale of human organs been offered or already accomplished
- J. Female victims should be interviewed by female investigators, if possible


25.5 DOCUMENTATION

Police reports and investigative supplements should be completed when appropriate, as with any other type of police investigation. In addition and in cases where no EPPD report is made, information gathered during the preliminary investigation of human trafficking must be forwarded the Intelligence/Vice unit for Grant compliance and record keeping. Information should follow a standard format:

- A. Case File
- B. Case Agent
- C. Arrest made, if any
- D. Name and identifiers of victims/witnesses
- E. Agencies involved
- F. Referrals to non-government organizations

25.6 RESPONSE

The Human trafficking task force shall follow all procedures in this manual in regard to conducting follow-up investigations. All participating agencies shall keep current call-out rosters of Task Force personnel and shall share them with all other participating agencies. The roster will be updated as call-out protocol and personnel changes. A copy shall be distributed as per procedures in Section 12.11 of this manual.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 26
Chapter 26: Homeland Security	Effective Date: 12/22/2015 Previous Version:

26.0 HOMELAND SECURITY

26.1 STATEMENT OF PURPOSE

Due to the increased threat from domestic and international terrorism, the El Paso Police Department established the Homeland Security/Office of Emergency Management to help the Department prepare for, mitigate, respond to and recover from any critical incident.

26.2 GOALS

The Homeland Security Section's primary goal is to prepare the Police Department for responses to critical incidents. The Commander of the Organized Crime Division is responsible for coordinating the planning of the Department's response to unusual occurrences. To help accomplish this mission, the Homeland Security Section will research and evaluate the tactical, uniform response and technical training needs of the Department. Training, technical and equipment needs may be addressed by various funding sources, such as government grants, which the Section shall monitor and apply for when eligible.

26.3 ORGANIZATION AND STAFFING

The Department undergoes periodic evaluation to ensure its staffing allocation meets the changing needs of the City of El Paso. The Homeland Security/Emergency Management Office will be staffed as deemed necessary by the Chief of Police.

26.4 ORGANIZATION STRUCTURE

The Unit's organizational structure is depicted on an organizational chart that is reviewed, updated and distributed to all personnel as needed. The organizational chart depicts the formal lines of authority and communication within the El Paso Police Department.

26.5 GOALS AND OBJECTIVES

Department goals and performance measures are published by the El Police Department's Planning & Research Section. Monthly reports indicating progress will be made available to the Chief of Police, City Manager, and City Council as requested.

- A. Conduct and monitor operational security measures and review of the department security operations and procedures. Such review and monitoring shall include the supervision of monthly inspections to ensure specialized critical incident response equipment maintained by the Department is kept in a state of operational readiness.
- B. Conduct Weapons of Mass Destruction/Risk Assessment studies of the City of El Paso and

- develop appropriate counter-measures.
- C. Monitor Federal mandates to ensure the Department meets all guidelines as set forth by the National Incident Management System. Recommended courses or training will be forwarded to the Training Academy to develop training for Department personnel and citizens to help mitigate and respond to critical incidents.
 - D. Prepare and update as necessary the Department's Terrorism Response and Disaster Response plans, which are distributed to all personnel. The City/County Emergency Plan shall be utilized whenever possible. The El Paso Police Department's Unusual Occurrence Response Plan shall supplement the City/County plan to provide guidance to EPPD personnel and allow them to fulfill their duties in accordance with the City/County plan. The EPPD Unusual Occurrence Plan shall, at a minimum, include provisions for:
 - 1. Communications
 - 2. Staged mobilization of Department resources
 - 3. Utilization of the Incident Command System
 - 4. Situation maps
 - 5. Field command posts
 - 6. Chain of command (to include other agencies)
 - 7. Casualty information
 - 8. Community relations
 - 9. Public information
 - 10. Rumor control
 - 11. Other agency support and liaison
 - 12. Military support
 - 13. Public facility security
 - 14. Traffic control
 - 15. Equipment availability
 - 16. Transportation
 - 17. De-escalation procedures
 - 18. Court and prosecutorial liaison
 - 19. Legal authority
 - 20. Procedures for carrying out mass-arrests
 - 21. Post occurrence (aftermath) duties
 - 22. After-action reports

26.6 PERSONNEL CONDUCT

Duties and responsibilities include but are not limited to the following:

- A. Confidentiality. Investigations and information gathered by the Homeland Security/Office of Emergency Management or any other unit of the Department are considered confidential and law enforcement sensitive in nature. No member of the unit will disclose any information gained from their official duties as police department employees to persons who have no legitimate "need to know".
- B. Tour of Duty. Personnel assigned to the Homeland Security/Office of Emergency Management Unit will comply with all departmental policies and procedures in regards to reporting for duty and authorized leave.
- C. Dress Code. All personnel assigned to the Homeland Security/Office of Emergency Management will comply with all City and Department policies and procedures pertaining to

proper attire and uniform dress standards.

26.7 TRAINING AND EDUCATION

All members of this unit will comply with the Department Policy on mandatory training.

26.8 INSPECTION

- A. Unit personnel will cooperate with any inspections deemed necessary by the section commander or the Office of the Chief of Police. The purpose of the staff inspection is to compare the Department's formal expectations with the actual performance measures of the unit.
- B. Audits performed by any other government entity will be coordinated and approved by a section supervisor or the Office of the Chief of Police.

26.9 RECORDS MANAGEMENT AND SPECIAL REPORTING

- A. Records Retention
 - 1. All Homeland Security/Office of Emergency Management records are maintained according to rules regarding local record retention of the Department of Public Safety and approved by the Texas Local Government Records Committee and adopted as a rule of the Texas state Library and Archives Commission.
- B. Maintenance of Records
 - 1. A visitors log will be maintained on all visitors entering the Homeland Security Office Emergency Management for a related function. This log will be maintained per the local Government Records Control Schedule.
 - 2. Statistical information
 - 3. Accounting Report of Section-Expenditures
 - 4. Equipment Sign-Out Sheets
 - 5. All Homeland Security grants will be maintained and filed with the section's secretary.


26.10 COLLECTION AND PRESERVATION OF EVIDENCE

Section personnel will comply with Departmental policy regarding the collection and preservation of evidence. A commissioned officer or Crime Scene Unit personnel will handle collection and preservation of evidence.

26.11 EQUIPMENT/VEHICLE OPERATION AND CONTROL

- A. Operation and Control
 - 1. All unit vehicles will be operated in accordance with Departmental policies and procedures.
 - 2. Damage to any unit vehicle will be reported immediately to the appropriate supervisor.
 - 3. Collisions involving a unit vehicle will be handled in the same manner as any other Police vehicle.
 - 4. All unit vehicles will be maintained, fueled, and serviced by the last officer driving the vehicle so that they are ready for immediate use.

5. Vehicles assigned to the Unit are for the use of those personnel assigned to the Unit unless authorized by a supervisor or above.
 6. When any department issued equipment is lost, stolen or damaged, the employee will notify their immediate supervisor and follow all requirements of Department policy regarding lost, stolen, or damaged police equipment.
- B. Vehicles
1. Section personnel will utilize the vehicles assigned to the Support Service Bureau.
- C. Equipment
1. Standard Equipment Issued by the Department:
 - a. Standard Police Uniform and Sam Browne
 - b. Traffic vests as required for specific assignments
 - c. Cell phones as required for specific assignments
 - d. Departmental hand held radio, if available
 - e. Pager may be worn on case or clipped on belt in a location that does not interfere with access to other equipment. Pagers will not be worn attached to the shirt/jacket epaulet.

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 27
Chapter 27: Critical Operating Capability	Effective Date: 12/22/2015 Previous Version:

27.0 CRITICAL OPERATING CAPABILITY

27.1 RECEIVE: ABILITY TO RECEIVE CLASSIFIED AND UNCLASSIFIED INFORMATION FROM FEDERAL PARTNERS

Purpose. The purpose of this document is to serve as the El Paso Fusion Center’s (MATRIX) plan for the receipt of federally-generated information.

The El Paso Fusion Center (MATRIX) and its leadership have a shared responsibility with both the Federal Government and the state and local government bodies to prevent, protect against, respond to, and recover from threats to our homeland. The MATRIX supports the National Strategy for Information Sharing, which identifies fusion centers as the focal point for receiving and sharing terrorism related information with the stakeholders within their jurisdiction. The purpose of this plan is to articulate standardized procedures to govern the receipt of federally-generated, time sensitive threat information (information). This plan is consistent with the MATRIX’s Concept of Operations and addresses the communications platform(s) through which the information will be accessed, while providing the Federal Government, when requested, with actions taken by state and local officials and the private sector.

Fusion centers are assessed on their ability to receive both classified and unclassified federally-generated, time sensitive, and emerging threat information through communication platforms, such as Homeland Secure Data Network (HSDN), FBI-Network (FBI-Net), Homeland Security State and Local Intelligence Community of Interest (HS SLIC), Law Enforcement Online (LEO), Homeland Security Information Network (HSIN), and Regional Information Sharing Systems Network (RISSNet)).

Applicability. This plan applies to all El Paso Police Department and participating agency personnel assigned to the MATRIX. This plan is incorporated into the MATRIX’s concept of operations, and it shall be the fusion center commander’s responsibility to ensure compliance with this plan.

This plan is available to all MATRIX personnel for review by way of written manual, electronic copy, and department intranet.

Definitions. This portion of the plan defines the terms, words, and phrases that may not be commonly known to the reader, to assist the reader in understanding the plan’s intent and context.

- A. **Federally-Generated Information.** Time sensitive, threat information that may take the form of alerts, warnings, notifications, or other products that should be accessed, reviewed, and appropriately disseminated in a timely manner.
- B. **The Homeland Security- State and Local Intelligence Communities of Interest (HS-SLIC) and Homeland Security Information Network (HSIN).** A secure information network platform that supports the sharing of non-classified information between fusion centers and the Federal

Government.

- C. Law Enforcement On-Line (LEO). A secure information sharing network, supplied to law enforcement officers, sponsored by the Federal Bureau of Investigation (FBI).
- D. The National Law Enforcement Telecommunications System (NLETS). A secure information sharing platform used by law enforcement.
- E. Regional Information Sharing System (RISS). A secure information sharing platform used by federal, state and local law enforcement agencies.

Procedures. This portion of the plan lays out an action plan for MATRIX personnel in response to the receipt of federal information.

A. General Procedures

The MATRIX receives federally-generated, time sensitive threat information through several mechanisms. Oftentimes this information may be received via unclassified electronic networks, phone communications, or human information exchanges. When time sensitive information is received from the Federal Government, it is the responsibility of the MATRIX shift supervisor to acknowledge the confirmed receipt of the information according to instructions provided by the originating agency. This may include the intelligence community's standards and guidelines. It is the responsibility of MATRIX Commander to ensure all appropriate staff has access to necessary systems and portals so they may assess the information for relevancy and local implications to the MATRIX's various stakeholders. MATRIX's stakeholders include but are not limited to law enforcement, public safety personnel, government officials and agencies, and the private sector. The MATRIX is unique in its ability to process the receipt of federal information with the Joint Operations Intelligence Center-El Paso (JOIC-El Paso). The JOIC-El Paso is a Texas Department of Public Safety element co-located with the MATRIX in support of intelligence operations.

The MATRIX will ensure personnel are properly trained on the unclassified systems that contain the federally-generated information. All MATRIX personnel are required to complete the following courses, as a minimum, as part of their training curriculum upon assignment:

1. Training #1. 28 CFR Part 23
2. Training #2. Privacy, Civil Liberties and Civil Rights
3. Training #3. El Paso Fusion Center Concept of Operations
4. Training #4. El Paso Fusion Watch Section Procedures and Protocols
5. Training #5. Suspicious Activity Reporting

In addition, training modules #1 and #2 will be completed by all MATRIX personnel on an annual basis.

B. Current Processes to Receive Federal Information

MATRIX will receive and process unclassified federally-generated intelligence and threat information in accordance with the Watch Section Procedures and Protocols. Unclassified federally-generated intelligence and threat information is received via the following systems:

1. Homeland Security Information Network (HSIN)
2. Homeland Security State and Local Intelligence Communities of Interest (HS-SLIC)
3. Telephone main line. 915-680-6599
4. Watch Supervisor. 915-680-6578/6548
5. Facsimile. 915-680-6574
6. Electronic mail. pdfusion@elpasotexas.gov

The MATRIX does not currently have the capability to receive classified information. In the event there is a need for MATRIX to receive classified information in a time-sensitive manner:

1. POC name: Roger Stokes
2. Agency: DHS Office of Intelligence and Analysis, State and Local Program Office
3. Contact Number: 202-507-0048
4. System/Capabilities: DHS Homeland Security Data Network (HSDN)
5. Access Issues/Limitations (If Relevant): DHS and other government agencies possess the capability to receive national security classified information

Dates Plan Implemented and Updated: This policy will be implemented upon signature by the El Paso Fusion Center Commander and will be reviewed and revised annually, as needed. Revisions will reflect a new date. Information systematically acquired, stored, and maintained within the El Paso Police Department is not applicable to this policy.

C. References

1. El Paso Police Department Fusion Center Concept of Operations, August 25, 2011
2. El Paso Police Department Fusion Center, Watch Section, Procedures and Protocols
3. Critical Operational Capabilities for State and Major Urban Area Fusion Centers, October 2010
4. Baseline Capabilities for State and Major Urban Area Fusion Centers, September 2008
5. National Strategy for Information Sharing, October 2007
6. Fusion Center Guidelines, April 2006

27.2 ANALYZE: ABILITY TO ASSESS LOCAL IMPLICATIONS OF THREAT INFORMATION THROUGH THE USE OF A FORMAL RISK ASSESSMENT PROCESS

Purpose. The purpose of this document is to serve as the El Paso Police Department Fusion Center's (MATRIX) plan to analyze federally-generated threat information and assess the local implications through the use of a formal risk assessment process.

Analysis is a critical fusion center capability as identified in the Baseline Capabilities for State and Major Urban Area Fusion Centers, the National Strategy for Information Sharing, and the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI). Fusion centers have the unique ability to overlay national intelligence with local, statewide, and regional perspectives in an evolving threat environment – enhancing the understanding and management of risk nationwide.

The purpose of this plan is to articulate standardized procedures for MATRIX's analysis of the likelihood and consequences of time sensitive and emerging threat information. This plan describes the procedures by which the MATRIX facilitates the overlay of time sensitive national intelligence with local, statewide, and regional perspectives to:

- A. Define Requirements. Identify and prioritize analytic production requirements, information needs, and corresponding gathering and reporting efforts.
- B. Inform Decision-makers. Provide appropriate information to inform leadership on tactical, operational, and strategic decisions to mitigate threats.

There are more than 75 local, state, federal and tribal law enforcement agencies within the region that must coordinate their law enforcement and emergency responses to protect these citizens and resources. The MATRIX must constantly assess and reassess the threat posed by criminal enterprises and terrorist organizations to our community and infrastructure, and provide tactical and strategic approaches to supporting the region's investigative and information sharing efforts.

The Fusion Center will work to identify current trends and patterns in crime occurring in the City of El Paso and the region. The MATRIX and if appropriate, in concert with the Joint Operations and Intelligence Center – El Paso (JOIC-El Paso), will analyze and disseminate intelligence and information on current crime trends and patterns and establish forecasts or predictions of future crimes.

Applicability. This plan applies to all El Paso Police Department and participating agency personnel assigned to the MATRIX “Watch Section” (Watch). This plan is incorporated into the MATRIX’s standard operating procedures, and it shall be the fusion center commander’s responsibility to ensure compliance with this plan. The personnel staffing the positions in the Watch have the following responsibilities: (1) maintaining situation awareness of events locally and throughout the world; (2) completing time sensitive requests from our vetted partners; and, (3) coordinating the dissemination of information.

This plan also applies to interactions with external partners including the U.S. Department of Homeland Security (DHS), the Federal Bureau of Investigation (FBI), Texas National Guard, and/or other local, state, and federal agencies regarding known and potential threats to or emanating from the El Paso Police Department’s area of responsibility as well as potential targets, impacts, and key actions based on the likelihood of identified threats.

This plan is available to all MATRIX personnel for review by way of written manual, electronic copy, and department intranet.

Definitions. This portion of the plan defines the terms, words, and phrases that may not be commonly known to the reader, to assist the reader in understanding the plan’s intent and context. The following terms are defined by the DHS Risk Lexicon (2010) and the Baseline Capabilities:

- A. Adversary. Individual, group, organization, or government that conducts or has the intent to conduct detrimental activities.
- B. Analysis. That activity whereby meaning, actual or suggested, is derived through organizing and systematically examining diverse information and applying inductive or deductive logic for the purposes of criminal investigation or assessment.
- C. Attack Method. Manner and means, including the weapon and delivery method, an adversary may use to cause harm on a target.
- D. Consequence. Effect of event, incident, or occurrence.
- E. Intent. A state of mind or desire to achieve an objective.
- F. Intelligence Products. Reports or documents that contain assessments, forecasts, associations, links, and other outputs from the analytic process that may be disseminated for use by law enforcement agencies for the prevention of crimes, target hardening, apprehension of offenders, and prosecution.
- G. Likelihood. Chance of something happening, whether defined, measured, or estimated objectively or subjectively, or in terms of general descriptors (such as rare, unlikely, likely, almost certain), frequencies, or probabilities.
- H. Risk. Risk is the potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and its associated consequences.
- I. Risk Assessment. Product or process which collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.
- J. Target. Asset, network, system or geographic area chosen by an adversary to be impacted by an attack.

- K. Threat. Natural or man-made occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, an/or property.
- L. Threat Assessment. Process of identifying or evaluating entities, actions, or occurrences, whether natural or man-made that have or indicate the potential to harm life, information, operations and/or property.
- M. Vulnerability. Physical feature or operational attribute that renders an entity, asset, system, network, or geographic area open to exploitation or susceptible to a given hazard.

Procedures. The MATRIX applies local, statewide, and regional perspectives to national-level threat information to identify threats or scenarios that are of particular concern to the area of responsibility. The MATRIX threat analysis process consists of the following two primary steps:

- A. Identification of National-Level Threats. The MATRIX uses joint DHS/FBI analyses and assessments as well as open source reporting, to identify trends, tactics, and procedures related to international and domestic terrorist threats of concern. The “Receive” policy (COC 1) describes all resources used to access emerging, national-level threat information (i.e., DHS and FBI products, assessments, or other information). The MATRIX reviews the multiple information sources to establish a comprehensive national-level threat picture. This process is managed by the MATRIX Commander and Fusion Sergeants and updated during respective work hours (8:00 a.m. to 4:00 p.m.; 12:00 p.m. to 8:00 p.m.; 6:00 p.m. to 2:00 a.m.; and 10:00 p.m. to 6:00 a.m.) basis or more often based on information/intelligence received.
- B. Local Environment Overlay. The MATRIX then enhances the national-level threat information with local perspectives to identify potential threat scenarios of concern specific to the El Paso Police Department’s area of responsibility. The MATRIX incorporates localized threat streams (criminal and other) through the following procedures:
 - 1. MATRIX analysts incorporate information regarding relevant violent extremists, domestic threats, and lone offender threats, as appropriate. Analysts rely on up-to-date local, statewide, and regional analyses of the local threat environment derived from SAR reporting, 411-TIPS and State threat assessments to determine applicability.
 - 2. MATRIX analysts incorporate relevant crime-related information to include weapons, recidivist offenders, drugs, gangs, property crimes, homeland violent extremists, and financial crimes. Analysts consider patterns and trends of criminal activity as they relate to the threat information via thorough analysis of indicators, alerts/warnings/notifications, and SAR reporting. MATRIX analysts further assess local perspectives (e.g., historical criminal activity, jurisdiction-specific concerns, and known vulnerabilities) that are associated with the identified national threat scenarios.
 - 3. MATRIX analysts also coordinate with area investigative and intelligence enterprises to seek input and feedback on initial analytical conclusions regarding threats to the area of responsibility.

Upon receipt of information generated by any agency regarding a threat to national security, the Watch will obtain all available information and make notification to the Centralized Intelligence Unit (CIU) Lieutenant as defined in Section D, CIU Notifications. The Watch will use appropriate threat information to prepare an alert or advisory to all distribution groups, as appropriate. If no additional relevant information (e.g., terrorism, DTO, local or regional nexus) comes to light, no other action needs to be taken, other than monitoring.

The Watch also assists in the support of critical incidents, emergency responses, and investigations, when a timely response is mandatory. As part of this, the Watch is required to assist with the

completion of a Tactical Workup on any person, place, or item, when requested by a supervisor, field personnel or a participating agency. Each request will be unique and dependent upon the situation.

The MATRIX uses the “Threat Analysis” and “Likelihood and Impact Analysis” to inform decision-makers to mitigate threats. Analytic products enable decision-makers to weigh options and determine approaches based on best estimates of likelihood and consequence. Specific protective measures related to specific threats are tiered based on likelihood and impact to ensure efficient and accurate application of potential mitigation actions.

Dates Plan Implemented and Updated. This policy will be implemented upon signature by the El Paso Fusion Center Commander and will be reviewed and revised annually, as needed. Revisions will reflect a new date. Information systematically acquired, stored, and maintained within the El Paso Police Department is not applicable to this policy.

A. References

1. El Paso Police Department Fusion Center Concept of Operations, August 25, 2011
2. El Paso Police Department Fusion Center, Watch Section, Procedures and Protocols
3. Critical Operational Capabilities for State and Major Urban Area Fusion Centers, October 2010
4. Baseline Capabilities for State and Major Urban Area Fusion Centers, September 2008
5. National Strategy for Information Sharing, October 2007
6. Fusion Center Guidelines, April 2006

27.3 DISSEMINATE: ABILITY TO FURTHER DISSEMINATE THREAT INFORMATION TO STATE, LOCAL, AND PRIVATE SECTOR ENTITIES

Purpose. The purpose of this document is to serve as the El Paso Fusion Center’s (MATRIX) plan to disseminate threat information to State, Local and Private Sector Entities within the El Paso Police Department’s jurisdiction and Western Texas regional partners.

One of the most important roles fusion centers play within the greater homeland security community is providing actionable intelligence to state, local and private sector partners. The nature of homeland security demands that customers fully understand those threats that affect their environment, so they may take action in the form of prevention, protection, or response. When fusion centers develop a robust capacity to share threat information to their partners and stakeholders, the benefits are numerous and include the ability to:

- A. Provide local context to a given threat report originating from the Federal Government.
- B. Provide operational and tactical guidance in the form of recommendations.
- C. Archive threat information for future review and analysis.

The MATRIX and its leadership have a shared responsibility with the Federal Government to prevent, protect, respond, and recover from threats on our homeland. The MATRIX supports the National Strategy for Information Sharing, which designates fusion centers as the primary focal point for receiving and sharing terrorism and homeland security-related information to the stakeholders within their jurisdiction. The purpose of this plan is to articulate standardized procedures for the MATRIX personnel concerning disseminating sensitive but unclassified (SBU) terrorism information, law enforcement sensitive (LES) information, and for official use only (FOUO) information related to the jurisdiction’s homeland security efforts.

This plan complements the MATRIX existing criminal intelligence file, operating plans, policies, and concepts of operation. This plan does not address the handling and dissemination of classified national security information, which is covered by federal law and regulation. This plan also addresses the communications platform(s) through which sensitive information will be appropriately disseminated.

Applicability: This plan applies to all El Paso Police Department and participating agency personnel assigned to the MATRIX. This plan is incorporated into the MATRIX's concept of operations, and it shall be the fusion center commander's responsibility to ensure compliance with this plan.

This plan also applies to interactions with external partners including the U.S. Department of Homeland Security (DHS), the Federal Bureau of Investigation (FBI), and/or other local, state, and federal agencies regarding known and potential threats to or emanating from the El Paso Police Department's area of responsibility and Western Texas in general, as well as potential targets, impacts, and key actions based on the likelihood of identified threats.

This plan is available to all MATRIX personnel for review by way of written manual, electronic copy, and department intranet.

Definitions. This portion of the plan defines the terms, words, and phrases that may not be commonly known to the reader, to assist the reader in understanding the intent of the plan.

- A. **Confidentiality Agreement.** A written agreement between the fusion center and the recipient of information produced by that fusion center, for appropriate confidentiality of the information shared.
- B. **For Official Use Only (FOUO).** The definition of "For Official Use Only" is a term used to identify unclassified information of a sensitive nature, not otherwise categorized by statute or regulation, the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of federal programs, or other programs or operations essential to the national interest. FOUO is not to be considered classified information. FOUO material should be stored in a closed container when not in use and disposed of by shredding or burning when no longer useful. Disseminated FOUO material must include proper handling instructions.
- C. **Homeland Security - State and Local Intelligence Communities of Interest (HS - SLIC)/Homeland Security Information Network (HSIN).** This is a secure information network platform that supports non-classified information sharing of fusion centers and the Federal Government.
- D. **Law Enforcement Sensitive (LES).** The definition of "Law Enforcement Sensitive" is unclassified information from a law enforcement agency that contains personal identifying information, such as victim, suspect, business, or information that might be used in a criminal prosecution that requires protection against unauthorized disclosure to protect the sources, methods, investigative activity, evidence, and the integrity of the investigation reports. The exception to this is when an active arrest warrant is on file and personal identifiers have been released outside of law enforcement.
- E. **Law Enforcement On-Line (LEO).** This is a secure information sharing network, supplied to law enforcement officers, sponsored by the Federal Bureau of Investigation (FBI).
- F. **The National Law Enforcement Telecommunications System (NLETS).** This is a secure information sharing platform used by law enforcement.
- G. **Regional Information Sharing System (RISS).** This a secure information sharing platform used by state and local law enforcement and the federal law enforcement agencies.

Procedures. The purpose of this section is to guide a course of action taken by MATRIX personnel.

The MATRIX gathers information from many sources in a manner that is consistent with the law, with a focus on criminal activity and terrorism. This information is analyzed to provide tactical, operational, and strategic intelligence products such as bulletins and assessments. After the information has been evaluated for local implications to the MATRIX's jurisdiction and stakeholders, the information must be approved for dissemination by the fusion center sergeant, fusion center commander and, as necessary, the assistant chief responsible for MATRIX operations following El Paso Police Department's existing protocols.

These products are shared appropriately within the MATRIX's jurisdiction in a coordinated effort that is consistent with the 28 CFR Part 23.

Alerts, warnings, notifications, and other products, as well as situational awareness reports, developed within the fusion center from the Federal Government are also shared with identified federal partners and shared electronically via the networks mentioned in this plan.

The MATRIX also appropriately shares fusion center products with neighboring fusion centers in a regional approach to identify and address trends and criminal patterns that are a risk to public safety and public health.

The fusion center sergeant(s) is/are responsible for the daily supervision of collection, evaluation, collation, analysis, and dissemination of criminal intelligence and sensitive but unclassified informational products.

The fusion center sergeant (or their designee) will review and edit fusion center products for privacy and civil liberties, content, sourcing, relevance, grammar, and formatting requirements. Upon completion of the edit review, the fusion center sergeant will return the draft to the intelligence analyst (or producer) to complete any noted revisions. The edited draft will be returned to fusion center sergeant for final approval. Exceptions to this procedure are those products that are designated for peer review approval and investigative program review prior to being forwarded to the fusion center sergeant.

If the information is determined to be relevant to the private sector within the center's jurisdiction, the MATRIX private sector and critical infrastructure coordinator will contact the appropriate federal representative such as the DHS PSA or the FBI Special Agent responsible for infrastructure protection.

When requested by federal agency partners, the fusion center commander (or appropriate designee) is responsible for collecting any actions taken by the center's stakeholders, to include the private sector, on the disseminated information.

The following list identifies quality control items that the producer of products should consider and recognize, in the product, during the review process.

- A. The content of the product should be concise and thorough.
- B. The sourcing of the product should be reliable and the reliability of the information should be stated in the product.
- C. If the source within the product is "Originator Controlled" the information will not be disseminated without the original agency's permission.

- D. Does the information have direct or indirect relevance to an active criminal investigation?
- E. If so, permission to disseminate is required from the investigating agency.
- F. Is the information relevant to the fusion center's jurisdiction and stakeholders?
- G. Is the information in the product grammatically correct?
- H. Does the product properly follow the MATRIX's product line format?
- I. Is the product marked appropriately for dissemination based on the information?

The unclassified networks for distribution of MATRIX products vary depending on the recipient of the product. The following are a listing of secure networks used by the MATRIX.

- A. Secure email. Based on the content of the product and intended recipient, analysts may use the agency's secure email system. In some instances, the analyst may disseminate an email message, based on the targeted distribution list to notify that a product is posted on one or more of the below secured networks. In exigent circumstances where an immediate need-to-know exists, especially in officer and public safety matters, the fusion center sergeant may approve to disseminate fusion center products using secure email as the primary method of dissemination.
- B. HSIN Community of Interest Portal. Based on the content of the product and intended recipient, analysts will post products on the center's secure portal.
- C. HS-SLIC. Analysts will post fusion center products on the HS-SLIC portal for dissemination between fusion centers and the federal intelligence community.

When disseminating fusion center products, the MATRIX distribution lists are updated semi-annually. The following criteria shall be used to determine the distribution of the products from the center.

It is important to have a clear understanding of who should receive information appropriately. With this in mind, the MATRIX has created distribution lists, based on categories of product, recipients by discipline, and secure network. These lists are based upon the recipients' organizational mission and authorization to receive specific information or category of product. Users within the distribution lists are vetted for authorization and endorsed by their supervisors.

Feedback: This portion of the plan should describe processes for obtaining feedback from customers who receive information or other products from the fusion centers. The operations at the MATRIX will be driven by the needs of its consumers and constant efforts will be made to evaluate the support provided to its consumers. The MATRIX leadership will periodically perform a review of support to identify satisfaction with meeting customer demands and compliance with administrative, operational and privacy policies.

The fusion center commander is responsible for assessing the value-added of fusion center products and services. A member of the MATRIX staff will be responsible for collecting general responses and actions taken by the center's stakeholders regarding disseminated products. A process to determine the value and timeliness of fusion center products will include:

- A. Feedback on the value, quality, and timeliness of specific products lines (e.g., questionnaires, product survey, annual survey, product point of contact, etc.).
- B. Feedback on operational response taken as a result of specific products or information.

Dates Plan Implemented and Updated. This policy will be implemented upon signature by the El Paso Fusion Center Commander and will be reviewed and revised annually, as needed. Revisions will reflect a new date. Information systematically acquired, stored, and maintained within the El Paso Police

Department is not applicable to this policy.

A. References

1. El Paso Police Department Fusion Center Concept of Operations, August 25, 2011
2. El Paso Police Department Fusion Center, Watch Section, Procedures and Protocols
3. Critical Operational Capabilities for State and Major Urban Area Fusion Centers, October 2010
4. Baseline Capabilities for State and Major Urban Area Fusion Centers, September 2008
5. National Strategy for Information Sharing, October 2007 Fusion Center Guidelines, April 2006

27.4 GATHER: ABILITY TO GATHER LOCALLY GENERATED INFORMATION, INCLUDING SUSPICIOUS ACTIVITY REPORTING, BASED ON TIME SENSITIVE AND EMERGING THREATS

Purpose. The purpose of this document is to serve as the El Paso Police Department Fusion Center's (MATRIX) plan to gather locally-generated information, including suspicious activity reporting, based on time-sensitive and emerging threats within the El Paso Police Department's jurisdiction.

The Suspicious Activity Reporting (SAR) process enables the El Paso Police Department to participate in a standardized, integrated approach in gathering, documenting, processing, analyzing, and sharing information about suspicious activity that is potentially related to criminal activity. In addition to government agencies, private sector organizations responsible for Critical Infrastructure and foreign partners are also potential sources for terrorism-related SARs.

The Watch is the eyes and ears of the MATRIX and it plays a key role in helping the center achieve its goal to prevent, reduce, and disrupt crime and terrorism through the early warning of all-crimes, all-hazards, and all-threats.

The MATRIX will be responsible for receiving, analyzing, and updating a database that tracks incoming SARs. The MATRIX will also maintain a counterterrorism capability by coordinating information sharing with the State Fusion Center. The State Fusion Center is the identified repository for intelligence related to Homeland Security and the Fusion Center will support that mission. The MATRIX also will serve to support the State Fusion Center as a clearinghouse for suspicious activity reporting, the State Fusion Center's production of state threat assessment, and intelligence estimates.

Information gathering is central to the production and dissemination of fusion center products. In order for fusion centers to ensure that their products capture relevant and accurate information they need to determine what information they need and how and where that information is gathered, to include having the capability for accessing and reviewing SAR information across jurisdictions.

This plan complements the MATRIX existing criminal intelligence file, operating plans, policies, and concepts of operation. Additionally, this plan supports the MATRIX's SAR Site Plan that includes identification of the technical, functional, management, and fiscal resources needed to fully implement the SAR process. In alignment with the National Strategy for Information Sharing, fusion centers will serve as primary coordination points for this initiative.

Applicability. This plan applies to all El Paso Police Department and participating agency personnel assigned to the MATRIX. This plan is incorporated into the MATRIX's concept of operations, and it shall

be the fusion center commander's responsibility to ensure compliance with this plan.

This plan is available to all MATRIX personnel for review by way of written manual, electronic copy, and department intranet.

Definitions. This portion of the plan defines the terms, words, and phrases that may not be commonly known to the reader, to assist the reader in understanding the intent of the plan.

The Global Intelligence Working Group Privacy Committee defines Tips and Leads information as an uncorroborated report of information that alleges or indicates some form of possible criminal or terrorist activity. Tips and Leads can also be referred to as SARs. Further, Suspicious Activity is defined as "behavior that may be indicative of intelligence gathering or preoperational planning related to terrorism, criminal espionage, or other illicit intentions".

This information has some suspicion or mere suspicion attached to it, but without further inquiry or analysis it is unknown whether the information is accurate or useful. Unlike criminal or terrorism related intelligence information that has undergone an evaluation process to determine the likely possibility that the information is accurate, SAR information hangs between being of no use to law enforcement and being extremely valuable if time and resources are available to determine its meaning.

Procedures. The purpose of this section is to guide a course of action taken by fusion center personnel.

The Watch supervisors will be responsible for ensuring that on-duty fusion personnel comply with the following SAR duties:

- A. Complete a review of each SAR received on that shift and exercise professional judgment to determine if an immediate response is needed.
- B. Accurately identify and notify the proper City Department, State or Federal Agency to handle the incidents that require immediate response.
- C. Notify the designated member(s) of the Joint Terrorism Task Force (JTTF) of any SAR that contains any potential link to terrorism.
- D. Update the Suspicious Activity Reports database.

The MATRIX personnel are responsible for the daily intake, collection, processing, vetting, and dissemination of the SARs received from state, local, federal and private sector partners. SARs shall be completed on all appropriate tip and lead information received by the fusion center. All SARs shall be disseminated to local, state and federal law enforcement agencies, as appropriate. The MATRIX has developed and implemented a standardized processing mechanism for the efficient transition of the SAR from SAR originator, vetting, analyzing, and dissemination.

The Centralized Intelligence Unit (CIU) Lieutenant must be immediately notified, by phone 24/7, of the following incidents:

- A. Confirmed "hits" on the Violent Gang/Terrorist Offender File (see VGTOF below).
- B. Suspicious subjects in custody or are being detained, or cannot be identified.
- C. A bomb threat to an International Bridge or at any public facility.
- D. A bomb threat to an area school or a plot to harm or injure students (e.g., Columbine).
- E. Any suspicious situation involving foreign nationals.
- F. Any situation involving a person(s) conducting surveillance at any location to include critical

- infrastructure.
- G. Unattended bags or suspicious packages.
- H. Any threat to national security.
- I. Any situation involving suspicious activity indicating a potential narcotics or terrorism nexus.

The following procedures shall be utilized to process SAR information:


- A. Receipt/Collection. Information, as previously defined, shall be captured and reported to the MATRIX through the use of the standardized SAR Vetting Tool (SVT).
 1. The MATRIX shall incorporate public, law enforcement, and the private sector, as appropriate, in the collection process.
 2. Local law enforcement agencies or agencies with original jurisdiction shall be the initial collection points and investigative leads for all suspicious activity data.

Access/Dissemination

- A. The analysts will follow the MATRIX's established protocols for access and dissemination.
- B. No FBI information developed by any unit analysts within the MATRIX regardless of criminal or terrorism/homeland security relationship shall be disseminated outside of the MATRIX without the expressed permission of the FBI.

Dates Plan Implemented and Updated This policy will be implemented upon signature by the El Paso Fusion Center Commander and will be reviewed and revised annually, as needed. Revisions will reflect a new date. Information systematically acquired, stored, and maintained within the El Paso Police Department is not applicable to this policy.

- A. References
 1. El Paso Police Department Fusion Center Concept of Operations, August 25, 2011
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 6. Fusion Center Guidelines, April 2006

 El Paso Police Department Criminal Investigations Operations Manual	Chapter 28
Chapter 28: Social Media in Criminal Investigations and Intelligence Gathering	Effective Date: 12/22/2015 Previous Version:

28.0 SOCIAL MEDIA IN CRIMINAL INVESTIGATIONS AND INTELLIGENCE GATHERING

28.1 PURPOSE

To establish guidelines for the use of social media in criminal investigations, criminal intelligence development, and crime analysis and situational assessments.

Social media is and has been used by the El Paso Police Department (the “Department”) for community outreach, crime prevention, soliciting tips about unsolved crimes, and emergency notifications. The Department recognizes that social media can be a valuable tool for investigative purposes to detect and deter criminal activity. It is therefore the policy of the Department that while it employees are engaging in social media and social networking for the purpose of criminal investigations and intelligence gathering, its employees will strictly adhere to the guidelines set forth in this policy, to all applicable federal, state and local laws, and to all laws regarding public information on arrests, investigations and personnel data.

28.2 DEFINITIONS

- A. **Authorized Division Account.** A social media account, used for general searches of information in the public domain, obtained in accordance with section IV, paragraph B of this policy.
- B. **Crime Analysis and Situational Assessment Reports.** Analytic activities to enable the Department to identify and understand trends, causes, and potential indicia of criminal activity, including terrorism.
- C. **Criminal Intelligence Information.** Data which meets criminal intelligence collection criteria and which has been evaluated and determined to be relevant to the identification of criminal activity engaged in by individuals who or organizations which are reasonably suspected of involvement in criminal activity.
- D. **Criminal Nexus.** Established when behavior or circumstances are related to an individual or organization’s involvement or planned involvement in criminal activity or enterprise.
- E. **Online Alias.** An online identity that encompasses identifiers, such as name and date of birth, differing from that of the employee’s actual identifiers.
- F. **Online Undercover Activity.** The use of an online alias to interact or engage with a person via social media websites that may or may not be in the public domain.
- G. **Social Media.** A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), micro blogging sites (Twitter), photo and video sharing sites (YouTube), wikis (Wikipedia), blogs, and other sites.
- H. **Social Media Monitoring Tool.** tools used to capture data and monitor social media sites by utilizing automated tools such as web crawlers, word search functions to make predictive analysis, develop trends, or collect information. Examples include but are not limited to Netbase, Twitterfall, Trackur, TacTrend, Tweetdeck, Twipho, Socialmention, Socialpointer and

Plancast.

- I. Social Media Websites. Sites which focus on building online communities of people who share interests and activities and/or exploring the interests and activities of others. Social media websites are further categorized by Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), micro blogging sites (Twitter), photo and video sharing sites (YouTube), wikis (Wikipedia), blogs, and other sites. The absence of an explicit reference to a specific social media website does not limit the application of this policy.
- J. Valid Law Enforcement Purpose. A purpose for gathering, collecting, retaining or sharing information/intelligence that furthers the activities of a law enforcement agency, which may include the detection and prevention of crime, ensuring public safety, furthering officer safety, and homeland and national security, while adhering to law and Department policy designed to protect the privacy, civil rights and civil liberties of the public.

28.3 UTILIZATION OF SOCIAL MEDIA

- A. Social media may be used by authorized personnel for a valid law enforcement purpose. The following are valid law enforcement purposes:
 - 1. Crime analysis and situational assessment reports
 - 2. Criminal intelligence development
 - 3. Criminal investigations
- B. Authorized personnel may only utilize social media to seek or retain information that:
 - 1. Is based on a criminal predicate or threat to public safety.
 - 2. Is based upon reasonable suspicion that an individual or organization has committed a criminal offense or is involved in or planning criminal (including terroristic) conduct that presents a threat to any individual, the local, state, or national community and the information is relevant to the criminal conduct or activity (criminal intelligence information).
 - 3. Is relevant to the investigation, apprehension or prosecution of suspected criminal incidents or the prevention of crime.
 - 4. Is useful in crime analysis or situational assessment reports for the administration of criminal justice and public safety.
- C. The Department will not utilize social media to seek or retain information about:
 - 1. Individuals or organizations based solely on their religious, political, social views or activities.
 - 2. An individual's participation in a non-criminal organization or lawful event.
 - 3. An individual's race, ethnicity, disability, age (unless to determine if a minor), citizenship, gender, or sexual orientation, unless such information is relevant to the individual's criminal conduct or activity or if required to identify the individual.
- D. Personnel will not directly or indirectly receive, seek, accept, or retain information from:
 - 1. An individual or nongovernmental information provider who may or may not receive a fee or benefit for providing the information if there is reason to believe that the information provider is legally prohibited from obtaining or disclosing the information.
 - 2. A source that used prohibited means to gather information.
- E. Department personnel are prohibited from assisting with social media screening for pre-employment background checks.
- F. While on duty, employees will utilize social media, access social media websites, online aliases, and social media monitoring tools only for a valid law enforcement purpose. The utilization of an online alias or social media monitoring tool for personal use is prohibited and is considered

employee misconduct.

28.4 AUTHORIZATION TO ACCESS SOCIAL MEDIA WEBSITES

This section addresses the authorization necessary to utilize social media and access social media websites for crime analysis and situational awareness/assessment reports; criminal intelligence information development; and criminal investigations.

- A. Public Domain. No authorization is necessary for general research, topical information or other law enforcement uses that do not require the acquisition of an online alias.
- B. Authorized Division Account
 - 1. Both sworn and non-sworn employees are authorized to use an Authorized Division Account.
 - 2. An Authorized Division Account may be approved for use by an individual or for a section.
 - 3. An employee must request and receive authorization in writing from the Division Commander prior to obtaining an Authorized Division Account. The request must include the following:
 - a. An elpasotexas.gov email address
 - b. An identifiable username
 - c. The names of employees with access to the account
 - 4. The password for a section Authorized Division Account must be changed every time that an employee from the section is transferred out of, or removed from, the section.
- C. Online Alias. An online alias may only be used to seek or retain information that:
 - 1. Is based upon a criminal predicate or threat to public safety.
 - 2. Is based upon reasonable suspicion that an identifiable individual or organization has committed a criminal offense or is involved in or is planning criminal conduct or activity that presents a threat to any individual, the community, or the nation and the information is relevant to the criminal conduct or activity.
 - 3. Is relevant to the investigation and prosecution of suspected criminal incidents; the resulting justice system response; the enforcement of sanctions, order, or sentences, or the prevention of crime.
 - 4. Is useful in crime analysis or situational assessment reports for the administration of criminal justice and public safety.
- D. Authorization for Online Aliases. Only sworn law enforcement officers may request an online alias. No other Department personnel are authorized to request an online alias or to use an online alias in the performance of their official duties. An authorized employee must request and receive authorization in writing from the Division Commander prior to obtaining an online alias. The request must contain the following information:
 - 1. Purpose for the request (type of investigative activity)
 - 2. The online alias to be used (username)
 - 3. Identifiers to be utilized for the online alias, such as email address, date of birth, etc. No passwords will be included in the request. Passwords must be secured at all times.
 - 4. Photograph to be used, if applicable
 - 5. The social media site(s) to be used. Online Alias accounts must be reviewed and approved every 30 days by the Division Commander for continued use. The establishment of a social media account with an approved online alias must be documented.
- E. Authorization for Online Undercover Activity
 - 1. A sworn law enforcement officer who has an authorized online alias may also request

authorization to engage in online undercover activity. Only sworn law enforcement employees are permitted to engage in online undercover activity.

2. Online undercover activity occurs when the officer utilizing the online alias interacts with a person via social media. Online undercover operations will only be utilized when there is reason to believe that criminal offenses have been, will be or are being committed.
3. An authorized officer must submit a request and receive authorization in writing from the Assistant Chief of the Investigations Bureau prior to initiating an undercover investigation online. The request must include the following:
 - a. The online alias to be used
 - b. The social media accounts and websites to be used
 - c. The valid law enforcement purpose
 - d. The anticipated duration of the undercover activity
4. If approved, online undercover activity will be reviewed monthly by the Division Commander. Any approved online undercover activity that does not provide information relating to the valid law enforcement purpose within 30 days will be suspended or discontinued. The online alias may be maintained if it is anticipated that it will be used again; however, a subsequent request for authorization must be made.

28.5 AUTHORIZATION TO UTILIZE SOCIAL MEDIA MONITORING TOOLS

- A. Only Fusion Center personnel are authorized to utilize a social media monitoring tool. However, Department personnel and Fusion Center Partners may submit a request to the Director of the Fusion Center for authorization to have Fusion Center personnel monitor social media using a monitoring tool. The social media monitoring tool may only be utilized for valid law enforcement purposes. For example, the social media monitoring tool may be utilized in criminal investigations; criminal intelligence information development; and crime analysis and situational assessment reports (e.g. during sporting events, demonstrations or other large gatherings that require a law enforcement presence to ensure the safety of the public). The request must contain the following:
 1. The purpose and intended use
 2. Anticipated amount of time the monitoring will be needed
 3. The social media websites the tool will access
- B. The Fusion Center Director shall review all approved monitoring requests every 30 days to ensure that a valid law enforcement purpose still exists and will immediately terminate any request determined to no longer have a valid law enforcement purpose.

28.6 SOURCE RELIABILITY AND CONTENT VALIDITY

Information developed from social media sites should be corroborated using traditional investigative tools including interviews, verification of address, verification of internet protocol address information, or other lawful means.

28.7 DOCUMENTATION AND RETENTION

Other than crime analysis and situational assessment reports, all information obtained from social media websites shall be placed within a case file, suspicious activity report, or criminal intelligence

information report. At no time shall Department personnel maintain any social media files outside of these authorized files.

Crime analysis and situational assessment reports may be prepared for special events management, including First Amendment-protected activities. At the conclusion of the situation requiring the report or First Amendment-protected event where there was no criminal activity related to the information gathered, the information obtained from the social media monitoring tool will be retained for no more than 30 days, or as required by law. Information from the social media monitoring tool that does indicate a criminal nexus will be retained in a criminal intelligence information report, suspicious activity report, or case investigative file as directed by the State of Texas retention schedule.

Information identified as criminal in nature that is obtained in the course of an investigation from a social media website will be collected and retained using screen shots, printouts of chat logs, copying uniform resource locators (URLs) for subpoena or investigatory purposes, or storing the information via secure digital means.

28.8 SANCTIONS FOR MISUSE

Any employee who violates the provisions of this directive will be subject to disciplinary action, up to and including termination.

28.9 COMPLAINTS AND INFORMATION QUALITY ASSURANCE

Employees will report violations or suspected violations of this directive to the Fusion Center Privacy Officer. The Privacy Officer will handle in accordance with the Fusion Center's Privacy Policy. If information is determined to be erroneous, the information will be corrected or deleted.

28.10 AUDIT AND REVIEW

As part of the annual privacy audit, compliance with this directive will be verified by the Fusion Center's Privacy Officer. The Fusion Center's Privacy Officer will review this directive at least annually and direct the updating of the policy and procedures as necessary.

28.11 MISCELLANEOUS

- A. Undercover Activity conducted by the Internet Crimes Against Children (ICAC) unit is not subject to this Policy.
- B. An employee's supervisor will verify the deletion/deactivation of any email or online alias assigned to an individual upon his or her transfer from the Department.
- C. The use of an employee's personal equipment, software, social media accounts or internet service for any purpose listed in this policy is strictly prohibited.

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CRIMINALISTICS SECTION OPERATIONS MANUAL

(Revised 9/20/2023)

 El Paso Police Department Criminalistics Operation Manual	Chapter 1
1.0 Criminalistics Manual	Policy Effective: 09/20/2023 Previous Version: 09/09/2021

1.0 CRIMINALISTICS

1.1 MISSION

Personnel of the criminalistics section will strive to fully and objectively support all investigative efforts from any division or section of the El Paso Police Department or any other investigative entity. We will engage in the relentless pursuit of the truth to achieve justice. To that end, we will conduct ourselves at all times with professionalism, pride in our craft, and complete commitment to the successful prosecution of all criminal, civil, or administrative cases that are brought before us. To accomplish this, we seek to maintain the educational standards that are equivalent with our commitment to excellence and the standards recognized by the scientific community.

1.2 APPLICABILITY

- A. **Crime Scene Personnel.** It is the policy of the criminalistics section to respond to calls from police units when assistance is needed in processing a crime scene. “Processing” means identifying, diagramming, photographing, recording, collecting, and preserving physical evidence. The amount of processing needed at each crime scene will vary, as every scene is unique. The following procedures and policies are set forth to aid as a guide.
- B. **Section Reference Library.** A section library has been established to enable the officers to have access to the proper reference material. This material is being made available for training and self-improvement purposes due to the specialized nature of the various jobs within the section. Additional material will be added when deemed necessary and funds are available. The following procedure will be adhered to when checking out this material:
 1. Officers will exercise due care when checking out any of the library material and will be responsible for the item(s) while in their possession.
 2. Personnel from other sections will not check out materials unless first cleared through the Crime Scene Unit Lieutenant.
 3. Officers will be limited to one checkout item at a time.
- C. **Supervisor’s Daily Responsibilities.** At the beginning of each shift, each shift sergeant will be responsible for checking the items below. In the event a sergeant is not on duty, a Crime Scene Unit investigator will check the items.
 1. The evidence-drying hood in the Crime Lab must be clean and lined with clean paper. Any evidence that is there should be properly tagged and/or flagged as “CONTAMINATED”.
 2. All evidence contained in the evidence storage lockers must be properly tagged.
 3. The “super glue” and humidity chambers should be clean and ready for use.

1.3 GENERAL OPERATING PROCEDURES

The Criminalistics Unit will maintain three shifts staffed at the direction of the Criminalistics Lieutenant. Shift supervisors will schedule training, days off, and other adjustments (as per the Crime Scene Section in the Police Procedures Manual); Crime Scene officers will be on duty and respond to call for service on a 24-hour basis. In an effort to manage time and efficiency, the following policies will be in effect:

- A. Assignment. Newly assigned CSU officers will receive in-house training in the use of CSU equipment, photography, latent, firearms, evidence packaging, bloodstain analysis, and other necessary training. A training log will be created and filed in each employee's divisional file. The CSU Training Sergeant will be responsible for ensuring that each employee receives the proper training prior to being released to the field, working solo. New officers may work in the field prior to receiving the required training; when under the guidance of a senior CSU officer.
- B. Solo Units. Crime Scene Unit officers are to work solo except when responding to a major crime scene, and while training new officers.
- C. Lunch. Crime Scene Unit officers will ride solo when going to lunch.
- D. Code III. Code III is not authorized for any CSU officer to any call where processing a crime scene is requested.
- E. Flex Time. Unit policy dictates that all evidence, will be turned in by the end of the shift. If an officer is going to obtain flex time or wishes to use flex time, they must obtain approval from a supervisor on each occasion. The approval will be noted in the station log. If a supervisor is not on-duty to approve the use of flex time, then personal leave shall be used.
- F. Supervisor Notifications. Officers leaving the office for any reason, to include lunch, meetings, and court, will notify a CSU supervisor if one is available.
 1. CSU officers are required to notify an on-duty supervisor for any calls for service, request for service, or any other type of investigative assistance that involves a law enforcement officer as an involved party, including any EPPD officer. If there is no on-duty supervisor, the on-call supervisor will be notified in person or via a telephone call. Email or text notifications are not acceptable.
- G. Coordination with Investigate Units. Close coordination between the Crime Scene Unit and any investigation unit will be maintained. Investigating detectives will be permitted to view the scene prior to the removal of any evidence.
- H. Equipment. The equipment and supplies will be kept in good working condition and will be kept ready to process any crime scene. If equipment should become damaged or missing for any reason, it will be the responsibility of the officer discovering the problem to notify the supervisor in writing as soon as possible so that arrangements can be made to replace the damaged or missing equipment.

Crime Scene officers are issued the below-listed items:

1. One camera kit with the following items:
 - a. Digital camera
 - b. Standard issue electronic flash unit
 - c. Standard issue microlens kit compatible with the digital camera
2. Digital Camera Bag. They are the property of the El Paso Police department and the officers will be held responsible for any damage or loss of the equipment. When the digital camera is not in use, it will be stored inside the protective case. Crime Scene officers are expected to become familiar with the equipment. The officer may take the camera home and even use it for personal photography. The policy of using the equipment for the officer's personal use is

- experimental and designed to keep the officer's skill in photography honed to its best level. Officers are not allowed to make the repairs to camera equipment themselves.
3. Crime Scene Kit. Crime Scene officers will have with them all the equipment necessary to properly handle every call. The following items are considered the minimum elements required in a crime scene kit:
 - a. Fiber brush and a magnetic wand
 - b. Black latent print powder and black magnetic powder
 - c. Latent print cards (large and small)
 - d. Latent print lifting tape (one of each 1.5" - 2" - 3" - 4")
 - e. ABFO Ruler (bite mark ruler)
 - f. Black and white photographing ruler
 - g. Tape measure
 - h. Evidence collection containers (plastic bags, paper bags, etc.)
 4. Officers are encouraged to equip their kits with any additional items they deem necessary to properly process a crime scene. It is the duty of the CSU officer to ensure that their field kit is properly supplied with the necessary equipment and is readily available to respond to any request for a CSU officer.

1.4 SUPPLY REQUISITIONS

Supervisors are responsible for ordering all processing supplies and equipment. All requests for replacement supplies will be forwarded to the officer's immediate supervisor.

- A. Requests will be written in a department memo form and must include the following information:
 1. A description of the item requested
 2. Amount requested
 3. Justification for the purchase of the requested item
- B. For new items, catalog items, and items not normally kept on hand, the following information will be included:
 1. Catalog number
 2. Catalog price
 3. Address of merchant or vendor
 4. Justification for the purchase of the requested item
- C. It is the responsibility of all personnel assigned to the criminalistics unit to advise their immediate supervisor when supplies have been exhausted and need reordering.
- D. All supplies and equipment ordered will have the section commander's signature. Supplies ordered from Police Central Supply are ordered as per Central Supply procedures. In addition, all supplies will be ordered under the signature of the section commander except in the case of emergencies. Any person obtaining supplies under this provision shall ensure that a copy of the supplies received and a memo explaining the need to obtain them under this provision are immediately forwarded to the section commander.

1.5 PATROL ASSISTANCE

Should a Crime Scene officer require the assistance of a patrol unit during the investigation of a crime scene, such assistance shall be coordinated through a patrol supervisor. Patrol officers shall not leave the scene while a Crime Scene officer is conducting their investigation and processing the scene.

1.6 MAJOR CRIMES

The Major Crime Scene Response Team (MCRT) is composed of qualified CSU officers who will be available 24 hours a day to process a major crime scene.

- A. Responsibility. The MCRT will be the official investigative unit responsible for conducting thorough and professional investigations of all crime scenes designated as “major crime scenes”.
 - 1. A major crime scene constitutes any crime scene where: the collection, identification, documentation, and preservation of evidence is of such a large and complex task that it would require a full complement of crime scene technicians, whether or not a suspect is in custody.
 - a. The death scene of any member of the El Paso Police Department, or any law enforcement officer of this community, or where serious bodily injury likely to result in death has occurred. An exception to this section is traffic collisions, where the EPPD’s Special Traffic Investigation unit will be the handling unit. The full capability of the CSU unit will be provided to the STI unit during a major crime scene.
 - b. The scene where any member of the El Paso Police Department has caused the death, or serious bodily injury where death is likely to occur, to another, and the incident has occurred in the line of duty or on off-duty status.
 - c. Any crime scene designated as a major crime scene by any Criminalistics supervisor or Crimes Against Persons supervisor.
 - d. The following would not usually be characterized as major crime scenes:
 - i. Obvious non-fentanyl related suicides
 - ii. Accidental deaths
 - iii. Non-fentanyl related overdoses
 - iv. Drowning victims
 - v. Traffic fatalities
 - vi. Natural deaths
- B. Callouts
 - 1. Major Crimes Response Team. The MCRT is rotated on a weekly basis by members of the Criminalistics Unit. Although each officer assigned to the Crime Scene Unit is on-call, 24/7, 365 days a year, the on-call MCRT will be the officers called out to handle a major crime scene. On occasions where there are multiple major scenes working, or they occur in rapid succession, other members of CSU will be called out to handle those incidents.
 - 2. Should a CSU officer be unavailable for callout, they will inform the on-call CSU supervisor, fill out the “Coverage Form”, and post this form next to the weekly callout log near the CSU Supervisors office.
- C. “Latent Team.” This team is comprised of CSU officers that are skilled and have obtained additional training in the identification and collection of latent evidence. They will be on-call 24/7 and will respond to any major crime scene as requested by any Criminalistics supervisor. The primary duties of the Latent Team will be to process any major crime scene for latent

and/or trace evidence. The decision to deploy the Latent Team will be made by the on-scene Criminalistics supervisor.

1. Technical Experts. Some officers in CSU have obtained training and/or certifications that have made them experts in their specific fields. These fields include Bloodstain Analysis, Arson Investigations, Latent Development and Identification, and Specialty Photography. These specific CSU officers will be on-call 24/7 and will respond to any major crime scene as requested by any Criminalistics supervisor. If a technical expert is unavailable for callout, they shall also fill out a coverage form and notify the on-call MCRT supervisor.
 2. Latent Unit. Officers assigned to the Latent Unit of the Criminalistics Section as their primary duty will be available after hours with reasonable notice. These callouts should be used only for cases where the identification of a suspect is of the utmost importance. Callouts will be approved and generated by a Criminalistics supervisor. As with the MCRT, if a latent officer will be out of town or unavailable for a callout, they need to notify a Criminalistics supervisor and complete the "Coverage Form".
 3. Everbridge. All callouts will be documented and generated using the EPPD's Everbridge system. It is the responsibility of each CSU officer to ensure that their information is correct in the system. MCRT supervisors shall be aware of the "Coverage" forms and ensure that the correct members are called out.
 4. Response. MCRT members, by notice of their weekly on-call rotation, are expected to respond to the crime scene within one hour of notification. If exigent circumstances exist, MCRT members shall notify the MCRT supervisor of their expected response times. Members assigned to the latent team, technical experts, or officers assigned to the latent unit must respond to the crime scene in a reasonable time. Whenever possible, MCRT supervisors will provide advance notice of callouts to members of these units so appropriate arrangements can be made.
 5. Missed Callouts. Missed callouts will be examined on a case-by-case basis and will examine the disciplinary history of the officer and any missed callouts within the past two years. Any missed callout can be subject to discipline; however, a pattern of missed callouts can and will result in removal from the Crime Scene Unit. It is expected that members of the CSU unit answer their phone and respond when called out, as these are the basic requirements for an officer to apply for the unit.
- D. Major Crime Scene Unit Basic Structure. The Major crime scene unit will consist of teams of CSU personnel that will rotate being on the weekly callout. Each team will consist of the following:
1. Major Crime Scene Unit Supervisor. The MCRT supervisor will be instrumental in guiding the team with their acquired experience, skills, and knowledge in crime scene investigations. They will be available at all times during the course of the investigation to render guidance and assistance. In instances where an officer has caused the death or has caused serious bodily injury to a person where death is likely to occur, two CSU sergeants will respond to the scene.
 2. All officer-involved shootings will require two CSU sergeants to respond to the scene. Crime Scene Investigators. Investigators are assigned specific duties and tasks to perform. These tasks may be assigned to the MCRT members or members of a specialty unit. These include, but are not limited to, the following:
 - a. Evidence collection
 - b. Crime scene sketch
 - c. Photos (Primary and Secondary)
 - d. Crime scene search


- e. Identifying and collecting latent evidence, impressions, and tool marks
 - f. Attending and documenting autopsies
 - g. Bloodstain analysis
 - h. Videotaping of crime scene
 - i. FARO diagram
3. Newly Assigned CSU Officers. Newly assigned CSU officers will attend every MCRT callout as a part of their training requirements. They will shadow experienced officers and will learn each aspect of the MCRT. They will not be given any critical functions of the investigation until they show proficiency in the tasks. Once a new CSU officer has shown proficiency in callouts, they will be released from this requirement.
- E. Duties and Responsibilities of the Major Crime Scene Unit Supervisor.
1. The MCRT supervisor will supervise the MCRT at the scene. Their primary function will be to ensure that a timely and efficient investigation is being conducted. They will coordinate the progress and act as a liaison between the MCRT and CAP personnel, or any investigative units participating in the case.
 - a. At the scene, the MCRT Supervisor will determine the need for any additional personnel or the cancellation of any personnel after a careful evaluation of the crime scene.
 - b. The MCRT supervisor will be responsible for assigning each officer a task for the investigation. These tasks will be rotated among MCRT officers so that each CSU officer is proficient in all tasks. The MCRT supervisor is ultimately responsible for ensuring that each task is properly completed.
 - c. The MCRT supervisor will ensure that all processing has been completed before the final release of the crime scene is authorized and will verify with CAP as well as all other units involved in the investigation. If it is necessary to return to the scene for processing at a later date, the MCRT supervisor will make arrangements with Patrol to secure the scene.
 - d. All MCRT supervisors are reminded of the following procedures when handling major crime scenes:
 2. Major Crime Scene Unit Officer Duties and Responsibilities.
 - a. The MCRT unit will operate while using the concept of Teamwork to successfully investigate and process the scene. Each CSU officer, including MCRT members, will always cooperate fully with any other personnel, including investigative personnel, members of the public, and members of CSU while handling any investigation.
 - b. No "experimental" techniques will be performed in lieu of a proven and established method at any crime scene. Officers will comply with suggested techniques in DPS, FBI, or acknowledged books and manuals relating to criminalistics, or any techniques learned in training while conducting investigations. If an experimental technique is to be used, this shall be done only on the most rare occasions, and will never be done without appropriate research, testing if possible, and the approval of the CSU training supervisor. Detailed documentation will be required on any instance of this. This will be done only on the most rare of occasions where all other methods of documentation would not be successful.
 3. Officers will be assigned tasks at major scenes. Processing of these tasks shall be done in accordance with existing training standards, with recognition of the unique requirements each scene may provide. Additional tasks shall be assigned at the discretion of the MCRT supervisor. Tasks assigned at major scenes include but is not limited to the following:
 - a. Video
 - b. Primary Photos

- c. Secondary Photos
 - d. Evidence Collection
 - e. Scene Diagram (FARO)
4. The initial CSU officer or MCRT callout member at the scene of any major crime scene will do the following:
- a. Take all necessary steps to prevent crime scene contamination.
 - b. Record all alterations to the crime scene which were made as a matter of necessity.
 - c. Establish a crime scene perimeter by use of crime scene tape, and if necessary, assign a patrol officer to safeguard evidence.
 - d. If a suspect has been taken into custody, ensure that he does not engage in conduct which may alter or destroy evidence that might be found on his person. If necessary, take immediate steps to safeguard any evidence found on their person.
 - e. Notify either the CSU supervisor on duty or the on-call MCRT supervisor.
 - f. Await for the arrival of the MCRT team and CAP, and brief everyone concerned.

1.7 CRIME SCENE SEARCH

The crime scene search is the most important part of a criminal investigation. The need for physical evidence cannot be over-emphasized. Crime scene officers will observe all existing crime scene conditions, note events of the crime, as reported by patrol officers or detectives who have interviewed witnesses, suspects, or complainants, and record remarks or statements which may affect the call. Crime scene officers assist other police units by processing crime scenes in order to identify, collect, record, and preserve physical evidence. They are equipped with various types of specialized equipment, trained in the use of that equipment, and trained in the use of that equipment. The type and amount of processing required at any one crime scene will vary because each scene is unique. The following is applicable for most crime scenes:

- A. Survey. The CSU officer meets with officers at the scene and is briefed on the case. To maintain/protect the integrity of the crime scene it is necessary that the unit securing the scene exercise strict control.

 El Paso Police Department Criminalistics Operation Manual	Chapter 2
2.0 Photography	Policy Effective: 09/09/2021 Previous Version: 09/24/2010

2.0 PHOTOGRAPHY

2.1 PHOTOGRAPHY

It is not always necessary to photograph a crime scene but the exceptions are rare. Photos are taken before other processing in order to record the scene as it was found. Crime scene photos should tell a story, taking the viewer (investigator, prosecutor, juror, etc.) through the scene in a logical sequence. Photographs are taken of contiguous areas surrounding the crime scene to show the method entry and exit, approach and escape routes, and any potential evidence. If there is a question as to whether or not a photo should be taken, the matter is settled in favor of taking the photo. All crime scenes will be photographed in color.

- A. "ALL" impressions (shoe prints, tire prints, and bite marks) will be photographed with a ruler or scale and bite marks will be photographed with an ABFO ruler; there are no exceptions.
- B. "ALL" shoe and tire impressions will be photographed using a tripod issued by the photo lab. A ruler or scale will be used.
- C. Bloodstains and bloodstain patterns will be photographed with and without a scale or ruler, and with the use of a tripod. These should be taken at a 90-degree angle in case a reconstruction is required at a later date.
- D. CSU officers will download all photographs, videos, or any other type of digital evidence prior to the end of their shift. Any deviation from this policy will require supervisor approval and shall occur only on the most unusual of circumstances.
- E. Specialized photography (infrared, ultraviolet, etc..) shall only be done by CSU officers who have received the proper training and have the experience required to take the required pictures, which vary scene-to-scene. The CSU Training Sergeant will have the final determination on who is authorized to use the specialized equipment based on the individual officer's training.

2.2 BITE MARKS

It is the policy of the criminalistics section to photographically record bite-mark patterns of evident value and accurately as possible as these photographs may later be used for examination and comparison purposes. Each pattern mark or bite-mark is different so the individual crime scene officer will have to use their photographic skills to achieve the best results. However, some general procedures should be followed in every case. Tool marks or other impressions are handled in the same manner.

- A. The photographs should tell a story. For Example, if a victim has a bite-mark injury on their left arm.
 1. Take a full-length photo of the victim
 2. Take a photo from the waist up, with the injury visible
 3. Take close-up photos of the injuries to include the bite mark

4. The officer should now be ready to start taking photographs of the bite mark injury. The officer will:
 - a. Obtain an ABFO ruler (black and grey right angle ruler).
 - b. Place the ABFO ruler so that the bite mark is within the right angle of the ruler, do not push down or move the ruler as it may distort the appearance of the bite mark. It is essential that the ruler, bite mark and film be on the same parallel lanes when the photographs are taken. The camera is held perpendicular to the bite mark and ruler to ensure that the film and bite are on the same plane.
 - c. Focus is very critical. The camera should be focused on the bite mark, not the ruler. Keep in mind that the smaller your aperture (larger number on lens setting) the greater your depth of field.
 - d. Aperture setting – Bracketing. If the crime scene officer is unsure of the aperture (F-STOP) that they should use, the crime scene technician should take two other photographs of the bite mark with the aperture setting at one aperture after the original aperture that they used to take the first photograph.

For Example:

If a photo was taken at aperture setting f/16 the other two aperture settings should be set at f/22 and f/11. When you bracket your photographs, do not refocus your camera on the bite. You use the same focus setting on your camera that was used on your first photograph of the bite mark, so you would move the camera back and forth until the bite mark is in focus. By bracketing your photos, one of the photographs should come out with good exposure.
 - e. Flash wash out - To Guard against flash “wash out”, take several photos with the camera in the same position, but the flash unit fired from different angles. Some flash units are equipped with a power-setting accessory dial. This accessory will allow the photographer to control the brightness of the flash. If this accessory is used, take several photographs with the power set at different settings to ensure that one of the photographs taken will have the correct light exposure. Keep in mind that when you are using your flash unit, you must make sure that your shutter speed is set in the synchronized position.
 - f. Bite mark photos will be handled as a priority and processed as soon as possible for review. This will allow for the recovery of additional bite mark photo evidence if necessary due to the nature of loss of the mark due to the healing process.
 - g. A swabbing of the bite mark will be taken for DNA evidence.

2.3 ASSAULTS


- A. Walk-in assaults. When a victim comes in to headquarters for an assault, a Criminalistics officer will take photographs of the victim’s injuries.
 1. If the photographs to be taken are of the private area of the victim. The Criminalistics officer will request the assistance of a same-gender officer or records employee to accompany them during the photographing session. A detailed supplement will be made of the photographing session and the name of the same gender officer or employee will be entered in the current records management system with an explanation that they witnessed the process of photographing evidence.

2. If the crime scene officer observes what they believe to be a bite mark or is told of a bite mark, the injuries will be photographed and preserve as set forth in the bite mark injury preservation section of this manual.
- B. Sexual assault. A crime scene officer will not conduct any type of medical examination on a victim for evidence. A physician or a sexual assault nurse examiner (S.A.N.E) at any hospital will conduct this examination. The crime scene officer may on occasion be requested by the examining physician or S.A.N.E to take (digital) photographs of injuries on or about the private areas of the victim. If this should occur, the physician or S.A.N.E or a member of the medical staff will at all times accompany the Crime Scene Officer during the photographing session. The officer will enter into the current records management system as an involved party, the doctor, S.A.N.E, and medical staff in their supplement.

2.4 AUTOPSIES

Autopsies are handled by the Medical Examiner for the sole purpose of determining the cause of death. Our purpose for attending the autopsy is to retrieve all evidence that will be essential in determining the cause of the death and to record all prevalent information that will be vital to the investigation of the death.

- A. It is difficult to list specifically what particular evidence is needed to be collected at each autopsy since it will vary with each case. However, when the circumstance of the death are unknown, or when any element of an ongoing homicide investigation has not been solved, or the autopsy results are vital to the overall outcome of a death investigation, the Criminalistics officers should collect any and all evidence they can.
- B. Photos before the autopsy. Photographs are valuable for investigative purposes and should be taken and made available to any investigative unit upon request. Photos should be taken in the following sequence.
 1. Full body view.
 2. Full facial view.
 3. Close up views to include marks, tattoos, or wounds, or trace evidence found on the person.
 4. Photographs are to be taken with a ruler or marker and without a ruler or marker.
- C. Photos during the autopsy. Taking photos during the procedure of any findings are vital to the investigation. These include internal wounds, bullet trajectory, or any indication of the type of weapon used. If the medical examiner does not reveal any of this information, the crime scene officer should not be hesitant to ask the medical examiner for his opinion or for an illustration of the findings.

 El Paso Police Department Criminalistics Operations Manual	Chapter 3
3.0 Evidence Collection	Policy Effective: 09/09/2021 Previous Version: 09/24/2010

3.0 EVIDENCE COLLECTION

3.1 PHYSICAL EVIDENCE

The collection of physical evidence is an important element of a crime scene search. It is the policy of this section to collect physical evidence when requested by any unit or section. Personnel in this unit have received training in identifying, recording, collecting, and preserving physical evidence.

- A. Crime scene officers will collect only evidence or potential evidence. Items that will not be collected or exceptions to this policy include:
 1. Items to be taken in for safekeeping or abandoned property
 2. Items requiring special storage such as:
 - a. Explosives
 - b. Flammables
 - c. Narcotics
 - d. Large or bulky items too large for automobile transport
 - e. Perishables
- B. Preservation. Physical evidence is often very delicate and can be easily destroyed or contaminated. The search for evidence requires diligence. Since this is the evidence technician's responsibility they dictate the activities within the crime scene until the evidence has been identified, recorded, collected, and preserved.
- C. Vehicle Processing and storage bays. In order to preserve the integrity of evidence or potential evidence contained on or within a vehicle, officers will utilize a secure facility while the vehicle is in storage awaiting processing or while being processed.
 1. When a vehicle is being towed to the secure vehicle storage facility and will be housed inside the facility to await further processing, the vehicle will be followed by an EPPD officer. The preferred procedure is to have a CSU officer follow the vehicle; however, on rare occasions where this is not possible, any EPPD officer may follow the vehicle to the secured facility.
 2. When a CSU officer stores a vehicle in a secured bay, they shall update the "vehicle storage" board in the CSU officer by completing the supplied vehicle information card and posting it on the board. Once the vehicle is removed, the card shall be removed from the board.
 3. CSU supervisors shall monitor the board periodically and communicate with outside units to ensure that all vehicles in the bays are promptly processed and removed from the bays as soon as practical.
- D. Techniques for handling evidence.
 1. Integrity of the Crime Scene. Gloves and disposable booties should be worn when investigating a crime scene to avoid contamination of the evidence. Change gloves and booties often to avoid cross-contamination.

2. Sufficiency of Sample. It cannot be overly emphasized that the general error made in collecting evidence is that of insufficiency of sample. Generous samples of all types (Hair, Paint, soil, blood, etc.) should be the rule for the collection and submission of evidence.
 3. Inclusion or Known Source Sample. For any "unknown source" suspect stains or trace evidence collected at a crime scene, a "known source" sample, when available, will be submitted to the laboratory for comparison to the original suspect stain or trace evidence sample (as required or requested). For example, types of evidence requiring submissions of a known source would be hair, blood, paint, fibers, soil, glass, and similar types of trace evidence.
 4. Maintenance of Individuality. Each bit of evidence must be collected and preserved as a separate sample. There must be no mixing or intermingling of "unknown" with "known" samples. For example, the glass sample found at the scene of a "hit and run" must not be placed in the same envelope as the glass taken from the suspected automobile.
 5. Labeling. To preserve the continuity and identity of evidence, each sample should be labeled with the officers' initials, and I.D number. Small items should be enclosed in the appropriate container. The container should then be sealed and the proper labels affixed to the container. The evidence package should have the case number, date and time of collection, and the initials and I.D number of the officer who has prepared the evidence package. All evidence will be submitted to the Property Office for inventory control and barcoding prior to being sent to any other entity for additional evidentiary processing.
 6. Collecting and Packing. In packing, the aim is to preserve the purity and original integrity of the samples. Samples should be properly segregated to avoid contamination. All instruments and containers (bottles, canisters, tweezers, scalpels, envelopes, pillboxes, etc.) should be clean. Careful washing or the use of another container, whichever is appropriate, should dispel the slightest doubt in this matter. In addition, samples and standards submitted for forensic examination must be marked and a chain of custody form must be maintained. To comply with DPS and FBI laboratory administrative procedures, all evidence submitted to DPS or FBI laboratory will be accompanied by the laboratories' respective submission form only. The officer submitting the evidence to the laboratory will hold the evidence check out receipt until the evidence is returned from the laboratory. The lab results of any evidence thus examined will be submitted to identification and records.
- E. Turned in. Evidence collected by crime scene technicians is turned over to the property office as soon as possible. On occasion, it may be necessary for the technician to keep the evidence for a few days for processing. Officers will store all evidence in the secured evidence room "A" prior to leaving for the day. Officers will never keep or store evidence at their desks. Evidence stored in room "A" shall not be kept there longer than five working days without authorization from a supervisor.
- F. Perishable. The only authorized storage facility for perishable evidence is the refrigerator located in the crime lab. All evidence placed into the evidence refrigerator will be marked with the officer's name, the date of collection of the evidence, and a case number. Evidence will not be held in the evidence refrigerator longer than 20 calendar days. No other refrigerator will be used for storage of evidence. Perishable evidence that will not fit in the refrigerator will be shipped to the appropriate laboratory immediately.
- G. Bio-Hazardous. It is the policy of this section that personnel will wear the following protective items when collecting Bio-Hazardous evidence (body fluids, blood, etc.).
1. Latex medical examination gloves
 2. Disposable mask

3. Protective eyewear
4. When handling bio-hazardous material, the gloves and mask shall be disposed of in the plastic bag contained in the kit, the glasses will be put into the original kit bag. After the items are placed in the bags, alcohol will be used to clean the hands.
5. The bags will be returned to the criminalistics section where the bag containing the used gloves, mask and towel will be disposed of in the "Bio-Hazardous materials container".
6. The safety glasses will be cleaned with rubbing alcohol or a solution consisting of one cup of bleach mixed in a gallon of water.
7. Other non-disposable items used at the scene such as notebooks, cameras, etc., must also be decontaminated using rubbing alcohol or the bleach solution.
8. Upon leaving the scene, the CSU officer will advise the person in control of the premises (if present) of potential dangers in cleaning up body fluids. If further information is needed that person should be instructed to contact the county health department.
9. Evidence involving body fluids recovered at crime scenes should be clearly marked with warnings to those who will subsequently handle the evidence.
10. Materials placed in bio-hazardous containers will be picked up on the third Monday of each month by a contracted disposal service.

3.2 BLOOD/DNA

- A. Two FTA card samples with the victim/suspect's blood can be used in lieu of the whole blood (vial) samples. As with the vials of whole blood, one FTA card sample will be used for analysis and the second will be used as a backup sample. The CSU officer will retain the second FTA card sample for submission to the EPPD property office. (FTA cards have become the preferred method of collection).
- B. Bloodborne pathogen safety. Occupational Safety and Health Administration (OSHA) Title 29, part 1910.1030 of the code of federal regulations (CFR)- Occupational Exposure to Blood Borne Pathogens (BBP). Those occupations at risk for exposure to bloodborne pathogens include law enforcement, emergency response, and forensic laboratory personnel. (from FBI/DPS handbook).
- C. Fundamental to the BBP standard is the concept of universal precautions. This concept is the primary mechanism for infection control. It requires employees to treat all human blood, body fluids or other potentially infectious material as if infected with bloodborne diseases such as hepatitis B virus (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV). The following protective measures should be taken to avoid direct contact with these infectious material:
 1. Use biohazard containers for discarding waste.
 2. Use barrier protection such as disposable gloves, coveralls, and shoe covers when handling potentially infectious materials. Gloves should be worn, especially if there are cuts, scratches, or other breaks in the skin. Change gloves when torn, punctured, or when their ability to function as a barrier is compromised. (The department must provide Personal Protection Equipment appropriate for the job).
 3. Wear appropriate eye and face protection to protect against splashes, sprays and splatters of infectious materials. Similar precautions should be followed when collecting dried bloodstains.
 4. Place contaminated sharps in appropriate closeable, leak-proof, puncture-resistant containers when transported or discarded. Label the containers with a BIOHAZARD warning

- label. Do not bend, recap, remove or otherwise handle contaminated needles or other sharps.
5. Prohibit eating, drinking, smoking, or applying cosmetics where human blood, body fluids, or other potentially infectious materials are present. This is also prohibited in the crime scene lab.
 6. Wash hands after removing gloves or other PPE. Remove gloves and other PPE in a manner that will not result in the contamination of unprotected skin or clothing.
 7. Decontaminate equipment after use with a solution of household bleach diluted 1:10, 70% isopropyl alcohol, or other disinfectants. No corrosive disinfectants are commercially available. Allow sufficient contact time to complete disinfection.
- D. In addition, to universal precautions, engineering controls, and prudent work practices serve to reduce the elimination of exposure to potentially infectious materials. Engineering controls can reduce potential hazards from the work environment. Some examples of engineering controls include puncture-resistant containers used for storage and the disposal of sharps, paint stirrers, and long-handled mirrors for use in locating and retrieving evidence in confined or hidden spaces.
- E. All CSU officers will be trained in the collection of BLOOD/DNA evidence with the initial training being conducted by the local Texas Department of Public Safety Crime Lab. Such training will consist of:
1. First responder responsibilities and precautions.
 2. Procedures for the collection, storage, and transportation of BLOOD/DNA evidence.
 3. DNA evidence collection training requirements for persons collecting evidence; and
 4. Procedures for the submission of BLOOD/DNA evidence to accredited laboratories.
 5. Any additional or updated training in the collection of BLOOD/DNA evidence will be conducted by the Department certified instructors from within the criminalistics section upon completion of the initial training.
- F. When do we collect BLOOD/DNA? At all autopsies and major crimes in which blood would be of evidentiary value. FTA cards are now used without the need of refrigeration.
- G. Who collects the blood/DNA? A doctor or medical examiner actually draws the blood. Crime scene officers collect the blood and it is kept refrigerated until it is sent to a lab. The evidence will be sent to the lab as soon as possible, it will not be held pending further evidence. After 5 days pour the blood sample over a gauze and air dry. Place the dried sample in a paper bag and store in the property office. Never use plastic to package items to be submitted for DNA analysis. Vials of liquid blood should be preserved for future analysis: By drying in sterile conditions at least five days after receipt or as soon as practical after receiving it. The samples are subsequently sent to the EPPD property office for storage. (Optional DNA collection method).
1. Why do we collect buccal swabs? Buccal swabs are used as an alternate DNA collection method. Prior to the collection of buccal swabs, written consent should be obtained from the investigating detective and presented to the CSU officer conducting the Swabbing.
 - a. Buccal Swab.
 - i. Non-medical personnel (Crime scene officers) can collect buccal swab samples.
 - ii. Four buccal swab samples will be collected (two from each cheek).
 - iii. The samples are allowed to dry and are packaged in envelopes or paper containers. Never use plastic to package items to be submitted for DNA analysis.
 2. Buccal Swabs will be sent to the FBI/DPS on a case-by-case basis.

3. FTA cards. One FTA card (has four samples), the card will be kept cool and packaged in paper envelopes. The Medical Examiner keeps one card as a “backup”. FTA cards are the preferred method of blood collection when available.
4. Storage. Presently, all evidence that is collected by Crime Scene officers is retained in the Evidence Room “A”. The Evidence Room “A” is intended to merely be a temporary holding area until the evidence can be properly submitted to the property office. The following guidelines will therefore be strictly followed to maintain the proper chain of custody on all evidence and to help retain the integrity of this system:
 - a. All evidence will have either a chain of evidence or a property receipt attached to it with all the appropriate information contained on it.
 - b. A five-day limit is set in keeping the evidence stored in the temporary holding area. Under unusual circumstances, the evidence may be stored longer upon the notification and approval of a supervisor.
 - c. Space has been provided for each individual officer in the evidence room. Officers will temporarily store their evidence in their designated spaces. A weekly (every Monday) check by on duty supervisors, will be made to assure that this policy is being adhered to.

3.3 FINGERPRINT EVIDENCE

Records has a dropbox for the purpose of depositing fingerprint evidence on cases with case numbers, The drop box is located in the records section. Officers and clerks will follow the listed procedure for the disposing of such evidence.

- A. The officer/clerk will check to make sure that all blanks on the latent print card(s) are properly filled. The officer/clerk will then fill out the fingerprint log sheet (date, time, case number, officer/clerk signature, and ID number) and drop evidence in the fingerprint dropbox.
- B. The latent examiner’s section personnel will then on a daily basis open the dropbox, remove the contents, and compare this to the log entries. They will confirm receiving the evidence by checking off the item from the log by placing their initials on the left side of the log by date.
NOTE: If an item is found in the depository box and was not logged in, the receiving officer will make the entry onto the log themselves.
- C. The latent print examiners officers will be responsible for the daily removal of the latent evidence and maintaining files on the log sheets.
- D. All CSU officers will turn in all latent cards/latent evidence prior to the end of their shift. This does not mean that all latent processing must occur prior to the end of the shift – however any latent cards/evidence that were collected from the field will be turned in. Any evidence that needs to be processed will be securely stored in Evidence Room “A”, in accordance with this manual.
- E. NOTE: All chemically treated latent evidence will be sealed in a plastic bag to prevent contamination and for safety reasons.

3.4 BITE MARK EVIDENCE

If the Crime Scene officer observes what they believe to be a bite mark or is told of a bite mark, the injuries will be photographed and preserved as set forth in the bite mark injury preservation section of this manual.

- A. Swabbing. After all photographs have been taken, the crime scene technician will inquire if the injuries are fresh and have not been cleaned or treated in any manner, then the photographer will use two sterile cotton swabs dampened with distilled water to swab the injury to possibly collect any saliva left by the subjects. If the injury has been cleaned or medically treated or if the skin was penetrated and bleeding has occurred, no swabbing is taken as the injury is contaminated. Officer must indicate in the supplement to case, whether swabbing was taken or not. If swabbing were not taken, the officer needs to explain why in the supplement.
- B. Disposition of swabbing. If swabbing of the injuries are taken, the crime scene technician will label each swab with a white label placed on the opposite end of the cotton portion of the swabs. These labels will contain the complainant's name, address, case number, date, and time the swabs were made, and the crime scene technician's initials. The swabs are then air-dried with no assistance of any type for (24) twenty-four hours and then placed inside a small envelope, which contains the same information as the label on the swabs. The evidence is then stored according to procedures.

3.5 SEXUAL ASSAULT KITS

The sexual assault evidence collection kits are pre-made by Sirche laboratories and conform to the requirements set forth in the State of Texas sexual assault evidence collection protocol. Forensic reports also accompany the kits and are forwarded to the investigating detective to become part of the case file. If no evidence collection kit was completed during the examination, such as examinations for a child, medical personnel will still complete a forensic report. That report will be turned into the investigating detective to become part of the case file. Regardless if a kit is completed or not, all cases are supplemented by the officer collecting the evidence. The EPPD Property Office is responsible for maintaining the supply of these kits, ordering the kits, and keeping the Department up to date for any changes made.

- A. Clothing evidence. When clothing is collected as evidence, the clothing is checked for wetness. If the clothing is wet or bloody, it is air-dried completely for about 48 hours with no assistance of any type before it is packaged. All items of clothing should be labeled with the crime scene officer's initials and dated. The clothing is then separately placed in paper bags (not plastic) and the bags are labeled showing case number, date, victim's name, items inside the sacks, and Crime Scene officer's initials.
- B. Urine kits. If during the examination, law enforcement, medical personnel, or the victim suspects they were drugged, a urine specimen will be collected. The specimen is picked up with the sexual assault evidence collection kit and will be sent to the appropriate laboratory.
- C. A DPS physical evidence submission form is also completed in writing and will accompany the evidence. The evidence kit is packaged in a plastic specimen bag and shipped via FedEx (Federal Express) overnight express. A supplemental report is also completed indicating the specimen was shipped.
- D. Fetal tissue evidence. Is handled by personnel of the medical examiner's office.
- E. Autopsy evidence. Do not perform tests on bodies prior to an autopsy unless obtaining permission from the medical examiner. Photographs are, of course, necessary and permissible. It is important to take photographs before the autopsy as the cutting and pulling of the skin during the autopsy can distort markings on the body. Fingerprints taken with inkless ink are permissible, this includes fingerprinting.

1. Hair. The preferred hair sample is one that has been pulled to include the root as opposed to one, which has been cut with an instrument. The samples should be packaged separately and marked accordingly.
 - a. The different areas of the head (Fifty strands are preferred).
 - b. The pubic area (Twenty-four strands are preferred).
 - c. Mustache or beard, if any (Twenty four strands are preferred).
 - d. Body hair, if any (Twenty four strands are preferred).
2. Nails Decedents. Nail clippings will be obtained from each individual finger and will be properly marked and stored individually in clean and undiluted containers. If body tissue is present with nail clipping it is recommended that the clipping be kept under refrigeration. It should be noted that the clipper needs to be sterilized before and after each use.
3. Live victims. Nails should be scraped and not cut. This request will be made when the victim is actually taken into the examination room. An exception to this will be if photographs are needed of the victim, prior to the examination to document of the condition of the victim. An investigating officer and/or sex crimes detective will not call out a crime scene unit for the sole purpose of receiving evidence that has already been retrieved at a crime scene. That evidence will be tagged into property by the officer/detective that initially retrieved it.
4. Blood – DNA/Serology Testing. After the sexual assault kits have been collected by the medical examiner, the designated CSU officer will initiate a chain of evidence form. The CSU officer pending analysis request from the investigating detective will then store the items recovered. The investigating detective will initiate a Texas Department of Public safety physical evidence submission form. Since blood cards are used in the victim and suspects kits refrigeration of the kits is not necessary. The kits will be secured in the crime scene units' evidence locker until transported by a designated crime scene officer to the crime laboratory for analysis.
5. Fingerprints. A set of fingerprints will be taken for the purpose of closing a package whenever applicable or for elimination or comparison purposes. On homicide cases, the victim's finger and palm prints will be collected.
6. Clothing. All clothing articles will be collected and examined for any possible evidence to include trace evidence. If the clothing is bloodied, it will be air-dried following procedures specified in the Operations Manual.

3.6 REPORTS

It is the duty of Crime Scene officers to complete supplemental reports within five working days from the date of the call. If this cannot be accomplished within five working days of the call, the officer will notify their supervisor via email as to the reason for the delay and the expected completion date. As per Policy 600 Police Reports/Records: General, Police reports and Records, original complaint reports will be completed prior to the end of the reporting officer's shift. No reports will be left pending due to RDO or leave. Any exceptions will be cleared through a supervisor.

- A. Supplement case. Officers will complete a crime scene supplement report on any and all calls handled by the officer and generally include supplementing an existing case. This includes calls handled out in the field as well as calls handled in the office. Below are some examples of when a supplement report will be completed:
 1. After taking photographs of a complainant, suspect, etc.
 2. When taking fingerprints related to a case.

3. After receiving or accepting evidence.
4. On any follow-up investigation with an existing case number.
5. NOTE: A crime scene supplement is not necessary when processing an applicant.
6. Supervisors will be held accountable for ensuring compliance with this section.
7. Scene diagrams from MCRT callouts will be completed within 45 days of the callout.

3.7 MAJOR CASE PRINTS

When an arrestee is brought to the criminalistics offices and “Major Case Prints” are requested (No consent form is needed) a complete set of fingerprints and palm prints shall be obtained either by the use of ink or through the use of live-scan (electronic capture). When a suspect is brought to the criminalistics office and “elimination prints” are requested, the detective or officer must have the consent to search form or a warrant signed before obtaining prints or photos. A copy of the signed record will be filed with records with a copy given to the latent unit.

3.8 UNIDENTIFIED HUMAN REMAINS

The following procedure will be followed when handling the death of individuals whose identity is unknown (John or Jane Doe’s). This procedure will establish a centralized known information file for future reference for identification purposes.

- A. Photos will be for file purposes.
- B. Photo will be available for distribution to another section (Ex: STI or CAP for a flyer).
- C. Additional photographs will be taken of any tattoos, scars, or marks if any are present and will be kept in the John Doe file. The Photo Lab can make any necessary copies.

If the deceased is possibly a Mexican National, the respective section case agent is notified that prints and photographs are available to be shown to the authorities for any assistance. The Mexican authorities are usually cooperative and will assist in identification matters. Anytime the fingerprints are sent to another agency for searching, the officer will supplement the case so that the appropriate case agent detective will be informed and the information can be placed in the case file.

As the identity of deceased individuals is considered a priority, any deviation from this procedure will not be allowed unless authorized by a supervisor.

3.9 HEALTH AND SAFETY

- A. Fingerprint powders and chemical reagents.
 1. Powders. Wear protective equipment appropriate for dust levels.
 2. Spills should be removed by vacuuming, or by lightly spraying with water and sweeping mixture into a suitable container in order to prevent dust. To avoid dust generation do not sweep dry.
- B. General rules for laboratory work with chemicals.
 1. Eye contact. Promptly flush eyes with water for a prolonged period and seek medical attention.
 2. Ingestion. Encourage the victim to drink large amounts of water.
 3. Skin contacts. Promptly flush the affected area with water and remove any contaminated clothing. If symptoms persist after washing, seek medical attention.

4. Clean up. Promptly clean up spills, using appropriate protective apparel and equipment and proper disposal.
 5. Avoid routine exposure. Develop and courage safe habits. Avoid unnecessary exposure to chemicals by any route.
 6. Do not smell or taste any chemicals.
 7. Inspect gloves before use.
 8. Avoid eating, drinking, smoking, chewing gum or application of cosmetics in areas where laboratory chemicals are present.
 9. Avoid storage, handling or consumption of food or beverages in storage areas, refrigerators, glassware or utensils that are also used for laboratory operations.
- C. Flammable Chemicals.
1. Describes any solid, liquid, vapor or gas that ignites easily and burns rapidly, perhaps violently.
 2. Flash-points below 140 degrees Fahrenheit.
 3. Protective clothing and good ventilation are a must.
 4. No flames or ignition sources allowed in area of use or storage.
 5. Containers will be labeled as Flammable and Danger.
- D. Explosive and Reactive Chemicals.
1. Describes materials which under certain conditions of temperature, shock, or chemical reaction can decompose so rapidly that either large volumes of gas or so much heat is released that the surrounding air is forced to expand very rapidly, resulting in an explosion.
 2. Keep all flammables (Acetone, Methanol...).
- E. Corrosive Chemicals.
1. Also called poisons, can cause illness or death when ingested, inhaled, or absorbed through the skin.
 2. All containers will be labeled as Toxic or Danger.
 3. Always wear protective equipment.
- F. Chemical Spills.
1. Always wear personal protective equipment during a spill cleanup.
 2. If chemicals are spilled on a person, strip off all contaminated clothing immediately and flush the skin with continuously running water for a minimum of 15 minutes.
 3. Wash chemicals off with soap or a mild detergent. Do not use neutralizing agents, creams, lotions or salves on the skin.
 4. Seek medical attention.
 5. If the chemicals are spilled, follow an orderly course of events.
 - a. First alert everyone in the area that a spill has occurred.
 - b. Consult the MSDS for information and precautions regarding the material and any procedures for cleanup.
 - c. Confine the spill with absorbent pads, pillows, blankets or other approved absorbent materials.
 - d. Confine the spill as much as possible and get out.
 - e. Supervisor will be notified immediately of any spills.
- G. Waste Disposal of Hazardous Chemicals.
1. All chemical waste will be disposed of utilizing one of the sinks within the crime photo lab.
 2. These sinks are designated to a particular filtration system, signified by blue PVC pipes.
- H. Personal Protective Equipment.

1. The OSHA act reads, "Protective equipment, including personal protection for eyes, face, head, and extremities, protective clothing, respiratory devices, protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition.
2. Wherever it is necessary by reason of hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact." (OSHA guidelines are used for training and reference materials only).
3. Gloves. A vital piece of protective equipment and choosing the right glove for the right job is critical. Some of the choices are outlined below.
 - a. Latex. Many specialists think latex gloves provide adequate protection for all processes. Latex is quite good for using latent print powders and working with deceased or other biological materials. These gloves, however, will not protect you adequately from most wet chemistry. Many people experience an allergic reaction to latex.
 - b. Nitrile. Provide better protection than plain latex and have some resistance to petroleum compounds, alcohols, acids and caustics.
 - c. Neoprene. Provides the best all-around protection for working with caustics, acids, and alcohol. These gloves are made of a heavier material than nitrile and can be purchased with an embossed surface to assist in gripping. These gloves can be washed and reused.
4. Eye protection. Essential in the laboratory environment, the hazards posing the greatest threat to your eyes are from impact and splashing chemicals. Chemical splash goggles provide the best eye protection.
5. Chemical Protective clothing. Provide a barrier to protect you from hazardous substances in the laboratory. You want to prevent chemicals from reaching your skin by permeating the material of which your clothing is made, or by entering through penetrations in the clothing. Protective clothing includes lab coats, aprons, and shoe covers. Disposable clothing is obtainable.
6. Respiratory protection. If the laboratory is properly designed and operated with adequate ventilation systems and efficient fume hoods or other types of vent systems, you will not need additional respiratory protection for most procedures. The exceptions are procedures that cannot be performed in the fume hood.
7. Any specialist who may ever, for any reason, need to wear a respirator must be included in the respiratory protection program. This includes the use of "Dust" masks when powder processing evidence in the field.
- I. Fume Hood. Proper ventilation in the laboratory is a major concern for both safety and comfort. Adequate ventilation reduces chemical odors and heat generated by electronic equipment as well as the presence of hazardous flammable and toxic substances in the air. Any persons working with hazardous materials must be provided adequate ventilation. The only latent print development techniques recommended for spraying are small Particle Reagent and Zinc Chloride. Use proper respiratory equipment to apply these chemicals (air-purifying respirator with an organic vapor cartridge). Apply all other formulation, including Ninhydrin, DFO, Amido Black. Physical Developer, Gentian Violet, and Sudan Black, by dipping or immersion and all dye stains, such as RAM, MBD, and R6G, by wash bottle. If spraying is a must, do it in the fume hood. A schedule of evaluation and maintenance is essential. Fume hoods are only a mechanical safety device and is secondary in nature to safety protocols. A fume hood can never substitute for safe working practices or chemical disposal.
- J. First Aid and CPR.
 1. All employees (sworn and non-sworn) should be trained in both first-aid and CPR.

2. All employees will be aware of where the first aid equipment is located.
- K. Biological Hazards.
1. Any virus, bacteria, fungus, parasite or any living organism that can cause disease in human beings.
 2. Always employ universal precautions by handling all biological materials as though they were infectious.
 3. Contaminated sharps are discarded immediately (unless its evidence) in containers that are closeable, puncture resistant, leak proof on sides and bottom and biohazard labeled or color-coded.
 4. Contaminated articles (Paper, gauze, bags) are discarded immediately (Unless its evidence) in the designated biohazard receptacle.
 5. Contaminated items that will be held as evidence will be handled with universal precautions, packaged in a manner that is safe for the storage of such evidence and marked as to alert any potential handlers.
 6. Routinely decontaminate all potentially contaminated surfaces. A solution of one part bleach to nine parts water can be used.
 7. The city employs a biohazard waste disposal service and they make routine pickups or generated waste. The containers for bio-hazardous is clearly marked and will remain within the laboratory.
- L. Laboratory Cleanup Schedule.
1. It is the responsibility of the individual employee to clean up after each lab process.
 2. A supervisor as needed can schedule a thorough cleaning.
 3. A log should be kept that indicates the last cleaning.
- M. Inspections. It is the responsibility of each shift supervisor to inspect the lab and equipment at the beginning of their tour of duty. The inspection will be documented on each shift's daily shift marker on the station log.

3.10 LATENT

- A. Latent print/A.F.I.S. Unit Procedures. Attached to the criminalistics section of the El Paso Police Department is the latent print/AFIS Unit. The unit is staffed as per the Chief of Police. Personnel of this unit have received and maintain different levels of specialized training in the field of fingerprint identification. The unit is divided into two distinct sections, with one being the handling and comparing of all latent print evidence and the other is the handling of maintenance of known fingerprint and palm print databases. The unit currently operates a stand-alone Automated Fingerprints/Palm Print Identification System (A.F.I.S.) with a local database of over 500,000 individual records. For purposes of searching and identifying finger and palm prints outside the local database, the A.F.I.S. interconnects with the State of New Mexico finger and palm print database, the Texas Department of Public Safety finger and palm print database and the F.B.I. C.J.I.S. Repository for Individuals of Special Concern (R.I.S.C.) database.
- B. Responsibilities. Records Management. It is the responsibility of this unit to receive process and enter in the AFIS database, all incoming criminal and civilian records to include demographic and biometric data. Any record received without fingerprints will not be processed.
- C. Assessing Latent Evidence. It is the responsibility of this unit to receive, evaluate and compare all latent print evidence collected at a crime scene or any evidence brought to the unit by any section or outside agency as allowed by the unit commander. The evaluation will consist of a visual examination of the latent evidence to determine if it contains a sufficient amount of ridge

characteristics to establish a positive identification. The comparison of latent prints will consist of a visual matching of ridge characteristics between two separate prints in order to establish identification. Confirmation on all positive identifications will be verified by a certified latent examiner.

1. All latent prints from lifts, photographic images or chemically developed latent prints, received in the unit will be evaluated for value with each latent being classified as being “of evidentiary value” or “not of evidentiary value”.
 - a. Evidentiary value. Those latent prints from lifts, photocopies of latent prints, or chemically developed latent prints containing a sufficient number of characteristics to positively establish a positive identification.
 - b. Not of evidentiary value. Those latent prints containing an insufficient number of characteristics to establish a positive identification.
 2. Those latent prints deemed of evidentiary value, which have not been identified will be entered and searched through AFIS.
 3. All latent evidence will be deposited only at designated locations and will be maintained and emptied by only authorized personnel.
 - a. Headquarters building. Two locations are designed with one being a lockbox located in the Records section and the second being a lockbox located in the latent print section.
 - b. Command centers. One lockbox will be located in close proximity to the evidence lockers.
 4. When a latent print comparison with a known suspect is desired, the case detective/officer will forward a written request to the latent section via mail, department e-mail, or the request may be left with the law enforcement counter clerk. If the request is unusual or requires more explanation, the unit can be contacted by phone. If direct contact is deemed necessary, authorized personnel will escort the requestor to the section. The request will contain the case number(s), along with the name, DOB, and EPPD# (if known) of the person(s) to be compared.
 5. All latent evidence will be secured in the latent print section at all times through the use of one designated Lektrivers equipped with a locking device. Exceptions to this include:
 - a. When under the direct control of authorized personnel.
 - b. When under subpoena from the court.
 - c. When being turned over to another agency and then only after obtaining a receipt, which will replace the evidence in the file.
 - d. When authorized by the ranking member of the unit who is present.
 6. All latent to known print identifications will be documented by the initial examiner and verified by a second examiner.
 7. Each case, where latent evidence is received, will be supplemented and will include the results of the evaluation, searching, and comparisons.
- D. Outside agencies. The Unit will assist those outside agencies requesting assistance in the form of evidence processing, print identification, or expert testimony.
- E. Latent Development. Requests for latent print processing will be directed to the Crime Scene Unit and will adhere to the following guidelines:
1. All EPPD evidence will be accompanied by a chain of evidence form, or a property receipt, or voucher.
 2. Evidence must be delivered in person or a written request must be sent to have the property retrieved by the Crime Scene personnel Latent Development Specialist at the Property Office.

3. The evidence will be processed in a manner that ensures the highest probability of latent print recovery.
 4. Cases will be supplemented and all latent prints recovered will be submitted to the Latent Examiner's Office.
 5. Evidence that does not remain in the Latent Section will be forwarded to the Police Property Office.
- F. Outside agency evidence. Outside evidence will be received in person only. The outside agency will also provide their chain of evidence form. The agency's representative will be issued a property receipt for items received. All cases will be supplemented on a multi-purpose form that reflects the agency's case number and the corresponding lab number.
1. When the evidence has been processed, all recovered latent prints will be submitted to the Latent Examiner's office. The agency's representative will be notified when to pick up the evidence.
 2. The agency's representative will sign the property receipt when the evidence is picked up.
- G. Court Testimony. The unit will be responsible for presenting expert testimony on fingerprint identification when requested to do so. This presentation will be to either the court or to those persons responsible for the prosecution of the case. (Pretrial conference).

3.11 PHOTO LAB UNIT

- A. Affects. Photo lab personnel.
Description and responsibilities of the unit.
1. The police photographic lab is a unit fully equipped to process: paper, video, audio and digital media of various crime scenes as well as other photographic work related to the police function as a whole. This includes photos for training purposes, community relations, crime prevention purposes and internal and external investigative uses. The photo lab is responsible in the issuing of photographic equipment to the crime scene.
 2. The photo lab is responsible for the preparation of numerous types and formats of photos and videos for prosecuting authorities at the county, state and federal court levels. These photos are introduced into and used as evidence in specific crimes to be tried in respective court actions against suspects that have been arrested and introduced into the criminal justice system at the various levels. The lab also produces images for Texas Open Records requests.
- B. Access Control. Only authorized personnel are permitted in the photo lab.
1. Only photo lab personnel are authorized to do photographic lab work.
 2. The photo lab supervisor or CSU supervisor must authorize entrance to the photo lab after the lab has closed. As a rule, barring exigent circumstances, there should be nobody allowed into the lab after it has closed, under any circumstance.
 3. All photographic work requests during the processing period will be directed to the photo lab supervisor.
 4. In the event that someone other than lab personnel are permitted to enter the lab, photographic work done must be accounted for by memo to the lab supervisor. Any items removed or placed in the lab must be noted by a memo to the lab supervisor.
 5. No officer is authorized entrance to the photo lab or use of the lab equipment unless:
 - a. Accompanied by photo lab personnel.
 - b. Prior authorization is granted by photo lab personnel on a case by case basis.

- c. Expressly ordered to do so by a Criminalistics supervisor on a case by case basis.
- 6. Any supervisor authorizing entrance to the photo lab without prior knowledge by photo lab personnel will leave written notice in the lab for the lab personnel showing the circumstances involved.
- C. Photo Lab Requests. In an effort to streamline the traffic in the Records section, which is a restricted area, the following procedure will be in effect. Personnel who have requests that need to be completed from the photo lab will take the requests to the law enforcement counter in records. The request can then be turned over to the attending clerks, who will place the item in the unit's pending file. The clerks will time stamp the request to assure they are handled in an orderly fashion. Requests may also be sent to the photo lab by fax to 564-7297 and 212-0284, the records clerks will time stamp these as well. Requests may also be sent through the department's email program, Outlook to EPPD Photo Lab or pdphoto@elpasotexas.gov and the program will time stamp and the date the request.
- D. Sensitive Photos. The photo lab reviews all photos that are uploaded via the photo transfer software. When a photo of a living person shows obvious nudity, this photo shall be deemed sensitive, and will be stored on the local drives of the photo lab. A notice shall be placed in the respective folder that the photos are sensitive, and that access will be granted by the photo lab upon request. Autopsy pictures and/or crime scene pictures do not qualify as sensitive photos unless requested by a CSU or photo lab supervisor.

3.12 NARCOTICS LABORATORY


The EPPD Narcotics Laboratory is housed within the CSU office. This lab is outsourced to a private company, and as such, their policies and procedures dictate their operations. No EPPD CSU officer shall have access to, or enter, the Narcotic Lab for any reason without prior approval from the contracted vendor. CSU supervisors have a spare key sealed with evidence tape for security purposes. CSU supervisors and/or the CSU Lieutenant shall only enter the lab for exigent circumstances. The key to the lab will stay in the possession of the CSU Lieutenant and shall always be under lock and key, sealed in an envelope.

Audits shall be done regularly to ensure that only the necessary personnel have access to the laboratory.



CRISIS INTERVENTION TEAM OPERATIONS MANUAL

(Revised 06/03/2021)

 El Paso Police Department Crisis Intervention Team Operations Manual	Chapter 1
1.0 Crisis Intervention Team (CIT)	Policy Effective: 06/03/2021 Previous Version: N/A

1.0 CRISIS INTERVENTION TEAM (CIT)

1.1 MISSION

It is the mission of the El Paso Police Crisis Intervention Team (CIT) to provide citizens in a behavioral or mental health crisis a professional and safe response. The goal is to mitigate incidents and improve safety during law enforcement encounters through directed response of trained and specialized officers. This will be executed through specialized training, partnerships with the community, other local law enforcement agencies, and local mental health agencies.

1.2 PURPOSE

To provide a specialized response to a mental health crisis to better serve citizens requiring assistance. When available, CIT will provide assistance to uniformed officers who may already be on the scene of a mental health crisis. CIT officers will also recognize citizens with habitual behavioral or mental health needs and attempt to take a proactive approach to addressing their needs with collaboration between local mental health agencies, medical facilities, or other local law enforcement agencies.

1.3 SCOPE

The scope of this policy is limited to El Paso Police Officers interactions and guidelines during a mental health call. No part of this policy is meant to override any current policy or procedure published by the El Paso Police Department or the City of El Paso, Texas Penal code, CCP, or Federal Law.

1.4 DEFINITIONS

Deemed Facility. A deemed facility is a facility that is a recipient of Medicaid that is obligated to take patients on an emergency detention order.

Decompensation. A breakdown in an individual's defense mechanisms, resulting in progressive loss of normal functioning or worsening of psychiatric symptoms.


1.5 COMMAND AND CONTROL

CIT supervisors or CIT officers on the scene of a mental health call will work in conjunction with the on-scene supervisor but will maintain responsibility and total authority for directing and coordinating the

negotiation and de-escalation efforts. If the situation no longer requires CIT involvement, the scene will be turned over to the on-scene supervisor. If the situation merits a SWAT call out, the current policy will be followed. Once SWAT arrives on scene, the CIT unit will fall under the command of the SWAT commander or designee.

1.6 RISK ASSESSMENT

- A. Prior to making contact with a person in crisis, officers will assess risk to themselves, the involved person, and others in determining a course of action. Many persons affected by mental illness are not dangerous and some may only present dangerous behavior under certain circumstances or conditions.
- B. Due to the unpredictability of a person in crisis, officers should rely on their observations, experience, history of a person, or other information provided.
- C. If a person in crisis is a safety risk, CIT officers or the CIT supervisor will determine the best course of action to handle the situation. If a follow-up is needed with a high-risk individual, CIT officers will notify a CIT supervisor prior to attempting to make contact for approval for the follow-up.

 El Paso Police Department Crisis Intervention Team Operations Manual	Chapter 2
2.0 Crisis Intervention Team (CIT) Duties	Policy Effective: 06/03/2021 Previous Version: N/A

2.0 CRISIS INTERVENTION TEAM (CIT) DUTIES

- A. CIT officers will respond, when available, to dispatched calls involving people in a mental health crisis.
- B. CIT will, when available, make every effort to assist patrol with situations involving persons with documented or suspected mental health issues.
- C. CIT officers will make every attempt to deescalate tense and dangerous situations to bring them to a peaceful resolution. If a situation becomes too hazardous, the proper Special Operations Group team shall be notified.
- D. If on-duty and not already on scene, CIT officers and a mental health professional will respond to SWAT calls. CIT and the mental health professional will report to the command post and be a resource to the SWAT commander. If it is determined that CIT is not needed at the SWAT situation, they should seek out the SWAT commander or a CIT supervisor to determine if they can go back into service.
- E. CIT officers will make every attempt to prevent placing the mental health professional or themselves in any immediate danger. If the situation permits and the scene is safe, the mental health professional shall be allowed to try to de-escalate an individual who is in crisis. If a situation is too dangerous or there is no availability to provide cover for the mental health professional to de-escalate the situation, the CIT officer will utilize his/her training and skills to bring the situation to a peaceful resolution. This may include, but not limited to, face-to-face contact, telephone contact, or a loudspeaker or PA from behind cover. Once the scene is safe, the mental health professional may be allowed access to the person to conduct a mental health assessment.
- F. CIT officers will generate a CIT premise at a location for any persons they believe may pose a threat to officers or involving persons that require special considerations. The goal is to alert officers that they may be dealing with a person who has unique needs. An example of this would be someone suffering from autism or any other mental health illness that may affect their interaction with officers or have unique communication needs.

2.1 CIT FOLLOW UPS

The Crisis Intervention Team will conduct follow-ups on persons with mental or behavioral health issues as deemed necessary by CIT officers or supervisors.

- A. All follow-up requests will be forwarded to a CIT supervisor for approval prior to conducting a follow up.
- B. Follow-ups will be assigned to CIT officers at the discretion of CIT supervisors. Follow-ups may be conducted with an individual at the request of patrol, family members of the affected person, or a mental health agency.

- C. CIT supervisors will complete a threat assessment prior to making contact with any subject on a follow-up to ensure the safety of everyone involved. CIT supervisors will utilize all databases and resources available to them to learn the history of the person to ensure the safety of everyone involved.
- D. If practical, CIT officers should make phone contact with the person to advise them of their intent to follow up with them first.
- E. A supervisor shall be notified if information is developed or known that a subject poses a high risk prior to making any attempt to follow-up. The CIT supervisor will decide the best course of action.
- F. Follow-ups will be primarily for individuals who have not been linked to mental health services or potentially pose an immediate risk to themselves or others. Follow-ups will not be conducted because an individual missed an appointment, is currently seeking treatment with a mental health agency and no longer wants to seek treatment, or is medicine non-compliant, unless articulable facts indicate the person is an immediate risk to themselves or others and would be applicable under Texas HSC 573.0011.
- G. Follow-ups may cease once:
 - 1. The person is linked to mental health services by way of voluntary compliance and transport
 - 2. The need for an Emergency Detention arises and the person is placed on an emergency detention and transported to a deemed facility for treatment
 - 3. The person is not a danger to themselves or others or is no longer showing any signs of de-compensation after subsequent follow up visits
 - 4. The person requests that follow-ups cease
 - 5. Unless the person presents or may present a danger to themselves or others and will need to be placed under an emergency detention per Texas HSC 573.0011 or there are articulable facts that officers need to continue to reach out to the person for their health and safety, due to de-compensation on other factors

2.2 REPORTS

Patrol officers will be responsible for handling a call that is resulting in an arrest or offense report. CIT officers are not required to handle an arrest or offense report solely because the person is mentally ill or suspected to be mentally ill.

- A. Information-Mental Health Reports. Information-Mental Health reports are to be used by CIT officers only.
 - 1. CIT officers will complete Information Mental Health reports for the following incidents or situations:
 - a. A person requests transport to seek mental health treatment and the CIT officers transport a person for mental health treatment. CIT officers should place the person on an emergency detention if the criteria is met per section 573.001 of the Texas Health and Safety Code.
 - b. The CIT officer believes future follow up with the individual will need to be required to document decompensation or other articulable facts the officers believe are pertinent.
 - c. Upon conducting a follow-up at the request of any EPPD Officer or Unit involving a person with mental illness.
 - d. Upon conducting a follow-up at the request of any agency outside the El Paso Police Department, including any mental health agency.

- e. Any incident a CIT officer believes requires documentation of the facts of the incident. If the incident is already documented on an emergency detention report, an Information-Mental Health report does not need to be completed unless it is a new and separate incident.
- B. Information-Mental Health Supplements. CIT officers will document a supplement on an existing Information-Mental Health report for any future follow-ups with a person as a result of the original incident. Any additional future incidents involving the person that are not follow-ups will need to be documented on a separate Information-Mental Health report if they meet the above criteria.

2.3 CRISIS INTERVENTION TEAM REFERRALS

Officers on scene of a mental health related call where CIT notification is needed may do the following:


- A. Request CIT through dispatch to have one respond to the scene.
- B. If CIT is unavailable to make it to the scene, patrol officers can send an email to the PD CIT mailing group outlining the nature of the request for CIT follow up, if needed. The information in the email should include:
 - 1. Reason for follow-up request
 - 2. Name, date of birth of the subject, and home address
 - 3. The nature of the suspected illness
 - 4. Any information that would be important to maintain the officer's and the subject's safety, such as if the person has access to weapons, special training, triggers, unique needs, etc.
- C. Officers feel it would be beneficial for CIT to make contact with the consumer to attempt to link the person to services.



CRITICAL INCIDENT AND TERRORISM RESPONSE PLAN

An Adaptation of the City/County of El Paso Emergency Plan

(Revised 06/26/2013)

 El Paso Police Department Critical Incident and Terrorism Response Plan	Chapter 1
Chapter 1: Preface and Applicability	Effective Date: 11/19/2007 Previous Version:

1.0 PREFACE AND APPLICABILITY

1.1 PURPOSE OF THE ALL HAZARD AND TERRORISM RESPONSE PLAN

The purpose of this plan is to establish standard procedures for El Paso Police Department personnel to prevent, detect, respond to or investigate an act of terrorism or related criminal activity or critical incidents such as civil disturbances, disasters, terrorism incidents, weather-related community-wide emergencies, hazmat incidents and other incidents requiring a multi-agency response. The Department is bound by the City/County of El Paso comprehensive Emergency Management Plan and the National Incident Management System.

1.2 ADAPTATION OF THE CITY / COUNTY EMERGENCY PLAN

The City and County of El Paso have adopted a comprehensive Emergency Management Plan that guides the El Paso Police Department's response to major emergencies. For purposes of clarity, standardization of terminology and to avoid procedural conflicts the El Paso Police Department's Critical Incident and Terrorism response plan is a direct adaptation of:

- A. City and County of El Paso Emergency Management Basic Plan, approved by the City of El Paso on 9-21-2004;
- B. City and County of El Paso Emergency Management Plan, Annex E "Evacuation", adopted by the City of El Paso on 12-29-2004;
- C. City and County of El Paso Emergency Management Plan, Annex G "Law Enforcement," adopted by the City of El Paso on 12-5-2003;
- D. City and County of El Paso Emergency Management Plan, Annex V "Terrorist Incident Response," adopted by the City of El Paso on 12-29-2004.

1.3 MAINTENANCE AND UPDATES OF THIS PLAN

The Commander of the Directed Investigations Division shall be responsible for coordinating the planning functions for response to critical incidents. This responsibility includes the maintenance and updating of this plan as necessary. When updates or revisions are needed the Directed Investigations Division will send an amendment request to the Planning and Research Division. Planning and Research will review the amendment request to ensure compliance and approval by the Chief of Police and update the plan as approved. Revisions to the plan will be announced Department-wide and the written plan located on the Department's computer network will be updated.

1.4 FAMILIARITY AND COMPLIANCE WITH THIS PLAN

All Department personnel involved in first responder operations, to include all commissioned personnel and Communications personnel, shall be familiar with and comply with the directives and principles of

this plan. Supervisors will conduct shift training as necessary to ensure personnel are trained. All Department supervisors shall also be familiar with the entire City/County Emergency Management Plan and the National Incident Management System Manual. The City/County Emergency Plan, the NIMS Manual and the Department’s Critical Incident and Terrorism Response plan shall be maintained on the Department’s internal secured computer network.

1.5 MAINTAINING WRITTEN COPIES OF EMERGENCIES PLANS

Every Section shall maintain a current hard copy of this plan. Every Division shall maintain a current hard copy of the City/County Comprehensive Emergency Management Plan NIMS Plan and current Department of Transportation Emergency Response Guide. Hard copy plans serve as back up documentation when the Department’s computer network resources are not available, which is highly likely during City-wide disasters. Online copies for downloading and printing of the above listed documents are maintained on the Department’s computer network.

1.6 ACRONYMS

ACRONYM	DEFINITION
ARC	American Red Cross
CBNRE	Chemical, Biological, Nuclear, Radiological, Explosive
CERT	Citizen Emergency Response Teams
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DEM	Division of Emergency Management
DHS	Department of Homeland Security (Federal Agency)
DPS	Department of Public Safety (State Agency)
EOC	Emergency Operations Center
EPPD SOC	El Paso Police Department Special Operations Center
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Material
ICP	Incident Command Post
ICS	Incident Command System, Component of NIMS
NIMS	National Incident Management System
OSHA	Occupational Health and Safety Administration
PPE	Personal Protective Equipment
SOC	State Operations Center
SOP	Standard Operating Procedures
TSA	The Salvation Army
WMD	Weapons of Mass Destruction
MFF	Mobile Field Force
CISD	Critical Incident Stress Debriefing
USDOT ERC	U. S. Department of Transportation Emergency Responder Guidebook-Hazmat Response and Protocols

1.7 CLASSIFICATIONS OF CRITICAL INCIDENTS


- A. **INCIDENT:** limited in scope, incidents can usually be handled by one or two local response agencies.
- B. **EMERGENCY:** larger in scope, may require evacuation or large scale sheltering. May require multiple agency response with EOC activation.
- C. **DISASTER:** significant casualties or wide-ranging effects that are beyond the capability of local resources to handle. EOC will be activated; response will be community wide and significant external assistance will be needed to bring the situation under control.

1.8 DEFINITIONS

- A. **CRIME SCENE BOUNDARY:** access restricted as with all other major crime scenes. This area may also be referred to as the “red zone” by some outside agencies. The crime scene boundary is determined by the area where items of evidentiary value may be found and may not apply to all critical incidents.
- B. **HAZMAT BOUNDARY:** the “hot zone” where entry is normally restricted to personnel with proper PPE and decontamination procedures in place. May also be called the “exclusion zone” or “isolation area” by some responders. Access is restricted.
- C. **INCIDENT BOUNDARY:** includes the crime scene, the hazmat boundary and the “cool zone” or “support zone” where resource staging, the command post and other support personnel may be located. Shelter-in-place or quarantines may also be imposed in this area. If quarantines are imposed, egress will also be restricted.

1.9 CRITICAL INCIDENT SHIFT REFRESHER TRAINING

The Training Division is responsible for ensuring that all personnel receive training in Critical Incident specific tasks such as Active Shooter training, use of the USDOT ERC, PPE use and Mobile Field Force Training. At least monthly, shift supervisors will review critical incident policies and training topics with their personnel during shift meetings. These reviews will be documented like all other shift training.

 El Paso Police Department Critical Incident and Terrorism Response Plan	Chapter 2
Chapter 2: Command Protocol, NIMS and ICS	Effective Date: 02/20/2007 Previous Version:

2.0 COMMAND PROTOCOL, NIMS AND ICS

2.1 NATIONAL INCIDENT MANAGEMENT SYSTEM


The El Paso Police Department will utilize the National Incident Management System (NIMS) as a core set of doctrine, concepts, principles, terminology and organization processes to enable effective, efficient and collaborative incident management at all levels. All Department supervisors shall familiarize themselves with the NIMS Manual published by the United States Department of Homeland Security and available on the Department’s computer network or the DHS website. During critical incidents and unusual occurrences Department supervisors shall utilize NIMS protocols and terminology, particularly as it relates to the Operations function of ICS.

2.1 INCIDENT COMMAND SYSTEM

- A. The first local emergency responder to arrive at the scene of an incident, emergency or disaster will implement the Incident Command System (ICS) and assume incident command until relieved by a supervisor or outside agency staff more qualified for the type of incident being handled.
 - 1. Examples are large scale fires—the first unit on the scene may be an EPPD unit, which would assume incident command until the first FD unit arrived that was able to assume incident command and direct further response.
 - 2. Law enforcement responsibility incidents such as barricaded subjects or active shooter scenarios—Senior PD officer would remain in incident command until relieved by an appropriate PD supervisor, who would then also serve as incident commander for any FMS/FD units or other agencies staging in the area to handle casualties.
- B. The Incident Commander’s immediate responsibilities include:
 - 1. Establish an incident command post; (ICP)
 - 2. Provide an initial assessment of the nature and extent of the incident;
 - 3. Direct the response and deployment of secondary responding units;
 - 4. Warning the population in the area of the incident and providing emergency instructions;
 - 5. Implement traffic and crowd control around the scene;
 - 6. Determine and implement protective measures (evacuation or in-place sheltering) for the population in the immediate area and for emergency responders at the scene;
 - 7. Give the incoming Incident Commander, the EPPD SOC or the EOC a complete situation report to include situation maps or sketches, if practical.
- C. When Incident Command has been assigned by the Chief of Police or has been taken over by the Shift commander or another supervisor, the Incident Commander’s responsibilities will expand to also include:
 - 1. Assessing incident priorities:
 - a. Injuries;

- b. Safety;
 - c. Damage Assessment;
 - d. Incident Stabilization;
 - e. Property Protection;
 - f. Perimeter and command post location;
 - g. Communications plan;
2. Develop or approve and implement an Incident Action Plan;
 3. Develop an incident-appropriate Incident Command structure;
 4. Coordinate overall emergency activities;
 5. Ensure efficient use of resources;
 6. Delegate operational responsibility;
 7. Maintain a manageable span of control;
 8. Document actions taken;
 9. Requesting additional outside agencies or Department contracted private sector assistance as hazards are identified or the extent of the scene becomes known;
 10. Agree upon a division of responsibilities with the EOC.
 - a. The EOC normally provides and mobilizes local resources, requests aid from State and Federal agencies, coordinate shelter and evacuation, requests disaster declarations from the State and makes emergency and public notifications.
 - b. The Incident Commander manages tactical operations at the incident site and adjacent areas.
 11. Implement Unified Command structure when necessary as per the City/County of El Paso Emergency plan and NIMS, when State and Federal responders arrive.
 12. If Unified Command is not implemented request that each responding outside agency provide a Liaison officer for the ICP.
- D. EPPD SOC. El Paso Police Department Special Operations Center. The EPPD SOC serves the function of the EOC during smaller incidents that may only involve the EPPD and FMS. Activation of the EPPD SOC is decided by the Chief of Police, while activation of the EOC is a decision made by the City/County Emergency Management Coordinator and the Mayor and/or County Judge. The vast majority of all hazards encountered by the Department can be managed at the Incident Command Post level. Certain incidents that tie up significant Department resources or take an unusually long period of time to resolve may require the activation of the EPPD SOC. The EPPD SOC's role is:
1. Help the Incident Commander obtain the needed resources to manage the incident;
 2. Ensure adequate police staffing levels throughout the City to maintain the appropriate reaction and functioning of the Department as a whole;
 3. Act as a resource to the EOC if activated. The EOC may assign the EPPD SOC ICS duties such as logistics;
 4. When the SOC is activated, all Divisions shall send a staffing/resource availability report to the SOC as soon as possible.
 5. Staffing and Location of the EPPD SOC:
 - a. Commanded by the Chief of Police or designee, who shall direct all Department operations;
 - b. Support staff furnished by the Planning & Research Division;
 - c. Located at Police Headquarters Chief's Small Conference Room;
 - d. May locate off-site from HQ as necessary;
 - e. Generally not desirable to have EPPD SOC located at the ICP;

- E. INCIDENT COMMAND SYSTEM MODULAR STRUCTURE. ICS is not intended to establish an elaborate command structure for minor incidents, but can be expanded in modular fashion based upon the type and magnitude of the incident. Separate groups, such as operations, planning, logistics and finance may be established if warranted by the incident. Liaison officers, public information officers, safety officers, operations officers, planning officers, logistics officers, finance officers and staging officers may be appointed by the Incident Commander as necessary. During long-term critical incident operations ICS functions may be filled by the Chief of Police and/or the Incident Commander.
- F. DE-ESCALATION PROCEDURES.
1. Accountability of Personnel. Supervisors will be responsible for accounting for all of their personnel at the conclusion of operations. If not immediately located a search plan will be implemented to locate them.
 2. Accountability of Equipment. Supervisors will be accountable for all equipment issued to personnel under their command. Losses or damage will be reported as per the General Procedures Manual with a copy made for the Finance Officer for claims tracking.
 3. Reports. Officers and detectives involved in handling the critical incident shall complete offense or supplement reports when their involvement warrants them. Notes about personnel locations and duties shall be kept on daily log sheets.
 4. Supervisor's Daily Logs: completed by each supervisor present at the scene of a critical incident.
- G. POST-OCCURRENCE (AFTERMATH) DUTIES.
1. Critical Incident Stress Debriefing. To reduce the impact of the event on personnel, including civilian support personnel such as Communications, the Chief of Police may direct post-incident counseling sessions by peers and/or the Employee Assistance Program.
 2. After Action Reports. The Incident Commander will prepare an After-Action report for the Chief of Police that will contain:
 - a. Pertinent case numbers
 - b. Incident Location
 - c. Date and Time of the incident
 - d. Duration of the incident
 - e. Incident Command Staff
 - f. Specialized Units involved
 - g. Outside agencies involved
 - h. Non-government agencies involved (Red Cross, etc.)
 - i. Resources used/cost
 - j. Resources donated and remaining
 - k. Personnel used/cost
 - l. Synopsis of the Incident
 - m. Injuries/Deaths/Arrests
 - n. Problems Encountered
 - o. Recommendations
 3. Emergency Management Coordinator's Post-Incident Review. When requested the Chief may submit the After Action report to the Emergency Management Coordinator for the post-incident critique as per the City/County of El Paso Emergency Management Basic Plan Section IX.E.

 El Paso Police Department Critical Incident and Terrorism Response Plan	Chapter 3
Chapter 3: Legal and Logistical Issues	Effective Date: 02/20/2007 Previous Version:

3.0 LEGAL AND LOGISTICAL ISSUES

3.1 EMERGENCY AUTHORITIES

- A. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of the City/County of El Paso Basic Emergency Management plan.
- B. Texas statutes and the Executive Order of the Governor Relating to Emergency Management give the Mayor a number of powers to control emergency situations, to include emergency and disaster declarations. The Judge for the County and the affected Mayors may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act on an appropriate local scale in order to cope with the disaster. These powers include:
 - 1. Suspending procedural laws and rules to facilitate a timely response;
 - 2. Price Controls;
 - 3. Evacuation—can only be recommended since State law does not authorize mandatory evacuations.

3.2 MILITARY SUPPORT

Some emergencies and disasters may bring federal military and State National Guard assets to the incident. Emergencies of such magnitude will be handled using Unified Command principles of NIMS and military support shall be integrated into the Incident Command System and its modular components. Requests for military support by Department Incident Commanders will be routed to the EOC or Mayor’s office via the chain of command. Only the governor can authorize the deployment of National Guard troops. If Ft. Bliss personnel are deployed to assist with the critical incident they will also be integrated into the Unified Command ICS by the Incident Commander.

3.3 COURT AND PROSECUTORIAL LIAISON


When mass arrests are anticipated by the Incident Commander the District Attorney’s Office (DIMS Unit) and the El Paso County Jail shall be notified as far in advance as possible so that they can take appropriate preparatory action. See Chapter 7 (Mass Arrests).

3.4 REPORTS AND RECORDS

During emergency operations, the Incident Commander or designated Planning Officer will send a daily situation report to the local Disaster District, the Division of Emergency Management and the local FBI office (terrorist incidents). The format and instructions for this report may be obtained from Annex N of the City/County Emergency Management plan.

3.5 COST RECORDS

The Incident Commander or designated Finance Officer shall keep detailed logs regarding personnel time, procurement, compensation, claims and cost recovery. These records may be used to recover allowable response and recovery costs from the Federal Government in the event a federal emergency or disaster declaration is issued.

 El Paso Police Department Critical Incident and Terrorism Response Plan	Chapter 4
Chapter 4: Preparedness	Effective Date: 02/20/2007 Previous Version:

4.0 PREPAREDNESS

4.1 READINESS LEVELS

Some emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A four-tier system is used by the City/County of El Paso Emergency Management Plan. The City/County plan lists general actions to be taken at each readiness level, but also requires that each agency develop specific actions to be taken at the various readiness levels. While the City/County Readiness levels are listed with the comparable Federal Department of Homeland Security color code threat levels the Chief of Police will decide at which readiness level the Department will operate. The below listed readiness levels refer to readiness against terrorist attack or civil unrest, but may be partially implemented to deal with pending weather or environment related emergencies.

A. CITY/COUNTY READINESS LEVEL FOUR (NORMAL CONDITIONS).

1. Corresponds to Department of Homeland Security's Advisory system low (green) and guarded (blue)
2. EPPD Homeland Security Section and Regional Command Station Managers ensure that special equipment owned by the Department is checked for operational availability monthly
3. Special Services Division reviews and updates the Critical Incident and Terrorism Incident Response plan to include Section 8.8 "Critical Facilities" of this manual.
4. The Chief of Police conducts a documented annual training exercise on the National Incident Management System, ICS and the Department's mobilization plan and forwards the after-exercise report to the City/County Emergency Management Coordinator.
5. The Training Division ensures that all Department personnel are up to date in their training on critical incident response, such as Mobile Field Force training, Active Shooter Response training and any training required by Homeland Security presidential directives.
6. At least every three years, the Special Services Division and Training Division shall complete a documented analysis of incidents and training effectiveness and forward the report to the Chief of Police.
7. The EPPD Homeland Security Section shall conduct a threat vulnerability evaluation on all critical City of El Paso facilities at least every three years and forward the report to the Chief of Police.
8. Conduct general readiness announcements and training for the public;
9. Normal facility security protocols apply—see Procedures Manual 1-504;
10. Terrorist mitigation activities are carried out as per Chapter 8 of this manual.


B. CITY/COUNTY READINESS LEVEL THREE (INCREASED READINESS).

1. Corresponds to Department of Homeland Security's Advisory system elevated (yellow)
2. Perform all procedures as in Level Four, plus:
3. Special Services Division, with approval from the Chief of Police, contacts the other municipalities and counties that are signatories to inter-local agreements on mutual aid or

the City/County of El Paso Emergency Management Plan to review procedures, agreements, mitigation and contingency plans. The following governmental bodies have signed the City/County of El Paso Emergency Management Plan:

- a. City of El Paso
 - b. County of El Paso
 - c. City of Anthony
 - d. City of Clint
 - e. City of Horizon
 - f. City of Socorro
 - g. City of Vinton
4. Patrol Divisions increase surveillance of critical public and private facilities in their area; see Section 8.8 of this manual.
 5. Increase dissemination of non-sensitive related public information;
 6. EPPD Homeland Security and Station Managers review inventory of PPE (Personal Protective Equipment) and critical consumable supplies and filling shortages.
- C. CITY/COUNTY READINESS LEVEL TWO (HIGH READINESS)
1. Corresponds to DHS Advisory system high (orange);
 2. Not appropriate for weather or natural disaster emergencies;
 3. Not intended to be maintained long-term unless specific verifiable threats exist;
 4. Perform all procedures in Level Three and Four, plus:
 5. Department Special Events/Parade coordinator, with City Attorney and Chain of Command approval, cancels all pending special events;
 6. All off-duty and extra-duty employment assignments are canceled;
 7. All sworn personnel report to their duty stations in uniform, except Narcotics and Alpha Sections;
 8. Routine public access to police facilities is canceled (i.e. public counters closed, all requests to use meeting room at regional command facilities are canceled);
 9. No unescorted visitors in any police facility;
 10. Increased security at public events;
 11. Public Information Office quickly shares non-sensitive information with the public regarding Department's response to address rumor control;
 12. The mobilization plan may be implemented to ensure the rapid availability of mobile field forces or additional personnel, see Chapter Five.
 13. Chief of Police may consider activation of EPPD SOC;
 14. Officers and Communications shall take special precautions when responding to or dispatching calls for service to watch for signs of possible ambushes, which are often precursors to wide-scale terrorist attacks and may be conducted to distract the Department's response to the primary terrorist incident.
 15. Critical facilities identified in Chapter Eight (Section 8.8) shall be guarded or receive documented extra patrol 24/7. Decision about whether the facility receives extra patrol or actual on-site PD personnel as security is made by the Incident Commander and based on the nature of the threat;
 16. SWAT team activated to serve as a core rapid response force;
 17. Bomb Squad is placed on stand-by;
 18. Explosives K-9's conduct random sweeps of City facilities as directed by the Chief of Police;
 19. All front desks, including HQ, staffed by sworn personnel;
 20. Parking lots and trash containers in and around buildings are removed;.

21. Supervisors review the Mobilization Plan (Chapter 5) at shift briefings.
 22. All unmarked cars in motor pool systems shall be issued to Sections in quantities designated by the Chief of Police in order to facilitate a rapid response by all Department personnel when needed.
- D. CITY/COUNTY READINESS LEVEL ONE (MAXIMUM READINESS).
1. Corresponds to DHS Advisory system severe (red);
 2. Not appropriate for weather or natural disaster emergencies;
 3. Not sustainable for long term, designed for imminent threats or actual attacks/incidents only;
 4. Perform all steps in Level Four, Three and Two and:
 5. Depending on the nature of the threat the Chief of Police may disperse personnel and Department vehicles and equipment to various Department and other City facilities to reduce potential casualties from an organized attack on Department facilities;
 6. At least three officers on duty and actively patrolling and surveying the exterior perimeter of each police facility;
 7. Public streets immediately adjacent to Police facilities are blocked and re-routed;
 8. EPPD SOC activated if City/County EOC is not activated;
 9. EPPD Command Staff conducts a tabletop exercise to ensure that procedures are understood and weaknesses quickly identified and addressed;
 10. Bomb Squad activated;
 11. No access to police facilities by non-essential personnel;
 12. Parking lots of all Police facilities are closed to all non-City vehicles;
 13. Suspicious vehicles or vehicles left behind when parking lots are closed are checked by the Bomb Squad without delay;
 14. Explosives K-9's check each police facility daily at random times;
 15. No deliveries accepted unless verified and expected by checking with sender;
 16. Communications partially dispersed to secure off-site facility/vehicles to ensure operational availability;
 17. Whenever possible, critical and sensitive communication regarding the imminent threat shall be communicated using secure channels;
 18. Unless absolutely necessary, sensitive information shall not be communicated using regular Department radio talk groups or cellular phones;
 19. Safety Officer keeps accurate information regarding officer injuries and casualties and reports daily to the Incident Commander.
 20. Daily updates and situation reports are sent to the EOC.

 El Paso Police Department Critical Incident and Terrorism Response Plan	Chapter 5
Chapter 5: Mobilization Plan	Effective Date: 02/20/2007 Previous Version:

5.0 MOBILIZATION PLAN

5.1 MOBILIZATION PLAN PURPOSE

The purpose of the mobilization plan is to provide uniform guidelines for the activation of additional Department personnel during increased civil unrest/terrorism threat levels, weather related emergencies and unusual occurrences in the Community that impact the Department's staffing levels and work load. All personnel should be familiar with the mobilization plan so that when it is activated it can be implemented without delay. It is possible for the mobilization plan to be implemented at any stage of Department preparedness as most critical incidents occur without warning.

5.2 GENERAL DEPLOYED ORDER

During extreme emergencies it may not be possible for each officer to be contacted directly by their supervisor and given specific instructions. Officers may be called back to duty via general public service announcements, but are also ordered to self-report to the assembly areas listed below if they become aware of any of the following events:

- A. City-wide power outage that lasts more than 4 hours and the officer has tried and failed to establish contact with an on-duty Department supervisor to determine if the mobilization plan is in effect;
- B. Weapon of Mass destruction attack;
- C. Terrorist attack with numerous casualties;
- D. War events directly affecting the El Paso area;
- E. Large scale civil unrest and the officer has tried and failed to establish contact with an on-duty Department supervisor to determine if the mobilization plan is in effect.
- F. Major natural or man-made disasters or weather emergency and the officer has tried and failed to establish contact with an on-duty Department supervisor to determine if the mobilization plan is in effect.

5.3 ASSEMBLY AREAS

Unless given specific instructions that differ from these areas, off-duty personnel called back to duty as part of a mobilization plan shall report to the following areas:

- A. PRIMARY ASSEMBLY AREA—officer's duty station;
- B. SECONDARY ASSEMBLY AREA—closest Regional Command Center to where the officer lives;
- C. If a secondary assembly area is not available, officers shall attempt to report to the following facilities, in order, and attempt to establish contact with the Department chain of command to receive instructions:
 1. Police Headquarters;
 2. Any other Police Regional Command Center;

3. Police Academy;
4. City Hall;
5. Fire Department HQ at Montana & Hawkins;
6. Any Sheriff's Department sub-station or patrol facility.

5.4 PARTIAL MOBILIZATION (TACTICAL ALERT STAGE TWO)

May be implemented in response to readiness level two, severe weather emergencies or other large scale incidents that temporarily impact the Department's ability to deliver police services to the community.

- A. EPPD SOC activated;
- B. City/County Emergency Management Coordinator, City Manager and Mayor notified by EPPD SOC;
- C. On-duty personnel held over temporarily;
- D. On-duty Regional Command CID and TAC personnel don uniforms and begin making themselves available to take patrol calls or respond to the incident as directed by the EPPD SOC;
- E. On-duty HQ sworn personnel don uniforms and continue their regular duties, but are available as a reserve force if needed;
- F. SWAT Team and Bomb Squad activated and placed on stand-by for terrorism/civil unrest emergencies;
- G. Communications clears a channel for use by the Incident Commander or EPPD SOC;
- H. EPPD SOC makes determination about how many off-duty personnel shall be called back to duty;
- I. EPPD SOC takes management control measures to ensure an adequate police response to the emergency.
- J. EPPD SOC assigns an Incident Commander, who may assign NIMS/ICS duties to designated personnel

5.5 FULL MOBILIZATION (TACTICAL ALERT STAGE ONE)


- A. All steps taken in 5.3 are implemented and;
- B. All off-duty officers are ordered to report to their primary assembly area in uniform and with all issued PPE;
- C. All Department vehicles, marked and unmarked, are placed into service availability if feasible to ensure adequate transportation for responding personnel. All motor pool vehicles shall be made available;
- D. EPPD SOC requests activation of the EOC;
- E. EPPD SOC ensures that all personnel are advised on the current readiness level. See Chapter 4 of this manual;
- F. All Regional Commands assemble their mobile field forces if appropriate to the nature of the emergency;
- G. Availability of mobile field forces and other resources shall be reported to the Staging Officer or Incident Commander so the resources may be directed to the staging area when needed;
- H. If the duration of the emergency is extended and full mobilization must be maintained the Logistics officer begins scheduling personnel for rotating 12 hour shifts.

5.6 REGIONAL COMMAND MOBILIZATION (REGIONAL TACTICAL ALERT)

Isolated incidents may warrant the Regional Commands to implement activation of their mobile field force(s). When these incidents are not expected to spread to other Regions and can be managed by the timely and decisive deployment of one Regional Command's Mobile Field Force, the Commander may issue a Regional Tactical Alert. The Regional Commander will notify the Chief of Police upon issuing a Regional Tactical Alert. On-duty regional personnel are held over until the emergency has been resolved. If the incident cannot be controlled in a reasonable amount of time the Commander of the Region should request a Stage Two Department-wide mobilization (see 5.3 above).

5.7 MOBILIZATION PLAN REHEARSALS

As per Chapter 4 of this manual the annual readiness exercise will include a rehearsal of the mobilization plan.

 El Paso Police Department Critical Incident and Terrorism Response Plan	Chapter 6
Chapter 6: Critical Incident Equipment	Effective Date: 02/20/2007 Previous Version:

6.0 CRITICAL OFFICER EQUIPMENT

6.1 INDIVIDUAL OFFICER EQUIPMENT

Officers who do not have this equipment shall obtain the equipment from Central Supply as soon as possible. If the equipment is not available, damaged or needs replacement, the officer shall send a memorandum to his/her Division Commander. Shift supervisors shall inspect officer's PPE monthly and document the inspection in a supervisor's daily log and forward a copy to the EPPD Homeland Security Section. Division Commanders ensure that their personnel receive all required equipment as soon as feasible. Officers will have the below listed gear readily available at all times while on-duty.


- A. Kevlar helmets with riot face shields;
- B. Body armor;
- C. High visibility reflective vests;
- D. PPE Suit;
- E. PPE Boots;
- F. Chem tape;
- G. HAZMAT Materials Emergency Response Guidebook;
- H. PPE Mask with filter;
- I. PPE Gear Bag.

6.2 REGIONAL COMMAND EQUIPMENT

Regional Commands lacking any of the below listed equipment shall send a memo to their Deputy Chief as soon as possible. Station Managers shall inspect Regional Command PPE monthly and send an email detailing the inspection results to the Regional Commander and the EPPD Homeland Security Section.

- A. 50 Plastic handcuffs (flex-cuffs);
- B. Response equipment trailer (CRCC);
- C. 50 Flares;
- D. 2 Jumper Cables;
- E. 64 Riot Batons
- F. 4 Bull Horn;
- G. 8 First Aid Kits;
- H. 8 Fire Extinguishers;
- I. 8 rolls of crime scene tape;
- J. 4 digital or polaroid cameras;
- K. 16 40mm chemical agent rounds;
- L. 32 Bean bag rounds;
- M. Bolt Cutters;
- N. Two 40mm gas launchers;
- O. 64 Riot Shields;

- P. 1 Prisoner Transport Vehicle;
- Q. 8 Permanent Markers "Sharpies;"
- R. 8 cans of white shoe polish.

 El Paso Police Department Critical Incident and Terrorism Response Plan	Chapter 7
Chapter 7: Mass Arrest Plan	Effective Date: 02/20/2007 Previous Version:

7.0 MASS ARREST PLAN

7.1 MASS ARREST GENERAL PROCEDURES

When mass arrests are ordered the Incident Commander will assign the Operations Officer the task of forming Task Forces and Strike Teams to carry out the arrests, transport the prisoners to the processing point, processing the prisoners and transporting them to the County Jail for booking.

All Department procedures regarding the processing and transportation of prisoners are in full effect. Mass arrest situations do not exempt police officers from properly searching prisoners, monitoring their health status or properly securing the prisoner's property. Operations Officers or the Incident Commander shall request additional assistance and personnel if available resources are not adequate.

7.2 ARREST TEAMS AND REORDERS

Arrest teams should be part of a Mobile Field Force and will use their Mobile Field Force training to carry out the arrests. Each arrest team must have at least one "recorder." The "recorder" is designated to document the specific actions of each arrestee so that cases are not compromised in Court due to lack of recall by the officers as to each arrestee's specific actions. Whenever possible, video recording or photographs shall be used to document arrests. The "Recorder" shall be the listed complainant on offense reports and shall be the officer who gives warnings or instructions to crowds or individuals in small crowds. The "Recorder" shall take accurate notes as to arrestee behavior that led to the arrest, making note of times and locations. It is acceptable for the "recorder" to use available audio or video recording equipment to record their notes to aid in an accurate recollection when the "recorder" completes their supplement reports. "Recorders" shall also collect any evidence related to the incident, whenever practical

7.3 IDENTIFICATION OF PRISONERS AND FLEX CUFFS

Officers who are going to be part of an arrest team shall write their ID# on the flex cuffs with a permanent marker to clearly document who made the arrest. The arrestee's name and DOB should be written on the flex cuffs or some other object that stays on or with the prisoner as soon as identification has been made. Processing/Booking team officers will verify and note on their supplement reports the ID# and arrestee's name on the flex cuffs to avoid inaccuracies in offense reports.

7.4 NOTIFICATION OF MASS ARREST / INTERAGENCY AGREEMENTS

The Incident Commander or Liaison Officer (ICS Function) shall notify and make arrangements with the following entities during mass arrest situations:

- A. District Attorney's Office;
- B. Municipal Court and/or current Magistrate on duty;

- C. El Paso County Jail;
- D. Juvenile Probation Department if significant numbers of juveniles are involved in the mass arrest;
- E. Central Regional Command Center for implementation of procedures listed in 7.6 (see below).

All provisions of the Inter-Local agreement between the City and County regarding the booking of EPPD prisoners apply to mass arrests.

7.5 TRANSPORTATION OF PRISONERS DURING MASS ARRESTS

Once arrests have been made the transport team can use available Prisoner Transport Vehicles or patrol vehicles to take prisoners to the processing point. If arrests are on-going the Operations Officer or Incident Commander may designate a separate Transportation Task Force using the modular ICS. Exceptionally unusual circumstances may warrant the use of Sun Metro buses to transport mass arrestees. In these circumstances the Incident Commander or Liaison Officer shall contact Sun Metro for assistance. Sun Metro buses shall be designated as single resources in ICS and are integrated into the Prisoner transportation task forces.

7.6 JUVENILE OFFENDERS

Juvenile offenders arrested during mass arrest situations shall be handled like all other juvenile offenders, as per Procedures Manual Volume 4 (Juveniles/Family Code). If sight/sound separation in a mass arrest incident involving adult and juvenile offenders is difficult to achieve the juveniles shall be processed at a secondary processing point dedicated to juvenile offenders only.

7.7 PROCESSING POINTS

The Central Regional Command Center is the primary processing point for all mass arrests. If a situation develops that requires an alternate Police facility serve as the processing point then the same procedures apply to that facility.


- A. Upon receiving notification of pending mass arrests, Central Regional Command's ranking officer shall issue a Regional Tactical Alert as per Chapter Five of this manual.
- B. Traffic lanes immediately adjacent to Central Regional Command shall be temporarily blocked off to provide expedient access to the building by incoming prisoner transport vehicles. Traffic lanes will be reopened as soon as possible.
- C. Central Regional Command shall request an FMS unit to respond to CRCC to assist with the medical monitoring and treatment of any prisoners in such need.
- D. Additional CRCC personnel shall be formed into a Processing Task Force and report its availability to the Operations Officer or Incident Commander. This task force assists with unloading of prisoners, maintaining control and security, taking prisoners before a magistrate and any other tasks needed to expedite the processing of prisoners.
- E. Water and sanitation breaks shall be provided to prisoners at regular intervals
- F. All prisoners shall be processed and booked as soon as possible.
- G. To expedite processing of prisoners the Incident Commander may authorize the processing point to utilize the non-arrest presentation guidelines presented in 3-204.06 of the Procedures Manual.

7.8 DETENTION FACILITY FOR MASS ARRESTS

The El Paso Police Department does not operate any detention facility and does not provide facilities for family visits, defense council visits or food service to arrestees. Prisoners shall be booked into the El Paso County Jail or released using the Department's non-arrest presentation guidelines (3-204.06 General Manual) as quickly as possible.

7.9 MASS ARREST RELATED MEDIA RELATIONS AND PUBLIC INFORMATION

The Incident Commander or the designated Information Officer will make all public information releases regarding mass arrests.

 El Paso Police Department Critical Incident and Terrorism Response Plan	Chapter 8
Chapter 8: Terrorism	Effective Date: 02/20/2007 Previous Version:

8.0 TERRORISM

8.1 TERRORISM MITIGATION ACTIVITIES

The EPPD Homeland Security Section has the primary responsibility to carry out terrorism mitigation activities, including:

- A. Identify potential terrorist targets and determine their vulnerability. For targets which may produce hazardous effects if attacked, determine the population and special facilities at risk;
- B. Conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups.
- C. Develop and implement security programs for public facilities that are potential targets. Recommend such programs to private property owners.
- D. Implement passive facility protection programs to reduce the vulnerability of new and existing government-owned facilities believed to be potential targets. Recommend such programs to private property owners.
- E. Work with the City-County Health District to prepare for terrorist incidents. The City-County Health District is a major stakeholder during a terrorist incident. They will have the ultimate control over medical facilities in El Paso County. El Paso has also been named as a quarantine site for the Southwest and will play a major role within the SNS.

The Homeland Security Section may request assistance from the Intelligence Section and the Regional Command's PAR/Community Service sections to carry out counter-terrorist mitigation activities.

8.2 TERRORISM PREPAREDNESS ACTIVITIES

The EPPD Homeland Security Section has the primary responsibility to carry out terrorism preparedness activities, including:

- A. Conduct or arrange terrorism awareness training;
- B. Work with the Communications Division to develop emergency communications procedures that take into account the communications monitoring capabilities of some terrorist groups;
- C. Maintain terrorist profile information on groups suspected of being active in the local area. Such information is treated as Criminal Intelligence information as per Chapter 17 of the Criminal Investigation Manual.
- D. Establish appropriate mutual aid agreements.
- E. Conduct drills and exercises to test plans, procedures, and training.
- F. Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities.

- G. If potential terrorist groups appear to be expanding their activities notify the Chief of Police via the Chain of Command so that threat levels or mobilization plan implementation may be reviewed.
- H. Develop and implement a family assistance plan for all essential personnel family members.

8.3 TERRORISM INCIDENT RESPONSE

See the Terrorism Response checklist at the end of this chapter for operational guidelines. Police responsibilities during terrorism incidents include:

- A. Save lives and apprehend suspects.
- B. Secure the crime scene.
- C. Provide law enforcement representatives for the Incident Command Post and the EOC.
- D. Secure the scene, reroute traffic, and implement crowd control measures if necessary.
- E. Make notifications of terrorist incidents to DPS, the FBI, and other law enforcement agencies.
- F. Brief emergency response personnel on crime scene protection.
- G. Coordinate the deployment and operation of counter-terrorist response elements.
- H. Conduct reconnaissance in vicinity of the incident site to identify threats from delayed action and secondary weapons.
- I. Organize and conduct evacuation of the public and of special facilities if required.
- J. In coordination with state and federal authorities, investigate incident; identify and apprehend suspects.

8.4 TERRORISM INCIDENT RECOVERY

The Department will assist with recovery operations after terrorism incidents by providing traffic control and scene security as directed by the Incident Commander.

8.5 TERRORIST WEAPONS, EFFECTS AND EMERGENCY RESPONSE REQUIREMENTS TABLE

Nature of Threat	Indications	Effects	Response Needs and Guidance for PD
Conventional Explosives	Possible prior warning or threat, presence of triggering devices such as blasting caps, primacord or timers, explosive residue, indication of deliberate fragmentation material	Significant blast damage, collapsed buildings, widespread glass shattering, fragmentation injuries and damage	If hazmat encountered in conjunction—use USDOT ERG, PPE deployed, evacuation assistance, access control, crime scene control, investigation resources
Incendiary Devices	Possible prior warning or threat, multiple fires, presence of accelerants, liquid containers, cylinders in unusual locations	Fires, secondary explosions, burn casualties, heavy smoke	Same as conventional explosives

Nature of Threat	Indications	Effects	Response Needs and Guidance for PD
Nuclear Devices and Materials	Possible prior warning or threat, reports of stolen radiological sources or nuclear materials, radiation detection equipment indicates presence of radiological substances	Similar to conventional explosives, but over wider area, localized fires, radiation burns, blindness, radiation sickness	Radiation Dispersal Device—USDOT ERG 163, Improvised Nuclear Weapon—USDOT ERG 165, PPE, mass decontamination, evacuation assistance, access control over wide area.
Chemical Weapons	Aerosol (liquid fog-possibly oily) present, unexplained fog, strong odors of bleach, new mown grass, almonds or unexplained strong odors, large scale casualties without obvious trauma, convulsions, seizures, breathing difficulties, chemical detections systems alarm, dead animals, no insects	Death within minutes if inhaled or skin is touched (nerve), Eye/skin blisters, lung damage (blister), convulsions, breathing difficulties (blood), airway irritation, choking (choking) Vomiting, eye irritation (irritants)	USDOT ERG 153-Nerve agents, atropine or 2-PAM Chloride administered shortly after exposure, USDOT ERG 153—Blister Agents; ERG 123, 125, 117 depending on type, USDOT ERG 123, 124 or 125 (Choking), ERG 159 or 153 for irritants, PPE, mass decontamination, evacuation, HAZMAT, access control
Biological Agent Attack	There may not be a crime scene or an initial response until well after attack, if there is there may be aerosol containers or devices, lab equipment, tampering with building environmental systems	Varies by agent	PPE, additional security for public health facilities, access control, isolation protocols that require enforcement

8.6 DEFINITIONS

TERM	DEFINITION
Conventional Weapons and Explosives	Firearm, military weapons such as rocket launchers, commercial and military explosives such as RDX, tritonol, ammonium nitrate-fuel oil (ANFO), lethality commonly enhanced by adding metallic objects around explosive, such as nails or bolts.
Incendiary Devices	Designed to ignite fires, flammable liquids such as gasoline or kerosene or gases such as propane.
Combination Device	Conventional explosives combined with incendiary devices.

USDOT ERG	U.S. Department of Transportation Emergency Response Guidebook—designed for first responders—allows interpretation of HAZMAT placards and guides first responders in the proper steps to containing various hazardous material threats. Available on PDPUBLIC for downloading and printing.
Radiation Dispersal Device	Radioactive materials in powder form are packed around conventional explosives to disperse the material over a wide area—radioactive material need not be weapon-grade, can be obtained from medical or industrial equipment in common use
Improvised Nuclear Device	Using a home-made device to detonate weapons grade fissionable materials. Considered highly unlikely to be used by terrorists due to difficulty in assembly, expense of fissionable materials, etc.
Nuclear Weapon	Weapons grade fissionable material detonated with a military warhead designed for that purpose.
Bacteriological Weapons	Anthrax, Plague, Tularemia or Rabbit fever, Q fever—delivered in a method designed to maximize exposure
Virus Weapons	Smallpox, Venezuelan Equine Encephalitis (VEE) or Viral Hemorrhagic Fever (VHF)—delivered in a method designed to maximize exposure
Toxins	Botulinum toxins, staphylococcal enterotoxins, ricin or mycotoxins, delivered in a method designed to maximize exposure

8.7 SPECIALIZED RESPONSE RESOURCES

(Source: City/County Emergency Plan) During the response to a terrorist incident local resources are used for most emergency situations. Because of the potential for great damage, contamination, casualties, and fatalities that may be generated by large-scale terrorist incidents, specialized response resources may be needed from the state and federal government to supplement those available locally. Some of those resources are outlined below. Requests for state or federal resources should be channeled to the local DDC Chairperson.

USEFUL POINTS OF CONTACT		
Organization	Provides	Contact No.
CHEMTREC	Technical assistance for hazardous materials incidents.	1-800-424-9300 (24 hours)
CHEM-TEL	Technical assistance for hazardous materials incidents.	1-800-255-3924 (24 hours)
Chem-Bio Help Line (Non-emergency)	Information on chemical & biological agents for state and local emergency planners.	1-800-368-6498 (normal work hours only)
Chem-Bio Hot Line (Emergencies)	Technical assistance regarding chemical & biological agents for state and local emergency responders.	1-800-424-8802 (24 hours)
Bureau of Radiation Control, Texas Dept. of Health	Technical assistance for emergency responders for incidents involving radiological materials.	512-458-7460 (24 hours)
Local/Nearest DPS Office	State law enforcement assistance.	849-4080
Local/Nearest FBI Office	Federal law enforcement assistance.	832-5000

AGENCY/ENTITY	PHONE#	AGENCY/ENTITY	PHONE #
City/County Emergency Management	771-1010	Airport	780-4749
County Judge's Office	546-2098	County Road & Bridge	546-2015
DPS	849-4080	El Paso Electric	543-5811
El Paso Water Utilities	594-5502	City Equip. Maintenance	621-6822
Ft. Bliss	568-4409	Health Department	771-5702
Mayor	541-4015	Public Works	541-4202
Purchasing	541-4308	Red Cross	592-0208
Sheriff	546-2270	Solid Waste	621-6709
Texas Gas Service	680-7249	City Streets	621-6750
Sun Metro	534-5810	TNRCC	984-8939
TXDOT	790-4267	National Guard	568-3404
Border Patrol	834-8305	Customs	633-7300
EPA	533-7273	FEMA	800-427-4661

8.8 TERRORISM RESPONSE CHECKLIST

(Source: City/County Emergency Plan) The response actions below are most appropriate for an incident involving conventional weapons, nuclear devices, or chemical agents where there is a specific incident location.

	Action Item	Assigned
	INITIAL RESPONSE:	
1	Deploy response forces	
2	Activate incident command post at the incident site to direct emergency operations.	
3	If incident appears to be terrorism-related, ensure law enforcement personnel are advised and respond to the incident site.	
4	Isolate the area and deny entry. Reroute traffic as needed.	
5	Determine and report: <ul style="list-style-type: none"> ■ Observed indicators of use of chemical/biological weapons ■ Wind direction and weather conditions at scene ■ Plume direction, if any ■ Approximate number of apparent victims ■ Orientation of victims ■ Types of victim injuries and symptoms observed ■ Observations or statements of witnesses 	
6	If possible, determine type of weapon used using appropriate detection equipment, response guides, damage characteristics, and casualty symptoms	
7	Establish scene control zones (hot, warm, and cold) and determine safe access routes & location of staging area. Establish initial operating boundaries for crime scene and incident area.	

8	Implement crowd control measures, if necessary	
9	Determine & implement requirements for protective clothing and equipment for emergency responders.	
10	Establish communications among all response groups.	
11	Protect against secondary attack.	
12	Activate the EOC to site support emergency operations.	
13	Determine requirements for specialized response support.	
14	Make notification to state and federal law enforcement and emergency management agencies.	
15	Obtain external technical assistance to determine potential follow-on effects.	
16	Request/deploy hazardous materials response team, if appropriate.	
17	Request/deploy bomb squad or ATF support, if appropriate.	
18	Identify areas that may be at risk from delayed weapon effects. ■ Determine & implement protective measures for public in those areas. ■ Determine & implement protective measures for special facilities at risk.	
19	If the effects of the incident could adversely affect water or wastewater systems, advise system operators to implement protective measures. Co	
20	33. Request additional response resources, if needed. ■ Activate mutual aid agreements ■ Request state or federal assistance, as needed	
21	34. Designate staging areas for incoming resources from other jurisdictions, state and federal agencies, and volunteer groups separate from operational staging area.	
22	Identify, collect, and control evidence and conduct investigations.	
23	Pursue and arrest suspects.	
24	Provide security in evacuated areas, if feasible.	
25	Establish and operate access control points for contaminated areas	
26	For incidents involving biological agents, consider measures to restrict person-to-person transmission of disease such as quarantine, closure of schools and/or businesses, and restrictions on mass gatherings.	


8.9 CRITICAL FACILITIES

This list is subject to change and part of EPPD Homeland Security's annual responsibility to keep updated. These facilities should receive routine extra patrol by Regional command units whenever feasible. During heightened alert stages these facilities may receive more frequent extra patrol or actual on-site PD personnel as security as determined by the Incident Commander or Operations Officer.

NAME	ADDRESS	REGION
City Hall	300 S. Campbell	CRCC

City Radio Tower	222 N. Kansas St	CRCC
Police Headquarters	911 N. Raynor St.	CRCC
9-1-1 Center (Communications)	200 N. Kansas St.	CRCC
Western Refining	6501 Trowbridge Ave.	CRCC
A T & T	500 Texas Ave.	CRCC
Sun Metro	700 San Francisco Ave.	CRCC
Robertson-Umbenhauer Water Treatment Plant	800 Canal Rd.	CRCC
Reddy Ice Plant	1621 Texas Ave.	CRCC
Price's Creameries	600 N. Piedras St.	CRCC
Baron Chemical Company, Inc.	817 Texas Ave.	CRCC
Denman Propane Ltd. (Heritage Operating)	5524 El Paso Dr.	CRCC
Civic Center	#1 Civic Center Plaza	CRCC
El Paso LTAC Hospital	1221 N. Cotton St.	CRCC
Sierra Medical Center	1625 Medical Center St.	CRCC
University Medical Center of El Paso	4815 Alameda Ave.	CRCC
Haskell Street Wastewater Plant	4100 Delta Dr.	CRCC
El Paso Public Health Laboratory	4505 Alberta Ave.	CRCC
Paul L. Foster School of Medicine at TTUHSC	5001 El Paso Dr.	CRCC
El Paso Police Training Academy	2300 Scenic Dr.	CRCC
Water Storage Facility & Pump Station	2200 San Diego Ave.	CRCC
Water Storage Facility & Pump Station	1900 N. Brown St.	CRCC
Hueco Water Well	1304 E. San Antonio Ave.	CRCC
El Paso Electric Plant	4900 Stan Roberts Sr. Ave.	NERCC
Fred Hervey Water Reclamation Plant	11700 Railroad Dr.	NERCC
El Paso Natural Gas	12600 McCombs St.	NERCC
Texas Gas Service	4700 Pollard St.	NERCC
El Paso Water Utilities	10338 Railroad Dr.	NERCC
Miller Refrigerated Services	10500 Railroad Dr.	NERCC
Denman Propane Ltd. (Heritage Operating)	8918 Gateway East Bl.	MVRCC
Roberto R. Bustamante Wastewater Plant	10001 Southside Rd.	MVRCC
Jonathan W. Rogers Water Treatment Plant	10000 Southside Rd.	MVRCC
El Paso Electric Station	351 Ivey Rd.	MVRCC
Water Well	7400 Stiles Dr.	MVRCC
Water Well	8100 Independence Dr.	MVRCC
Holly Energy Partners	1000 Eastside Rd.	MVRCC
Del Sol Medical Center	10301 Gateway West Bl.	PHRCC
Physicians Hospital	1416 George Dieter Dr.	PHRCC
Sierra-Providence East Medical Center	3280 Joe Battle Bl.	PHRCC
El Paso Fire Department HQ	8600 Montana Ave.	PHRCC
Department of Public Safety	11612 Scott Simpson Dr.	PHRCC

El Paso Water Utilities	9400 Daugherty Dr.	PHRCC
Kay Bailey Hutchison Desalination Plant	10751 Montana Ave.	PHRCC
Magellan Pipeline	6767 Gateway West Bl.	PHRCC
El Paso Water Utilities	Cheryl Ladd/Dean Martin	PHRCC
El Paso International Airport	6701 Convair Rd.	PHRCC
City Radio Tower (East Receiver Site)	13889 Santa Fe Tr.	PHRCC
City Radio Tower (Clint Receiver Site)	2100 Darrington Rd.	PHRCC
A T & T Communications Center	2001 N. Zaragoza Rd.	PHRCC
City Radio Tower (3 Hills Receiver Site)	7667 Paiute Wy.	WSRCC
Northwest Wastewater Treatment Plant	701 Executive Center Bl.	WSRCC
Providence Memorial Hospital	2001 N. Oregon St.	WSRCC
El Paso Electric (Rio Grande Power Plant)	3501 Doniphan Dr.	WSRCC
FAA Tower Tramway	800 Zenith Dr.	WSRCC
Switching Station	Northwestern & CF Jordan	WSRCC
ServiGas-Ikard & Newsom (El Paso Terminal)	6319 Doniphan Dr.	WSRCC
Las Palmas Medical Center	1801 N. Oregon St.	WSRCC
Eagle Family Foods (JM Smucker Co.)	255 Montoya Ln.	WSRCC
El Paso Water Utilities Water Storage Towers and Tanks	Various	ALL Regions
El Paso Electric Sub-Station	Various	ALL Regions

 El Paso Police Department Critical Incident and Terrorism Response Plan	Chapter 9
Chapter 9: Large-Scale Disturbance and Mobile Field Force Response	Effective Date: 02/20/2007 Previous Version:

9.0 LARGE-SCALE DISTURBANCE AND MOBILE FIELD FORCE RESPONSE

9.1 CIVIL DISTURBANCE POLICY

The Department will provide an effective police presence at assemblies and gatherings in a posture which guarantees the constitutional rights of participants and promotes an orderly, lawful demonstration in the best interest of public safety and community harmony. Officers will maintain neutrality and sensitivity towards the dynamics of the demonstration. Whenever possible, officers should establish contact with the organizers of demonstrations in order to ascertain their intentions and communicate the Department's priorities and responsibilities to maintain order. However, if demonstrations rise to the level of a civil disturbance that violates laws (Chapter 42 Texas Penal Code, for example), officers will take appropriate police action to contain the problem, control it and protect life and property.

9.2 MOBILE FIELD FORCE CONCEPT

The appearance of an organized mobile field force can often cause a disorderly group to abandon their disruptive activities. Mobile Field Forces will not be deployed at peaceful demonstrations that do not violate any laws, but may be staged nearby and out of sight of the demonstrators until needed. Mobile Field Forces may be deployed during demonstrations where the lawful demonstrators themselves may be threatened by other protestors or angry crowds. MFF leaders should attempt to make contact with the leadership of the demonstration to advise them of the parameters of police deployment and to clearly communicate the Department's role at the demonstration. The Department uses the Mobile Field Force (MFF) concept to provide a fast and effective method to assemble and deploy a platoon-sized tactical force from existing on-duty personnel, under command of the incident commander. The goal of any mobile field force is to protect lives, restore and maintain order, protect vital facilities, protect property and arrest law violators. The TAC officers at each Regional Command shall form the primary mobile field force deployed at each region, although all patrol officers may be formed into additional mobile field forces, depending on the scale of the disturbance.

9.3 ACTIONS OF FIRST RESPONDERS

The first officers arriving on the scene of a large-scale disturbance shall assess the situation and notify a supervisor. Shift supervisors respond to the scene to determine the necessity of mobile field force assembly and may issue a regional tactical alert (see Section 5.5) when it becomes apparent that conventional police tactics are not effective. If the disturbance is localized, the shift supervisor shall assume incident command. If the disturbance covers multiple sites or multiple regions, a Department wide tactical alert (see Section 5.3) may be necessary. Shift supervisors shall continue to monitor the crowd to provide updates to the MFF leader and command post and to ensure that police response to

the incident is consistent with Department procedures, state law, city ordinances and constitutional principle of free speech and right to assembly.

- A. Moving protestors to a point beyond where they can be heard or seen by the target of their protest may violate their civil rights.
- B. Dispersing an assembly protected by the First Amendment constitutes a violation of civil rights.

9.4 MOBILE FIELD FORCE TRAINING

Mobile field forces shall deploy and utilize the formations and tactics taught during the Department's mobile field force training course. Every officer will receive 8 hours of formal mobile field force training at intervals designated by the Training division. Patrol supervisors shall conduct annual shift training to review mobile field force training, critical incident response, constitutional issues regarding civil disturbances and Chapter 42 of the Penal code.

9.5 MOBILE FIELD FORCE ASSEMBLY

The incident commander designates the staging area. Mobile field forces should be organized, assigned and deploying to the scene within forty-five minutes. The mobile field force's ranking officer will be designated as the MFF leader. A mobile field force is usually designated as a strike team within the incident command system structure. The mobile field force commander will assign an assistant MFF leader. MFF leaders and assistants shall:

- A. Meet with assigned units as they arrive at the staging location and forming units into vehicle staging formation.
- B. Form officers into MFF Squads by completing a MFF squad assignment roster. The senior officer in each squad is designated as the squad leader.
- C. Patrol units log off as such and log in as MFF units, using designated MFF call signs as assigned by the MFF leader.
- D. Issue appropriate equipment from the region's stock of critical incident response gear.
- E. Monitor the developing tactical situation.
- F. Give a briefing to the MFF officers and squad leaders to clearly delineate the situation, mission and parameters of deployment.

Squad leaders shall:

- G. Properly mark all squad vehicle windows with the MFF designators, as per MFF training protocol.
- H. Ensure all vehicles are operational and fueled.
- I. Inspect equipment and protective gear to ensure function and proper wear.
- J. Obtain squad-level equipment from MFF leader, such as gas launchers and ammunition.

9.6 CROWD DISPERSAL

When the incident commander has determined that the crowd has become violent and destructive requiring additional police action, the Mobile Field Force will be deployed and incident command transferred to the MFF leader. Upon arrival of adequate personnel, the MFF leader shall issue a dispersal order to the crowd via bullhorn or public address system, establish a time limit for dispersal and when necessary, order the use of Mobile Field Force tactics to restore order and disperse the crowd. If mass arrests are necessary, see Chapter 7 of this manual for the mass arrest plan. If the crowd has not

complied with the dispersal order and an offense is being committed, the Mobile Field Force shall deploy to disperse the crowd and arrest any individuals determined to be the instigators, using established MFF tactics.

9.7 USE OF FORCE DURING MASS DEMONSTRATIONS AND CIVIL DISTURBANCES

- A. If shots are fired or other deadly force is being used by demonstrators, the incident commander shall summon SWAT and the MFF will take immediate action to save lives within the confines of the Department's general use of force policy.
- B. Canine teams may respond as backup as appropriate but shall not deploy the dog for crowd control.
- C. Fire hoses shall not be used for crowd control.
- D. Motor vehicles may be used as per MFF protocol, but physical contact with the crowd and the motor vehicle is not authorized.
- E. Beanbag rounds, gas grenades and other less-lethal projectiles shall not be fired into crowds indiscriminately.
 - 1. Skip-fired projectiles and similar munitions designed for non-directional non-target specific use may be used when life is in jeopardy;
 - 2. Direct-fired munitions such as beanbags and related projectiles shall not be used for crowd control or management during demonstrations. They may be used to affect the arrest of specific individuals who are engaged in conduct that poses a threat of serious bodily injury, death or serious property damage and only when such a specific individual can be identified and properly targeted by the direct fire less-lethal weapon.
 - 3. When reasonably possible, a verbal warning shall be given prior to deployment of impact munitions.
- F. Individual officer issued OC spray may only be used on specific individuals who are engaged in conduct where the use of OC spray would otherwise be justified in the Department's general use of force policy. Individual issued OC spray may not be used as a pain compliance tool and may not be sprayed into a crowd indiscriminately.
- G. High volume OC gas delivery systems may be used only with approval of the incident commander, in order to gain control of a civil disturbance where groups of people are engaged in unlawful acts that endanger public safety. When reasonably possible, a warning shall be issued prior to their use.
- H. After being trained in the special precautions to be used with CS gas, only TAC or SWAT officers are authorized to deploy CS gas at the direction of the incident commander. CS is an offensive weapon that must be deployed with the utmost caution. The conditions in G. must be present and a lesser means of force is not available or would likely be ineffective. The crowd must be permitted an escape route when CS is deployed and when reasonably possible; a warning must be given prior to CS gas deployment. CN gas use is never authorized.
- I. The riot baton or ASP (less desirable option) shall be used primarily as a defensive weapon or as a means of overcoming resistance. Batons may only be deployed when authorized by the Department's general use of force policy or displayed as a show of force to contain or disperse a crowd.
- J. Tasers shall be used during civil disturbances only for purposes of restraint or arrest of noncompliant and resistant identified individuals when alternative means of control are not available or are unsuited and only when the individual can be accurately targeted. They may not

be fired indiscriminately into crowds and may not be used as a pain compliance tool on individuals displaying passive resistance only.

- K. Level 3 use of force applied in a manner consistent with the Department's use of force training, such as come-alongs, arm-bars and pressure point control techniques is the only authorized use of force on passive aggression during crowd control situations. Level 3 force is only authorized when otherwise justified by the Department's general use of force policy.




FIELD TRAINING OFFICER (FTO) OPERATIONS MANUAL

(Revised 05/05/2022)

CONFIDENTIALITY CLAUSE

This training manual is the property of the El Paso Police Department and the material contained herein is considered Confidential.

This manual is only used for the purpose of training and documentation. The shift commander is responsible for the confidentiality and integrity of the manual. The manual is only read and reviewed by the probationary officer's field training officer, immediate supervisor and management of the El Paso Police Department. Upon completion of probation, the manual is placed in the officer's permanent personnel file.

 El Paso Police Department Field Training Officer Operations Manual	Chapter 1
1.0 Program Manual and Objectives	Effective Date: 05/05/2022 Previous Version: 11/15/2013

1.0 PROGRAM MANUAL AND OBJECTIVES

1.1 FIELD TRAINING OFFICER PROGRAM


The Field Training Officer (FTO) Program is the first step in the career development of the probationary officer after successfully completing Training Academy. The FTO Program is designed to broaden the officer's basic law enforcement knowledge by reinforcing those skills under actual street conditions. The FTO Program is a systematically organized and consistently administered period of formal field training and performance evaluation with the expressed goal of producing a patrol officer capable of providing solo duties in a safe, courteous, efficient, and effective manner.

The FTO Program is an extension of academic instruction. It begins after the probationary officer (PO) graduates from the Academy and lasts 52 weeks. During that time, the probationary officer is provided with direct field supervision, guidance, and assistance while assigned to a field-training officer.

1.2 PROGRAM OBJECTIVES

During the course of the program, an evaluation system is utilized to document the performance of the officer, the trainer (FTO), and the content of the program.

- A. Generally, the objectives of the FTO Program Evaluation process are to:
 1. Systematically process all incoming police officers during the probationary period by providing standardized evaluation guidelines for the probationary officer.
 2. Develop the police generalist who can further the police purpose and carry out Department objectives in an efficient and effective manner.
 3. Screen out those individuals who are unacceptable and not qualified for police service.
 4. Develop a method for critiquing the FTO's and their abilities to communicate, educate, and evaluate a prescribed by the program.
 5. Obtain periodic feedback to evaluate the program and assure it meets the needs of the Department as well as the probationary officer.
- B. Upon completion of the program, the probationary officer is able to function as a solo patrol unit under normal field supervision. The officer will have demonstrated competence in performing the varied duties of a patrol officer as specified in the Field Training Manual.

 El Paso Police Department Field Training Officers Operations Manual	Chapter 2
2.0 Program Administration	Effective Date: 05/05/2022 Previous Version: 11/15/2013

2.0 PROGRAM ADMINISTRATION

2.1 FTO PROGRAM ADMINISTRATION

The administration of the FTO Program will be assigned to the Training Academy. Those assigned, as the Program Administration will oversee the FTO Program and FTO Committee. The responsibilities of the FTO Program Administration shall include:

- A. Updating the FTO Operations Manual and tests
- B. Administer 4-week exams (enroll probationary officers in Training Module)
- C. Performing periodic compliance checks of the Training Module
- D. Assist with selection of new FTO's and removal of problematic FTO's
- E. Administer a 40 hour FTO School
- F. Coordinate FTO Updates every two years
- G. Administering the GI Bill/OJT program
- H. Act as a liaison between the Training Academy and the regional commands
- I. Update/Maintain FTO Program every 5 years (FTO Manual, Forms, Job Task Checklist, Training Module Database, Training Curriculum)

FTO Administration will be conducting bi-weekly audits of Daily Observation Reports (DOR) to ensure that FTOs are completing Daily Observation Reports in a timely manner for accounting purposes regarding compensation for FTOs and fill-in FTOs. This Audit will not be used to relieve shift supervisor program responsibilities that are therein outlined in the FTO Manual.

2.2 REGIONAL COMMANDERS

The regional commanders are responsible for exercising authority over the FTO program in their respective commands. They will review each shift's progress on a monthly basis. The commanders will report problems encountered within their commands to the assistant chief. The commander, with the assistance of the FTO Administration, will also report what training measures were taken to alleviate problems. Regional commanders are responsible for any deficiencies in the FTO Program at their commands. Regional commanders are responsible for ensuring that the probationary officers are distributed among the shifts and are rotated every four months to a different shift. This rotation should occur at the regular shift change nearest the four month time frame. Regional commanders will have authority to remove any FTO from the FTO Program with the assistance from their shift supervisors.

2.3 SHIFT COMMANDER

Shift commanders are responsible for monitoring the FTO Program on their respective shifts.

- A. They ensure all phases of the FTO Program comply with the guidelines set forth in the FTO manual.

- B. They will monitor the shift supervisors and ensure compliance with the FTO Program's guidelines.
- C. They review all observation reports and exams in the training module (LEMS-FTO module) and will ensure that all forms are completed and signed.
- D. Shift commanders will forward a written report of their shift's FTO Program's progress to the regional commander on a monthly basis.
- E. They will ensure that the FTO personnel make every effort to train and direct the probationary officer in ways that afford the probationary officer an opportunity to succeed.
- F. Shift commanders are responsible for the overall security of the training modules. They will ensure that the integrity and confidentiality of the training modules are kept.

2.4 SHIFT SUPERVISORS

Shift sergeants oversee the working relationships of all FTOs and probationary officers under their supervision, providing the probationary officers a work atmosphere that provides the most efficient learning environment. The sergeants ensure program continuity and compliance to the FTO Training Manual. They comply with all deadlines set forth in the FTO Operations Manual. The success of the Field Training Officer Program requires the participation of all supervisors. The probationary officer's supervisor is responsible for the following areas:


- A. The supervisor will check the probationary officer's training module weekly and will ensure it is current and the integrity of the training module is protected.
- B. The supervisor will ensure that the FTO is compiling notes that will adequately and fairly document the probationary officer's progress.
- C. The supervisor will discuss the Daily Observation Report with the probationary officer if a training issue arises, will ensure that the probationary officer understands, and will sign each report.
- D. The supervisor will advise the shift lieutenant of any problems developing with the officer. The supervisor also keeps the lieutenant informed at all times of the status of the officer.
- E. During Phase II, the supervisor rides with the probationary officer a minimum of two times, four hours each time. The supervisor completes a "Supervisor's Ride-Along Form" noting their observations. The form will be completed in the LEMS System under the FTO Module.
- F. The supervisor will ensure that the probationary officer is placed with a new FTO every second shift during Phase I and Phase II. During the last twelve weeks of the program, the probationary officer will not be assigned to a FTO.
- G. The supervisor will complete a "Supervisor's Critique of the FTO" monthly in the LEMS System under the FTO Module.
- H. The supervisor will complete the section regarding supervisory factors on the FTO's critiques.
- I. Complete the narrative section in the Daily Observation Report of the probationary officer..
- J. In the Checkout phase of probation, if no problems exist, then a DOR will be done weekly by the supervisor. If the probationary officer appears to be behind the curve then a DOR must be completed daily by the supervisor.
- K. The supervisor is responsible for completing and sending the "FTO Status Form" to payroll, ensuring that the FTO pay is stopped, started, or changed as needed.
- L. Supervisors will attend mandatory bi-annual "Managing the FTO Program" updates.

2.5 FIELD TRAINING OFFICER

- A. Field training officers (FTO) oversee the performance of the probationary officer. The FTO is responsible for training, directing, guiding, and acting as a role model for the probationary officer. The FTO assists the probationary officer in the application of knowledge, methods, and techniques and facilitates the integration of the classroom training with actual field conditions and job experience. The FTO monitors and documents the probationary officer's performance and development as required by the FTO Operations Manual.
- B. FTOs will be in a supervisory role as a "De-Facto Supervisor" to the probationary officer (PO). In this role, FTOs will maintain the highest level of professionalism while performing their duties. Based upon consideration of this manual and necessity for para-military type discipline and respect, it may be considered misconduct for a FTO and PO to engage in or socialize in situations detrimental to the discipline and order of the department. Socializing in a manner that deters from training, or becomes a distraction from training is prohibited. If an intimate relationship between a FTO and PO should develop, it shall be the responsibility of both the FTO and the PO to immediately notify their supervisor. Failure to make notification may result in disciplinary action. FTOs cannot be assigned to POs that are family members. Family members include: father, mother, son, daughter, siblings (to include half or step siblings), spouse or former spouse, in-laws, cousins, uncles, and aunts. FTOs upon becoming aware that they will be assigned a family member as a PO will notify their immediate supervisor.
- C. It shall be the responsibility of the PO to successfully complete the Field Training and Evaluation Program.
- D. FTOs must attend a 40-hour FTO certification course in order to be certified as an FTO. The FTO must attend an FTO update course every two years in order to maintain their FTO status.

*In the event that the assigned FTO is not available to work with the probationary officer on a given workday, the supervisor shall assign that probationary officer with another qualified FTO. If a qualified FTO is unavailable to work with the probationary officer, the probationary officer shall be placed with a senior officer for the duration of the shift. The officer or FTO assigned for the workday will complete a hardcopy Daily Observation Report to his supervisor outlining the day's activities, which will be scanned into the probationary officer's training module. *

*FTOs are to complete Daily Observation Reports on a daily basis as per the FTO Operations Manual. FTOs will be permitted to be behind no more than four (4) DOR's at any given time. It is recommended that FTO's shift sergeants audit their assigned shift's DORs on a weekly basis to ensure that FTOs are not failing behind.

 El Paso Police Department Field Training Officer Operations Manual	Chapter 3
3.0 Field Training Officer Selection Process	Effective Date: 05/05/2022 Previous Version: 11/15/2013

3.0 FIELD TRAINING OFFICER SELECTION PROCESS

3.1 RECRUITMENT

Recruitment of FTOs is at the discretion of the regional commanders, through shift lieutenants and sergeants. FTO Administration will send the regional commanders a list of submitted candidates prior to the prescribed FTO Course for final approval. Once accepted into the program, a prospective FTO completes the prescribed FTO training course.

3.2 SELECTION PROCESS

Applicants or shift supervisors on the applicant’s behalf must submit an inter-office memorandum to their regional commander and carbon copy the FTO Administration requesting consideration for appointment that outlines attributes that would make the officer an asset to the program. All prospective FTOs will be screened by Internal Affairs and must have scored a minimum of “Meets Standards” on their last annual employee evaluation/review.

3.3 MINIMUM QUALIFICATIONS

A minimum of 2 years patrol experience with the department is desired. Consideration to those officers approaching or near their two year anniversary will be given if that officer has displayed attributes that would prove to be an asset to the program. Those officers may attend the prescribed FTO Course prior to their two year anniversary. Some additional qualifications include:

- A. No major disciplinary action within the last 6 months prior to request
- B. Above average work record
- C. Demonstrated capacity for leadership, minimal supervision, and self-motivation
- D. Good working knowledge of the Texas Penal Code, Code of Criminal Procedure, Department General Manual, and other job related material

3.4 TRAINING

Once an officer has applied and is approved to be an FTO, the officer is required to complete a basic FTO course, prior to being assigned a probationary officer. FTO certification depends on the successful completion of the FTO course. The FTO is also required to attend a refresher course every two years given by current FTO Administration.

3.5 COMMITMENT PERIOD

The FTO serves a minimum of two years as an FTO once trained. An FTO may be removed from the FTO Program at any time at the discretion of the following:

- A. FTO Administration
- B. Academy Director
- C. Regional Commander
- D. Executive Command Staff

Based on the following reasons:

- A. Disciplinary reasons (Internal Affairs, regional discipline)
- B. Failure to train (Dereliction)
- C. Any action that would bring discredit to the department
- D. Failure to meet FTO Program Guidelines

3.6 PROBATIONARY OFFICER

Probationary officers are solely responsible for reading all assigned readings and preparing for the 4-week tests. The probationary officer should maintain a thorough understanding of all materials pertinent to their position, i.e. Penal Code, C.C.P., Procedures Manual, Special Orders, and Directives. It shall be the responsibility of the probationary officer to successfully complete the Field Training and Evaluation Program. A probationary officer who is unable to participate in the training due to special assignments, injury, or illness may have their probationary period extended at the discretion of the Chief of Police.

3.7 TRAINING PHASES

The FTO program last a total of 52 weeks, including a 40-week field training period and a 12-week checkout period.

****During the 1st week of Phase 1, the probationary officer will not be evaluated****

Phase 1 -	Training	Weeks 1 through 20
Phase 2 -	Development	Weeks 21 through 40

At the conclusion of the second phase, the officer proceeds to the Checkout Phase.

Checkout Phase: Weeks 41 through 52

- A. Job Task Checklist. The job task checklist, located in LEMS, will be divided between FTOs during the different phases of the program. The training portion of the job task checklist will be completed by the current FTO Administration while the probationary officer is a recruit at the academy prior to the beginning of the FTO Program. Each FTO will be responsible for completing a portion of the "Knowledge / Proficiency" side (as equal as possible to other FTOs) of the job task checklist for each assigned probationary officer.
- B. Phase 1- Training. This time allows officers to ride in the capacity of an observer/student. They are expected to learn the most fundamental daily functions of patrol. The probationary officer is learning agency structures, reporting policy and procedure, inter-office liaison, and cooperation. The probationary officer is taught the mechanics of being a police officer. They begin to apply skills they have learned at the Academy as well as practical training taught by the FTO. Probationary officer training is managed in the following manner:

1. Emphasis is placed on training, demonstration, and guidance.
 2. The probationary officer is to observe and assist the FTO initially.
 3. When satisfactory progress is made, the probationary officer performs the tasks and demonstrates their ability to the FTO.
 4. The FTO works alongside the probationary officer providing direct supervision until they satisfactorily complete Phase 1.
 5. At no time are the probationary officers assigned to work solo. This ensures continued control of the officer's training during this phase. Probationary officer will be assigned to work with certified FTOs only.
 6. The FTO shall take sufficient notes documenting the probationary officer's training and progress; these notes shall be maintained in the probationary officer's training module (Daily Observation Report) in LEMS.
 7. An exam is administered every 4 weeks via training module in LEMS.
 8. The probationary officer will be rotated to a different FTO every 8 weeks.
 9. The probationary officer must pass a 20-week board in order to proceed to Phase 2.
- C. Phase 2- Development. The probationary officer is indirectly supervised and permitted to develop individual methods of policing. The probationary officer is monitored to ensure continued progress and development. The goal of this phase is to develop a competent police generalist, capable of performing police duties with minimal guidance and supervision.
1. The probationary officer places emphasis on performance.
 2. The probationary officer has a sound foundation to begin utilizing their judgment. This phase is successfully completed by demonstrated performance in various situations.
 3. The FTO gradually changes their role from participant to observer. As the probationary officer develops, they acquire responsibility for performance in all areas defined by the FTO manual. This assures the officer's successful completion of the probationary period.
 4. The probationary officer begins receiving assignments as a solo unit during the day shift. Consideration to work solo on evenings and graveyards may be made and exceptions allowed by the shift commander if the probationary officer progresses at an accelerated rate. The probationary officer will be designated as a primary unit with the FTO serving as the secondary unit.
 5. While the FTO is with the probationary officer, the FTO acts as a monitor/observer. The FTO does not intervene in the probationary officer's performance, except for safety or to prevent a violation of law or procedure.
 6. At no time will a probationary officer be partnered with other probationary officers for patrol duties.
 7. The probationary officer must pass a 40-week board before proceeding to the Checkout Phase.
- D. Checkout Phase. Probationary officers who successfully complete the second phase of the FTO Program will proceed to the Checkout Phase. Probationary officers will no longer be under the guidance of an FTO, but will be given the autonomy of a full-trained officer. The probationary officer will be able to function as a solo patrol unit under normal supervision and will demonstrate competence in performing the varied duties of a patrol officer. It shall be the responsibility of the supervisor to monitor the officer for signs of regression and need for remedial training or other courses of action. During this phase, the officer will not be partnered with other probationary officers.
1. At no time will the probationary officer be in plain clothes operations or placed in specialized units (i.e. tactical units, beer run details, etc.)

2. During this phase only, probationary officers may work Department-approved overtime special events. However, supervisors will closely monitor the probationary officer while they are working their assigned shift. Extra duty assignments include but are not limited to the following:
 - a. TXDOT
 - b. Entertainment Districts
 - c. 911 Communications
 - d. International Bridges
 - e. Events paid and scheduled by the City
 - f. Other Grants (Step, Stonegarden, etc.)
3. The FTO should not be receiving FTO pay during the Checkout phase, unless the below circumstances exist:
 - a. A probationary officer does not pass his 40-week board, and stays in Phase II, assigned to an FTO until a final determination is made on the PO's status.
 - b. A probationary officer was out on extended leave (SLP, FMLA, Military, etc.), Worker's Comp, injury, and was extended due to time away. FTO will receive FTO pay based on adjusted dates for Phase I and Phase II. *Each of these will be treated on a case-by-case basis.
 - c. All FTO pay will be handled at the regional level and through PD Payroll under contractual agreements in the CBA.


3.8 ADMINISTRATIVE BOARDS

In order to ensure the probationary officer's successful completion of the required objectives, and to maintain the program's integrity, certain administrative boards are established. The boards are convened at the end of Phase 1 and Phase 2, no later than two weeks past the end of each phase. The organization and responsibilities of these boards are as follows:

- A. Interview Boards. The interview board is comprised of three board members: a lieutenant, a sergeant, and an FTO, who is not the probationary officer's current FTO. The board's function is to conduct a structured interview limited to five introductory-scenario questions. These questions will be uniform throughout the Department to ensure that all probationary officers receive the same questions.
 1. After the completion of Phase 1, the questions will be drawn from the following categories:
 - a. Knowledge of procedures
 - b. Report writing
 - c. Interpersonal skills
 - d. General Department knowledge
 - e. Basic investigative skills
 2. The questions after the completion of Phase 2 will be drawn from the following categories:
 - a. Ability to handle confrontation
 - b. Work ethics
 - c. Decision making
 - d. Problem solving skills
 - e. Investigative skills
 3. Interview boards can also consist of scenario-based problem solving exercises that cover the aforementioned topics.

4. Each officer is given 45 minutes in which to participate in the structured interview. The length of an individual interview is based on the officer's responses.
- B. Follow-Up Administrative Board. A probationary officer who fails their 20- or 40- week board (end of Phase 1 or 2), will be held back and remain in Phase 1 or 2. As an option, a Follow-Up Administrative Board may be convened as the approval of the FTO Administration and the Chief of Police or their designee.
1. If a Follow-Up Administrative Board is recommended, then an 8-week period will be provided to identify deficiencies that arose during Phase 1 or 2. A guide or plan will be developed by the probationary officer's chain of command, with the assistance of the FTO Administration to help the probationary officer correct deficiencies. This will have the expressed goal of getting the probationary officer in par with their peers and be successful in the program. The probationary officer will follow the guide or plan, and the probationary officer's assigned FTO, and FTO sergeant will document any progression, lack of progression, or regression based on the guide or plan.
 2. After 8 weeks, a Follow-Up Administrative Board will be held at the Academy. The board will consist of the FTO Administration and the probationary officer's current and previous FTO's, current FTO sergeant(s), and lieutenant (optional).
 3. FTO Administration will meet with the FTOs, sergeant(s), and lieutenant (if present) initially. FTO Administration will obtain feedback from the FTOs, sergeant(s), and lieutenant outlining the probationary officer's overall performance, progression, lack of progression, or regression since the 20- or 40-week board.
 4. The probationary officer will then be brought into the board and be given a structured interview, which will consist of one introductory-scenario based question. FTOs, sergeant(s), and lieutenant (if present) will not intervene, assist, or signal the probationary officer in anyway during the interview. They will only observe the interview.
 5. At the conclusion of the interview, the board along with the FTOs, sergeant(s), and lieutenant (if present) will convene and collaboratively decide on whether the probationary officer passed or failed the Follow-Up Administrative Board. If the probationary officer passes, then the probationary officer will move onto Phase 2 or Checkout Phase. If the probationary officer fails, then recommendation for a Special Board will be made to the Chief of Police by the FTO Administration.
- C. Special Board. A special board may be convened upon the recommendations of the Interview Board and the regional commander at the end of Phase 1, Phase 2, or after a Follow-Up Administrative Board. The Special Board is convened when an officer has not achieved the required performance level(s) in a specific phase. This evaluation is based upon the Interview Board performance and Daily Observation Reports. During a meeting of the Special Board, a decision is made to recommend termination or extension of the officer's probationary period with the application of remedial training. The Special Board can also recommend no action be taken and allow the officer to continue with their training. A member of the command staff, selected by the Chief of Police, chairs a Special Board along with two regional commanders who are assigned to regions other than where the probationary officer is assigned. The Special Board forwards their findings to the Chief of Police who makes a final determination on the probationary officer's status.
1. At anytime, the probationary officer's probationary period may be extended (time limits based per CBA) by the Chief of Police, or designee, without any type of board based on the below circumstances:
 - a. Administrative/Internal Affairs investigation

- b. At the request of the probationary officer's regional commander
- c. Based on documented field performance
- d. Obvious negligent actions that place another in imminent risk of SBI or death
- e. Documented integrity issues

 El Paso Police Department Field Training Officer Operations Manual	Chapter 4
4.0 Documentation and Evaluation	Effective Date: 05/05/2022 Previous Version: 11/15/2013

4.0 DOCUMENTATION AND EVALUATION

4.1 FOUR WEEK EXAMS

Each probationary officer will take an exam every 4 weeks. These tests should be completed no later than one week after the four-week period. The exams will consist of the following topics:

- A. Texas Penal Code
- B. Code of Criminal Procedure
- C. Family Code
- D. TABC Code
- E. Department Procedures Manual
- F. Special Orders
- G. Health and Safety Code

Probationary officers who miss a test question will be required to write a memo to their supervisor advising of the question's correct answer and where the answer was located. The memo will then be scanned into the training module. This procedure shall be standard throughout the regions.

4.2 NOTETAKING

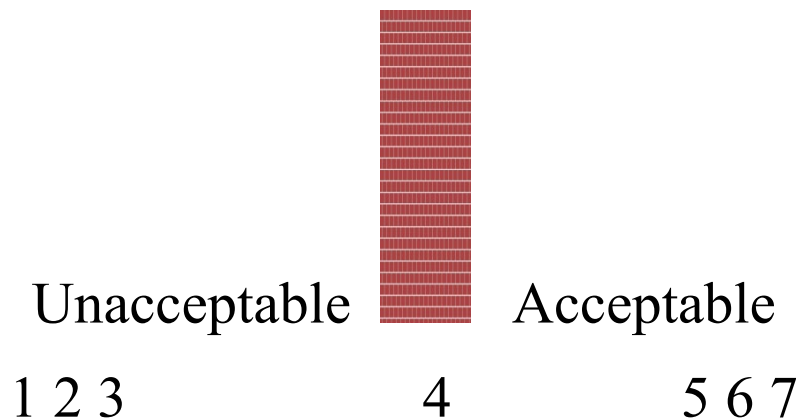
All documentation will be inputted into the training module in LEMS Database under the FTO program folder. Hard copies of the exam guide and program forms utilized are in LEMS, and hard copy program forms are located in PD Public. Should the need arise for hard copy, the document needs to be scanned into training module as soon as practical. The FTO shall maintain adequate notes documenting the probationary officer's performance throughout the shifts. The FTO will complete these notes on the Field Training Program Daily Observation Report in the training module in LEMS. This form will be completed daily. The FTO should follow the standardized guidelines when evaluating the probationary officer's performance. Upon completion of the daily observation report, the FTO will review with the probationary officer on a daily basis. The supervisor will then review the DOR to include the FTO narrative and probationary officer narrative, if any. If there are deficiencies noted in the performance of the probationary officer, the supervisor will design a plan of action to correct the deficiency. The supervisor will then ensure that the FTO, probationary officer and supervisor have electronically signed (locked) the document. These Daily Observation Reports shall be reviewed and signed by the FTO Sergeant as soon as possible.

4.3 STANDARDIZED GUIDELINES

The Standardized Guidelines are used for the Daily Observation Report. The purpose of the Standardized Guidelines is to ensure that all probationary officers are evaluated fairly and consistently.

- A. The Evaluation Guidelines are broken down into 38 measurable behaviors. On the reports, these 38 behaviors are categorized into 5 sections:
 - 1. Critical Performance
 - 2. Frequent Performance
 - 3. Knowledge
 - 4. Attitude and Relationships
 - 5. Appearance
- B. The Evaluation Guideline uses a 7-point rating system. The rating is as follows: 1, 2, and 3, are unacceptable
4, 5, 6, and 7, are acceptable.
 - 1. Unsatisfactory
 - 2. Below acceptable standards, close to unsatisfactory
 - 3. Marginal, (below standard)
 - 4. Acceptable, meets minimum standards
 - 5. Better than acceptable
 - 6. Exceeds standards
 - 7. Superior performance
- C. An example of using the 7-point rating scale would be a probationary officer who exposes his weapon to a suspect while conducting a field interview. One FTO may see this behavior as a #1, while another FTO may see this behavior as a #3, should the FTO or probationary officer be concerned with the rating? No, as long as each sees the behavior as unacceptable and measures are taken to correct the action.
- D. A rating of #1 or #7 must have a comment attached to the rating.
- E. A Not Observed (N.O.) is marked when that behavior is not evaluated during that rating period. An example would be driving skills- if the probationary officer did not drive during that shift then the N.O. box would be marked.
- F. The Not Responding to Training (N.R.T) allows the FTO to report continued failure. By marking this box, the FTO is showing the supervisor that the FTO has reported deficiencies in that area previously and has documented training and corrective action used to correct this behavior. A rating of N.R.T. is compared with waving a red flag, indicating the probationary officer is in danger of failing the FTO program. When marking the (N.R.T.) box, the FTO should not assign a numerical score to the observed behavior.

THE 7-POINT RATING SCALE



4.4 OFFICER SAFETY VIOLATION NOTIFICATION

It is a general form used for Officer Safety Violation Notification which is available in PD Public. The items are those consistent with errors found or conducted. This form is a means of corrective measure. If other problems or another situation exists not found in form, explain in the OTHER section. The FTO should complete the form as soon as practical to the probationary officer to serve notice of the violation. An explanation should be given to the probationary officer and a solution. The form shall be scanned and placed into training module. The box shall be checked off in the daily observation report for the shift it was issued in.


4.5 SUPERVISOR'S CRITIQUE OF THE FTO

In an effort to ensure that the FTO maintains a high level of skill, performance, and interest, the supervisor will complete a critique of the FTO. The critique will be completed every 4 weeks. The supervisor will discuss the critique with the FTO and identify strengths and weaknesses in training and evaluating. The completed critique will be forwarded to the shift commander. A copy of the critique will be forwarded to the FTO program administrator.

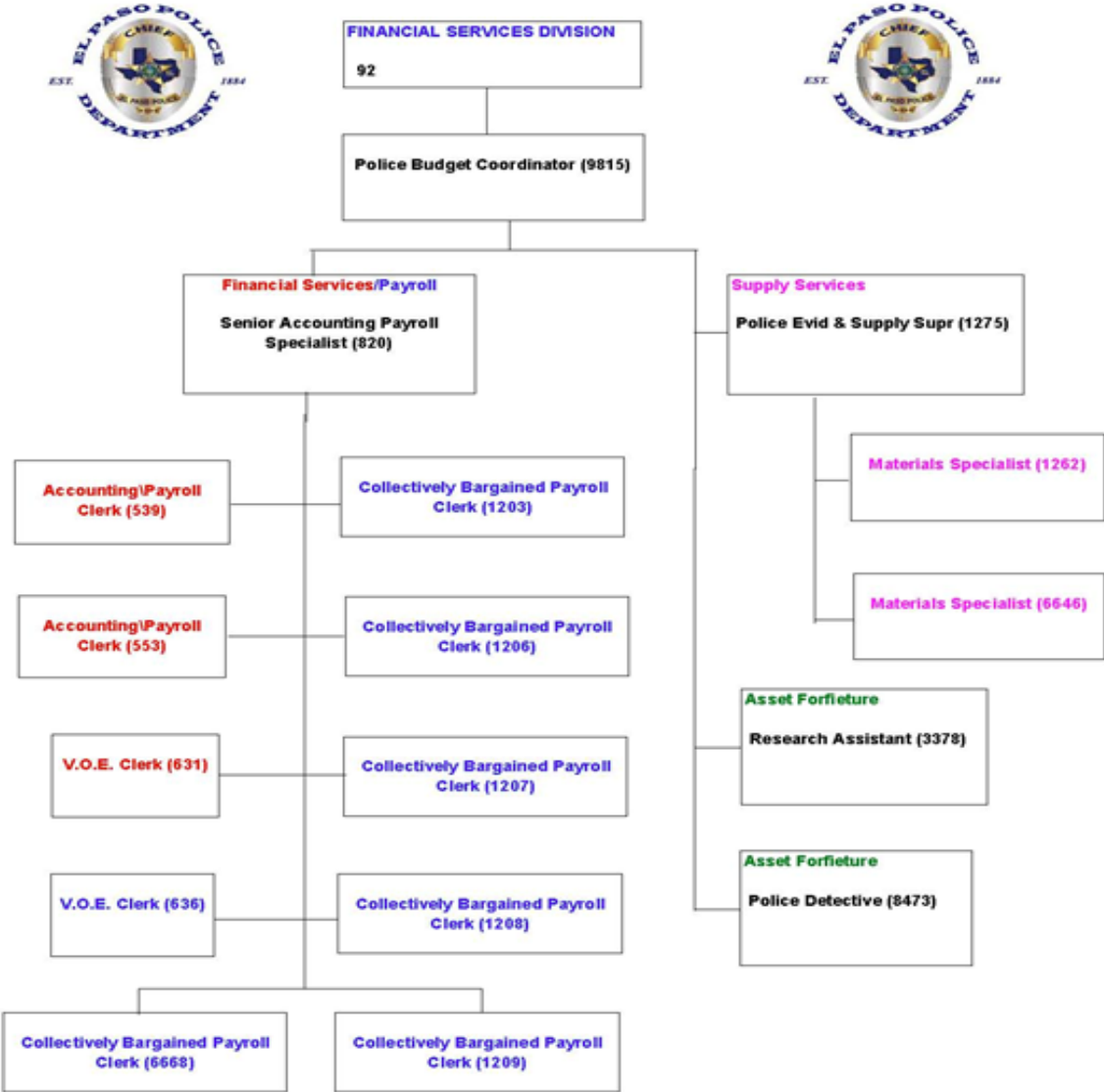



FINANCIAL SERVICES DIVISION OPERATIONS MANUAL

(Revised 04/25/2023)

 El Paso Police Department Financial Services Division Operations Manual	Chapter 1
Chapter 1: Organization	Effective Date: 02/21/07 Previous Version:

1.0 FINANCIAL SERVICES DIVISION



 El Paso Police Department Financial Services Division Operations Manual	Chapter 2
Chapter 2: Budget	Effective Date: 02/21/07 Previous Version:

2.0 BUDGET

2.1 PURCHASE REQUEST

The Divisions submit their requests in accordance with their schedule date and time. Each Division submits three copies of the Request for Purchase: an original copy for Budget & Finance, a second copy for Central Supply, and a third copy for the Division to keep after time-date stamped by Budget. It is the Division's responsibility to insure that funding is available prior to submitting their requests.

- A. All fields must be filled out unless approved by Budget & Finance supervisors. An authorized individual on the Authorized-Personnel list must sign the request. The request will not be accepted if it is not properly filled out or signed by an authorized individual.
- B. Vendor's legal business name, ID number, address, and phone number, must be verified in PeopleSoft before submitting requisition. If a vendor has more than one address or P.O. Box, the chosen address must be used in the requisition. It is the Divisions' responsibility to set-up new vendors with City Hall Purchasing Department. New vendor form is located online in PD Public\Budget.
- C. The guidelines for quotes requirements from the Purchasing Department are as follow:
 1. Requests \$500.00 and under are handled as petty cash or Procurement card purchase.
 2. Requisitions between \$500.00 and \$2,500.00 would be entered here at Budget as Direct purchase orders.
 3. Three quotes are required for Requisitions between \$2,500.01 and \$5,000.00. Quotes must be most recent and valid during the process period.
 4. The Divisions must provide all necessary specifications and information to back up an informal bid preparation for requisitions between \$5,000.01 and \$25,000.00, and formal bid \$25,000.01 and up.
 5. Purchasing Department will only accept specifications in electronic form, such as email (attached word, excel, etc.), floppy disk, or CD-ROM. Printed materials will not be accepted by Purchasing Department. Back-up information regarding bids includes bid specifications, additional language, recommended vendor information, memos, and recommendations for award .
- D. For a sole source vendor, a letter must be presented with each requisition. Signature and date are required on the letter. Sole Source letters will not be on file at anytime here at Budget or at City Hall Purchasing. A sole source affidavit is required to be completed by vendor and attached to the requisition. The form can be retrieved thru the city web site under city forms, purchasing division.
- E. Approved requisitions will be entered into PeopleSoft, saved, and assigned a requisition number. Once the requisitions are budget-checked and posted by Budget & Finance supervisors, they will be forwarded to City Hall Purchasing for Purchase order process. Purchase orders will be generated by Purchasing Department. Purchase orders \$2,500.01 and over would be mailed

out to vendors from City Hall Purchasing, and purchase orders \$2,500.00 and under would be mailed out from Budget & Finance.

- F. The Procurement Card program is another method to facilitate the acquisition of supplies and materials. This program will not take the place of purchase orders, non-encumbered vouchers, and direct purchase orders, but will assist in reducing the paperwork involved and expedite the process.
- G. Procurement transactions will be made in accordance with the City procurement policies and procedures. Dollar limitations are set for one-time, daily, and monthly amounts for each cardholder. There is a dollar limitation for certain items, such as computers. The individual employee authorized by the City and Department will make the purchase using their assigned P-card. The authorized user is the individual that was issued the P-card. The card cannot be transferred from one employee to another. The authorized user agrees to abide by the guidelines set out in the manual issued by the City and all other procurement policies and procedures. The cardholder is responsible to insure that funding is available in the proper account prior to making the purchase.
- H. The Budget Section will review all card accounts weekly and at the end of the month. The Budget Supervisor or Division Manager will do the reconciliation of the accounts. The cardholder will submit all receipts to the Department approver weekly and at the end of month. The P-card can only be used where VISA is accepted. The purchase should not be split to avoid the single transaction limit. Lost or stolen cards need to be reported to 1-800-932-0036 and to P-card account manager as soon as the lost is discovered. A police report must be filed in the case of a stolen card.

2.2 SPREADSHEET

The Budget Section will keep track of and update all the requisitions and purchase orders status in a spreadsheet. Once the purchase order has being cut, Budget must verify the purchase order amount and vendor information with the requisition because the Purchasing Department may make changes to the vendor, the dollar amount because of a bid, contract number, discrepancy, or a lower price quote, prior to cutting the purchase order.

2.3 STATUS REPORT

Budget will produce a monthly report on the status of all purchase orders/requisitions for the Police Department. Report includes the date each requisition was entered into the system and the date each purchase order was issued. The report will also include the confirmation of receiving and accepting purchase orders by vendors, processing orders on time, the estimating date of delivery or arrival, and payments status of each purchase order.

2.4 RECEIVERS

Central Supply, or Command Centers, might receive merchandise separately. Signatures are required on packing slips or original invoices by the person receiving the items authorizing the Budget Section to start the payment process. In case of additional charges or extra merchandise, the Divisions have to authorize acceptance of merchandise and verify funds are available to cover the additional charge. Whenever possible, Budget will only pay from the original invoice to avoid duplicate payments. Invoice

copies from vendor have to be confirmed with Central Supply or Sections on merchandise or service received, and signature is also required.

- A. Receiver is the first step in the payment process. It is entered into the system using packing slips, information from Central Supply, and services rendered and authorized by Divisions (such as downloadable software, or software license). The second step is the voucher, and it requires the original invoice. The vendor's address has to be confirmed with the remittance address on the invoice in the voucher process. If the addresses don't match, Budget would ask for check-pickup and mail the check to the address on the invoice. Vouchers are ready for budget-check after Comptrollers processes their report, usually once every two hours during the business day. All vouchers have to be budget-checked prior to approval and posting by supervisors. Budget-check error indicates insufficient funding in the account level. If funding could not be corrected immediately, the voucher has to be cancelled with Comptrollers.

2.5 VOUCHERS

- A. Non-Encumbered Voucher. A non-encumbered voucher is a payment process done without a purchase order. Merchandise or services received without a purchase order would be paid as non-encumbered payment. If an invoice amount is over the purchase order limit, the excess could be paid as non-encumbered. Checks are issued every morning after 9AM. Vouchers must be posted before 9AM for the check to make the deadline and cut the same day. Budget does a payment-verification the next day to confirm the check was cut. There might be a delay on vouchers over \$5,000.00 since a Comptrollers' Supervisor has to approve them. Budget runs a report once a week to sort out the outstanding vouchers that are not posted.
- B. PURCHASE ORDER Vouchers. The second step in the payment process is vouchers. Each invoice would be matched up with a receiver; any changes in the dollar amount could be corrected here. If a 'duplicate invoice' warning pops up prior to saving the document, the duplicate invoice must be confirmed with name, date, and amount, before saving the document. This is because vendors are using common invoice numbers, or they are recycling their invoice numbers. A voucher number will be assigned to a saved document.
- C. If a vendor has more than one DBA (doing business as) name or mailing address, Budget has to verify this information in a voucher's 'Payment' tab before saving the document. The name and address under the 'Payment' tab would be printed on the check, and it would be mailed out this way unless Budget asks for the check and mail it manually from here.
- D. Request for check pick-up is done in the voucher before posting if the check needs to be picked-up and handled by us instead of City Hall Comptrollers. Comptrollers will combine all payments to a vendor on one check for that day to include payments from other City Departments. Budget can ask for a single check for the Police Department only by checking the 'single check' box.

2.6 BUDGET CHECK

Before a voucher can be budget-checked in the system, City Hall Comptrollers has to conduct a batch matching process. This is usually performed every two-business hour daily. No changes can be made once the voucher is matched and budget-checked. If changes are necessary, then the voucher must be voided and reissued. Only Comptrollers can void a voucher.

- A. Budget-check errors indicate the account has insufficient funding. A different Division or account number can be used to validate the budget-check. A Budget supervisor must approve this change prior to entry. The voucher must be voided from the system if no changes can be

made. All valid budget-check vouchers are ready for posting or approving by Budget supervisors. A check will be issued from City Hall Comptrollers every working day after 9:00AM. Vouchers must be posted before 9:00AM to have the check cut the same day. Vouchers posted after 9:00AM would have checks cut the next morning.

2.7 VERIFYING A PAYMENT IN SYSTEM

Verifying a Payment is a necessary step to ensure the check was cut and mailed out from Comptrollers, or the check was cut for Police pick-up. Payments should be verified two to three days after vouchers are posted. If vouchers did not get posted, checks would not be issued, and Budget supervisors must be aware of this and post the vouchers again. Budget supervisors are limited to post vouchers \$5,000.00 and under. Vouchers \$5,000.01 and over have to be posted by Comptrollers' supervisors, and this may take an extra day or two to complete. Checks over \$25,000.00 require the Mayor's signature, and this may take another day or two to complete.

2.8 FILING

Budget filing consists of: Capital, GJ's, general funds, Confiscated funds and Restricted funds, and Bank deposits. All Capital purchase orders go into one folder marked 'Capital'. General funds are filed according to account numbers. Confiscated and Restricted funds are filed according to the project number. Bank deposits and GJ's have their own folders for filing. All non-encumbered vouchers are to be filed in the front of each folder according to the accounts or funding. Cancelled requisitions are filed in front of the non-encumbered vouchers, and cancelled purchase orders are filed with the rest of the purchase orders.

2.9 SUPPLY REQUEST

Each Division is required to bring two copies of each supply requests to Budget according to their scheduled dates and hours. It is the Division's responsibility to verify funds before submitting the requests. Supply request is only valid with supplies listed in the catalog. Supplies not listed in the catalog are requested in a requisition form.

2.10 BUDGET REPORT

The Budget Status Report in PeopleSoft produces the actual balance of each account per division, all accounts per division, each account per all division, all accounts per all divisions. The actual balance is the real-time balance presented in the system. For accurate account balances, the Budget Status Report should be run every time before a project request. Budget & Finance will be responsible for completing an annual budget report.


- A. Budget transaction-detail-report in PeopleSoft produces the details of all transaction of an account per division. This report can be run at anytime since it has a date range option. It should be run at the end of each month based on Comptroller's month-end close. A transaction in an account will be included in the report if it was entered in the system for the date range selected.
- B. Vouchers-not-posted-report in PeopleSoft is a report of all pending vouchers that have not been posted in the system. This report is verified once a week.

- C. The purchase order status report in the Budget spreadsheet is a report of all outstanding requisitions and purchase orders in the system. It includes the dates when requisitions and purchase orders were cut, confirms a vendor receiving purchase order in the mail, the estimated shipping or delivery date, and purchase order completed or finalized. This report is ran at the end of each month and submitted to the Division Supervisor.
- D. The Division will be responsible for completing the monthly fiscal management report with the following information.
 - 1. Initial appropriation for each account or program.
 - 2. Balances at the commencement of each monthly period.
 - 3. Expenditures and encumbrances made during the period.
 - 4. Unencumbered balance.

2.11 PETTY CASH MANAGEMENT

The department's budget coordinator is the primary petty cash custodian and is responsible for ensuring the receipts, vouchers submitted for processing, and cash equal the current petty cash balance at all times. The petty cash custodian is responsible for adhering to the City's petty cash policies and procedures. Maintenance of the petty cash fund or accounts where department personnel are permitted to receive, maintain, or disperse cash is the responsibility of the budget coordinator and will include the following:

- A. A balance sheet, ledger, or other system that identifies initial balances, credits (cash income received), debits (cash disbursed), and the balance on hand.
- B. Receipts or documentation for cash received.
- C. Authorization for cash disbursement, including CEO authorization for expenses in excess of a given amount.
- D. Records, documentation, or invoice requirements for cash expenditures.
- E. Persons or positions authorized to disperse or accept cash.
- F. Quarterly accounting of department activities.

 El Paso Police Department Financial Services Division Operations Manual	Chapter 3
Chapter 3: Payroll	Effective Date: 04/23/2023 Previous Version: 08/23/2010

3.0 PAYROLL

3.1 RETRO ACTIVE ADJUSTMENTS

- A. A Retro Adjustment (RA) must be prepared and submitted when:
 - 1. Regular Overtime slips that are not swiped are turned in late.
 - 2. Court Overtime slips that are turned in late.
 - 3. Leave request is not entered in KRONOS or there are changes.
 - 4. Missing swipes from KRONOS.
 - 5. Adjustments that are turned in late.
 - 6. Incentive Pay that is turned in late.
 - 7. Codes entered incorrectly.
 - 8. Compensatory time request received late.
 - 9. Payoffs for employees retiring or resigning from the Department.
- B. A Retroactive Pay Adjustment and Payroll Expense Transfers form must be completed using blue or black Ink. This form requires the following information:
 - 1. B-1 Payroll Schedule.
 - 2. Department.
 - 3. Employee's name.
 - 4. KRONOS ID.
 - 5. Pay Code.
 - 6. The sign of + or –.
 - 7. Gross Amount.
 - 8. Time.
 - 9. Pay Period Ending Date.
 - 10. Department Id Number, which is used for Comments.
 - 11. Total Gross Amount.
 - 12. Prepared by Department's Payroll Clerk & Date.
 - 13. Department Head Approval & Date.
- C. The employee's time card in KRONOS is checked to verify the problem and a copy is printed. People Soft HR is searched for the employee's hourly rate, incentives pay, Education Benefit Adjustment, longevity, and shift differential.
- D. Overtime. The following calculation is made on the back of the form:
 - 1. Take the Total overtime Hours and multiply by 1.5 times the Hourly Rate equals factor.
 - 2. Then add incentives and divide by 2 equals sum [Note: If there is shift differential multiply .30 by total time paid for Evening hours (1400 hours to 2200 hours) and or .60 for Graveyard hours (2200 hours to 0600 hours)], then add to the incentives sum.
 - 3. Use the Coefficient Table for Computing Extra Half-Time for Overtime. Use the computation given and multiply by the incentives sum. Then add factor and sum and

this equals to amount owed. For Regular pay such as miss swipes, multiply time by hourly rate this equals factor.

4. Overtime Slip. Mark an X on Retroactive Box and write the B-1 Payroll Schedule number for that week in the schedule number box.
- E. After completing the Retroactive Pay Adjustment and Payroll Expense Transfers form keep a copy and forward the originals to City Human Resource. The copies of the Retroactive Pay Adjustments (RA) will be kept for one year.

3.2 RESIGNATIONS, TERMINATIONS AND RETIREMENTS

Personnel leaving the Department have to prepare and provide the proper clearance forms as prescribed by the Human Resource Department-Payroll. This form is required regardless of the reason for leaving. The employee will report to the Payroll Section to be briefed on clearing and final pay calculations. In some instances a Resignation notice from the employee is provided that should go through the change of command. This letter will become part of the paperwork for the Separation and Clearance form. Upon receipt of the resignation/retirement memos, the Payroll staff will email the employee to submit their resignation notice electronically through Seamless documents. [\[City of El Paso\] Resignation Form \(seamlessdocs.com\)](http://City of El Paso Resignation Form (seamlessdocs.com))

- A. Section I of the form is completed with information provided by the employee. PeopleSoft HR is used to verify the Hire date and Job Title. The employee signs the form. The original form is sent to Chief's office for approval and a copy is given to the employee to clear. Once form is returned from the Chief's office with signature, it is faxed to Human Resources Certification. Send an e-mail to PD CMD Staff, PD Goodbye, and PD Homeland Security with the following information: date of resignation/retirement, KRONOS #, and Badge # for Uniform or C # if Civilian.
- B. Section II of the form will be completed by the following agencies: Insurance and Benefit's and Human Resources at City Hall. Pension Office for civilians is located at City Hall and at El Paso Firemen & Policemen's Pension Fund, The Atrium Building, 1155 Westmoreland, Suite 223, for uniform employees.
- C. Section III is the locations that have to be cleared within the Department. The employee is advised as to which locations they need to go to. The main one is Police Supply for uniform personnel for their City issued equipment such as keys, tags, uniforms, badges, etc. The supervisor will sign the form certifying that the employee has successfully cleared the Department. The employee will take the completed form to Payroll. For Civilians there might not be a need to report to Police Supply unless the Supervisor feels that the employee was issued equipment that needs to be turned in.
- D. The KRONOS ID Card will be given to Payroll and the clerk will initial and date upon receipt. The employee is not allowed to retain any City issued card. The ID card will be attached to the completed Separation and Clearance form and stapled to the original copy. The completed package will be sent to Human Resources Certification and a copy will be kept at the Department. The time card in KRONOS will be marked "NPD" if the employee still appears after the effective date of leaving. This will stop the system from issuing miscellaneous pay.
- E. The employee is asked how they wish to have their checks handled if they are not on a direct deposit. The final payoff check for leave accruals will be a hardcopy check and not a direct deposit. If they wish to have them mailed instead of picking them up, they will fill out mailing envelopes with the address the employee wishes the checks to go to. The employee will be advised that the checks will be mailed certified with a return receipt request. If they wish to have their check picked up at Payroll by a third party, they will need to designate the person in

writing. Checks will be released to their assigned section unless otherwise directed. Checks returned from the section will be forwarded to the Payroll Section of Comptroller's at City Hall.

3.3 LEAVE PAYOFFS

The payroll clerk will prepare a Payoff form to process employee's last accrual balances. Civilians can only cash in vacation based on the limits as established by ordinance. Uniform employees can cash in vacation leave, sick leave, and compensatory time. Vacation and sick leave limits are set by contract. Leave balances will be adjusted if the employee receives suspension time and elects to forfeit vacation, personal time, and/or compensatory time in lieu of taking the suspension. The codes for hours to be deducted in lieu of suspension will be used; VIS-Vacation in lieu of suspension, SPS-Personal time in lieu of suspension, and/or CTS-Comp time in lieu of suspension. The Internal Affairs Section will enter these to the employee's time card.

- A. Civilians. The payoff for civilians is calculated using the following procedure:
 1. The total number of vacation hours allowed are multiplied by the hourly rate the employee is earning at the time of leaving the Department. Vacation hours are accrued up to the last day of work or leave the employee is taking. This is the total gross pay for their salary.
 2. These calculations are placed on the front of the form using the proper earning code and forwarded to Human Resources for processing.
- B. Uniform. The payoff for uniform employees is calculated using the following procedure:
 1. The total number of vacation hours allowed by contract is multiplied by the hourly rate the employee is earning at the time of leaving the Department. This is the total gross pay for their vacation.
 2. The same procedure is used to calculate the total gross pay for sick leave and compensatory time.
 3. The total hours for vacation, sick, and compensatory time are divided by 80 to determine the number of pay periods that the employee has accumulated. This figure is rounded up to the next whole number. This is multiplied by the employee's longevity, incentive, and educational pay to arrive at the total gross amounts by earnings types.
 4. These calculations are placed on the front of the form using the proper earning code and forwarded to Human Resources for processing.

3.4 PENSION CALCULATIONS

Pension calculations for civilian employees are handled by the pension office at City Hall. Payroll will prepare a pension worksheet for uniform employees with information that is vital to the retirement. Retirement benefits are based on the date you began contributing into the fund.

- A. The employee's file in the Chief's office is researched for any break in service and suspensions that employee might have had. This information is compared with that at Internal Affairs by requesting a copy of the history card for the employee.
- B. The total of time for suspensions and breaks in service is annotated on the form as indicated and faxed to the El Paso Firemen & Policemen's Pension Fund. This time is subtracted from the total employment.
- C. The original completed form is sent to Chief's Office for signature. The completed and signed form is sent to the Pension office and a copy is kept for the Department file.

3.5 PERSONAL ACTION FORMS REQUESTS

Personnel Action Forms (PAF's) are used to process several actions for employees assigned to the Department. These are used for both civilian and uniform employees. These are initiated in the Police Manager system.

3.6 LEVEL INCREASE

This is also called a step increase. Civilians are given a competency increase in accordance with Civil Service Rules and Regulations. The employee has to have a rating of competent on their last evaluation.

- A. An increase of 2% is given each year until the employee reach's their maximum pay for their grade.
- B. Increase is given to officers on their anniversary date with the Department. This is usually the date of graduation. This date can change due to promotion or a break in service with the Department. Commissioned personnel can have several dates.
 - 1. Vacation Accrual Anniversary Date: An Officer who started the Academy before July 22, 1991, or 81st Academy Class and prior, your anniversary date for vacation accruals is the date you STARTED the Academy, as this is the date you began accruing vacation leave. An Officer from the 82nd Academy Class to present, your anniversary date for vacation accruals is the date you GRADUATED from the Police Academy, as this is the date you began accruing Vacation leave.
Exceptions: If you had a break in service of 30 days or more, per CS Rules, the City may adjust your anniversary date. For example, if you resigned from the Dept and were gone for 6 months, upon your return, your new anniversary date for vacation accruals is the date you were re-employed with the City. You may have other breaks in service for other reasons that may affect the date your anniversary is calculated by the City. Those out on MIL are not affected.
 - 2. Promotion Anniversary Date: If you have been promoted in rank, your vacation anniversary date REMAINS the same as stated above, but your anniversary date under Article 4 (Wages), Section 1 (b) will be the date of your promotion. For Example: If you were promoted to Sgt on Sept 1, 2006, your anniversary date in which you advance to the next higher level in your grade will Sept 1, 2007, etc.
 - 3. Commission date: This is the date you graduated from the Police Academy and were commissioned.
- C. Officers below the rank of assistant chief shall automatically advance to the next higher level in their Class Grade.
- D. Officers in the rank of assistant chief and above must be submitted to Civil Service for approval. A memo is submitted to Human Resources with the following information:
 - 1. Name of Employee.
 - 2. Social Security Number.
 - 3. KRONOS Number.
 - 4. Title/Grade.
 - 5. New Biweekly Pay Rate.

6. Effective Date.

3.7 PROMOTIONAL INCREASE

The Human Resources Department handles promotions for civilians, unless it is a provisional within the Department. Promotions are either a permanent promotion from a certified list or a temporary one for an employee working out of class.

- A. Officers working out of class do not receive the pay for the first 19 working days. The employee will be paid for the next 42 working days if they continue in the position. The employee would have to have Civil Service Commission to continue past the 42 days. The appointment is for 6 months and can be extended for an additional 6-month period. Promotion to detective shall not result in advancement in level, only a change in title.
- B. Officers who are promoted to sergeant and above will be given the entry pay for the rank to which they are promoted or the next higher level which will assure an increase of at least 5% in pay. If you have been promoted in rank, your vacation anniversary date REMAINS the same but your anniversary date under Article 4 (wages), Section 1(b) will be the date of your promotion.
- C. Planning and Research prepares the promotional PAF and emails it to Payroll. Payroll completes the PAF with the information listed below and submits it to the Certification Section at Human Resources.
 1. Grade/Step.
 2. Annual salary.
 3. Hourly wage.
 4. Chief of Police signature stamp and date.

3.8 ADDITIONAL PAY

Officers who are assigned to operate a motorcycle will receive the contractual amount biweekly as Hazard Pay. This is paid to the officer even if they are hurt and are not riding due to being out on the injury. The pay is stopped if they are released by the doctor and do not start riding again.

- A. Field training officers will be paid the contractual amount biweekly as FTO pay. This is only paid to officers while they are assigned to a first year officer. The additional pay is stopped if the rookie officer is assigned to someone else or passes probation. The pay will for those officers who are designated by their commander to be the FTO of the rookie officer.
- B. Officers who have completed training and education received outside the Department will receive incentive pay upon submitting a copy of the Certificate received from the Texas Commission on Law Enforcement Officer Standards and Education to the Training Academy.
- C. Officers will receive the contractual amount biweekly for Intermediate Peace Officer and the contractual amount biweekly for Advanced Peace Officer.
- D. Upon receiving a memo from the appropriate section requesting an increase or decrease in pay, a memo form must be submitted to Human Resources with the following information:
 1. Name of Employee.
 2. Social Security Number.
 3. KRONOS Number.
 4. Biweekly Pay Rate.
 5. Effective Date.

- E. Clothing allowance is paid twice a year, September and March, in accordance with the Police Contract. Those commissioned employees that are required to wear business attire and not in the rank of detective will also be entitled to receive this allowance. Each section will submit a list of names of these employees to Payroll. This list will be consolidated and provided to the Chief of Staff for approval.

3.9 WORKERS COMPENSATION

The following steps must be followed according to Texas Workers' Compensation Commission and City of El Paso Police Rules and Regulations in reporting injuries. Ordinance 8064, 4.5 B at www.elpasotexas.gov/personnel/8064.asp identifies eligible employees as "A permanent full-time employee, including one on probation, who sustains an injury or suffers an occupational disease or illness arising out of and in the course of employment as defined by the Texas Worker's Compensation Act is eligible to request Accident With Pay (AWP) leave, beginning the eighth day of occupational disability. Temporary employees, part-time employees, contract employees, independent contractors, and volunteers are not eligible for AWP leave." Generally, individuals working under a personal services contract are entitled to Worker Compensation benefits. Actual benefits are determined by each individual contract.

- A. Reporting an injury or illness. An employee that suffers a work related injury or illness must report it to their immediate supervisor or a supervisor in charge within 24 hours. Injuries that are of a "repetitive type injury" are not necessary limited to the 24 hour reporting time dependent on the facts. All appropriate forms will be prepared, signed, and submitted regardless whether or not the employee loses time from work or seeks medical attention.
 - 1. Employee can seek medical attention from any physician or medical institution as needed provided they are licensed to practice in the United States.
 - 2. The employee may also seek medical attention at a later date for the injury or illness after the physician has released employee to work without restrictions or if medical attention was not sought at the time of the injury.
 - 3. When the employee seeks medical attention, a copy of doctor's note(s) (DWCC73) will be given to a supervisor and the Payroll Section. This will determine if the employee was released to full duty, limited duty, or to remain off work. This will be done any time the employee seeks medical attention for the reported injury.
- B. Supervisors. Supervisors will be responsible to insure that all documentation is submitted to Payroll on a timely basis so that the employee is paid accurately in accordance with rules and regulations.
 - 1. Once an injury or illness has been reported to a supervisor, the following forms need to be filled out, signed, and distributed accordingly:
 - a. DWCC1 (by supervisor lines 1 thru 29).
 - b. Supervisor's Report of Accident, Injury.
 - c. Occupational Illness.
 - d. Injured Employee Statement (by injured employee).
 - e. Accident With Pay Leave Summary Sheet.
 - f. Accident With Pay Leave Request.
 - g. AWP Extension (for uniform only).
 - h. Exposure Affidavit (if necessary), see attached forms.
 - 2. The supervisor must fax the DWCC1 to the City's third party administrator (insurance carrier) at (915) 533-4999.

3. The employee should receive the copies indicated and forward remaining forms to Payroll. If employee supplies doctor's note(s), forward a copy to Payroll as well.
 4. Supervisors must supply such documentation to Payroll each time the employees loses time from work due to the injury.
 5. If employee loses time from work, the supervisor will not allow the employee to return to a duty status without a release form from the Payroll Section.
- C. Payroll. The Payroll Section will check the report for its accuracy and complete DWCC1 (lines 30 thru 51) to include signature. The doctor's note (s) will used to determine the appropriate steps to follow.
1. The Payroll clerk will forward and distribute the forms as follows:
 - a. Fax DWCC1, Supervisor's Report of Accident, Injury, Occupational Illness and Injured Employee Statement to City's third party administrator. (Exposure Affidavit and physicians documentation if required)
 - b. Attach and forward to Chief's Office for approval or denial: ACP/ACC Request cover sheet, Accident with pay Leave Request, DWCC1, Supervisors Report of Accident, Injured Employee Statement, Accident with Pay Leave Summary Sheet, AWP Extension (uniform only), Exposure Affidavit (if necessary), a copy of KRONOS time card, and any physician documentation provided.
 2. Once received from Chief's Office with signature, distribute forms as indicated:
 - a. City's third party administrator-DWCC1, Supervisors Report of Accident, Injured Employee Statement and Accident with Pay Leave Request and any doctor's notes and Exposure Affidavit, if required.
 - b. Insurance and Benefits- Supervisors Report of Accident.
 - c. Legal-DWCC (copy).
 - d. Professions Response Unit (IA)-Supervisors Report of Accident (copy)
 - e. EPMPPOA (association)-AWP Extension (for uniform only)
 - f. Human Resources (Personnel & Payroll-City Hall)- DWCC1, Injured Employee Statement, Accident With Pay Leave Summary Sheet, Accident With Pay Leave Request, AWP Extension (for uniform only), Exposure Affidavit (if necessary), Physicians documentation (if required).
 3. Payroll will keep a copy of each form in file including KRONOS time card and any relevant documentation of injury/illness.
 4. If the employee loses any time from work, Payroll will post the first seven calendar days as ACP for uniform. Sick leave and/or vacation leave will be used for civilians based on the Accident with Pay Leave Request. On the eighth day, Human Resources Payroll Section will determine how to carry the employee based on documentation provided.
 5. A DWCC3 will be completed once the employee loses time either on the day of injury/illness or later and distributed accordingly. Fax and mail original to City's third party administrator, send copies to Human Resources Payroll, and keep a copy for our payroll file. When an employee is injured on-duty, and leaves work for medical treatment, supervisors need to swipe the employee out in KRONOS and post the missing hours on the time sheet as ACP.
 6. If the employee returns to work, swipe the employee back in. Supervisors need to check their medical documentation that will be forwarded to Payroll with the injury paperwork to make sure the employee has been released to return to Duty. If the employee is NOT released immediately by their treating physician, then the employee

may not return to work until the released date, as listed by the treating physician on the paperwork. (Revised 6/1/06)

7. A DWCC6 is necessary to bring an employee back to work provided that physician has provided documentation releasing the employee. The employee should report to PAYROLL first. There are TWO situations in which an employee is released. The employee is released to Full-Duty - no restrictions. The employee is released WITH restrictions. In both cases, PAYROLL will need all medical documentation and paperwork, but in the 2nd instance the employee may need to request "Limited Duty". A DWCC6 is also done when an employee loses time from work due to doctor appointments and/or if employee is restricted from work for any length of time. A fax and original is also sent to the City's third party administrator, copies to Human Resources, and a copy for our payroll file. If the employee receives the release after hours or over the weekend, the employee is unable to report to PAYROLL, and the employee has been released WITH RESTRICTIONS, the employee should be allowed to work a limited duty assignment until the request can be processed by payroll and the Chief's office the next work day. If a supervisor sends the employee home, the employee will NOT be covered AWP for those days that work is missed, he/she will be required to take leave. The KEY word here is RELEASED, once released by the Dr. the employee can no longer code AWP on the time card. The employee will either need to return to duty or take leave.
 8. Payroll must give a release form to any employee that has lost time prior to their return to work. If employee returns with restrictions, a copy of the Transitional Duty Form with the doctor's note listing the restrictions will be processed for approval as listed under the supervisor duties above. An extension will be completed for uniform employees as the per police contract as needed and forwarded to Chief's Office for approval or denial. Copies of AWP Extensions will be forwarded to Planning and Research, Human Resources Payroll, payroll file, and original to employee.
- D. Chief's Office. The Chief's designee will recommend approval or denial of the AWP Supplement upon receipt of all forms and relevant documentation forwarded by Payroll Section.
1. Chief's Office will approve or deny any employee returning to light duty, see Transitional Duty.
 2. Any AWP Extensions for the Police Contract will be approved or denied.
- E. City's third party administrator. City's third party administrator will approve or deny any claim upon review, be responsible for any medical expenses as per their procedures, and pay wages for lost time as per their procedures. The employee has the right to appeal any decision by the City's third party administrator as per procedures.
- F. Human Resources. Human Resources will approve or deny any claim after review per Rules & Regulation and City Ordinances. They will process any supplements owed to the employee or assess any overpayments made to employee during the course of their time lost from the injury. They will determine the uniform employee's status during their extension of lost time. Employees can also appeal decisions by Human Resources in accordance with the Rules and Regulations.
- G. Other Departments and/or Sections' responsibilities.
1. Insurance and Benefits will determine payment process for any coverage of the employee.
 2. Internal Affairs reviews the Supervisors Reports of Accident.

3. Planning & Resource keeps track of injured employees and notifies them of any missing extensions.

3.10 TRANSITIONAL DUTY

Transitional Duty identifies those employees that are released by the doctor to work with restrictions. The employee must obtain a Transitional Duty Form (uniform only) and have the recommendation for approval signed by the Assistant Chief in charge of their Bureau or any other Assistant Chief when the employee's Assistant Chief is unavailable. Civilians must have the recommendation for approval signed by the Director of Administrative Services prior to return to work. Payroll fills out the City Transitional Duty form and attaches the Department's recommendation with the Dr's notes (restrictions) and submits the package to HR for final approval. Those employees on approved restricted duty must provide a doctor's note every thirty days updating the current medical condition and restrictions. Copies should be given to supervisor and Payroll Section.

- A. As per the City's new policy, no employee may be on light / transitional duty for longer than 3 months. As per Human Resources, pregnancies involving uniformed staff will be handled within the Department-transitional approval and will not fall within the City's Transitional Duty guidelines.
- B. Officers requesting transitional duty due to pregnancy will submit a physician's note with a Department Transitional Duty Request. If the employee is requesting a uniform exemption, it must be approved by the Chief and forwarded to Payroll.
- C. These requests will be kept on file in Payroll and do not need to be forwarded to City Human Resources with the City's "Return to Duty Form". (Revised 5/19/06)

3.11 MILITARY LEAVE

Personnel leaving for and returning from military leave must submit their orders to the Budget & Finance Division. It is the Division's responsibility to forward a copy to the El Paso Police Academy as soon as possible. If there will be a delay in obtaining the officers orders, the Budget & Finance Division must advise the Academy as soon as possible via email, phone or in person. Employees that are on a leave of absence due to military commitment can request to be paid the military leave time allowed by the City. The time paid will be based on the work schedule at the time they were activated.

3.12 KRONOS

There are several benefits to the KRONOS timekeeping system. The system can collect your employees' time and project information. It allows the supervisor to view, edit, and approve the employees' time. The supervisor can create and manage schedules, track accruals, generate reports, and calculate employees' hours for payroll processing. The system used a Punch-to-Payroll Process. Human Resource Payroll sends employee data to KRONOS. The employee's time is collected by clock, Web-Kiosk, or keyed in manually to the KRONOS timecard. The data is checked and approved by various supervisors and the Payroll Section. The payroll has to be closed and signed off at 1 pm on Monday. KRONOS sends employee hours to the PeopleSoft HR Program that does the pay processing. Accrual balances are transferred from PeopleSoft HR to KRONOS.

- A. Logging On. Open a web browser and enter the appropriate URL in the address box. The system will ask for your user name and password. The system is case sensitive so you to be sure to

check the Caps Lock key on the keyboard to ensure you are entering your user name and password correctly. Click Log On or press the Enter key on your keyboard. The system will lock you out after the second try.

- B. Workforce Genies. Workforce Genies present customized “view” of employee time, labor and schedule information.
 - 1. There are several types of Workforce Genies:
 - a. Detail Genies – Employee driven,
 - b. Roll-up Genies – Labor account driven,
 - c. QuickFind Genie – Employee search tool,
 - d. Scheduler Editor – Timeline scheduling view.
 - 2. Workforce Genies are helpful in several ways:
 - a. Providing at-a-glance views to quickly identify exceptions and employee attendance issues.
 - b. Letting you streamline and simplify daily, weekly, and pay period tasks.
 - c. Eliminating unnecessary steps.
 - d. Being a starting point for easy navigation through the Workforce Central suite.
 - e. Letting you easily select a group of employees and perform a group edit.
- C. Logging Off. Select Log Off at the top left-hand of the main screen. Confirm that the message “You are now logged off” appears. Always click the Log Off on the navigation bar to close Workforce Timekeeper before closing your browser. If you click the “X” in the upper right corner of your browser without logging off, your connection to the application might remain open, which will allow another person to view and edit your information.
- D. Timecards. The hourly timecard displays start and stop times, work and non-worked hours, exceptions, and transfers. Managers can view the timecard format to which each employee is assigned and can apply edits according to their access privileges. The supervisor can perform several Timecard tasks to include the following:
 - 1. Add, edit, and remove a punch.
 - 2. Add comments.
 - 3. Add, change, and remove work and/or non-worked hours.
 - 4. Calculate totals and save information.
 - 5. Refresh timecard, moving hours from one account to another.
 - 6. Post and approve overtime memos.
 - 7. View employee’s general information for accuracy, leave balances, audit function, and total hours for the week.
- E. Scheduling. There are several benefits that using a schedule offers to the supervisor. These include: provide the ability to enforce restrictions, track exceptions, such as late and early punches, associate a work rule with the appropriate schedule, and allow non-worked time such as vacation to be scheduled in advance.
- F. Building Schedules. Schedules are built and maintained from the main screen in KRONOS. Always select the Schedule Editor Genie from the menu on the left-hand side of the screen to add, edit, or delete schedules. Do not go into the schedule editor while in the timecard.
- G. Creating a Shift. The supervisor can set-up a shift by using the following process: select the employee by Employee or by group, select Add Pattern from the Shift menu, and complete the information in the Pattern Editor using the Shift Editor to specify the shift start and end times. This type of schedule usually spans days, weeks, or months.
- H. Maintaining Schedules. Schedules can be kept current by editing the existing data and/or moving employees between existing schedules.

- I. Editing a shift. Select the Schedule Editor Genie, select the employee by Employee or by Group, select Edit Pattern from the Shift menu, and change the Work Start Date and Pattern Start Date to indicate the new shift will begin. There are two ways of editing – first, completely delete the Shift for each day the employee will be working and create a new shift; second, override the old shift with a new one and check the Override other patterns box.
- J. Moving between schedules. Select the Schedule Editor Genie, select the employee by Group selection, select Assigned to Group from the Shift menu, locate the new Group and click on name, then Ok, and Save then Refresh.
- K. Hyper Find Queries. Hyper Find Queries are quick shortcuts for Managers to locate their personnel within the KRONOS genies (unavailable in Quick Find).
- L. Creating Hyper Find Queries. The following is the steps used to create a hyper find query.
 - 1. Select Common Setup from navigation bar.
 - 2. Select Hyper Find Queries.
 - 3. Select New from the View Bar above Query Name.
 - 4. Click the “+” sign next to Scheduler from Filter Names.
 - 5. Select Schedule Groups.
 - 6. Type “PD” before the asterisk in “Search For” box and enter or select Search.
 - 7. Select a Group Name then click Add Condition.
 - 8. Repeat #7 until you have selected all Group Names to be viewed.
 - 9. Click on the Test button and view all employees you have selected. They should appear in alphabetical order. Then “X” out of Hyper Find Test.
 - 10. Select Save As from the view bar.
 - 11. Blacken the circle next to Personal, name your Hyper Find Query and enter. The gold bar at the top will disappear.
 - 12. Select Back Button at top of page to return to the beginning.
 - 13. Refresh to post query under Query Names.
 - 14. Locate your query name as Personal under the Visibility Column.
- M. Updating Queries. To update or reset your query, do the following steps:
 - 1. Under the Genie Column, Click on Common Setup
 - 2. Click on Hyper Find Queries
 - 3. Find and Highlight your Personal Group Name
 - 4. Click on Edit from the View Bar
 - 5. Then click on Edit Conditions (Next to Select Conditions Tab)
 - 6. Highlight list from top to bottom
 - 7. Click on the Delete Condition Tab
 - 8. Click on “Timekeeper” (This new step will remove any inactive or terminated employees)
 - 9. Go to Employment Status and click on Add Condition button
 - 10. Click Scheduler then click Schedule Group
 - 11. Type “pd” before the (*) asterisk and click on Search or Enter
 - 12. Find and highlight your Group Name then click the Add Condition button
 - 13. After you have added all of the group name(s), click the Test button to view all of the employees you have selected. If they all appear, “X” out of the window.
 - 14. Save the changes (Do not save under Save As)
 - 15. Go back to the beginning of Hyper Find Queries List and click on the Refresh button.
 - 16. Click on Dept IS Summary or Pay Period Closed to view your new group.
 - 17. Before viewing the time cards, click the Refresh button once more.

3.13 REPORTS

Reporting is a tool that lets you extract information from the Workforce Timekeeper database and present it in an “easy-to-read” format. Reports are generated and stored as files on your web/application server. Reports are often run to help you make timely business decisions. For example, the Exceptions report can provide information about the number of employees who are missing punches for a specific time period, as well as about employees who punched in late or left early. Reports can be viewed on a PC screen, printed, or sent to another user via email.

- A. Generating Reports. To access the Reports function, do the following:
 - 1. Select Reports from the navigation bar.
 - 2. Click the Reports launch button from within a Workforce Genie.
 - 3. The launch buttons that appear depend on your access privileges.
- B. Report Groups. The standard reports included with Workforce Timekeeper are grouped into the following categories:

Report Category	Example Report
All	(any report)
Accruals	Accrual Summary
Configuration	People Job Assignments
Data Collection	Device Assignments
Detail Genie	Exceptions
Import	Import Errors
Roll-up Genie	Employee Sign-Off
Scheduler	Actual vs. Schedule by Job
Timecard	Time Detail

- C. Report Profiles. Each manager is assigned a report profile that determines which reports that manager can access. You might not have access to all reports or all categories. If you do not have access to any of the reports in a specific category, such as the Import category, that category will not appear in your Reports workspace. The Reports workspace displays a list of all reports in the system to which you have been granted access. The report categories and the reports within each category appear in a tree-like structure with a “+” indicating additional options.
- D. Reports assigned to specific groups provide the following advantages: Lets you focus on a specific set of reports as they relate to one area of payroll processing. Allows context-sensitive navigation for reports. For example, if you click the Reports launch button while in a roll-up Genie, the Roll-up Genie report category opens.
- E. Steps for Running and Viewing Reports.
 - 1. Select Reports from the navigation bar.
 - 2. Expand the Categories list and select a report from the list.
 - 3. Select the employees to include in the report from the Show list.
 - 4. Select a time frame from the Time Period list.
 - 5. Select the Set Options tab, if applicable, and define additional report options.
 - 6. Select Run Report.
 - 7. Select Refresh Status from the Check Run Status tab.
 - 8. View, print, or email the report.
- F. Setting Options. After selecting the employees and time period, you might be able to specify additional options to further define your report. Options are determined based on the selected report. Not all reports have options, and not all options apply to all reports. For example, for an

Exceptions report, you can specify which exceptions to include in the report, such as Late In, Missed In-Punch, Early Out and Missed Out-Punch. You can also choose whether to include excused and/or unexcused absences in the report. (An absence is assigned to any employee who did not work on a day in which that employee was scheduled to work.

- G. Check Run Status. Before you view the report results, check the status. Report generation requires processing from your web/application server and database server, and therefore might take a couple of seconds. The Check Run Status workspace shows the report name, the format in which it will appear, the date and time it was submitted and when it was completed, the status, and the output type. When checking the status, select Refresh Status under the Check Run Status tab. You might need to click this option a couple of times before “Complete” appears in the Status column.

3.14 HOLIDAY PAY

- A. Non-uniform (Civilian) Holiday hours are posted directly into the KRONOS time card by the Human Resources (HR) Department. Two sections within the Police Department (Records and Communications) have a benefit that is not afforded to many civilians throughout the City, that being the accrual of a Holiday. This accrual can only occur if that employee actually works on the said Holiday.
- B. Therefore, if an employee planned to work and their name was submitted to HR for the accrual of the Holiday, then at the last moment is unable to work for some reason and must take the Holiday off, then the accrual cannot occur. In such cases, if the employee is off on the Holiday, they will be coded as any other employee taking the Holiday, as HOL.
- C. Uniform (Officers) Holiday hours are posted on the KRONOS time card by the payroll clerk. Each section is required to submit their Schedule Work List to the payroll office. This list will indicate how each officer will be paid the Holiday. If the employee is scheduled to work and will be taking the Holiday, they must go into Police Manager and request the hours similar to any other taken leave. Failure of the employee to comply with this procedure can result in not being paid for the Holiday. If the employee will be on his regular day off (RDO), he will be posted as Police Holiday Leave (PHL). Any overtime worked when on PHL will be converted accordingly as pursuant to Article 5, Section 2 of the Police Contract. If the Holiday is a day of work and the employee reports for work, they will qualify for the Holiday pay and the hours of work.
- D. When a paid Holidays falls on a Sunday for those whose normal workdays are Monday through Friday, the legal Holiday will fall on the following Monday. Employees on rotating shifts or those who do not work a normal Monday through Friday schedule, like Tac Officers, will recognize the Holiday on Sunday. The same will be true if the Holiday falls on a Saturday. The Holiday will be recognized the Friday before. For example, an employee who works Tues - Sat, Sun is their Regular day off; therefore they would receive the Police Holiday pay for that day.
- E. K-9 officers are authorized one hour of overtime on their day off to provide kennel care for their dog. If the Holiday is on their day off, they will be coded 8 hrs of PHL and 1 hour of overtime for the kennel care.


3.15 FMLA

The Family Medical Leave Act will be administered in accordance with all applicable federal regulations, City policies, and Department policies.

3.16 EXCESS VACATION

Employees are limited to the amount of vacation that they can carry as of their anniversary date as outlined in the Civil Service Rules for civilians and the collective bargaining agreement for sworn personnel. KRONOS has a report that will provide a list of those employees that are over the maximum for the pay period that has closed.

- A. Open My Genies and select Vacation Balance from the main screen. Select either PD Civilian VAC BAL or PD Uniform VAC BAL according to the applicable balance limits in the Show field at the top. Select Previous Pay Period once the report has processed. This will show all of the employees that had excess vacation for the pay period that just ended. Sort the list by selecting Hire Date for civilians and Accrual Date for uniform. The list is checked for those employees whose date falls within the pay period that ended. The following information is taken from the list for those employees: name, KRONOS id, anniversary date, and current balance. This information is annotated in a spreadsheet use to verify if the employee should lose the excess.
- B. The time cards are verified for each employee to see if they were taking vacation during the pay period and the vacation carried over to the next pay period. The employee is given credit if the vacation is consecutive and not broken in accordance with Civil Services Rules and Regulations. The vacation time is subtracted from their balance.
- C. Civilians that did not start vacation and continued into the next pay period will lose the excess. The employee is sent an email notifying them of the hours that will be deducted from their balances. They are given one week to respond. Human Resources will be sent an email requesting that the employee's balance be adjusted and the number of hours that should be deducted if the employee does not respond or after any questions have been resolved.
- D. Commissioned employee's leave record is checked in Police Manager to determine if a leave was requested and denied within six months of the employee's accrual date. The spreadsheet is annotated with the date the leave was denied and the number of hours. Any leave taken after the request is denied, is considered to be part of the denied leave. The employee has six months to take the denied leave if it is larger than the excess amount. The leave record will be checked after six months to insure that the leave was taken. It will be considered lost if not taken. The difference between the denied and excess leave will be considered as lost. The employee is sent an email notifying them of the hours that will be deducted from their balances. They are given one week to respond. Human Resources will be sent an email requesting that the employee's balance be adjusted and the number of hours that should be deducted if the employee does not respond or after any questions have been resolved.

 El Paso Police Department Financial Services Division Operations Manual	Chapter 4
Chapter 4: Supplies	Effective Date: 02/21/07 Previous Version:

4.0 SUPPLIES

4.1 RECEIVING SUPPLIES

Supplies are received from various vendors in town and shipping companies. The order is verified against the delivery/shipping documents to make sure that the quantity match. The delivery/shipping ticket is adjusted for any corrections prior to our acknowledgement of receipt. We also check for any damaged items. The ticket is annotated for those items that are damaged. We contact the vendor to determine how they wish to proceed on replacing the damage item.

- A. The Purchase order is pulled and compared to the delivery ticket to verify that the items received are what were requested. The order is released the section/division if everything matches. We contact the vendor to determine how they wish to proceed on replacing the item if it does not match the purchase order.
- B. If the ticket does not have a purchase order number, we check for other identifiers to determine where the order originated. We look for the section/division name, an employee's name, or a phone number. We call the vendor if we cannot find any references. If the vendor can provide a purchase order number, we check our purchase order file for a copy. We verify the order to our file copy. We contact the Budget Section if we cannot find a copy of the purchase order. They will provide a copy if they have it. If not, we hold the order until directed by the Budget Section on final resolution.
- C. The paperwork is stamped with the date and name of the employee that verified it. The purchase order is annotated to match the delivery information if the order is a partial shipment. The delivery ticket is stamped "Partial". The ticket is stamped "Complete" if everything on the purchase order is delivered. The file copy of the purchase order is destroyed if the order is complete. The stamped delivery ticket is set to the Budget Section.
- D. Merchandise costing \$50.00 or more and has a useful life expectancy of over a year is bar coded in accordance with the guidelines issued by the City Purchasing Department. The following information is entered on the form; the purchase order number, requisition number, item bar code number, date, section, price, serial number, and description of the item or items.
- E. Items received are either issued directly to the Section/Division ordering them or placed in stock.
- F. All packages delivered to the Department are subject to be opened and contents verified. If it is addressed to another section within the police department or to a person who works for the police department, we do not open the package or letter but make a copy of the address label, stamp the copy with our receipt stamp, and get the person who receives the package or letter to sign for it.

4.2 ISSUING SUPPLIES

Supplies are issued either as a direct shipment from the vendor to the Section/Division or from stock. Items that are maintained in stock are listed in our catalog. This provides the description, unit of issue, and cost. We deliver the merchandise to the Sections located within the Headquarters Building on their assigned day. The other Sections/Divisions pickup their merchandise on their assigned day unless otherwise notified. All items issued have to be signed for.

- A. Direct Issue. The packing slip/delivery ticket is stamped. The person accepting the merchandise signs and dates the document when they accept the item/s. The documentation is sent to the Budget Section.
- B. Stock Issue. Each Division has a set date to order supplies from stock. The order form is given to the Budget Section in the morning and forwarded to us that afternoon. We fill the order from the shelves and have it ready for issue the next morning. The order form is adjusted for items not in stock and the total of the order is adjusted at the bottom of the form. Items not in stock have to be requested the next time the Section submits their request. We do not carry items in a back-order status.
- C. The person accepting the order signs the form at the bottom. The form is sent to the Budget Section to have the cost posted to the Division's budget.

4.3 PRINT ORDERS

Several Sections have forms that are only used by them. They will order as needed to replenish their internal stock. The Section fills out the Request for Purchase form and attaches a copy of the form that they are ordering. This is submitting to the Budget Section of their established ordering date.

- A. We complete the Print Order Form for the City Print Shop. The order is enter in our database for tracking. The following information is provided:
 1. Job number.
 2. Number of copies.
 3. Department account number.
 4. Form title.
 5. Printing instruction.
- B. The print order is picked up and issued to the Section that made the request. They sign the yellow charge ticket provided by the Print Shop. The database is updated showing the order is complete. The Division's budget will be charged for the order by the Print Shop. The yellow receipt is filed.

4.4 ORDERING SUPPLIES

Supplies are order to replenish the stock items in our catalog. Supplies can be order from any vendor. There are several vendors that can be used from the state contract, see Appendix 4-1. The Request for Purchase is filled out and submitted to the Budget Section before 12:00 am on Thursday. Orders are placed in sufficient time to insure that the stock level does not fall to zero. An open purchase order can be processed for items that are on a contract. This allocates a large amount of money and will allow us to order as needed and not have to process a Request each time supplies are needed. A spreadsheet is maintained for every open purchase order to insure that the allocated amount is not exceeded. An increase in funding can be accomplished by sending a memo to the Budget Section. The memo will contain the purchase order number, the current amount, the amount of increase, and the new limit.

Orders will not be placed until verification that the purchase limit has not been exceeded or an increase has been processed.

- A. Uniforms will be ordered to maintain an inventory for replacements and for the Academy classes. These orders are normally placed twice a year. Uniforms and other Department issued items are usually ordered from a bid. The vendor is notified of the item and quantity needed and ships using the open purchase order as the authorization.
- B. The Procurement Card program is another method to facilitate the acquisition of supplies and materials. This program will not take the place of purchase orders, non-encumbered vouchers, and direct purchase orders, but will assist in reducing the paperwork involved and expedite the process.
- C. Procurement transactions will be made in accordance with the City procurement policies and procedures. Dollar limitations are set for one-time, daily, and monthly amounts for each cardholder. There is a dollar limitation for certain items, such as computers. The individual employee authorized by the City and Department will make the purchase using their assigned P-card. The authorized user is the individual that was issued the P-card. The card cannot be transferred from one employee to another. The authorized user agrees to abide by the guidelines set out in the manual issued by the City and all other procurement policies and procedures. The cardholder is responsible to insure that funding is available in the proper account prior to making the purchase.
- D. The individual employee authorized by the City and Department will make the purchase using their assigned P-card. They are responsible to insure that information is provided to the Supply Section so that the item can be entered into the inventory control system and tracked.

4.5 INVENTORY

Several items issued by the Department are accountable. These items are placed on an inventory record and signed for by the employee receiving them. This inventory record will be adjusted as items are issued or returned. The employee is responsible for everything that they sign for and are required to return all items upon leaving the Department. Employees that do not return all items on their inventory record, will not have their clearance form signed. The Supervisor of the Payroll Section will be notified that the employee has failed to return all items on their inventory record. The clearance form will be signed and hand carried to the Payroll Supervisor if all items are accounted for.

- A. Uniforms are replaced on a one for one basis without changing the inventory record. The employee will present a memo signed by his/her immediate supervisor stating that wear and tear of the uniform was caused by normal operations.
- B. The Department will issue Fire Fighters attending the Academy several items. The Supply Section notifies the Budget Section of the cost of the supplies and uniforms when they are about to finish their training for Fire Marshall. This will allow the Department to coordinate with the Fire Department to be reimbursed for these items.
- C. The Supply Section will conduct a physical inventory during the last week of August. The Inventory will be conducted based on the instructions received.

APPENDIX 4-1


Office supply orders may be purchased through several suppliers through the Texas Building and Procurement Commission (TBPC) and TX MAS contracts. You may issue direct POs for these purchases or use your P Cards. These contracts and purchasing options are made available to you and include the option to purchase from TIBH (Texas Industries for the Blind and Handicapped). The City of El Paso is a member of the Cooperative for the State of Texas and, as such, the office supplies, furniture and equipment listed under these contracts does not require bidding. The three (3) companies listed below have on-line purchases and/or allow phone orders.

Corporate Express, State Of Texas TBPC open contract
Oscar Chavez (915) 779-1566 x221
Oscar.chavez@cexp.com

El Paso Office Products, TXMAS-5-75202-2
Sandy Grodin (915) 593-9000
sgrodin@elpasoop.com

Office Depot, Inc, TXMAS-3-7511A030
James Veale (915) 544-9986
jveale@officedepot.com

TIBH Industries, Inc.
(512) 451-8145
<http://www.tibh.org/catindex.htm>

 El Paso Police Department Financial Services Division Operations Manual	Chapter 5
Chapter 5: Asset Forfeiture	Effective Date: 02/21/07 Previous Version:

5.0 ASSET FORFEITURE

5.1 GUIDELINES

The primary purpose of the Department’s Forfeiture Program is to deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instrumentalities of crime. An ancillary purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through equitable sharing of federal forfeiture proceeds.

5.2 PROPERTY CASES (STATE AND LOCAL)

- A. Filing Procedures.** Asset Forfeiture will review case summaries to determine if the assets qualify for seizure. The Sections involved in the operation provide the case information. The Section will review and analyze all possible technical sources to determine if the property meets the seizure guidelines. They will also conduct and analyze the physical condition of the property, determine ownership and value, and develop and present the case for seizure to the DA’s Task Force. The case will include filing for the house itself and all contents therein.
1. The package will include the following:
 - a. Affidavit and Schedules
 - b. Supplements to Affidavit
 - c. Patrol Reports from RMS or I-Leads
 - d. El Paso CAD Real Property Information from Central Appraisal District
 - e. Certified copies of all paperwork on file at the County Clerk’s Office to include the “Deed of Trust”, “Warranty Deed”, and other documents.
 2. The affidavit includes:
 - a. Schedule/s (Schedule A, B, etc)
 - b. Schedule A is used if only one seizure.
 - c. If the seizure is for multiple items (house, car, money, etc.), each item is listed on a separate schedule. Each item has its own schedule. Currency is normally listed on Schedule A.
- B. Cases Accepted.** The Assistant DA will review the case and determine to proceed or not. The Assistant DA files the case through the District Clerk if approved. The case will proceed through the legal system.
- C. Declined Cases.** We are notified if the case is declined. The Asset Forfeiture Section makes the decision to file through the Federal system or not. The procedure for filing through the Federal system is listed below.
- D. Awarded Property.** The District Attorney’s Office will sell the property in accordance with State Law. The District Attorney’s Office prepares the “Final Disposition of Property” form and notifies the Asset Forfeiture Section that the award is ready for pickup. Asset Forfeiture signs for the

award and receives the original copies of the court award. Asset Forfeiture will deliverer the check to the Budget Section for deposit. Asset Forfeiture enters the award in the tracking system. The case is annotated as closed and filed.

5.3 VEHICLES (STATE AND LOCAL)

- A. **Filing Procedures.** Asset Forfeiture will review case summaries to determine if the assets qualify for seizure. The Sections involved in the operation provide the case information. The Section will review and analyze all possible technical sources to determine if the vehicle meets the seizure guidelines. They will also conduct and analyze the physical condition of the vehicle, determine ownership and value, and develop and present the case for seizure to the DA's Task Force. The case will include filing for the vehicle and all contents therein.
1. The package will include the following:
 - a. Affidavit and Schedules
 - b. Supplements to Affidavit
 - c. Patrol Reports from RMS or I-Leads
 - d. Registered owner's information from RMS-QV
 - e. V.I.N. Information – Obtain from RMS-QV
 - f. Other - Lien Holder, Lien Amounts, Insurance, etc.
 2. The affidavit includes:
 - a. Schedule/s (Schedule A, B, etc)
 - b. Schedule A is used if only one seizure.
 - c. If the seizure is for multiple items (house, car, money, etc.), each item is listed on a separate schedule. Each item has its own schedule. Currency is normally listed on Schedule A.
 3. File Asset Forfeiture Affidavit and Attachments with the Assistant District Attorney at the HIDTA Task Force. The Asset Forfeiture Section has 30 days from the date the property is seized to investigate the case, file for forfeiture, or release the hold on the property. Asset Forfeiture retains a copy of the Affidavit and Attachments together and originals of all other documentation in the case.
 4. The Assistant District Attorney will review the Asset Forfeiture Affidavit and advise as to whether the D.A.'s Office will accept the case or not.
 5. A hard copy of the case is prepared and the case is entered into the automated system
- B. **Cases Accepted.** Asset Forfeiture instructs Abandoned Auto to remove the vehicle from the towing company to one of the Asset Forfeiture storage facilities and return the keys to the Asset Forfeiture Section when a vehicle is accepted for forfeiture. Asset Forfeiture will go to the storage facility to ensure that the correct vehicle was transferred. The Asset Forfeiture Section has custody of the vehicle and all its contents from this point forward. Only Asset Forfeiture may release the asset forfeiture hold on these vehicles. No contents in the vehicle may be released unless Asset Forfeiture has written authorization from the Assistant District Attorney assigned to the case. That authorization must specifically indicate the items to be returned. The Respondent or his/her attorney then makes arrangements with Asset Forfeiture for the delivery of those items.
- C. **Declined Cases.** The Assistant District Attorney will decline vehicle forfeiture cases if it is determined there is no nexus for forfeiture. The D.A.'s Task Force will notify Asset Forfeiture in writing that the case is declined. Asset Forfeiture then contacts the towing service and advises them to release the asset forfeiture hold on the vehicle. The owner is notified to contact the

towing service for information on procuring his/her vehicle. The vehicle's registered owner is liable for all accrued towing and storage fees.

- D. **Awarded Vehicles.** The District Attorney's Office will award the vehicle to us. The District Attorney's Office prepares the "Final Disposition of Property" form and notifies the Asset Forfeiture Section that the award is ready for pickup. Asset Forfeiture signs for the award and receives the original copies of the court award.
1. The vehicles are cleaned of all articles. These articles may be put into use by the EPPD, sold at auction, destroyed, or trashed. All items in an awarded vehicle become property of EPPD when the vehicle is awarded because the initial forfeiture proceedings are for the vehicle and all its contents.
 2. Asset Forfeiture's hard copy of the forfeiture case is moved from the State's pending file to the Pending Vehicles File.
 3. Asset Forfeiture submits original judgment and keys to Fleet Management to transfer ownership of the vehicle to the Police Department. We can retain ownership or sell it. The Fleet Manager appraises the vehicle and decides to bring it into the Department's Fleet or sell it at auction. Ownership has to be maintained for two years or less if the vehicle becomes inoperable. The Property Control Office oversees the auction and deposits the proceeds from the sale. Asset Forfeiture will verify that the monies are deposited into the correct account.
 4. Asset Forfeiture follows-up on the paperwork until the case is completed.
- E. **Assigned to Fleet.** Fleet Management notifies Asset Forfeiture and provides the unit number and section the vehicle is assigned. Asset Forfeiture determines the legal fees due, requests payment, and presents payment to the D.A.'s Office together with a copy of "Final Disposition of Property" form and a copy of the distribution sheet. The D.A.'s Office will sign off receiving the payment and Asset Forfeiture closes the case both in the hard copy and in the tracking system. The hard copy file is moved from the Pending Vehicle File to the Closed Cases File.
- F. **Auctioned Vehicles.** Fleet Management sends a "Sale of Seized/Court Awarded Vehicles" memorandum together with a list of the auctioned vehicles to Asset Forfeiture. Asset Forfeiture identifies the Asset Forfeiture vehicles and matches them with the hard copy of the awarded case pending auction. Asset Forfeiture reviews the auction amounts, deducts the towing and storage fees from the auction amounts of each vehicle, determines the legal fees, district clerk fees due to the D.A.'s Office, and the D.A.'s equitable share. Asset Forfeiture requests payment from Budget and Finance. The check is delivered to the D.A.'s Office with a copy of "Final Disposition of Property" form and a copy of the distribution sheets. The D.A.'s Office will sign off receiving the payment and Asset Forfeiture closes the case both in the hard copy and in the tracking system. The hard copy file is moved from the Pending Vehicle File to the Closed Cases File.
- G. **Agreed Judgments Decreed by Courts.** The D.A.'s Office reaches an agreement with the Respondent and the Court agrees. The vehicle is forfeited, but the Court agrees to sell the vehicle back to the Respondent. The Respondent pays the D.A.'s Office the agreed amount. The D.A.'s Office prepares a "Forfeiture Account Distribution Memorandum" and distributes the monies according to the contract between the D.A.'s Office and Police Department. The D.A.'s Office gives Asset Forfeiture an original copy of the Court's Agreed Judgment. The Respondent and/or his attorney will contact Asset Forfeiture to recover the vehicle. Asset Forfeiture instructs the Respondent to contact Abandoned Auto to receive payment instructions. Abandoned Auto provides Asset Forfeiture proof of payment. The Department returns the vehicle after the Respondent has paid all towing and storage fees, unless otherwise indicated in

writing by the A.D.A. The Respondent is informed to make arrangements with a towing service to recover the vehicle and schedule the date and time of recovery with the Asset Forfeiture Section. The towing service is required because the vehicle's registration, inspection, or insurance could be expired due to the time it takes to enter a judgment. The vehicle will probably not start due to the extended period of storage or Asset Forfeiture might not have keys for the vehicle. Asset Forfeiture takes inventory of the vehicle and its contents and the Respondent signs the "Property Release" form. Entries are made in the tracking system. The court's Judgment, copy of fees paid, and a copy of identification from the person recovering the vehicle is placed in the hard copy file. The hard copy file is moved from the Pending Vehicle File to the Closed Cases File.

- H. **Erroneously Awarded Vehicle Cases.** The District Attorney's Office may award property to the Police Department erroneously.
1. **Example** – The awarded vehicle was the result of a Sheriff's case, but the D.A.'s Office erroneously entered it as a Police case on the court paperwork. The DA's Office will notify Asset Forfeiture of the error and the give Asset Forfeiture the original copy of the Judgment, together with a written request to obtain a title for the awarded vehicle and then transfer the title back to the corresponding entity.
 - a. Copies of the documents above are made to annotate with notes since the original cannot be written on. Asset Forfeiture travels to where the vehicle is stored, verifies all the information on the Judgment, and other information supplied by the DA's office. The original copy of the Judgment and the copy of the DA's request for title are forwarded to Fleet Management. Fleet Management will process the request and obtain the title to the vehicle.
 - b. Fleet Management notifies Asset Forfeiture that the title has been received and is ready for pickup. Asset Forfeiture will take the title, a copy of the case prepared from the paperwork received from the District Attorney's Office and a memorandum explaining the request for transfer of title to the Chief of Police. The Chief will review the case, sign and date the title over to the corresponding entity, return the title and all paperwork to Asset Forfeiture. Asset Forfeiture will then contact the corresponding entity to make arrangements for pickup of the title. The representative from the corresponding entity will sign and date a memo indicating the acceptance of custody of the title to the vehicle.

5.4 CURRENCY CASES (STATE AND LOCAL)

A. **Filing Procedures.** Currency cases are usually derived from money laundering, drug raids, or other illegal activities. Patrol Officers are sometimes confronted with currency amounts that they feel are derived from drug transactions. They will contact a Narcotics unit to handle the case. The Patrol Officer can prepare the affidavit. They will usually contact Asset Forfeiture for guidance if they need assistance. The Unit seizing the currency will prepare and file currency forfeiture cases.

1. The package will include the following:
 - a. Affidavit and Schedules
 - b. Patrol Reports from RMS or I-Leads
 - c. Currency Denomination Form
 - d. Currency Receipt from D.A.'s Deposit
 - e. Confidential Informant form if needed

2. The affidavit includes:
 - a. Schedule/s (Schedule A, B, etc)
 - b. Schedule A is used if only one seizure.
 - c. If the seizure is for multiple items (house, car, money, etc.), each item is listed on a separate schedule. Each item has its own schedule. Currency is normally listed on Schedule A.
 3. Asset Forfeiture cases need to be filed as soon as possible with the A.D.A. – Task Force. The A.D.A. assigned to EPPD-Asset Forfeiture will review the case and determine whether to proceed. The A.D.A. will contact the case agent directly if his office needs corrections or requires additional information. Personnel from the Task Force will contact Asset Forfeiture to assist in obtaining the required information if the case agent is unavailable. The A.D.A. has to file the case with the District Clerk within 30 days.
- B. Cases Accepted.** The original Currency Denomination form, a copy of the receipt from the D.A.’s office, and a copy of the Affidavit are brought to Asset Forfeiture or sent by inter-office mail after the case has been presented to the A.D.A. – Task Force. Asset Forfeiture will print out a copy of the police report and evaluate it for other involved items that may meet asset forfeiture guidelines. Asset Forfeiture will prepare a hard copy file on the case and enter the case into the tracking system as a filed case and the hard copy will be filed in the State Pending file.
- C. Declined Cases.** The A.D.A. is to inform the Asset Forfeiture Section in writing as soon as possible if they decline a money case. They usually send a fax and Asset Forfeiture will pick up the original from the Task Force. The A.D.A. will sometimes notify the D.A.’s Office and not provide us with the notification. Asset Forfeiture is required to follow up on all cases, especially those of a high dollar amount. It’s important that the Case Agent submit to Asset Forfeiture the paperwork immediately after his filing with the A.D.A. – Task Force.
1. Asset Forfeiture will review the case and determine whether there is enough nexus to file the case federally upon notification from the D.A.’s Office that a case has been declined. Asset Forfeiture will contact the D.A.’s Asset Forfeiture Manager and advise them that Asset Forfeiture intends to file the case federally and not to return the monies to the Respondent. The monies are still considered case evidence by the Police Department until returned to the Respondent. Asset Forfeiture makes arrangements with the DEA to file the case federally and notifies the initial Sergeant on the case to prepare a DAG-71 form for Federal forfeiture and submit it to Asset Forfeiture. Asset Forfeiture contacts the D.A.’s Asset Forfeiture Manager to make arrangements to pick-up the check for the confiscated currency plus any interest earned. Asset Forfeiture, together with the involved Sergeant or designee, will pick-up the check from the D.A.’s Office. Asset Forfeiture will sign the receivership from the D.A. The involved Sergeant or designee will sign for the check from Asset Forfeiture. The Sergeant or designee will immediately meet with the assigned DEA agent to deposit the check at the DEA’s assigned banking depository. Proof of the deposit is to be sent to Asset Forfeiture.
 2. Asset Forfeiture will enter the Local (D.A.-State) case in the system as “Declined”, and move the case from the pending file into the closed file. It will become a Department of Justice (DEA) case and will no longer be a State case.
- D. Awarded Currency Cases.** The District Attorney’s Office calls Asset Forfeiture to arrange pickup of the awarded checks for both the Police Department and the Confidential Informants. The “Distribution Memorandums”, the original copy of the Court Judgment, copies of legal expenses incurred, and copies of the checks made through the distribution of currency in the cases are attached to the checks. Asset Forfeiture will verify the check amounts with the amount on the

distribution memorandum, and sign and date the memorandums. The D.A.'s Asset Forfeiture Clerk will then make copies of the signed memorandum and give Asset Forfeiture a copy.

1. Asset Forfeiture will verify all currency awards for accuracy before forwarding the checks to the Department's Budget Office. Asset Forfeiture will contact the D.A.'s Asset Forfeiture Manager and go over the distributions if there are any discrepancies or questions. The distributions have to abide by the Court Judgment and the contract between the D.A.'s Office and the Police Department. It is preferable to make any corrections before the proceeds are deposited into the asset forfeiture confiscated account. These checks will then be forwarded to the Police Department's Budget Office. They will deposit the checks into the Local Confiscated Funds Account (State) as indicated by Asset Forfeiture. All distributions will be entered into the tracking system and all paperwork is filed with the hard copy case and moved from State's Pending File to the State's Closed File.

5.5 FEDERAL ENTITY FORFEITURES

An agency can participate in equitable sharing with federal agencies in two ways.

- A. **Joint Investigations:** investigations in which federal agencies work with state and law enforcement agencies to enforce federal criminal laws.
- B. **Adoption of a State or Local Seizure:** federal agencies may adopt seized property federal forfeiture where the conduct giving rise to the seizure is in violation of federal law and federal law provides for forfeiture. Waivers of the State's 30-day rule may be approved by the adopting federal agency where the state or local law enforcement agency requesting adoption demonstrates the existence of exceptional circumstances justifying the delay.
 1. Examples:
 - District Attorney declines good cases claiming of no nexus
 - District Attorney does not accept property cases (houses)

5.6 ENTITIES IN THE FEDERAL FORFEITURE PROGRAM

- A. **Justice Forfeiture Program.** As of October 1, 1993, the following entities are in the Department of Justice Forfeiture Program:
 1. Federal Bureau of Investigation
 2. Drug Enforcement Administration
 3. Immigration and Naturalization Service
 4. United States Park Police
 5. United States Marshals Service
 6. United States Attorneys' Offices
 7. Criminal Division
 8. United States Postal Inspection Service
- B. **Forfeiture Program.** As of October 1, 1993, the following entities are in the Department of Justice Forfeiture Program:
 1. United States Customs Service
 2. Internal Revenue Service Criminal Investigation Division
 3. United States Secret Service
 4. Bureau of Alcohol, Tobacco and Firearms
 5. United States Coast Guard

5.7 FEDERAL ASSET FORFEITURE PROCEDURES

When Asset Forfeiture receives the DAG, it is reviewed. If any errors are found, Asset Forfeiture (A.F.) will have the case agent make corrections. Asset Forfeiture will then complete the DAG, present it to the DID Commander for signature, then present it to the Assistant City Attorney assigned to EPPD at City Hall for signature, make copies, and then file the original DAG with the local DEA Office. DEA will review the DAG and add it to the corresponding paperwork prepared for the case by the assigned DEA agent. All combined paperwork will then be submitted to the Department of Justice, Judicial District Office and it has to be received by that office within sixty (60) days from the date of the initial confiscation of the monies. A hard copy of the case is prepared and filed in the Department of Justice file and it is entered in the Justice Department file in the system as a newly filed case. Both cases are cross-referenced in both the hard copies and in both the Local (D.A-State) and Department of Justice files in the automated data system.

- A. Filing Asset Forfeitures – Federal Form DAG-71. Instead of an affidavit, the Alpha and Narco Units of the EPPD working in conjunction with at least one Federal agency will file forfeiture cases with the federal unit assisting in the case. The EPPD case agent will complete form DAG-71. The case agent will complete Parts I thru VI of this form. On part VI of the form, the case agent will type a brief synopsis on the case; to include the case agent’s name and unit, those assisting, address of occurrence, amount of seizure or vehicle make, model, year, VIN, plate number.
- B. Percent of Equitable Sharing – is indicated on Part III of DAG-71. The percentage amount is determined by the number of agencies working the case, the number of man hours (work) spent on the case, what agency originated the information leading to the seizure, and if an agency provided unique and indispensable assistance. The federal decision-maker considers all of the above factors to determine the percentage amount allotted to the agencies.
- C. Federal Forfeitures must be submitted within sixty (60) days from date of seizure to the federal agency’s district office. “The 60-day rule may be waived in exceptional circumstances by the federal seizing agency upon a written request stating the reasons for late submission of the equitable sharing request and providing justification for the waiver. The request for waiver must accompany the DG-71.” This also applies on adoptions of State or Local seizures.
- D. The Federal agent completes the full report and compiles all the necessary documentation and presents the case for forfeiture to his/her agency.
- E. EPPD’s case agent submits DAG-71 to the Asset Forfeiture Section; who in turn will sign as receiving the DAG.
- F. Asset Forfeiture reviews the DAG-71 for completion and errors. As needed, the case agent is notified to print out another DAG-71 with the correction. Federal agencies will not accept any DAG-71s with any corrections made on the original form.
- G. Asset Forfeiture completes the form by entering the DID-Commander’s name, Assistant City Attorney’s name as the Police Legal Advisor, EPPD’s address, and Asset Forfeiture’s telephone number. The DAG is presented to the DID Commander for signature. Then the DAG is presented to Assistant City Attorney for signature at City Hall.
 1. DID Commander – Supervises the Alpha and Narcotics Units
 2. Assistant City Attorney – The Police Legal Advisor on Federal cases. Reviews federal DAGs and certifies that the contact person on Part II of the DAG has the authority to accept federally forfeited property, documents, and money.

3. The Research Assistant in the Asset Forfeiture Section is listed as the contact person on Part II of the DAG because he/she is responsible for all accounting of Asset Forfeiture cases and replies to inquiries presented by any of the involved entities.
- H. DAG-71s are filed with the corresponding federal agency's assets forfeiture section by Asset Forfeiture, after all signatures have been completed. Copies of the DAGs are retained by EPPD's Asset Forfeiture Section. Asset Forfeiture submits the DAG-71 to the corresponding local federal agency and that agency combines all the paperwork on the case from all the involved agencies and submits it to its Judicial District Office.
- I. A hard copy of the case is prepared and the case is entered into the automated data system. The hard copy is filed in the corresponding Pending File for either the Department of Justice or the Department of the Treasury.
- J. The Federal Agency will mail the Chief of Police – El Paso Police Department a letter acknowledging receipt of request (DAG) for equitable sharing. The chief's office will send this letter to the Contact Person in the Asset Forfeiture Section. This letter denotes:
 1. Case Information
 2. Some equitable sharing guideline
 3. Recommendations and Decisions
 4. Equitable Sharing Distributions, (Awards) and
 5. Equitable Sharing Denial
- K. Asset forfeiture compares the information on the Federal letter with the DAG-71. New information will be entered in the automated entry system and the letter will be filed with the hard copy case.

5.8 FEDERAL PROPERTY CASES

- A. The Sergeant (Police) and the Federal agent out in the field decide which property is eligible for asset forfeiture sharing. At that point they choose one of two routes to follow.
 1. Vehicle good candidate for equitable sharing, but not for fleet.
 2. Vehicle in good condition for fleet.
- B. **A above.** EPPD, the involved Federal agency, and/or any other involved entity request equitable sharing percents according to Federal Guidelines. The vehicle will be stored at the corresponding Federal entity's storage facility until it is forfeited. The vehicle will not be awarded to any entity. It will be auctioned by the Federal entity, legal costs will be paid, and the amount available for equitable sharing will be disbursed by the Federal agency accordingly.
- C. **B above.** The Lieutenant and the Federal Agent at the site of the seizure agree that EPPD will request 100% equitable sharing of the vehicle and the Federal Agents Group Supervisor will concur on this decision. The vehicle is stored at the Federal Agency's facility or at the contracted towing company. The Lieutenant will then contact the EPPD's Fleet Manager to make arrangements for the Fleet Manager to evaluate the vehicle. The Fleet Manager is to evaluate the vehicle within one workday. The Fleet Manager then notifies Asset Forfeiture in writing or by email of his decision. Yes, the vehicle is in good condition to be brought into EPPD's fleet and he approves. No, the vehicle is not a good candidate for the fleet. If the answer is no, the Federal Agency will release the asset hold on the vehicle if stored at their lot. If it's stored at the towing facility, then Asset Forfeiture will release the asset hold. If the Fleet Manager concurs with asset forfeiture proceedings, the Asset Forfeiture Section will make arrangements with the Federal Agency to pickup the vehicle from their facility. Asset Forfeiture then contacts

Abandoned Auto to make arrangements to pickup the vehicle on the date and time as agreed with the Federal Agency and move it to EPPD's covered parking lot at Headquarters.

- D. The United States Marshals Service contacts Asset Forfeiture to make arrangements for the Contact Person to sign and pickup the "Seized Property Custodial Agreement" and the "Seized Property and Evidence Control Form (USM-102)". The agreement indicates the terms to which EPPD-Asset Forfeiture have entered with the USMS. By storing the vehicle in this facility, EPPD saves on storage fees. The USMS compiles all documentation (lien information, condition of vehicle, etc) on the vehicle and if they determine that the vehicle meets federal forfeiture guidelines, forfeiture processing continues. Otherwise, the case is declined and Asset Forfeiture is notified in writing. . The United States Marshals Service will notify Asset Forfeiture by phone and fax of the award. The fax includes the "Equitable Sharing Memorandum" which indicates the costs (accrued legal expenses) to be reimbursed by EPPD. Asset Forfeiture then sends a memo to the Assistant Chief in charge of Asset Forfeiture Confiscated Accounts requesting a check for the amount due as per the fax, together with a copy of the equitable sharing memorandum, and a complete copy of the hard copy of the case. The Assistant Chief will approve the request; payment will be made from the corresponding Federal confiscated funds account. The check will be presented to the Contact Person in the Asset Forfeiture Section. The contact person will make arrangements with the Equitable Sharing person at the United States Marshals Service to deliver the check. The U.S. Marshals Service will prepare the paperwork and title to the vehicle and will award them to EPPD at the time the check is delivered.
- E. A member from the United States Marshals Service will make arrangements with Asset Forfeiture to check the vehicle once a month to ensure that the vehicle is taken care according to the contract. A "Seized and Forfeited Monthly Maintenance Log" is kept in the vehicle and filled out each time the USMS representative evaluates the vehicle. The vehicle is started, moved, fluid levels checked, tire air checked, battery jumped or charged. The Fleet Manager is advised of any other necessary repairs needed to preserve the initial condition of the vehicle in accordance with the contract.
- F. Vehicles federally awarded to EPPD must be brought into the fleet for a minimum of two years. If the vehicle becomes inoperable, the Fleet Manager notifies Asset Forfeiture in writing and indicates the circumstances for non-compliance of the 2-year period. The Fleet Manager includes the memo to Asset Forfeiture, El Paso Police Department Inter-Office Memorandum with the information on the vehicle, the Major Repair Estimate, and a copy of the Blue Book value. The Fleet Manager also informs Asset Forfeiture of the recommended disposition of the vehicle.
- G. Asset Forfeiture contacts the United States Marshals Office-Equitable Sharing to request authorization for the recommended disposition. All paperwork is filed with the hard copy and Fleet Management is notified of the reply from the USMS. If the vehicle is sent to auction, Fleet Management notifies Asset Forfeiture in writing of the results of that auction and the proceeds are deposited into the corresponding federal forfeiture account. Asset Forfeiture contacts Budget and Finance to ensure that the proceeds are deposited correctly.

5.9 FEDERAL CURRENCY CASE AWARDS

The United States Marshals Service is mandated to transmit all equitable sharing payments through the use of Electronic Funds Transfer (EFT). The wire transfers provide pertinent information about the payments that are sent directly to the City's bank. The bank in turn electronically remits the transfer information to the City of El Paso – Comptroller's Office. However, the wire transfers do not include the

information needed by the Asset Forfeiture Section. Therefore, the Department of Treasury via Booth Management Consulting, LLC sends an email with the necessary information on the same day to the following email address: PDEQUITABLESHARING@ELPASOTEXAS.GOV

- A. The following personnel receive mail under the above email address:
 1. Asset Forfeiture
 2. Budget Coordinator in Budget and Finance-EPPD
 3. DID Commander, and
 4. Comptroller's Office.
- B. Asset Forfeiture prints out the copies of the emailed payments and copies the email into the Wire Transfers floppy disk. The information is cross-referenced between the Comptroller's verification, the email, the DAG-71, and the acknowledgement letter sent to the Chief's Office from the pertaining agency for correctness and proper distribution of funds. The pertinent and cross-referenced information is highlighted on these documents. The payment is entered into the automated data system and the printed copies are filed with the hard copy case. The case is removed from the Pending file and set aside awaiting documentation from the Comptroller's Office verifying receipt of payment. When Asset Forfeiture receives the verification of payment, the copy of the payment verification is filed in the hard copy case file and in turn placed in the closed files for the agency. The highlighted copies of the paperwork received from Comptroller's are the filed in the Wire Transfers Binder.

IDENTIFY VEHICLES

1. Verify VIN/License Plate Number/Make and Model
2. Check out Condition of Vehicle
3. Check Year - Preferably no more than 5 years old
4. Check Mileage - Preferably no more than 12,000 - 15,000 miles per year

Examples:

Vehicle 1: 1998 Ford F-150, 72,000 miles per odometer, good condition
Vehicle 2: 1998 Dodge Ram, 43,000 miles per odometer, terrible condition
Vehicle 3: 1994 Chevy Suburban, 120,000 miles per odometer, good condition
Vehicle 4: 1992 Mercedes Benz, 78,000 miles per odometer, great condition
Vehicle 5: 2000 Toyota Camry, 26,000 miles per odometer, good condition
Vehicle 6: 2000 Pontiac Grand Am, 10,000 miles per odometer, good condition

5. Get copies of MVA Records/Trace Titles

Examples:

Vehicle 1: Lien/Owes Bank of America \$1,200.00
Vehicle 2: No Lien/ Paid in Full/Salvage Vehicle
Vehicle 3: No Lien/False Compartment under seat/3rd party at wheel/not stolen
Vehicle 4: No Lien/Paid in Full/on loan to 3rd party
Vehicle 5: No Lien/False Registration
Vehicle 6: No Lien/Teenage Son Driving/Has a prior/Large of amount of marihuana

6. Get Bank Lien Holder Records
7. Interview Car Dealer for Sales Disposition on Questionable Sales
8. Interview Insurance Agents/ School Officials
9. Check Priors
10. Determine which vehicles to File for Asset Forfeiture. What would you do with the above vehicles?

Vehicle 1: 1998 Ford F-150, Good condition/too many miles for year/small lien/blue book value considerably higher than lien amount/consider lien, court costs, and life span. Looks good. Will file for Forfeiture after approval from the Assistant Police Chief. (Need approval to withdraw funds from the Confiscated Funds Account to payoff lien when vehicle is awarded)


Vehicle 2: 1998 Dodge Ram, No Lien/good mileage/looks terrible, but is repairable at minimum costs/salvage vehicle. Could go either way. In checking priors, we find this is the 1st time this vehicle has been picked up and it is for a small amount of cocaine. In this case, we release the hold on the vehicle. In checking priors, we find that this is the second time this vehicle has been picked up for large amounts of marihuana. File for Asset Forfeiture

Vehicle 3: 1994 Chevy Suburban, No lien/ Mileage is High/3rd party at wheel/ not stolen/ false compartment. Owner claims he loaned the vehicle to his cousin, friend, or son, and was unaware that he/she dealt in drugs. Good condition, mileage is high, but Suburbans are well built and have a high life span. However, the owner had to have known that his vehicle had a false compartment and was being used in narcotics trafficking. **File for Asset Forfeiture.**

Vehicle 4: 1992 Mercedes Benz, No Lien/great condition/ very low mileage for year/loaned vehicle to a 3rd party/was unaware that 3rd party was into drug trafficking until he was informed that he vehicle was being held. Even though we would have liked to keep this vehicle, we have to release the hold because the actual owner had nothing to do with this case. **Do Not File for Asset Forfeiture**

Vehicle 5: 2000 Toyota Camry, No Lien/good condition/mileage is low/false registration looks like a very good candidate for Asset Forfeiture, except for the false registration. We hold the vehicle awaiting someone to claim it, which is not possible, release the Asset Forfeiture hold, and transfer the vehicle and the case to Abandoned Auto to be to be carried under Litter of Abatement. This vehicle cannot be claimed because of the false registration; eventually it becomes property of the department.

Vehicle 6: 2000 Pontiac Grand Am, No Lien/ good condition/low mileage/large amount of marihuana/vehicle previously picked up for same offense. Vehicle is registered to parent. Parent bought vehicle for his/her son. We have proof from the insurance agent that the teenage son is the person insured on this car. In checking with school officials, we obtain proof that the son drives the vehicle to and from school and has a school-parking pass. Same person was arrested on the prior charge. In this case the son is the True Owner. **File for Asset Forfeiture**

 El Paso Police Department Financial Services Division Operations Manual	Chapter 6
Chapter 6: Independent Audit	Effective Date: 06/18/2007 Previous Version:

6.0 INDEPENDENT AUDIT


6.1 INDEPENDENT AUDIT

The Financial Services Division will arrange for an annual independent audit of the Department's fiscal activities through the City's Internal Auditor.



GRANTS DIVISION OPERATIONS MANUAL


(Revised 03/08/2021)

 El Paso Police Department Grants Division Operations Manual	Chapter 1
Chapter 1: Goals and Statements	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

1.0 GOALS AND STATEMENT OF PURPOSE

The Grants Division will provide sound financial management with best practices to promote efficient and effective use of El Paso Police Department grant funds

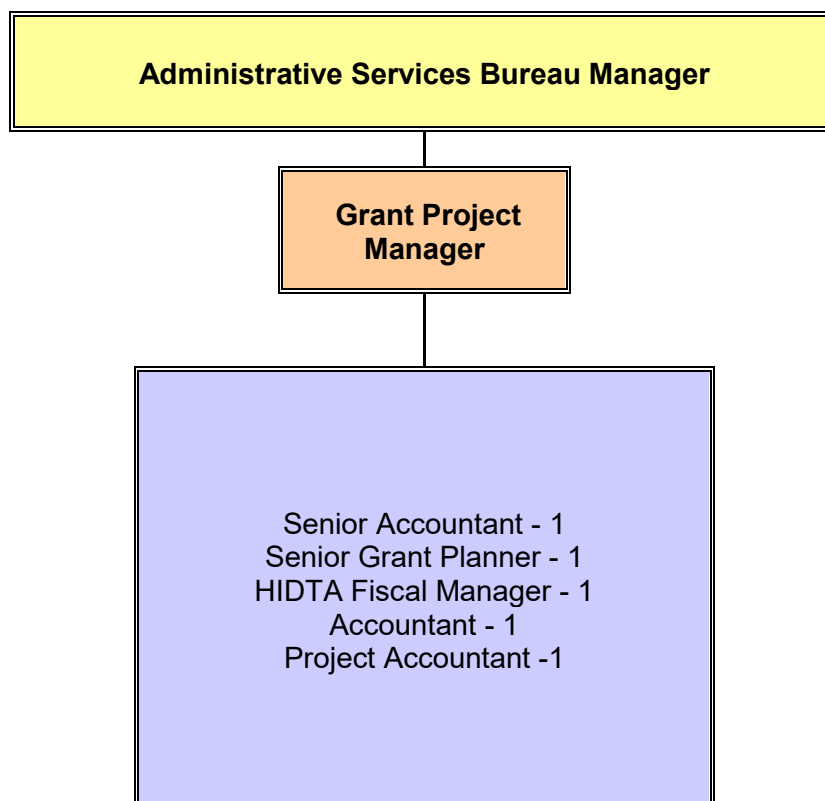
The El Paso Police Department monitors and maintains a number of state, local, private, and federal grants with general oversight from the Office of the Comptroller, Grants Administration Division (OTC/GAD). The El Paso Police Department Grants Division is one component of the Administrative Services Bureau and is responsible for seeking grant funding, preparing grant applications, monitoring programs to ensure grant compliance, accounting for expenditures, and preparing for audits. Throughout the grant process, the Grants Division will work closely with operational personnel known as Project Directors. Project Directors are responsible for the day-to-day management of the grant and its programmatic reporting. This document provides general guidelines that define the scope of work and levels of responsibilities, set standards for performance, and outline the procedures for the various components of grant administration.

 El Paso Police Department Grants Division Operations Manual	Chapter 2
Chapter 2: Staffing and Chain of Command	Policy Effective: 03/08/2021 Previous Version: 04/08/1999

2.0 STAFFING AND CHAIN OF COMMAND

The Grant Division is staffed at the direction of the Chief of Police and the Senior Grant Planner reports directly to the Administrative Services Director. The Grant Planner reports to the Senior Grant Planner and is responsible for grant submissions. The HIDTA Fiscal Administrator is grant funded and works solely on grants awarded by HIDTA. The Associate Accountant is responsible for all other non-HIDTA related grants. The Senior Office Assistant provides all office support to the Grants Division. Organizational Chart shown below.

**El Paso Police Department Grants Division
Organizational Chart**



2.1 GRANT PROJECT MANAGER RESPONSIBILITIES

General Duties. The Grant Project Manager is responsible for the oversight of the Grants Division. Specific duties include the following:

- A. Oversee all Grants Division staff
- B. Liaison with Office of the Comptroller (OTC) and Office of Management & Budget (OMB)
- C. Oversee grant activity and maintain accountability
- D. Coordinate grant projects with outside agencies
- E. Prepare for audits, monitoring visits, the annual audit, and conduct post-audit activities
- F. Serve as the focal point of grant compliance activities
- G. Review requests for reimbursement

2.2 SENIOR GRANT PLANNER RESPONSIBILITIES

- A. General Duties. The Senior Grant Planner works closely with the Project Director to ensure that applications, extension requests, and all grant related documents are processed in a timely manner. The Senior Grant Planner works with all granting agencies to ensure that grant related materials meet the standards put in place by the granting agency. The Senior Grant Planner is responsible for the following:
 1. Seek and identify potential funding sources and grants opportunities.
 2. Coordinate with Project Directors to plan grant application details.
 3. Prepare and submit grant applications.
 4. Prepare a timeline of grant deadlines to ensure timely submission.
 5. Liaison with the City Manager's Office, Legal Department, and City Clerk's Office.
 6. Disseminate information to all parties regarding grant updates, special conditions, or due dates.
 7. Act as a liaison with granting agencies.
 8. Ensure all grant paperwork has proper approvals and is submitted to granting agencies in a timely manner.
- B. Record Keeping. The Senior Grant Planner will create and maintain the Grant Administrative file folders for each individual grant. Grant Administrative files are organized from back to front and will include the following in each section.
 1. Application
 - a. Resolution
 - b. Request for Proposal
 - c. GIF Part A
 - d. Executive Summary
 2. Award letter
 - a. Grant agreement
 - b. GIF Part B
 - c. Employee Effort Certification (if applicable)
 3. Grant Modifications
 - a. Any changes/adjustments in the grant
 - b. Approval of change/adjustment
 4. Correspondence/Misc.
 - a. Audit engagement letters
 - b. Important emails

- c. Letters
- d. Signature Authorization Form
- e. Inventory
- f. De-obligated Funds Memo

2.3 ACCOUNTANT RESPONSIBILITIES

- A. General Duties. This section applies to the Senior Accountant, HIDTA Fiscal Administrator, Accountant, and Project Accountant. In addition to the duties below, the Senior Accountant will perform the supervisory duties of the Grant Project Manager when necessary to ensure the continuity of work.
 - 1. Responsible for the financial management and control of assigned grant funds.
 - 2. Ensure compliance with all grant conditions, directives, and applicable policies.
 - 3. Ensure requests for reimbursement follow all granting agency guidelines for properly reporting expenditures.
 - 4. Set up grant budgets and work closely with the Project Directors to ensure that funds are expended in a timely manner.
 - 5. Monitor, balance, and reconcile general ledger statements.
 - 6. Oversee the grant purchasing process and monitor contracts to ensure compliance with local, state, and federal guidelines and policies.
 - 7. Ensures that expenditures are reported accurately, and that all financial responsibilities associated with the acceptance of a grant- to include cash match and in-kind match- are met.
 - 8. Complete monthly activity reports and other reports to analyze expenditure trends.
 - 9. Research and generate reports to assist auditors.
 - 10. Perform yearly inventory count each July.
 - 11. Perform other related duties as required.
- B. Accounting. Grant accounting includes the following tasks and responsibilities:
 - 1. Review requisitions to ensure compliance with local policies.
 - 2. Review invoices for payment.
 - 3. Ensure proper accounting/posting of all expenditures.
 - 4. Monitor, balance, and reconcile general ledger statements.
 - 5. Ensure payroll expenditures post accurately after each pay period for civilian and uniformed personnel.
 - 6. Prepare journal entries as appropriate for the following:
 - a. Correct payroll-posting errors.
 - b. Move out unallowable costs.
 - c. Move in grant expenses that post to other funds (i.e. fuel).
 - 7. Verify expenditures charged to the grant are allowable per the grant award.
 - 8. Verify timely receipt of revenue after the request for reimbursement is submitted and follow up on any pending revenue not received timely.
 - 9. Prior to closing out a grant, verify that Revenue equals Expenses. If there are funds left unspent prepare a memo to OTC-Grants then prepare and submit a budget transfer to bring remaining budget to zero.
 - 10. Comply with OTC month-end and year-end deadlines.
 - 11. Comply with City of El Paso and El Paso Police Department policies and procedures.

- C. Documentation. Accounting personnel will create and maintain an electronic file folder under the X:\Grants drive on each individual grant. The electronic file will mirror the Grant Administrative file. Electronic files will include at a minimum:
1. Application
 - a. Resolution
 - b. Request for Proposal
 - c. GIF Part A
 - d. Executive Summary
 2. Award Letter
 - a. Grant agreement
 - b. GIF Part B
 - c. Employee Effort Certification (If applicable)
 3. Grant Modifications
 - a. Any changes/adjustments in the grant
 - b. Approval of change/adjustments
 4. Correspondence/ Miscellaneous
 - a. Audit engagement letters
 - b. Important emails
 - c. Letters
 - d. Signature Authorization Form
 - e. Inventory
 - f. De-obligated Funds Memo
 5. Reimbursements
 - a. Reimbursement packet
 - b. Reconciliation of expenses and revenues
 - c. Payroll
 - d. JEs
 6. Expenses and POS
 - a. Invoices
 - b. Contracts
 - c. Lease Agreements
 - d. Requisitions
 - e. Purchase Orders
 7. Budget Summary
 - a. Projections
 - b. Budget
 - c. Comparisons
 - d. NVision Reports
 - e. Budget Status
 8. Budget Transfers

2.4 ACCOUNTING PERSONNEL RESPONSIBILITIES

General Duties. This section applies to both the HIDTA Fiscal Administrator and Associate Accountant. The accounting personnel are responsible for the financial management and control of all grant funds. Funding awarded by each grant is allocated within the chart of accounts as established by the City. Personnel cost, to include overtime, are recorded through the KRONOS timekeeping system, calculated

by PeopleSoft HR and posted to budget on PeopleSoft Financials. The Payroll Section of the Department is responsible for insuring that hours worked are recorded and posted to the proper grant.

Accounting personnel work closely with the program manager to ensure that funds are expended in a timely manner. Accounting personnel advise the Senior Grant Planner that expenditures are reported accurately, and that all financial responsibilities associated with the acceptance of a grant are met. Accounting personnel work with Financial Services Department to reconcile all grant accounts and forward all required documentation to request reimbursement.

2.5 ACCOUNTING

Grant accounting includes the following tasks and responsibilities:

- A. Process requisitions and vouchers for payment
- B. Ensure proper accounting/posting of all expenditures
- C. Maintain equipment lists of all grant funded equipment. Equipment is inventoried by project managers to include tags, location and users.
- D. Fiscal Administrator/ Associate Accountant will ensure payroll expenditures are accurately posted. This will be done through the reconciliation of Agency Web and PeopleSoft Financials overtime reports after each pay period. The reconciliation will be done to verify that overtime charges are made to the appropriate account, grant or general funds.
In the instance of a network connection failure between the systems, the following process will take place:
Grant Program Managers will provide Fiscal Administrator/Associate Accountant with a report of uniform overtime worked during the pay period. The listing will include the pay period end date, the name of the grant, the officer's/employee's name, KRONOS ID number, date of the overtime worked, and total-grant funded overtime hours worked each day of the pay period. The report will be due by the end of the Monday after each pay period closes. Fiscal Administrator/ Associate Accountant will reconcile this report with PeopleSoft Financials records to verify that overtime charges are made to the appropriate account, grant or general funds.
- E. Prepare journal entries as appropriate. General Journal Entries will be prepared to correct errors in the accounting system. This would include expenditures charged to the grant in error or expenditures that are charged to another fund and not the grant.
- F. Monitor on a monthly basis all grant expenditures and retrieve all associated documents.
- G. Prepare monthly expenditure reports for each grant

2.6 RECORD-KEEPING (ACCOUNTING PERSONNEL)

Accounting personnel will create and maintain, in addition to the Administrative file folder, a Backup file folder on each individual grant. Grant Backup files will include at a minimum:

- A. Copies of purchase orders and/or requisitions for inventory and documentation
- B. Payroll details to include overtime slips and payroll reports as required
- C. Travel request forms and all associated travel financial documentation
- D. Journal entries
- E. Vouchers for payment


2.7 SENIOR OFFICE ASSISTANCE RESPONSIBILITIES

General Duties. The Senior Office Assistant is responsible for the daily office duties as required. Include organizing Administrative and Backup files, as well as all other grant related files. Coordinating all office mail and correspondence, maintains inventory of and orders office supplies. Researches grant funding opportunities and forward those possible-funding opportunities to the Grant Planner for review. Provides assistance with minor accounting duties as needed. Provides program managers with budget details, which are compiled by accounting staff on a monthly basis. Provides notification to project managers of Programmatic Report deadlines. Maintains spreadsheet with all Programmatic Report deadlines and report types. Compiles all Grant Division activities required for weekly status report. Delivers all grant related paperwork to City Hall departments for approvals. The Senior Office Assistant works closely with the Grants Division staff to ensure that all grant related materials are maintained in an organized fashion.

2.8 POSTING

Grant posting includes the following tasks and responsibilities:

- A. Record due dates for all grant required Progress reports to the Programmatic Report spreadsheet
- B. Weekly status report data, including: number of grants researched and identified
- C. Convey most recent budget information to program manager on a monthly basis
- D. Post basic accounting records

 El Paso Police Department Grants Division Operations Manual	Chapter 3
Chapter 3: Grant Administration Process	Policy Effective: 03/08/2021 Previous Version: 12/04/2008

3.0 GRANT ADMINISTRATION PROCESS

3.1 IDENTIFYING FUNDING SOURCES

The Grant Division identifies grant opportunities and applications through a variety of sources. Division staff research funding opportunities on a daily basis, primarily through eCivis, Federal Registry, Grants.gov or Fedgrants. The City’s Grant Division also forwards information regarding upcoming grants opportunities. Additionally, the Senior Grant Planner and Grant Planner conduct research to pursue funding for specific department projects and to meet the department’s strategic goals.

3.2 PREPARE APPLICATIONS

Once a grant opportunity is identified, the Senior Grant Planner organizes a working committee to complete all necessary steps to ensure grant submittal by deadline.

- A. If contacted by individuals within the Police Department to assist in the preparation of a grant application, the Senior Grant Planner or Grant Planner will attend all meetings and assist as needed in developing the program and preparing the problem statement, program description (detail and summary), budget detail, and all associated forms.
- B. If the Senior Grant Planner receives a completed or semi-completed grant application, a complete review will be made of the application and contact made with the program manager to review and discuss the details.

3.3 ON-LINE APPLICATIONS

Many grant agencies are moving toward on-line grant processes. The procedures for applying for a grant on-line are basically the same as detailed above, with a few exceptions. Since there is no actual application form, copies of each completed page of the on-line application must be printed and submitted instead. No signatures are required on the forms.

Note: On-line application may not be submitted until approval to do so is obtained from the mayor and city council or city manager.

3.4 FORMS

All required forms must be completely and accurately prepared prior to submission for City Council approval, if applicable. To assist in completing some of the more common forms, the below definitions and information is provided:

ORI Number: TX07102
Congressional District: 16th Congressional District
Fiscal Year: September 1 through August 31

Program Manager:	The person within the Police Department who will be responsible for managing the grant
Financial Officer:	Deputy City Manager
Chief Law Enforcement Official:	Chief of Police
Agency or Government Official:	Mayor or City Manager

The City of El Paso contracts for both state and federal lobbying activities. Information regarding current lobbyists can be obtained from the City's Grant Coordinator.

3.5 SPECIAL NOTATIONS

Some grant applications have special requirements that the City Attorney's Office must be made aware of. Examples of special requirements are:

- A. Additional original signed copies required
- B. Signatures must be in blue ink
- C. Mayor's, not the Mayor Pro-Tem's, nor the City Manager's signature required
- D. Special language is required in the Resolution
 - 1. Unused or misused funds will be returned to the grantor
 - 2. Supplanting language
- E. Grant can be extended upon request
- F. On-line application/acceptance

3.6 SUBMIT GRANT APPLICATION

The Senior Grant Planner is responsible for ensuring that all forms and requirements are met and that all information is accurate. The following steps are followed for all grant applications:

- A. Assemble the application following all instructions and ensuring that all required documents are included and filled out completely and accurately
- B. Review all narratives for correct grammar, spelling and punctuation and to ensure that all thoughts are clearly expressed and easy to understand
- C. Ensure narratives fully address all grant requirements
- D. Check all budget numbers for accuracy, ensure all entries are mathematically correct
- E. Mark each page requiring the Mayor's or City Manager's signature with a yellow, one inch wide "SIGN HERE" adhesive strip (do not mark Assistant City Attorney's signature line)
- F. Type the verbiage below, including a signature line, on each page requiring the Mayor's or City Manager's signature:

Approved as to form:

Attorney's Name, Assistant City Attorney

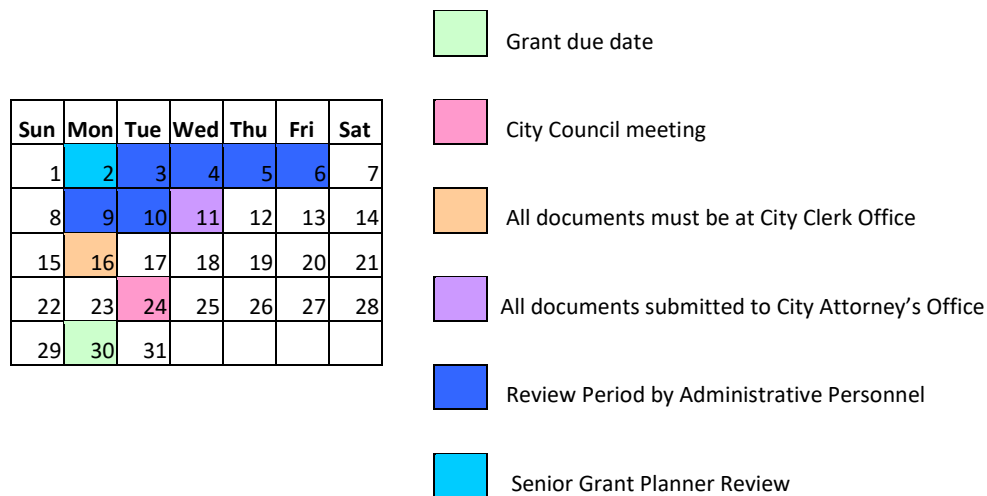
- G. Obtain Police Chief's signature, if required
- H. Prepare an Agenda Item Department Head's Summary Form (required for all grants)
- I. Prepare a Grants Information Application Form (GIAF) (required for all grants)
- J. Send the original and one extra copy (when required) to the Police Department's liaison in the City Attorney's Office:

1. Ensure all pages requiring Mayor's or City Manager's signature are appropriately marked designating the signature line
 2. Include a memo to the Assistant City Attorney for use in preparing the Resolution. The memo should include:
 - a. Name of the grant and grantor
 - b. Brief explanation of the purpose of the grant and how it will be used
 - c. Total amount of the grant
 - d. Any matching or in-kind funds and the source of any matching or in-kind funds including the entire account number
 - e. Special instructions or requirements
 - f. If known, whether the grant can be extended
- K. Retain file copy
- L. The grant approval process, when placement on City Council Agenda is required, consists of the following:
1. The assembled Grant packet includes: the original grant application, the Grant Information Application Form (GIAF), the Summary Agenda, Form, and the Resolution
 2. An electronic version of the Grant packet must be forwarded to the City Attorney's Office before the signature process is initiated for comments and review
 3. The grant packet must include appropriate signatures as described below:
 - a. Signature of Chief of Police where required
 - b. Signature of City's Grant Coordinator on GIAF
 - c. Signature of Budget Analyst on GIAF (only when a cash match is required)
 - d. Forward to City Attorney's Office for approval
 - e. After approval from the City Attorney's Office grant documents are forwarded to the City Manager for signature
 - f. The Mayor's signature must be secured if required by the funding agency
- M. The grant approval process, when placement on City Council Agenda is not required, consists of the following:
1. The assembled Grant packet includes: the original grant application, the Grant Information Application Form (GIAF), and the Summary Agenda Form
 2. An electronic version of the Grant packet must be forwarded to the City Attorney's Office before the signature process is initiated for comments and review
 3. The grant packet must include appropriate signatures as described below:
 - a. Signature of Chief of Police where required
 - b. Signature of City's Grant Coordinator on GIAF
 - c. Forward to City Attorney's Office for approval
 - d. After approval from the City Attorney's Office grant documents are forwarded to the City Manager for signature
- N. After the City Council meeting, coordinate receipt of signed grant documents from City Clerk's Office. Note: City Clerk's Office will file all original documents. If the granting agency requires original signatures, additional copies as required should also be included in signature process
- O. Make a copy of the complete signed grant for the file; forward a copy of the grant to program manager
- P. Following all instructions provided by grantor (address, number of copies, etc.) submit grant.
NOTE: to ensure receipt, send via federal express

3.7 DEADLINES

Grant deadlines are critical and must be met without exceptions. The deadline is always included in the grant Notice of Funding Availability or Grant Application Instructions. To calculate working timetables, it is best to first calculate the minimum allowable timeframes working backwards from the grant due date as follows:

- A. First, identify the City Council meeting date that will best meet the due date. Be sure to include a minimum of two days to obtain the Mayor’s signature and one day for overnight delivery.
- B. For placement as a regular item on City Council agendas, both electronic and hardcopy items must be received by the City Clerk no later than 3:00 pm on Monday of the previous week.
- C. For the signed Summary Agenda and Grant Information Application Forms (required before an item can be placed on City Council agenda) to reach the City Attorney by noon on the previous Wednesday, it must first be signed by the Chief of Police, Budget Analyst (when required) and City Grant Coordinator.
- D. All documents must first be signed off by the City Attorney’s Office before being submitted to the City Manager for signature approval.
- E. Ideally, a grant due on the 30th would have to be submitted and ready for approval by the City Attorney’s Office no later than noon on the 11th (see calendar below).



- F. This represents the minimum timeframes to ensure a grant reaches its intended destination on time. If at all possible, at least one additional week should be added to allow time for error correction, obtaining additional required information, or otherwise ensuring that a complete and accurate package is submitted to the grantor.

3.8 AWARDS AND ACCEPTANCE

The Mayor may accept Grant awards with approval from City Council or the City Manager. Upon receipt of a grant award document, the following steps should be taken:

- A. Review all documents for accuracy

- B. If any personnel changes have occurred between the time of the grant application and the award, such as a change in program manager, financial officer, law enforcement executive , or mayor:
 - 1. Prepare a change of authorized official form and submit to the grantor
- C. Contact grantor to discuss any discrepancies and how to make minor corrections on the document, such as misspelling of names, etc.
- D. Type City Attorney's approval line on any pages requiring the Mayor's or City Manger's signature as follows:

Approved as to form:

Attorney's Name, Assistant City Attorney

- E. If the grant award notification is made on-line, forward a copy of the award notification to all concerned parties.
- F. Mark original award document requiring the Mayor's or City Manager's signature with a yellow, one inch wide "SIGN HERE" adhesive strip.
- G. Upon receipt of the signed original, place one copy in the file, send one copy to the program manager and forward the original, as instructed, to the grantor
- H. Accounting personnel contacts Financial Services to set up an account number
- I. Once the account number is established, accounting personnel prepares a budget transfer to set up the grant under the terms of the award document
- J. Request a staffing table increase and personnel requisition(s) if the grant funds new position(s)
- K. Coordinate with the program manager and Human Resources Department for the hiring of any contract employees positions.

3.9 PROJECT MANAGER

Once the grant is awarded and a budget established, the Grants Division assumes the role of liaison with the program manager. Below is a list of responsibilities included in this task:

- A. Arrange an initial meeting with grant program manager to discuss overall grant guidelines and requirements; to include, financial guidelines, procedures and approval process.
- B. Verify on a monthly basis if program managers are still assigned to particular grants, if there is a change, the Grants Section will arrange an initial meeting with the new program manager to discuss items as noted in Section A, continue this process until expiration of grant.
- C. Conduct meetings with program managers to review status of grants, expenditures, activities, etc.
- D. Assist with preparing requests for purchase.
- E. Assist Human Resources in filling grant funded positions and employment contracts.
- F. Work with City Attorney's Office to prepare and process any Memoranda of Understanding or Interlocal agreements if required.
- G. Ensure compliance with grant guidelines and conditions.
- H. Keep program managers apprised of guidelines, due dates; to include a monthly report outlining grant programmatic report due dates and providing programs managers reminder notices 10 days prior to a programmatic report deadline.
- I. If needed and available, apply for grant extension and/or fund reprogramming to ensure that all funds can be expended.

3.10 EXTENSION AND REPROGRAMMING REQUESTS

While most grants can be extended, it is not recommended. Grant extensions may postpone the award of a subsequent grant or create overlapping grant periods, which result in managing multiple grant projects. Also, there is no guarantee that a request for extension will be approved. Due to the potential consequences of requesting extensions, such requests must be submitted in a timely fashion. This process emphasizes the need to work closely with Project Directors.

- A. If it is known at the time, the application is submitted that an extension is possible, that information should be provided to the City Attorney's Office with the grant application for inclusion in the resolution. If such language is not included, an item must be placed on the City Council agenda authorizing the Mayor or City Manager to request the extension.
- B. Signed extension requests are forwarded to the granting agency with a copy maintained in the file. Extensions are not effective until official notification is received from the granting agency.
- C. If a grant cannot be extended, certain grants allow the reprogramming of funds. The granting agency will advise if and how this can be accomplished.

3.11 AUDITS, MONITORING VISITS, AND ANNUAL AUDIT


When notification of an upcoming audit or monitoring visit is received, the Grants Division will:

- A. Notify Project Directors of the scheduled audit activity.
- B. Attend all entrance and exit meetings with auditors.
- C. Provide auditors with requested reports, forms, and information prior to their arrival.
- D. Facilitate the examination of grant records and financial accounts during the auditors on site review.
- E. Follow up on audit findings and recommendations to include the implementation of corrective action.



HUMAN RESOURCES DIVISION OPERATIONS MANUAL

(Revised on 10/11/2022)

 El Paso Police Department Human Resources Operations Manual	Chapter 1
Chapter 1: General Provisions	Policy Effective: 09/29/2021 Previous Version: 07/28/2010

1.0 GENERAL PROVISIONS

1.1 UNIT'S PURPOSE

The PD Human Resources Division of the El Paso Police Department is a vital part of the Police Department. The Division performs personnel functions related to the development and continual current operations as well as the future plans and direction of the Department. It effectively achieves and maintains a fully staffed Police Department and performs or addresses any personnel issues that arise.

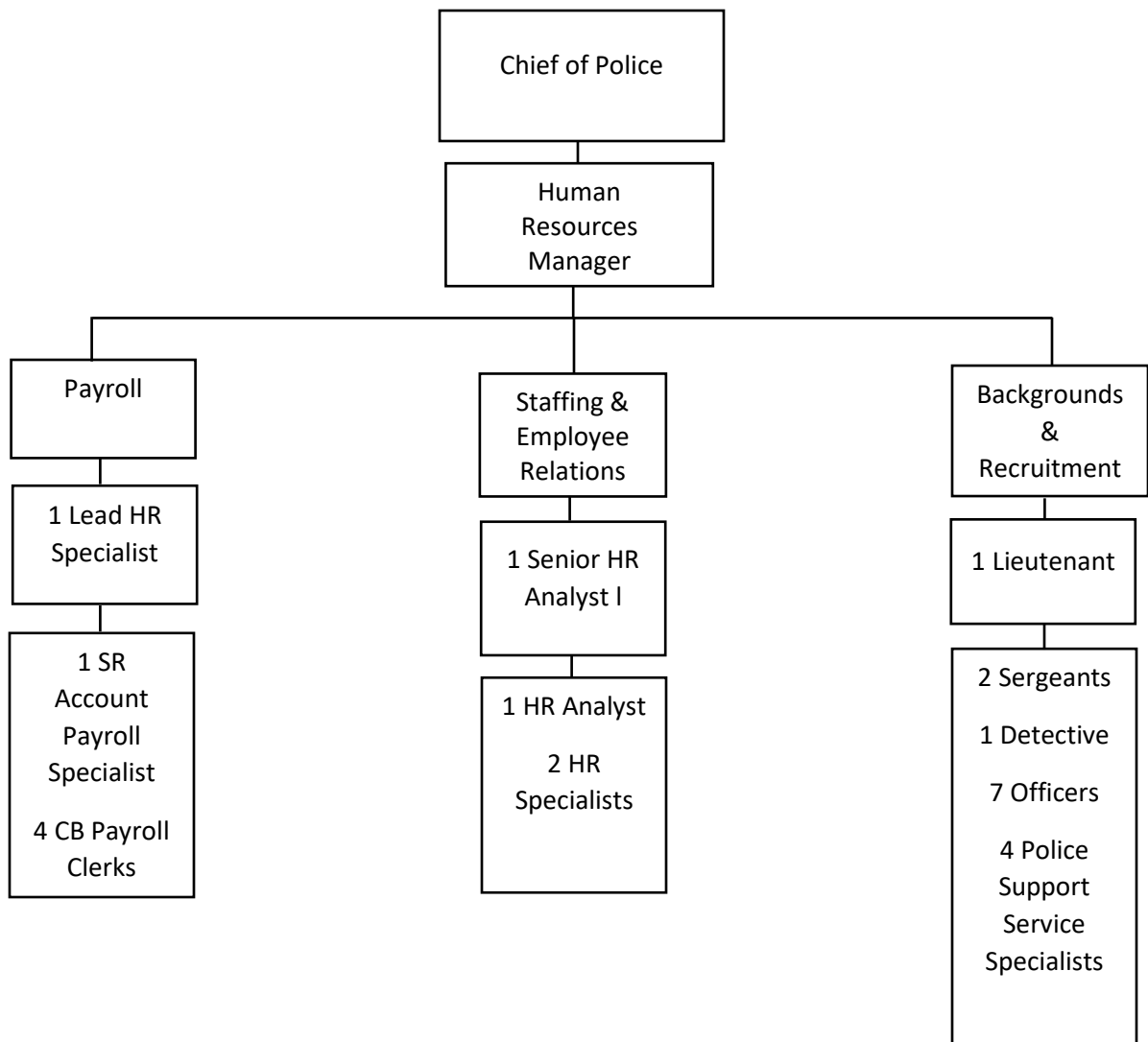
1.2 MANUAL

The Department's Procedures Manual will take precedence over the PD Human Resources Manual should a conflict arise in policy and/or procedure.

- A. **Manual Objective.** The Operation Manual of the PD Human Resources is an official instrument of the El Paso Police Department and is intended for use by all employees of the Division.
- B. **Distribution of Manual.** All personnel assigned to the PD Human Resources Division will receive a copy of this Operations Manual when assigned to the Division. It is the employee's responsibility to familiarize themselves with its contents.
- C. **Updating and Revising.** The responsibility for updating and revising this Manual will be done periodically by the Senior Human Resources Analyst, or designee.
- D. **Manual Confidentiality.** The contents of this Operational Manual should be regarded as confidential and are not for general distribution to the public.

1.3 ORGANIZATIONS AND STAFFING

The Chief of Police directs the PD Human Resources Division. The Division is staffed at the direction of the Chief of Police.



1.4 SUPERVISORY PERSONNEL DUTIES

- A. Senior Human Resources Analyst. This individual is responsible for all activities and discipline of the Division. Duties include, but are not limited to, the following.
1. Performs duties and responsibilities assigned by PD Human Resources Manager
 2. Plans, coordinates, and supervises the recruitment and examination functions for all sworn and civilian personnel
 3. Performs organizational studies, personnel analysis, performance improvement studies, and operational audits
 4. Composes technical reports that reference these studies showing deficiencies and problem areas with recommendations for improvements
 5. Trains, motivates, and evaluates assigned staff
 6. Reviews progress and quality of work assignments and direct changes as needed
 7. Prepares or reviews all correspondence that is generated by the Division

8. Reviews Pay Above requests before submitting to City HR
 9. Interprets and researches Department policies, rules, and regulations
 10. Performs timekeeping functions
 11. Maintains PD Human Resources Division files
 12. Prepares performance evaluations
 13. Conducts periodic inspections of the assigned equipment and work areas
 14. Maintains a liaison with other Divisions within the Department as well as City HR
 15. Requests via the Chief Financial Officer for approval to fill and open recruitments
 16. Assists to send approval to fill to City HR
 17. Manages the section's Budget and affiliated functions
 18. Organizes Assessment Center activities
 19. Manages reclassification submittals
 20. Manages Uniformed Sworn Transfers
 21. Attends Oral Boards
 22. Maintains up to date Position Analysis and Vacancy reports
 23. Employees Relations
 24. Assumes duties of the HR Division Manager if absent
- B. Lead HR Specialist (Payroll Supervisor) This individual is responsible for all activities and discipline of the Payroll section. Duties include, but are not limited to, the following.
1. Performs duties and responsibilities assigned by PD Human Resources Manager
 2. Enforces department policy and procedure
 3. Supervises a variety of human resources functions in the payroll section
 4. Assists in the development and creation of section plans, programs, policies, and procedures
 5. Identifies opportunities to modify section procedures as well as remedial and preventive training
 6. Supervises the planning and coordination of multiple payroll activities, audits, and inspections such as documents, forms, audits, supervisor logs, performance documents; check for completeness, accuracy, inconsistencies, errors, omissions, and directs changes as needed
 7. Assesses and analyzes data for payroll duties
 8. Identifies additional resources for information
 9. Interprets Department police contract, policies, rules, and regulations
 10. Performs timekeeping functions
- C. Backgrounds and Recruiting Lieutenant. This individual is responsible for all activities and discipline of the Backgrounds and Recruiting section. Duties include, but not limited to, the following.
1. Performs duties and responsibilities assigned by PD Human Resources Manager
 2. Enforces Department policy and procedure
 3. Supervises a variety of human resources functions in the areas of background investigations, recruiting, reinstatements, and retention
 4. Assists in the development and creation of section plans, programs, policies and procedures.
 5. Identifies opportunities to modify department, division, or section procedures as well as remedial and preventative training
 6. Supervises the planning and coordination of multiple background investigations, audits and inspections

7. Assesses and analyzes data and applicant's background information to make hiring recommendations
 8. Identifies additional resources for obtaining applicant background data and/or information
 9. Reviews multiple documents and applicant packets, including but not limited to, completed background forms, surveys, audits/inspection reports, supervisors logs, performance documents; checks for completeness, accuracy, inconsistencies, errors, omissions, and falsifications
- D. Recruiting Sergeant. This individual is responsible for all activities and discipline of the Recruiting Section. Duties include, but are not limited to, the following.
1. Performs duties and responsibilities assigned by the Backgrounds & Recruiting Lieutenant
 2. Ensures officer daily response to applicant hiring process emails/phone calls/office visits
 3. Drafts content of recruiting-related social media posts for submittal to PIO
 4. Drafts content of JoinEPPD.com for submittal to IT
 5. Assists background sergeant with Personal History Statement (PHS) intake and assignment
 6. Creates hiring process schedules (written test and job simulation examination)
 7. Supervises written test packet production and results archiving
 8. Supervises police written exams and job simulation testing
 9. Recommends acquisition of recruiting supplies, materials, and promotional items
 10. Supervises the storage and distribution of recruiting supplies, materials, and promotional items
 11. Supervises recruiting events, activities, and job fairs
 12. Conducts officer rehearsals for recruiting events, activities, and job fairs
 13. Strategizes and recommends department recruitment plans and options
 14. Supervises Post Accident, Post Firearm Discharge, Reasonable Suspicion, and Mandatory Drug Testing programs
 15. Inspects drug testing digital and physical records monthly
- E. Background Investigations Sergeant. This individual is responsible for all activities and discipline of the Background Investigations section. Duties include, but are not limited to, the following.
1. Performs duties and responsibilities assigned by the Backgrounds & Recruiting Lieutenant
 2. Supervises Personal History Statement (PHS) intake and background investigator assignment
 3. Supervises background investigations initiated and status in applicant tracker
 4. Ensures investigation work load is evenly distributed amongst background investigators
 5. Supervises background completion status and deadlines
 6. Schedules academy preview days and ride-along
 7. Manages applicant appointment schedules (fingerprinting, medical, drug screen, and psychological evaluation)
 8. Supervises the transfer of police trainee credential records to the PD Training Division

1.5 HUMAN RESOURCES STAFF DUTIES

- A. Human Resources Analyst. Duties include, but are not limited to, the following.
 - 1. Performs duties and responsibilities assigned by PD Human Resources Manager or Sr. HR Analyst
 - 2. Supervises the recruitment and examination functions for all sworn and civilian personnel
 - 3. Performs recruitment/examination functions for Sworn and Civilian candidates
 - 4. Maintains bibliographies for detectives/sergeants/lieutenants
 - 5. Works with subject matter expert's in the test creation for detective/sergeant/lieutenant recruitments
 - 6. Oversees the administration of exams for all Sworn and Civilians positions
 - 7. Reports back to all Open Records Requests
 - 8. Sends 'approve to fill' to City HR and 'approve to fill & approve to open' to the Chief Financial Officer
 - 9. Prepares Pay Above requests to submit to City HR
 - 10. Trains, motivates, and evaluates assigned staff
 - 11. Reviews progress and quality of work assignments and directs changes as needed
 - 12. Prepares or reviews some correspondence that is generated by the Division
 - 13. Interprets and research Department policies, rules, and regulations
 - 14. Performs timekeeping functions of assigned personnel
 - 15. Maintains PD Human Resources Division files
 - 16. Prepares performance evaluations
 - 17. Maintains a liaison with other Divisions within the Department as well as City HR
 - 18. Helps prepare for Assessment Center activities
 - 19. Back up for Uniformed Sworn Transfers
 - 20. Back up attending Oral Boards
 - 21. Back up for Senior HR Analyst
- B. Human Resources Specialist. Duties include, but not limited to, the following.
 - 1. Prepares human resource documents for new employees to include notarizing required documents, such as waivers and affidavits
 - 2. Schedules appointments for ID Photographs
 - 3. Reviews background packets for completeness/accuracy and notarizes when necessary
 - 4. Schedules fingerprint appointment for internal and external applicants
 - 5. Responds to requests for information
 - 6. Answer phones and provide information to the general public, applicants, employees, and other city departments
 - 7. Extends job offers and update NEOGOV accordingly
 - 8. Sends out reminders of upcoming performance evaluation due dates on a monthly basis
 - 9. Sends out reminders of past-due performance evaluations on a monthly basis
 - 10. Enters Performance Evaluations in PeopleSoft and provides a copy to Chiefs Office (original forwarded to City HR)
 - 11. Picks up Service Awards on a monthly basis and sends out a notification to supervisors for distribution
 - 12. Sends out reminders of service awards that have not been picked up
 - 13. Identifies non-uniform personnel monthly for mandatory training sent out by City HR
 - 14. Reviews applications/update NEOGOV throughout various steps of the exam plan
 - 15. Researches personnel records to compile eligibility and seniority/veteran points

16. Proctors and monitors written exams/send out notices/scan and upload scores/create an eligible list
17. Assists with compiling rosters sign-in sheets for written, job simulations, Personal History Statements/Academy Preview days
18. Sends out notifications of background results and retain an electronic copy
19. Compiles/updates/tracks weekly recruiting reports
20. Miscellaneous clerical functions as needed such as memos, spreadsheets, etc.

1.6 PAYROLL STAFF DUTIES

- A. Senior Accounting Payroll Specialists. This individual is responsible to assist all activities with the lead human resources specialist. Duties include, but are not limited to, the following.
 1. Performs duties and responsibilities assigned by the lead human resources specialist
 2. Performs and verifies all aspects of payroll
 3. Performs and verifies FMLA and non FMLA documents completion
 4. Assists to ensure work load is evenly distributed amongst Payroll staff
 5. Performs and verifies workers comp completion status and deadlines
 6. Assists management of the payroll staff
 7. Verifies and prepares dual Department payroll for accuracy and provides related human resources support
 8. Interprets and adheres to collectively bargained agreement, associated memorandums, Fair Labor Standards Act (FLSA), FMLA, civil service rules and regulations, city administrative policies, and directives for relevance to additions, changes, and deletions affecting pay
 9. Verifies and submits workers comp for employees with accuracy for compensation and keep track of all active employees out on workers comp
 10. Maintains intricate payroll reports to track workers comp, missing documentation, employee leave status such as FMLA, Leave of Absence (LOA), Covid 19, transitional duty and military
 11. Researches and prepares retroactive pay, personal action forms, travel requests, employment verifications
 12. Trains new payroll staff and new supervisors in all aspects and duties of payroll procedures to include KRONOS, PeopleSoft, LEMS system and Agency Web
 13. Runs reports and queries to retrieve information related to payroll procedures
 14. Answers phones, composes and types correspondence, and performs other miscellaneous clerical duties as assigned
 15. Answers questions and provides information. Conducts general administrative support research by gathering information from files and prepares documenting paperwork or forms as needed
- B. Collective Bargaining Clerk. Duties include, but are not limited to, the following.
 1. Verifies and prepares dual Department payroll for accuracy and provides related human resources support
 2. Interprets and adheres to collectively bargained agreement, associated memorandums, FLSA, FMLA, civil service rules and regulations, city administrative policies, and directives for relevance to additions, changes, and deletions affecting pay
 3. Verifies and submits workers comp for employees with accuracy for compensation and keeps track of all active employees out on workers comp

4. Maintains intricate payroll reports to track workers comp, missing documentation, employee leave status such as FMLA, LOA, Covid 19, transitional duty and military drill/deployment status
5. Researches and prepares retroactive pay, personal action forms, travel requests, and employment verifications
6. Trains new payroll staff and new supervisors in all aspects and duties of payroll procedures to include KRONOS, PeopleSoft, LEMS system and Agency Web
7. Runs reports and queries to retrieve information related to payroll procedures.
8. Answers phones, composes and types correspondence, and performs other miscellaneous clerical duties as assigned
9. Answers questions and provides information. Conducts general administrative support research by gathering information from files and prepare documenting paperwork or forms as needed

1.7 BACKGROUND AND RECRUITING STAFF DUTIES

- A. Polygrapher (El Paso Police Department Sworn Peace Officer). Duties include, but are not limited to, the following.
 1. Under direct supervision, investigates allegations against department employees, prepares appropriate documents and administers polygraph examinations for administrative and criminal cases as required
 2. Conducts Polygraph examinations, assesses results, and reports findings for police officer and police trainee applicants
 3. Prepares detailed polygraph reports based upon an examination, objective analysis and evaluation of facts
 4. Plans and manages multiple, simultaneous, investigations and polygraph examinations
 5. Prepares investigation summaries, polygraph reports, and organizes all investigative material in accordance with established procedures/requirements
 6. Recommends additional investigation and/or surveillance of applicants based on polygraph results
 7. Administers thorough polygraph exams and investigations; shows a genuine concern for all the issues/parties involved
 8. Reviews several types of documents (including but not limited to) completed background forms, surveys, audits/inspection reports, supervisors logs, performance documents; check for completeness, accuracy, inconsistencies, errors, omissions, and falsifications
 9. Assesses and chooses appropriate solutions from a variety of alternatives; makes judgments and modifies the course of investigations or polygraphs based on rapidly changing information
 10. Adapts to changing work schedules and can be placed on 24-hour call out status
 11. Obtains polygraph license within six months of appointment; maintains license throughout commitment period
- B. Background Investigator (El Paso Police Department Sworn Peace Officer). Duties include, but are not limited to, the following.
 1. Performs duties and responsibilities assigned by the Backgrounds & Recruiting supervisors

2. Conducts detailed, confidential, background investigations used as the basis for police trainee hiring including, but not limited to, the following functional areas: employment, education, military, driving record, drug usage, credit and financial History, social history
 3. Conducts background investigations for non-uniformed civilian hires, outside contract workers, and 911 Operators
 4. Conducts objective, fact-finding background investigations resulting in an accurate record of the applicant's past conduct and behavior
 5. Confirms personal records, admissions, statements, and history by reviewing, researching, and verifying the applicant Personal History Statement (PHS)
 6. Prepares detailed comprehensive background investigation reports based upon an examination, objective analysis, and the evaluation of facts contained in the applicant's PHS
 7. Summarizes facts about events or situations from the PHS so that they make sense on paper and are easily understood by Human Resources, Academy Staff, and police executives
 8. Corroborates the truthfulness and accuracy of submitted PHS information via computer database research and verifies with other agencies and law enforcement jurisdictions, including but not limited to the military, state agencies, National Crime Information Center, and federal agencies
 9. Makes decisions based on departmental policy, state and federal laws, and regulations to disqualify applicants from the hiring process based on Criminal Justice Information System Rules and Regulations
 10. Organizes and participates in the Chief's Selection Committee Oral Board
 11. Produces investigative products and services, for use by the City of El Paso, the El Paso Police Department, TCOLE, and the Texas Department of Public Safety in order to maintain the public trust regarding the hiring process of the department
- C. Police Support Service Specialist (PSSS-Civilian). Duties include, but are not limited to, the following.
1. Performs duties and responsibilities assigned by the Background and Recruiting supervisors
 2. Conducts background investigations as assigned by the Background sergeant

1.8 CHAIN OF COMMAND

All personnel assigned to the PD Human Resources Division will adhere to the Chain of Command. Exceptions must be justified and are listed in the Procedures Manual in Section Extenuating Circumstances.

1.9 GENERAL DUTIES OF THE OIC


An officer in charge (OIC) acts in the capacity of the delegating manager/supervisor during the absence of that manager/supervisor. Accordingly, the OIC assumes the authority and responsibility of the delegating manager/supervisor and must act accordingly.

- A. The OIC will normally be a senior employee; however, the delegating manager/supervisor's first consideration will be to ensure that the best-qualified person is in charge during the absence. Some of the more frequent duties to be performed include.
 1. Making daily assignments
 2. Completing and forwarding all required paperwork on incidents necessitating such documentation

3. Perform timekeeping functions
4. Handle any other administrative duties that may arise which cannot wait until the manager/supervisor is present

1.10 CONDUCT OF PERSONNEL

Personnel assigned to the PD Human Resources Division will conduct themselves in a professional manner while performing their duties and will diligently adhere to the Department's Code of Ethics as prescribed in section Ethical Standards of the Procedures Manual.

 El Paso Police Department Human Resources Operations Manual	Chapter 2
Chapter 2: Human Resources Division	Policy Effective: 09/29/2021 Previous Version: 07/28/2010


2.0 HUMAN RESOURCES DIVISION

2.1 PERSONNEL MANAGEMENT

The PD Human Resources Division is the focal point for the Department in matters pertaining to Human Resource issues. The division is responsible for the acquisition of all personnel and serves as the Department’s Liaison with the City’s Human Resources Department (HR).

2.2 PD HUMAN RESOURCES DUTIES AND FUNCTIONS

- A. Promotions. All policies and procedures used for promotions for sworn and civilian positions are conducted in accordance with the Articles of Agreement, the Civil Service Rules and Regulations of the City of El Paso, and from direction provided by the City’s Human Resource department or legal department. All promotional and testing materials will be stored in a secure area accessible only to persons authorized by the division supervisor.
- B. New Hires. New hires are assigned a new position number at the command to which they are appointed.
- C. New Civilian Hires. A request to fill a civilian vacancy is sent through the chain of command from the commander or civilian manager. Upon approval, PD Human Resources will submit approval to fill to HR. PDHR will submit approval to fill and open recruitment to the Chief Financial Officer. Upon approval, PD Human Resources will conduct recruitment and/or provide the hiring supervisor with a list of eligible candidates so that the hiring supervisor can schedule and conduct interviews. After the interviews are held and a selection is made, PD Human Resources will forward the selection to HR for final processing. All new civilian employees are scheduled for processing at PD Human Resources.
- D. Job Requisitions. A requisition will be made via the People Soft system whenever a vacancy occurs for any civilian or sworn position except “Officer”. PD Human Resources maintains, tracks, and updates all vacancy reports and all pending requisitions. The report is available to the El Paso Police Department’s Human Resources Division Manager on a weekly basis.
- E. Testing. The Department’s Human Resources Analyst and Human Resources Specialists will work in conjunction with representatives from Human Resources in the recruitment and testing of all positions exclusive to the Department.

 El Paso Police Department Human Resources Operations Manual	Chapter 3
Chapter 3: Police Department Selection	Policy Effective: 04/22/2022 Previous Version: 09/29/2021

3.0 POLICE DEPARTMENT SELECTION

3.1 POLICY

It is the policy of the El Paso Police Department to maintain an efficient and effective workforce by recruiting, selecting, and retaining capable, qualified applicants through a fair, nondiscriminatory selection process that is reflective of the job requirements of police officers. This shall be accomplished in accordance with established Texas Commission on Law Enforcement (TCOLE) rules and regulations, City of El Paso Civil Service Rules and Regulations, Equal Employment Opportunity Commission (EEOC), and Americans with Disabilities Act (ADA) guidelines. All elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner within the classification.

3.2 PROCEDURES

Applicants for peace officer shall be administered the Ergometrics Frontline test. Applicants scoring a grade of 70% or better during the initial written examination will be placed on the eligibility list. The City of El Paso Human Resources Director or designee shall certify the list of those who have passed the examination in accordance with Civil Service Commission Rule 5, Application and Promotional Process and Lateral Transfer Process. Eligibility lists remain in effect for normally six months. Applicants will be notified by PD Human Resources through email of their status. If at any time an applicant fails any portion of the selection process, PD Human Resources will notify the applicant via email.

- A. The Job Simulation Test is designed by the Med-Tox Health Services and shall be administered by PD Human Resources. At least two test dates will be scheduled for the job simulation test. Individuals who fail on the first test date or request a by-pass prior to the first test date will be invited to the second test date. The Job Simulation Test is given on a pass/fail basis and the results are valid for nine months. All applicants who pass the written exam will be invited to take the Job Simulation Test(s).
- B. Those applicants successfully completing the Job Simulation Test will fill out an El Paso Police Department Personal History Statement (PHS). The PHS and the City application will be used as the basis for a thorough background investigation carried out by the backgrounds section.
- C. Applicants who pass the Background Investigation will be administered a Polygraph Exam according to Department Policy and Procedures Pre-Employment Polygraph.
- D. Applicants who pass the background investigation will appear before an Oral Board Panel, which will interview candidates and evaluate their suitability for service. The Oral Board Interview is given on a pass/fail basis. Applicants who are successful in passing their Oral Board Interview are considered for employment in accordance with the City of El Paso's Rules and Regulations.
- E. All applicants recommended for hire will be required to take a psychological test. This test consists of two written examinations that will be interpreted by a licensed psychologist

appointed by the City of El Paso. The psychologist will then conduct a personal interview with the candidate before a final determination can be made.

- F. Applicants who are recommended for hire will also be scheduled for a drug screen test and for a medical/vision examination by a City of El Paso-appointed physician. Applicants who do not meet medical/vision guidelines or who fail the drug screening shall be informed in writing that they are no longer eligible for police recruit or lateral transfer positions.
- G. Those applicants that successfully complete all stages of the application process shall be placed on an eligibility list ranked by written test. This list shall be used to fill available recruit training or lateral-training positions in the next scheduled Basic Peace Officer or Lateral Peace Officer class conducted by the Training Academy.

3.3 PRE-EMPLOYMENT POLYGRAPH

The polygraph is not a substitute for a thorough pre-employment investigation. As such, it may not be used as the sole determinant for employment. The polygraph may be employed, consistent with this policy, to verify, corroborate, or refute statements by candidates for sworn positions. The candidate will be required to “pass” the polygraph with a finding of “No deception indicated.”

- A. Definition: The polygraph is an instrument that records certain physiological changes in a person undergoing questioning in an effort to determine truth or deception. A polygraph simultaneously records a minimum of respiratory activity, skin resistance or conductivity, and cardiovascular activity.
- B. Preparing for Polygraph Administration
 - 1. The officer conducting the background investigation is responsible for providing the examiner with all pertinent information concerning the case and for reviewing, clarifying, or elaborating on that information, as the examiner may deem necessary. This includes, but may not be limited to:
 - a. A copy of the candidate’s Personal History Sheet
 - b. A copy of the candidate’s interview questions and answers
 - 2. If the candidate is hearing impaired or does not speak English, the officer will help make arrangements for a sign language interpreter or translator.
- C. Conducting Polygraph Examinations for Pre-Employment
 - 1. Polygraph examinations are utilized as a guide within the selection process for determining the suitability of employment.
 - 2. Only authorized members of the Department’s Human Resources division shall schedule pre-employment polygraph examinations.
 - 3. Only full-trained polygraphists, or intern polygraphists under the direction of the trained polygraphists, are authorized to administer polygraph examinations, as per the Occupations Code 1703.203
 - 4. The polygraph examiner shall use the Pre-polygraph Examination Appointment Checklist (EPPD Form #16-09030) to determine the candidate’s ability to take the polygraph examination. The Pre-polygraph Examination Appointment Checklist will not be forwarded with the results of the examination. (a Listed checklist is for Polygraph examiner use only)
 - a. Polygraph examinations shall not be conducted on any candidate whom the examiner reasonably believes to be physically or emotionally unsuitable for testing; This may include, but is not limited to, candidates with heart conditions, who are pregnant, or who are taking certain types of medication that may interfere with test results.

5. The examiner shall obtain signed consent as per the Polygraph Consent Form (EPPD Form #16-09032) prior to administering the polygraph examination.
 6. Prior to the test, the examiner shall explain the polygraph procedure to the candidate and prepare them for the examination.
 7. An examination shall cease immediately if requested by the candidate, and will be documented by the examiner as “*did not complete.*”
 8. The examiner shall independently interpret the chart tracings and render an opinion on findings that includes, but is not limited to, one of the following conclusions:
 - a. No Deception Indicated – an opinion that indicates that an analysis of the polygraph charts revealed the physiological responses to the relevant question(s) were not indicative of deception.
 - b. Deception Indicated – an opinion which indicates that an analysis of the polygraph charts revealed the physiological response to the relevant question(s) were indicative of deception.
 - c. Inconclusive – an opinion not based on physiological responses that no determination of deception or no deception indicated is appropriate.
 - d. No Opinion – an evaluation which indicates the examiner cannot render an opinion based upon the physiological data on the charts.
- D. Equipment and Record Keeping
1. The polygraph examiner is responsible for the maintenance, safekeeping, and integrity of the polygraph equipment.
 2. The polygraph examiner shall provide such summary activity or statistical reports, as may be directed by the Chief of Police.
 3. The polygraph examiner shall maintain copies of each polygraph report, together with polygraph charts and all allied papers, as per state law. Records are maintained in the applicant’s file and digitally.
 4. State law governs duration of storage and stipulations for the release of this information; records are retained for a minimum of 3 years.
 5. Results of the polygraph examination are confidential. Results may only be released to the following:
 - a. The candidate being examined.
 - b. The Chief of Police or his designee.
 - c. Those people required by the Occupations Code Section 1703.306.
 6. Persons informed of the results of a polygraph examination are also obligated to these rules of confidentiality.

3.4 EMPLOYEE RESPONSIBILITIES


If during the investigation it is discovered that the Police Applicant is a known acquaintance of a PD employee or if the employee is listed on the El Paso Police Department Comprehensive Investigation Statement (CBIS):

- A. The department’s Human Resources background investigator assigned to the applicant will contact the employee via email. The background investigator will request the employee complete the attached Police Trainee Applicant Questionnaire (provided by Human Resources) within a designated time frame so as to not delay the investigation.
- B. After receiving an email request from the background investigator the employee shall complete the Police Trainee Applicant Questionnaire in a timely manner or within the time frame set by

the background investigator. Once completed, the employee will return the document via email to the background investigator.

3.5 SECURITY OF APPLICATION RECORDS/SELECTION MATERIAL

- A. Records pertaining to applicants who were ineligible for appointment shall be securely maintained at the PD Human Resources Office. After the Academy class for which an ineligible applicant applied for starts, the applicant's file may be moved to the Department's designated long-term records storage facility, coordinated through the Department's Records Custodian
- B. Selection material as well as applications of individuals who are currently being processed or reviewed for minimum qualifications shall be maintained at the PD Human Resources Division in a secure location.
- C. All records are stored in a secure manner and are maintained according to rules regarding local record retention of the Department of Public Safety and approved by the Texas Local Government Records Committee and adopted as a rule of the Texas State Library and Archives Commission.
- D. Medical examination and psychological fitness examination records are maintained at the location of the medical examination provider, subject to HIPPA (Health Information Privacy Protection Act) regulations.

 El Paso Police Department Human Resources Operations Manual	Chapter 4
Chapter 4: Background Investigations	Policy Effective: 09/29/2021 Previous Version: 07/28/2010

4.0 BACKGROUND INVESTIGATIONS

4.1 PURPOSE

The Background Investigation provides a procedure for the systematic acquisition, organization, and reporting of background information relevant to an evaluation of an applicant's suitability for work in a law enforcement agency, and provides valuable information for the person making the employment decision to judge the significance of the candidate's past conduct in relation to the requirements of the job. All applicants must submit to a background investigation. Background investigations shall be conducted in compliance with all applicable local government, state, and federal laws, such as Equal Employment Opportunity Commission (EEOC), Americans with Disabilities Act (ADA), and the Civil Rights Act of 1964.


4.2 BACKGROUND INVESTIGATION

- A. The background investigation shall include the following.
 1. Review and assessment of the applicant submitted Personal History Statement (PHS)
 2. Employment History
 3. Education History
 4. Military History
 5. Driving History
 6. NCIC/TCIC criminal history and local records
 7. Drug Usage History
 8. Credit and Financial History
 9. Social History
- B. Background Investigator
 1. Commissioned officers and Police Support Service Specialist Employees shall conduct a background investigation on each application prior to employment.
 2. Personnel who conduct background investigations shall receive specialized training in collecting required information.
 3. The Background Investigator shall use the data available in the formal application and the Personal History Statement (PHS) to:
 - a. Verify the applicant's qualifying credentials
 - b. Review the applicant's criminal record
 - c. Verify at least three personal references
 - d. Conduct personal interviews to give the applicant the opportunity to clarify unfavorable information and provide an explanation of those circumstances

4.3 RECORDS RETENTION

Background records are stored in a secured area and are maintained according to rules regarding local record retention of the Department of Public Safety and approved by the Texas Local Government Records Committee and adopted as a rule of the Texas State Library and Archives Commission.

- A. Upon employment, all records will be kept in the employee's personnel file located in the Office of the Chief.

 El Paso Police Department Human Resources Operations Manual	Chapter 5
Chapter 5: Payroll	Policy Effective: 09/29/2021 Previous Version: 08/23/2010

5.0 PAYROLL

5.1 RETRO ACTIVE ADJUSTMENTS

- A. A Retro Pay Adjustment (RA) must be prepared and submitted when.
 1. Regular Overtime slips that are not swiped are turned in late
 2. Court Overtime slips that are turned in late
 3. Leave request is not entered in KRONOS or there are changes
 4. Missing swipes from KRONOS
 5. Adjustments that are turned in late
 6. Incentive Pay that is turned in late
 7. Codes entered incorrectly
 8. Compensatory time request received late
 9. Payoffs for employees retiring or resigning from the Department
- B. A Retroactive Pay Adjustment and Leave balance adjustment form requires the following information.
 1. B-1 Payroll Schedule
 2. Department
 3. Employee's name
 4. KRONOS ID
 5. Pay Code
 6. The sign of + or –
 7. Gross Amount
 8. Time
 9. Pay Period Ending Date
 10. Department Id Number, which is used for Comments
 11. Total Gross Amount
 12. Prepared by Department's Payroll Clerk & Date
 13. Department Head Approval & Date
- C. The employee's time card in KRONOS is checked to verify the problem and a copy is printed. PeopleSoft HR is searched for the employee's hourly rate, incentives pay, Education Benefit Adjustment, longevity, and shift differential.
- D. Overtime. The following calculation is made on the back of the form.
 1. Take the total overtime Hours and multiply by one and a half times the hourly rate equals factor.
 2. Then add incentives and divide by two equals sum [Note: If there is shift differential for civilians it will multiply .30 by total time paid for Evening hours (1400 hours to 2200 hours) and or .60 for Graveyard hours (2200 hours to 0600 hours)], then add to the incentives sum.

If there is shift differential for Uniform six percent is multiplied by their hourly rate if hours are worked between 06:00 hours to 6:00 pm.

3. Overtime Slip. Mark an X on Retroactive Box and write the B-1 payroll schedule number for that week in the schedule number box.
- E. After completing the Retroactive Pay Adjustment and Payroll Expense Transfers Form, keep a copy and forward the originals via email and inter-department mail to City Human Resources. The copies of the Retroactive Pay Adjustments (RA) will be kept in the payroll drive for each year. Email the forms to PD Budget and PD Grants.

5.2 RESIGNATIONS, TERMINATIONS, AND RETIREMENTS

Personnel leaving the Department have to prepare and provide the proper clearance forms as prescribed by the Human Resource Department. This form is required regardless of the reason for leaving. The employee will report to the Payroll Section to be briefed on clearing and final pay calculations. In some instances, a Resignation notice from the employee is provided that should go through the change of command. This letter will become part of the paperwork for the Separation and Clearance form.

- A. Section I of the form is completed with information provided by the employee and verified in PeopleSoft HR for the hire date and job title. The employee signs the form. The original form is sent to Chief's office for Department Manager's signature on behalf of the Chief's signature for approval. Once the form is returned from the Chief's office with signature, it is emailed to Human Resources Certification. An email will be sent to PD CMD Staff, PD Goodbye, and PD Homeland Security with the following information: date of resignation/retirement, KRONOS #, and Badge # for Uniform or C # if Civilian.
- B. Section II of the form employee is advised to report the following agencies: Insurance and Benefit's and Human Resources at City Hall and they will complete the form. Pension Office for civilians is located at 1039 Chelsea St. El Paso TX 79903 (915)212-1792 or (915)212-0112 and the El Paso Firemen & Policemen's Pension Fund, 909 E. San Antonio Ave. El Paso, TX 79901-1340 (915-771-8111), for uniform employees.
- C. Section III is the locations that have to be cleared within the Department. The employee is advised as to which locations they need to go to. The main one is Police Supply for uniform personnel for their City issued equipment such as keys, tags, uniforms, badges, etc. The supervisor or the Payroll supervisor will sign the form certifying that the employee has successfully cleared the Department. The employee will take the completed form to Payroll. For Civilians there might not be a need to report to Police Supply unless the Supervisor feels that the employee was issued equipment that needs to be turned in.
- D. Personnel leaving the Department will also be provided with an out processing form that is located in the payroll drive when separating from the Department. This form is required regardless of the reason for leaving.
 1. First section will be prepared by payroll staff and provided to the employee. The form is completed with the following information; the employee's name, work location, rank,

retiree 20 + yrs., last four of SS#, KRONOS number and badge number. If a civilian employee is provided with the form the only areas they are advised to report to for signatures is assigned location to turn in gas card, keys, parking tags any items that are to stay within the Department, and lastly to report to Payroll staff with the completed signed form. Payroll staff will sign off form if employee returns KRONOS card and provide the employee with a copy. For civilians who wear a Department attire are asked to have Central Supply sign off on the form as well before providing the signed form to Payroll. A copy is kept in the payroll file and original is placed in the Chiefs Office file.

2. Uniform personnel will be informed to retrieve signatures for the form from; Internal Affairs for any pending cases or any disciplinary investigation, assigned location for all equipment turned is such as gas card, keys, parking tag. Academy to turn in M4, cleaning kit, hard case, ballistic vest, Taser w/holster and F5 Form, Chiefs Office to return white ID card, Special Investigation unit to return key fob, central supply to returns all items on the inventory card and lastly Payroll to return KRONOS Id card. Employee is provided with a copy of the form. Original is placed in the employees Chiefs Office file and copy in the Payroll file.
- E. The KRONOS ID Card will be given to Payroll and the clerk will initial and date upon receipt to the exit form. The employee is not allowed to retain any City issued card. The ID card will be attached to the completed Separation and Clearance form and stapled to the original copy. The completed package will be sent to Human Resources Certification and a copy will be kept at the Department. The time card in KRONOS will be marked "NPD" if the employee still appears after the effective date of leaving pay period. This will stop the system from issuing miscellaneous pay.

5.3 LEAVE PAYOFFS

The payroll clerk will prepare a Payoff form to process employee's last accrual balances. Civilians can only cash in vacation based on the limits as established by ordinance. Uniform employees can cash in vacation leave, sick leave, and compensatory time and Police Holiday comp time. Vacation and sick leave limits are set by contract. Leave balances will be adjusted if the employee receives suspension time and elects to forfeit vacation, personal time, and/or compensatory time in lieu of taking the suspension. The codes for hours to be deducted in lieu of suspension will be used; VIS- vacation in lieu of suspension, SPS- personal time in lieu of suspension, and/or CTS- comp time in lieu of suspension. The Internal Affairs Section will enter these to the employee's time card at the time suspension is granted.

- A. Civilians. The payoff for civilians is calculated using the following procedure:
 1. The total number of vacation hours allowed are multiplied by the hourly rate the employee is earning at the time of leaving the Department. Vacation hours are accrued up to the last day of work or leave the employee is taking. This is the total gross pay for their salary. Max allowed to pay is 400 hours.
 2. These calculations are placed on the front of the form using the proper earning code and forwarded to Human Resources for processing.
- B. Uniform. The payoff for uniform employees is calculated using the following procedure.

1. The total number of vacation hours allowed by contract is multiplied by the hourly rate the employee is earning at the time of leaving the Department. This is the total gross pay for their vacation.
2. The same procedure is used to calculate the total gross pay for sick leave and compensatory time.
3. The total hours for vacation, sick, and compensatory time are divided by 80 to determine the number of pay periods that the employee has accumulated. This figure is rounded up to the next whole number. This is multiplied by the employee's longevity, incentive, and educational pay to arrive at the total gross amounts by earnings types.
4. These calculations are placed on the front of the form using the proper earning code and forwarded to Human Resources for processing.

5.4 PENSION CALCULATIONS

Pension calculations for civilian employees are handled by the pension office located at Chelsea Pension Administration 1039 Chelsea St. El Paso, TX 79903 (915)212-0112. Pension calculations for uniform personnel employees are handled by the pension office located at: El Paso Firemen & Policemen Pension Administration 909 E San Antonio, El Paso, TX 79901 (915)771-8111. Retirement benefits are based on the date when the employee began contributing into the fund.

5.5 PERSONNEL ACTION REQUESTS (PAR'S)

Personnel Action Requests (PAR'S) are used to process several actions for employees assigned to the Department. These are used for both civilian and uniform employees. Once created it is submitted to City HR to process in PeopleSoft system then verified by payroll staff. PAR's frequently submitted are as follows.

- A. Step levels
- B. Promotions/demotions
- C. Field training sergeant pay
- D. Hazardous pay
- E. SWAT/Bomb squad/CIT pay
- F. Intermediate/Advance pay

5.6 LEVEL INCREASE

This is also called a step increase. Civilians are given a competency increase in accordance with Civil Service Rules and Regulations.

- A. Increase is given to officers on their anniversary date with the Department. This is usually the date of graduation. This date can change due to promotion or a break in service with the Department. Commissioned personnel can have several dates. Exceptions: If you had a break in service of 30 days or more, per Civil Service Rules, the City may adjust your anniversary date. For example, if you resigned from the Department and were gone for six months, upon your return, your new anniversary date for vacation accruals is the date you were re-employed with the City. You may have other breaks in service for other reasons that may affect the date your anniversary is calculated by the City. Those out on Military Leave (MIL) are not affected.

1. Promotion anniversary date. If you have been promoted in rank, your vacation anniversary date remains the same as stated above, but your anniversary date under Article 4 (Wages), Section 1 (b) will be the date of your promotion. For example, If you were promoted to sergeant on Sept 1, 2006, your anniversary date in which you advance to the next higher level in your grade will Sept 1, 2007, etc.
 2. Commission date. This is the date you graduated from the Police Academy and were commissioned.
- B. Officers below the rank of assistant chief shall automatically advance to the next higher level in their Class Grade.
- C. Officers in the rank of assistant chief and above must be submitted to the Chief of Police for approval. A memo is submitted to Human Resources with the following information:
1. Name of Employee
 2. Social Security Number
 3. KRONOS Number
 4. Title/Grade
 5. New Biweekly Pay Rate
 6. Effective Date
- D. Step Levels per Contract Article 4, Section 1.
1. Wages shall be paid in accordance with the Wage Scales attached hereto as Appendix A, effective the first pay period following the signing the agreement. Base pay increases for each classification shall become effective the first full pay period on or after September 1, of each year thereafter. All employees shall receive a step increase on their anniversary date and shall continue thereafter to receive step increases on each succeeding anniversary date until reaching the top step in their classification. These step increases shall be automatic. Any employee at the top step in the classification, upon receiving a promotion to a higher classification and entering said classification at a step other than the top step, shall receive a step increase on his anniversary date, and an additional step increase on each succeeding anniversary date, until such time as the employee reaches the top step in the new classification.
- E. Effective either (a) September 1, 2020 or (b) after the current eligible list has expired or exhausted (Nov. 2019) , whichever is first from (a) or (b), placement to a detective rank will be considered as a promotion and handled as all other promotions within the department. Regarding compensation, placement to a detective position shall result in one advancement in level on the pay scale and will reset their anniversary date to the date of the promotion for pay steps. As indicated in the attached pay scales, detectives placed into step levels P3-5 through P3-11, will be placed into these step levels on their anniversary date where anniversary date is defined the number of years since graduating from the Academy.
- F. Officers who are promoted to sergeant and above will be given the entry pay for the rank to which they are promoted or the next higher level which will assure an increase of at least five percent in pay; provided that, if rounding an officer's hourly rate to the nearest full cent per hour results in an increase that is slightly less than five percent, such rounding shall constitute compliance with this paragraph; sergeants, lieutenants and commanders will be eligible for placement into level nine after completing five years within the position.

- G. Process for Step Level PARs. Every month, three queries will be ran to see which sworn personnel are due a Step Level Increase for the coming month. Step Level PAR's are normally due the same day as Retros on payroll closing week.
 - 1. Sergeants/lieutenants/commander/assistant chief and detectives (effective 11/2019)
 - a. Sergeants, lieutenants, commanders, and assistant chiefs are due a step level increase on the date of their promotion.
 - 2. Police Officers.
 - a. Police officers and police detectives (P3-5 and above) are due a step increase on the date of their anniversary.
- H. A PAR is completed and submitted to City HR to process. Once processed Payroll will verify the information in the PeopleSoft system.

5.7 PROMOTIONAL INCREASE

The Human Resources Department handles promotions for civilians, unless it is a provisional within the Department. Promotions are either a permanent promotion from a certified list or a temporary one for an employee working out of class.

- A. Officers working out of class do not receive the pay for the first 19 working days. The employee will be paid for the next 42 working days if they continue in the position. The employee would have to have Civil Service Commission to continue past the 42 days. The appointment is for six months and can be extended for an additional six-month period. Promotion to detective shall not result in advancement in level, only a change in title.
- B. Officers who are promoted to sergeant and above will be given the entry pay for the rank to which they are promoted or the next higher level which will assure an increase of at least five percent in pay. If you have been promoted in rank, your vacation anniversary date remains the same but your anniversary date under Article 4 (wages), Section 1(b) will be the date of your promotion.
- C. Placement to a detective rank effective either (a) September 1, 2020 or (b) after the current eligible list has expired on July 2020 will be considered as a promotion and handled as all other promotions within the department. Regarding compensation, placement to a detective position shall result in one advancement in level on the pay scale and will reset their anniversary date to the date of the promotion for pay steps. As indicated in the attached pay scales, detectives placed into step levels P3-5 through P3-11, will be placed into these step levels on their anniversary date where anniversary date is defined the number of years since graduating from the Academy. Under Article 4 section 1. A.
- D. Planning and Research prepares the promotional Employee Data Change (EDC) and emails it to Budget. Payroll receives the EDC from Budget and completes the EDC with the information listed below and submits it to the Certification Section at Human Resources.
 - 1. Grade/Step
 - 2. Annual salary
 - 3. Hourly wage
 - 4. Chief of Police signature stamp and date

5.8 ADDITIONAL PAY

- A. Officers who are assigned to operate a motorcycle will receive the contractual amount biweekly as Hazard Pay. This is paid to the officer even if they are hurt and are not riding due to being out on the injury. The pay is stopped if they are released by the doctor and do not start riding again. The pay is only stopped if the injury was not work related as per police contract. A PAR is completed and submitted to City HR/Payroll then verifies pay by payroll clerk in PeopleSoft system. In the payroll drive a log is kept for any current hazard pay the Department has for accountability.
- B. Field Training Officers (FTO) will be paid the contractual amount for the days they work with a probationary officer. This is only paid to officers while they are assigned to a first year officer. The additional pay is stopped if the officer in probation is assigned to someone else or passes probation. The pay will be for those officers who are in the LEMS system to be the FTO of the rookie officer.
- C. Officers who have completed training and education received outside the Department will receive incentive pay upon submitting a copy of the Certificate received from the Texas Commission on Law Enforcement to the Training Academy.
- D. Officers will receive the contractual amount biweekly for Intermediate Peace Officer and the contractual amount biweekly for Advanced Peace Officer, \$48.47 for advance biweekly and \$34.62 for intermediate. Approved memo is received from the Academy section to submit to City HR. (A PAR is completed by payroll then verified by the payroll clerk in PeopleSoft system). In the payroll drive a log is kept for any current list for the Department for accountability.
- E. Clothing allowance is paid twice per year, September and March, in accordance with the Police Contract. Those commissioned employees that are required to wear business attire and not in the rank of detective will also be entitled to receive this allowance. Each section will submit a list of names of these employees to Payroll. This list will be consolidated and provided to the Chief of Staff for approval once approved the list will be submitted to Human Resources via email. In the payroll drive a log is kept for current clothing allowance for the Department has for accountability.
- F. College Degree's are compensated every pay period in accordance with the Police contract.
 - 1. Associate's degree \$34.62
 - 2. Bachelor's degree \$80.77
 - 3. Master's degree \$92.31Approved memo is received from the Academy section to submit to City HR/Payroll then verifies pay by payroll clerk in PeopleSoft system. In the payroll drive a log is kept for any current list for the Department for accountability.

5.9 WORKERS COMPENSATION

The following steps must be followed according to Texas Workers' Compensation Commission and City of El Paso Police Rules and Regulations in reporting injuries. Ordinance 8064, 4.5 B at www.elpasotexas.gov/personnel identifies eligible employees as "A permanent full-time employee, including one on probation, who sustains an injury or suffers an occupational disease or illness arising out of and in the course of employment as defined by the Texas Worker's Compensation Act is eligible to request Accident With Pay (AWP) leave, beginning the eighth day of occupational disability. Temporary employees, part-time employees, contract employees, independent contractors, and

volunteers are not eligible for AWP leave.” Generally, individuals working under a personal services contract are entitled to Worker Compensation benefits. Actual benefits are determined by each individual contract.

- A. Reporting an injury or illness. An employee that suffers a work related injury or illness must report it to their immediate supervisor or a supervisor in charge within 48 hours. Injuries that are of a “repetitive type injury” are not necessarily limited to the 48 hour reporting time dependent on the facts. All appropriate forms will be prepared, signed, and submitted regardless whether or not the employee loses time from work or seeks medical attention.
 - 1. Employee can seek medical attention from any physician or medical institution as needed provided they are licensed to practice in the United States.
 - 2. The employee may also seek medical attention at a later date for the injury or illness after the physician has released employee to work without restrictions or if medical attention was not sought at the time of the injury.
 - 3. When the employee seeks medical attention, a copy of doctor’s note(s) (DWCC73) will be given to a supervisor and the Payroll Section. The DWCC73 Form is provided to the injured employee by the Worker’s Comp doctor. This will determine if the employee was released to full duty, limited duty, or to remain off work. This will be done any time the employee seeks medical attention for the reported injury.
- B. Employees will be responsible to insure that all documentation is submitted to Payroll on a timely basis so that they are paid accurately in accordance with rules and regulations.
 - 1. Once an injury or illness has been reported to a supervisor, the following forms need to be filled out, signed, and distributed accordingly.
 - a. DWCC1 (by supervisor lines 1 thru 29). DWCC Form is produced by Worker’s Comp when an injury is filed.
 - b. Supervisor’s Report of Accident, Injury
 - c. Occupational Illness
 - d. Injured Employee Statement (by injured employee)
 - e. Accident With Pay Leave Summary Sheet
 - f. Accident With Pay Leave Request
 - g. AWP Extension (for uniform only)
 - h. Exposure Affidavit (if necessary), see attached forms
 - 2. The Payroll staff will submit the DWCC1 through the link provided through <https://www.casservices.com/CasWeb>. DWCC1 Form is produced by the link once payroll has entered the information.
 - 3. The employee should receive the copies indicated and forward the forms to Payroll via email and hand deliver hard original forms. If an employee supplies a doctor’s note(s), forward a copy of the note to Payroll as well.
 - 4. Supervisors must supply such documentation to Payroll each time the employees loses time from work due to the injury.
 - 5. If employee loses time from work, the supervisor will not allow the employee to return to a duty status without a release form from the Payroll Section.
- C. Payroll. The Payroll Section will check the report for its accuracy and complete DWCC1 (lines 30 thru 51) to include signature. The doctor’s note (s) will be used to determine the appropriate steps to follow.
 - 1. The Payroll clerk will forward and distribute the forms as follows.

- a. Email, Supervisor's Report of Accident, Injury, Occupational Illness and Injured Employee Statement to City's third party administrator. (Exposure Affidavit and physicians documentation if required)
 - b. Attach and forward to Chief's Office for approval or denial: ACP/ACC Request cover sheet, Accident with pay Leave Request, DWCC1, Supervisors Report of Accident, Injured Employee Statement, Accident with Pay Leave Summary Sheet, AWP Extension (uniform only), Exposure Affidavit (if necessary), a copy of KRONOS time card, and any physician documentation provided.
2. Once documents are received from Chief's Office with signature, distribute forms as indicated.
 - a. City's third party administrator or any doctor's notes
 - b. Human Resources (Personnel & Payroll-City Hall)- DWCC1, Injured Employee Statement, Accident With Pay Leave Summary Sheet, Accident With Pay Leave Request, AWP Extension (for uniform only), Exposure Affidavit (if necessary), Physicians documentation (if required).
3. Payroll will keep a copy of each form in file including KRONOS time card and any relevant documentation of injury/illness.
4. If the employee loses any time from work, Payroll will post the first seven calendar days as ACP for uniform. Sick leave and/or vacation leave will be used for civilians based on the Accident with Pay Leave Request. On the eighth day, Human Resources Payroll Section will determine how to carry the employee based on documentation provided.
5. A DWCC3 will be completed once the employee loses time either on the day of injury/illness or later and distributed accordingly. The DWCC3 Form is produced by Worker's Comp when an employee is losing time due to an injury regarding lost wages. Hand deliver original to Human Resources Payroll, and keep a copy for our payroll file. When an employee is injured on-duty, and leaves work for medical treatment, supervisors need to submit and approve leave in Agency Web for the employee for the missing hours as ACP.
6. If the employee returns to work, Payroll will check their medical documentation to make sure the employee has been released to return to Duty. If the employee is not released immediately by their treating physician, then the employee may not return to work until the released date, as listed by the treating physician on the paperwork.
7. A DWCC6 is necessary to bring an employee back to work provided that physician has provided documentation releasing the employee. The DWCC6 Form is produced by Worker's Comp when there is an update regarding the injury. The employee should report to Payroll first. There are two situations in which an employee is released. The employee is released to full-duty with no restrictions. The employee is released with restrictions. In both cases, Payroll will need all medical documentation and paperwork, but in the second instance the employee may need to request "Limited Duty". A DWCC6 is also done when an employee loses time from work due to doctor appointments and/or if an employee is restricted from work for any length of time. An email is sent to the City's third party administrator, copies to Human Resources, and a copy for payroll file. If the employee receives the release after hours or over the weekend, the employee is unable to report to Payroll, and the employee has been released with restrictions, the employee should not be allowed to work a limited duty assignment until the request can be processed by payroll and approved by the assigned supervisor/commander to the employee. If Payroll sends the employee home, the employee will be covered AWP for those days that work is missed, civilians will be required to utilize their own leave. The key word here is released, once released by the Doctor, the employee

- can no longer code AWP on the time card. The employee will either need to return to duty or take leave.
8. Payroll must give a release form to any employee that has lost time prior to their return to work. If employee returns with restrictions, a copy of the Transitional Duty Form with the doctor's note listing the restrictions will be processed for approval as listed under the supervisor duties above. An extension will be completed for uniform employees as the per police contract as needed and forwarded to Chief's Office for approval or denial. Copies of AWP Extensions will be forwarded to Planning and Research, Human Resources Payroll, payroll file, and original to employee.
- D. Police commander assigned to the employee section designee will recommend approval or denial of the AWP Supplement upon receipt of all forms and relevant documentation forwarded by Payroll section.
 1. The Police commander assigned to the employee will approve or deny any employee returning to light duty, see section 5.10 Transitional Duty.
 2. Any AWP Extensions for the Police Contract will be approved or denied.
 - E. City's third party administrator. City's third party administrator will approve or deny any claim upon review, be responsible for any medical expenses as per their procedures, and pay wages for lost time as per their procedures. The employee has the right to appeal any decision by the City's third party administrator as per procedures.
 - F. Human Resources. Human Resources will approve or deny any claim after review per Rules & Regulation and City Ordinances. They will process any supplements owed to the employee or assess any overpayments made to employee during the course of their time lost from the injury. They will determine the uniform employee's status during their extension of lost time. Employees can also appeal decisions by Human Resources in accordance with the Rules and Regulations.

5.10 TRANSITIONAL DUTY

Transitional Duty (TDY) identifies those employees that are released by the doctor to work with restrictions. Employee must report to the Payroll Office with medical documentation to begin the process of requesting transitional duty accommodations.

- A. Payroll Office.
 1. Employee fills out the Transitional Duty Acknowledgement Form. Employee must include a good contact phone number where they can be reached while they are away from duty to notify them when accommodation is approved.
 2. Payroll clerk verifies that the medical documentation identifies.
 - a. The employees' temporary work limitations and/or restrictions
 - b. The specified work activities that are limited due to an illness or injury (for example; limited hours, limited functions, need for equipment, etc.)
 - c. The expected duration of the work restrictions
 3. Payroll clerk provides copies of the Acknowledgement Form, the doctor's note and the Transitional Duty Policy to the employee for their records. Employee must not report to work until they are notified by the Payroll clerk that the accommodation request has been approved.
 4. Payroll Clerk will send an email to employee's commander requesting accommodations on behalf of the employee. Medical documentation is attached to the email to ensure that the

commander has a position where employee can be placed that would allow them to perform the essential functions of a job without violating the doctor's restrictions and would not require that a position be created for them.

5. Once an accommodation is approved by the commander, the Payroll Clerk will contact the employee to notify them of their transitional duty assignment location, date and time they will need to report, and who they need to report to. The Payroll Clerk will also provide the employee with a work release memo releasing them to transitional duty.
 6. Payroll Clerk will send a Transitional Duty Request Memo via email to the Transitional Duty Team notifying them of the transitional duty request. Once request is reviewed, Transitional Duty Team will provide a letter of approval to the payroll.
- B. Supervisors Responsibilities. Supervisors shall ensure that officers on transitional duty follow their medical restrictions and provide payroll with all the necessary paperwork. Supervisors are not to assign an officer on transitional duty a task that violates the officer's medical restrictions.
- C. While on Transitional Duty.
1. It is the officer's responsibility to obtain and submit a doctor's note in a timely manner to Payroll. In addition, if a doctor cancels or delays an appointment, it is the officer's responsibility to contact payroll immediately. Failure to do so may result in a disruption to the officer's work status and/or benefits.
 2. Officers shall participate in department-mandated training; provided that doing so does not violate the officer's medical restrictions. For clarification regarding this issue, contact PD HR.
 3. Officers on transitional duty cannot work off-duty/extra duty employment that requires working in a law enforcement capacity.

5.11 MILITARY LEAVE

- A. Personnel leaving for and returning from military leave must submit their orders to Payroll. Employees that are on a leave of absence due to military commitment can request to be paid the military leave time allowed by the City. The time paid will be based on the work schedule at the time they were activated. Military leave will be credited to a full-time employee on the basis of a 40-hour workweek (five 8-hour days, four 10-hour days, etc.). Full-time employees working a 40-hour work week will accrue 120 hours (15 days x 8 hours or the equivalent of three 40-hour workweeks) of military leave in a fiscal year. Military leave will be prorated for permanent part-time employees on the number of hours in the employee's regularly scheduled pay period. An eligible employee must request payout of the benefit within one year of the end-date of the military leave order for which the paid leave is sought. An employee may carry forward from one fiscal year to the next the net balance of accumulated leave that does not exceed 360 hours (45 days x 8 hours or the equivalent of nine 40-hour workweeks). The minimum amount of leave that may be charged is one hour. An employee may charge military leave only for the hours that the employee would otherwise have worked and received pay.
- B. An employee who exhausts paid military leave may use accrued vacation leave to the extent available or be placed in a military leave without pay status, or a combination of the two, for the remainder of the active duty period. This leave may be used intermittently throughout the leave period, as requested by the employee and approved by the City.
1. Officer will need military orders to be granted Military Leave
 2. If an employee requests 14 or more days of Military Leave, a Military Leave of Absence memo must be sent to Payroll to process the request and submit it to City HR for approval with the new orders and hours that will be taken.

3. Weekend drills must be submitted to Payroll.
 - a. Payroll will review all leave is posted on the timecard after it is approved by a supervisor.
 - b. View employee's general information for accuracy, leave balances, audit function, and total hours for the week.
- C. Scheduling. There are several benefits to using a schedule for a supervisor. These include: provide the ability to enforce restrictions, track exceptions, such as late and early punches, associate a work rule with the appropriate schedule, and allow non-worked time such as vacation to be scheduled in advance.
 1. Building Schedules. Schedules are built and maintained from the main screen in KRONOS. Always select the Schedule Editor Genie from the menu on the left-hand side of the screen to add, edit, or delete schedules. Do not go into the schedule editor while in the timecard.
 2. Creating a Shift. The supervisor can set-up a shift by using the following process: select the employee by Employee or by group, select Add Pattern from the Shift menu, and complete the information in the Pattern Editor using the Shift Editor to specify the shift start and end times. This type of schedule usually spans days, weeks, or months.

5.12 KRONOS

There are several benefits to the KRONOS timekeeping system. The system can collect your employees' time and project information. It allows the supervisor to view, edit, and approve the employees' time. The supervisor can create and manage schedules, track accruals, generate reports, and calculate employees' hours for payroll processing. The system uses a Punch-to-Payroll. Human Resource Payroll sends employee data to KRONOS. The employee's time is collected by clock or when it is keyed in manually to the KRONOS timecard. The employee's data is checked and approved by various supervisors and the Payroll Section. PD and HR Payroll will close payroll bi-weekly at 9:00 am on Mondays. No corrections or edits may be completed after this point. Any corrections will need to be submitted in a form of a retro or leave balance adjustment. KRONOS sends employee hours to the PeopleSoft HR program that does the pay processing. Accrual balances are transferred from PeopleSoft to KRONOS for access.

- A. Logging on to KRONOS. Open a web browser and enter the appropriate URL in the address box such as: <https://kronos.ad.elpasotexas.gov/wfc/application/wtk/html/ess/logoff.jsp>
- B. The system will ask for your user name and password. The system is case sensitive so you need to be sure and check the Caps Lock Key on the keyboard to ensure you are entering your user name and password correctly. Click Log On or press the Enter key on your keyboard. If you are unable to remember your password, after a third time, the system will automatically lock you out. You would need to contact IT to unlock and reset your password.
- C. Workforce Genies. Workforce Genies presents a customized "view" of employee time, labor, and schedule information.
 1. There are several types of Workforce Genies.
 - a. Detail Genies-Employee driven
 - b. Roll-up Genies-Labor account driven
 - c. Quickfind Genie-Employee search tool
 - d. Scheduler Editor-Timeline scheduling view
 2. Workforce Genies are helpful in several ways:
 - a. Provides at-a-glance views to quickly identify exceptions and employee attendance

issues

- b. Lets a supervisor streamline and simplify daily, weekly, and pay period tasks.
 - c. Eliminating unnecessary steps
 - d. Starting point for easy navigation through the Workforce Centall suite
 - e. Lets a supervisor easily select a group of employees and perform a group edit
- D. Logging Off. Select Log Off at the top left-hand of the main screen. Confirm that the message “You are now logged off” appears. Always click the Log Off on the navigation bar to close Workforce Timekeeper before closing your browser. If you click the “X” in the upper right corner of your browser without logging off, your connection to the application might remain open, which will allow another person to view and edit your information.
- E. Performing Individual Timecard Task. The hourly displays start and stop times, work and non-worked hours, exceptions, and transfers. Managers can view the timecard format to which each employee is assigned and can apply edits according to their access privileges. The supervisor can perform several Timecard tasks to include the following.
1. Add, edit, and remove a punch
 2. Add comments
 3. Add, change, and remove work and/or non-worked hours
 4. Calculate totals and save information
 5. Refresh timecard, moving hours from one account to another
 6. Post and approve overtime memos
 7. View employee’s general information for accuracy, leave balances, audit function, and total hours for the week
 8. Payroll is able to generate reports in KRONOS under PD UNI HRS REVIEW and Civ. Hrs review to insure all employees have their work week hours for the pay period.
- F. Scheduling. There are several benefits that using a schedule offers to the supervisor. These include.
1. Provide the ability to enforce restrictions
 2. Track exceptions, such as late and early punches
 3. Associate a work rule with the appropriate schedule
 4. Allow non-worked time such as vacation to be scheduled in advance
- G. Building Schedules. Schedules are built and maintained from the main screen in KRONOS. Always select the Schedule Editor Genie from the menu on the left-side of the screen to add, edit, or delete schedules. Do not go into the schedule editor while in the timecard.
- H. Creating a Shift. The supervisor can set-up a shift by using the following process.
1. Select the employee by employee or group
 2. Select Add Pattern from the Shift menu
 3. Complete the information in the Pattern Editor using the Shift Editor to specify the shift start and end times. This type of schedule usually spans days, weeks, or months.
- I. Maintaining Schedules. Schedules can be kept current by editing the existing data and/or moving employees between existing schedules.
- J. Transferring Employees Internally in Kronos by Payroll. This performance is done when a personnel action report is emailed by the Lead Human Resources specialists to allow the Payroll Clerk to move internally from one section within PD to another section. Select the Schedule Editor Genie, select the employee by Employee or by Group, select Edit Pattern from the Shift menu, and change the Work Start Date and Pattern Start Date to indicate the new shift will begin. There are two ways of editing – first, completely delete the Shift for each day the employee

will be working and create a new shift; second, override the old shift with a new one and check the Override other patterns box.

- K. Moving between schedules. Select the Schedule Editor Genie, select the employee by Group selection, select Assigned to Group from the Shift menu, locate the new Group and click on name, then Ok, and Save then Refresh.
- L. Hyper Find Queries. Hyper Find Queries are quick shortcuts for Managers to locate their personnel within the KRONOS genies (unavailable in Quick Find).
- M. Creating Hyper Find Queries. The following is the steps used to create a hyper find query.
 1. Select Common Setup from navigation bar
 2. Select Hyper Find Queries
 3. Select New from the View Bar above Query Name
 4. Click the "+" sign next to Scheduler from Filter Name
 5. Select Schedule Groups
 6. Type "PD" before the asterisk in "Search For" box enter or select Search
 7. Select a Group Name then click Add Condition
 8. Repeat #7 until you have selected all Group Names to be viewed
 9. Click on the Test button and view all employees you have selected. They should appear in alphabetical order. Then "X" out the Hyper Find Test
 10. Select Save As from the view bar
 11. Blacken the circle next to Personal, name your Hyper Find Query and enter. The gold bar at the top will disappear.
- N. Updating Queries. If changes need to be performed by a manager the saved group. A new group and follow the steps listed under Hyperfind Queries.
- O. Deleting Queries. If deletion of a saved group needs to be performed by a manager. Under hyperfind queries highlight the group and click on the tab Delete.

5.13 REPORTS

Reporting is a tool that lets you extract information from the Workforce Timekeeper database and present it in an "easy-to-read" format. Reports are generated and stored as files on your web/application server. Reports are often run to help you make timely business decisions. For example, the Exceptions report can provide information about the number of employees who are missing punches for a specific time period, as well as about employees who punched in late or left early. Reports can be viewed on a PC screen, printed, or sent to another user via email.

- A. Generating Reports. To access the Reports function.
 1. Select Reports from the navigation bar.
 2. Click the Reports launch button from within a Workforce Genie.
 3. The launch buttons that appear depend on your access privileges.
- B. Report Groups. The standard reports included with Workforce Timekeeper are grouped into the following categories.

Report Category	Example Report
All	(any report)
Accruals	Accrual Summary
Configuration	People Job Assignments
Data Collection	Device Assignments
Detail Genie	Exceptions

Import
Roll-up Genie
Scheduler
Timecard

Import Errors
Employee Sign-Off
Actual vs. Schedule by Job
Time Detail

- C. Report Profiles. Each manager is assigned a report profile that determines which reports that the manager can access. You might not have access to all reports or all categories. If you do not have access to any of the reports in a specific category, such as the Import category, that category will not appear in your Reports workspace. The Reports workspace displays a list of all reports in the system to which you have been granted access. The report categories and the reports within each category appear in a tree-like structure with a “+” indicating additional options.
- D. Reports assigned to specific groups provide the following advantages: Lets you focus on a specific set of reports as they relate to one area of payroll processing. Allows context-sensitive navigation for reports. For example, if you click the Reports launch button while in a roll-up Genie, the Roll-up Genie report category opens.
- E. Steps for Running and Viewing Reports.
 - 1. Select Reports from the navigation bar.
 - 2. Expand the Categories list and select a report from the list.
 - 3. Select the employees to include in the report from the Show list.
 - 4. Select a time frame from the Time Period list.
 - 5. Select the Set Options tab, if applicable, and define additional report options.
 - 6. Select Run Report.
 - 7. Select Refresh Status from the Check Run Status tab.
 - 8. View, print, or email the report.
- F. Setting Options. After selecting the employees and time period, you might be able to specify additional options to further define your report. Options are determined based on the selected report. Not all reports have options, and not all options apply to all reports.
- G. For example, for an Exceptions report, you can specify which exceptions to include in the report, such as Late In, Missed In-Punch, Early Out, and Missed Out-Punch. You can also choose whether to include excused and/or unexcused absences in the report. (An absence is assigned to any employee who did not work on a day in which that employee was scheduled to work.
- H. Check Run Status. Before you view the report results, check the status. Report generation requires processing from your web/application server and database server and therefore might take a couple of seconds. The Check Run Status workspace shows the report name, the format in which it will appear, the date and time it was submitted and when it was completed, the status, and the output type. When checking the status, select Refresh Status under the Check Run Status tab. You might need to click this option a couple of times before “Complete” appears in the Status column.

5.14 HOLIDAY PAY

- A. Non-uniform (Civilian) Holiday hours are posted directly into the KRONOS time card by the Human Resources (HR) Department. Two sections within the Police Department (Records, Parking Enforcers, and Communications) have a benefit that is not afforded to many civilians throughout the City, that being the accrual of a Holiday. This accrual can only occur if that employee works on the said Holiday.

- B. Therefore, if an employee planned to work and their name was submitted to HR for the accrual of the Holiday, then at the last moment is unable to work and must take the Holiday off, then the accrual cannot occur. In such cases, if the employee is off on the Holiday, they will be coded as any other employee taking the Holiday, as HOL.
- C. Uniform (Officers) Holiday hours are posted on the KRONOS time card by the payroll clerk. Each section is required to submit their Schedule Work List to the payroll office. This list will indicate how each officer will be paid for the Holiday. If the employee is scheduled to work and will be taking the Holiday, they must go into Agency Web and request the hours similar to any other taken leave. Failure of the employee to comply with this procedure can result in not being paid for the Holiday. If the employee will be on their regular day off (RDO), they will be posted as Police Holiday Leave (PHL). Any overtime worked when on PHL will be converted accordingly as pursuant to Article 5, Section 2 of the Police Contract. If the Holiday is a day of work and the employee reports for work, they will qualify for the Holiday pay and the hours of work.
- D. When a paid holiday falls on a Sunday for those whose normal workdays are Monday through Friday, the legal Holiday will fall on the following Monday. Employees on rotating shifts or those who do not work a normal Monday through Friday schedule, TAC Officers, will recognize the Holiday on Sunday. The same will be true if the Holiday falls on a Saturday. The Holiday will be recognized the Friday before. For example, an employee who works Tues - Sat, Sun is their Regular day off; therefore, they would receive the Police Holiday pay for that day.
- E. K-9 officers are authorized one hour of overtime on their day off to provide kennel care for their dog. If the Holiday is on their day off, they will be coded eight hours of PHL and one hour of overtime for the kennel care.

5.15 FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act will be administered in accordance with all applicable federal regulations, City policies, and Department policies. In order for an employee to be eligible for FMLA, they must meet the following criteria.

- A. Must be employed for one year (365 days) of continuous employment and have worked a total of 1250 hours.
- B. They must have a qualifying event, whether the leave is for the employee or for an immediate family member.
- C. Once payroll is notified of a request for FMLA, payroll will email the employee the initial request for FMLA, the Department of Labor that is to be completed by the attending physician, the rights and responsibilities of FMLA along with a copy of the sick leave policy.
- D. Payroll will open a leave request in KRONOS and ensure that the employee qualifies under the FMLA guidelines. Once the case has been open, Payroll will submit the leave request to City HR and advise if the employee has any prior FMLA leave request within the one year of the start date of the current request and verify that the employee has FMLA hours available. If not an email will be sent to City HR to add the hours with the effective date. Payroll will also notify City HR that the leave case is open and indicate if it is for a family member or for the employee.
- E. The employee is responsible for ensuring that their leave request is submitted in Agency Web for the time that they will be out on leave. If the FMLA is for their own personal illness the leave would be SLP (sick leave personal). If it is for a family member, the leave request would be SLD (sick leave dependent). The supervisor will then approve the request.
- F. Payroll will verify the KRONOS timecard to insure the leave is showing. If the timecard is correct, Payroll will then enter the FMLA code through the schedule editor.

- G. Once the employee returns to work, Payroll will need to ascertain if they are returning to full duty or with accommodations. The employee is not able to return until they have received a work release form from payroll.
- H. Non-FMLA leave do not fall under FMLA medical leave. This policy generally covers 12 consecutive weeks of leave. Non-FMLA leave, other than military leave, which Uniformed Services Employment and Reemployment Rights Act (Userra) covers, runs concurrently with the 12 months.

5.16 EXCESS VACATION

Employees are limited to the amount of vacation that they can carry as of their anniversary date as outlined in the Civil Service Rules for civilians and the collective bargaining agreement for sworn personnel. KRONOS has a report that will provide a list of those employees that are over the maximum for the pay period that has closed.

- A. Open My Genies and select Vacation Balance from the main screen. Select either PD Civilian VAC BAL or PD Uniform VAC BAL according to the applicable balance limits in the Show field at the top. Select Previous Pay Period once the report has processed. This will show all of the employees that had excess vacation for the pay period that just ended. Sort the list by selecting Hire Date for civilians and Accrual Date for uniform. The list is checked for those employees whose date falls within the pay period that ended. The following information is taken from the list for those employees: name, KRONOS id, anniversary date, and current balance. This information is annotated in a spreadsheet used to verify if the employee should lose the excess.
- B. The time cards are verified for each employee to see if they were taking vacation during the pay period and the vacation carried over to the next pay period. The employee is given credit if the vacation is consecutive and not broken in accordance with Civil Services Rules and Regulations. The vacation time is subtracted from their balance.
- C. Civilians that did not start vacation and continued into the next pay period will lose the excess. The employee is sent an email notifying them of the hours that will be deducted from their balances. They are given one week to respond. Human Resources will be sent an email requesting that the employee's balance be adjusted and the number of hours that should be deducted if the employee does not respond or after any questions have been resolved.
- D. Civilian employees may not carry more than 400 hours of vacation based on their anniversary date. There is an opportunity for the employees to request an extension to avoid losing the excess hours. If an employee is at or near the point of going over the 400 hours the month before their anniversary, they are sent an email informing them of the process on requesting an extension.
- E. Commissioned employees automatically have a year extension from their anniversary to use any vacation hours in excess of 440. The anniversary date for commissioned employees is based on the day they graduated the Academy. Commissioned employees that will be over the 440 hours are sent an email a month before their anniversary warning of their balances. Balances are verified the following year to ensure any overages were used or a memo will be submitted to City Hall to notify them of the overage. Emails that are sent to Civilian and commissioned employees are saved on the Payroll Drive for future reference if questions arise, along with the spreadsheet of names and hours of employees affected
 - 1. Vacation Accrual Anniversary Date: An Officer who started the Academy before July 22, 1991, or 81st Academy Class and prior, your anniversary date for vacation accruals is the date you started the Academy, as this is the date you began accruing vacation leave. An

Officer from the 82nd Academy Class to present, your anniversary date for vacation accruals is the date you graduated from the Police Academy, as this is the date you began accruing Vacation leave.

2. Exceptions: If you had a break in service of 30 days or more, per Civil Service Rules, the City may adjust your anniversary date. For example, if you resigned from the Dept and were gone for six months, upon your return, your new anniversary date for vacation accruals is the date you were re-employed with the City. You may have other breaks in service for other reasons that may affect the date your anniversary is calculated by the City. Those out on MIL are not affected.

5.17 EMPLOYMENT VERIFICATION

Verification of employment takes approximately one to three business days to complete. Information is logged in the payroll drive for accountability. Information provided is only what policy allows. Submit completed form by email, fax or mail.

- A. Complete the following types of requests:
 1. Standard Letter requested by the employee to verify employment
 2. School letter verifying if the employee is still an active employee
 3. Attorney General
 4. Public Service Loan Forgiveness Program (PSLF)
 5. Texas Health and Human Services
 6. Request for Verification of Employment

5.18 TRAVEL REQUEST

Payroll will timestamp all Travel Request forms and log the information in a spreadsheet that is located in the Payroll drive.

- A. Verify if both the memo and the travel request form have Chief's signature.
- B. Verify if travel is for an exempt or non-exempt employee.
- C. If the travel is for an exempt employee, overtime is not applicable.
- D. If the travel is for a non-exempt employee, verify if traveling by air or driving.
- E. Traveling by air outside of Monday-Friday of employees schedule, then either the work schedule will have to be adjusted or will be compensated with overtime.
- F. If the travel dates are outside the employee's schedule, an email is sent to the immediate supervisor requesting to adjust the employee's schedule giving them two different days off as their RDO's.
- G. Traveling by driving, a driving schedule and the name of the employee that is driving will need to be in the packet to review. The driver would receive the overtime for the time outside employees shift and the passenger would only be paid for the dates of the travel under conference with pay, no overtime.
- H. Once the packet is completed, it will be hand-carried to the Budget office.

5.19 OFFICER IN CHARGE (OIC)

Uniform personnel who are temporarily working out of their class (job description). OIC pay must be approved by the Chief's office first before payroll can initiate. Once approved, an email is sent to compensate the employee to City HR/Payroll will process on the Monday of payroll closing. Payroll would then verify the officer's paycheck to ensure the proper amount was entered before the pay period has closed.

5.20 SHARED LEAVE

Civilian employees are eligible for up to 480 hours of shared leave and uniform officers are eligible for 960 hours within the fiscal year. In order to qualify for shared leave, the employee must have a medical condition and has caused the employee to exhaust all their available sick leave and vacation accruals. Employees will submit a Shared Leave application and the medical application, which will be completed by their doctor. If the application is for a civilian employee, the paperwork is submitted to City HR to review for approval or denial. For Uniform officers, the completed pack is submitted to the Association President and presented to the board for approval or denial. In both cases, if the application is approved and the employee has donated to the bank, they will receive the hours directly from the bank. If they have not, an email is sent requesting contributions for the employee by the Payroll department. for Civilian and for Uniform by the President of the Association. The supervisor of the Payroll Department sends the email for the civilian employee. The Association President sends the email, requesting donations for the officers. Every year, the Payroll Dept. and the Police Association President will send an email to civilian and uniform officers advising that it is time to contribute to the shared leave bank. By contributing to the bank, this allows the employee to request shared leave, and be automatically qualified to draw the full hours from the bank. Once the employee returns to work, and they still have remaining shared leave hours in their accruals, payroll will request for the hours not used to be removed and returned to the shared leave bank.

5.21 PARENTAL SHARED LEAVE

- A. Shared Parental Leave application completed by the employee and submitted to Payroll. A copy of the birth facts must accompany the application.
- B. Payroll will review the application and check whether the employee is eligible or ineligible for the leave and will initial the form.
- C. Payroll will send the original documents by email to City HR Payroll, and a copy of all the forms will be kept for the employee file.
- D. Notification will be made to the employees whether they've been approved or denied.
- E. Payroll will enter SPL code through the schedule editor in KRONOS once all leave is exhausted.
Note: If hours received by contributions, payroll will submit all the donation forms and a spreadsheet with the total hours received to HR Payroll and log in to the payroll drive for accountability.

5.22 PERFECT ATTENDANCE/SICK LEAVE CONVERSION

- A. Eligibility. All civilian employees in the City who accumulate sick and personal leave are eligible to receive a \$50 monetary payment and/or to convert eight hours of sick leave to personal


leave, on a semi-annual basis, so long as they have perfect attendance, as defined below, during a designated six-month period. Uniformed Police and Fire employees covered under a Collective Bargaining Agreement (CBA) are not eligible to participate in or receive a monetary payment under the monetary award portion of this program. Uniformed Police employees are eligible to participate in the sick leave conversion portion of this program.

B. Guidelines and Criteria.

1. Perfect attendance is defined as having:
 - a. No sick leave usage
 - b. No absences for work-related injuries/Workers Compensation time
 - c. No leave of absence time (voluntary or involuntary)
 - d. No unexcused or unauthorized absence of any kind
 - e. No absence for any disciplinary action
 - f. No unpaid excused absences
2. The following approved absences will not affect perfect attendance:
 - a. Paid vacation
 - b. Paid personal leave (SPD)
 - c. City holidays
 - d. Absences for attendance at authorized City-related business (e.g.; conferences, training, etc.)
 - e. Funeral leave taken in accordance with Ord. 8065, Rule 6
 - f. Civil leave is taken in accordance with Ord. 8064, Section 4.6
 - g. Military leave (up to 15 days)
3. The designated six-month periods are as follows:
 - a. September 1 through February 28
 - b. March 1 through August 31

C. Procedure.

1. The monetary attendance award payment will be distributed to current successful employees in their first paycheck issued during the months of May and November
2. To participate in the Attendance Award Program, the employee must complete the "Perfect Attendance Program Request Form" and submit it to their department head or designee for approval no later than the 30th day following the last day of the designated six-month period in which there has been no sick leave used. Upon receipt of "Perfect Attendance Program Request Form", the eligibility and attendance during the designated six-month period will be verified.
3. Full-time or part-time employees who accrue sick leave may elect to convert up to eight hours of sick leave to personal leave for any designated six-month period that no sick leave has been used.
4. To elect conversion of sick leave hours to personal leave hours, the employee must complete the Sick Leave Conversion Incentive Request Form and submit it to their department head or designee for approval no later than the 30th day of the month following the designated six-month period in which there has been no sick leave used. Upon receipt of the Sick Leave Conversion Incentive Request Form, the eligibility and attendance during the designated six-month period will be verified.

 El Paso Police Department Human Resources Operation Manual	Chapter 6
Chapter 6: Department Drug and Alcohol Testing Policy	Policy Effective: 10/11/2022 Previous Version: 09/29/2021

6.0 DEPARTMENT DRUG AND ALCOHOL TESTING POLICY

6.1 PURPOSE

The El Paso Police Department (EPPD) believes employees have a right to work in a drug and alcohol free environment. Persons under the influence of drugs and alcohol on the job may pose serious safety, health and security risks to the public and to other Department employees. In addition to the City's Drug-Free Work Place Policy, this policy provides directives to all sworn employees of the EPPD concerning procedures for drug and alcohol testing. Nothing herein shall replace or supersede any provision of the Drug and Alcohol Testing article in the Collective Bargaining Agreement between the City of El Paso, Texas and the El Paso Municipal Police Officers' Association (hereinafter referred to as the "CBA").

6.2 RANDOM TESTING

Random drug testing will entail the five panel testing and include the following drugs: Marijuana, Cocaine, Opiates, Amphetamines, Phencyclidine.

All sworn employees of the El Paso Police Department (hereinafter referred to in this policy as "employee" or "employees") are subject to random drug testing (through urine or blood). Forty percent (40%) of police officers of all ranks, including the Chief of Police, shall be subject to mandatory random drug testing during each calendar year in accordance with the Collective Bargaining Agreement (CBA).

Employees shall be subject to random testing on a fair and impartial statistical basis. The fair and impartial statistical basis (in which each police officer has an equal chance of being selected) shall be by a non-discriminatory computerized program operated and certified as non-discriminatory by an independent firm hired by the City, and the employee shall be tested upon being selected by the computer. The firm shall generate a list upon request by the EPPD Human Resources Manager (HRM)

- A. Selection of Employees for Random Testing.
 1. The random list will be delivered to the HRM or designee by email, or hand delivered letter.
 2. The HRM or designee will issue a written directive to each employee on the list, ordering them to submit to drug testing at the specified date, time, and location, and will provide the reason for the test (post-accident, random or reasonable suspicion).
 3. Except when in actual use, possession of and access to the list of names will be limited to the HRM and/or designee.
- B. Notification to and Reporting by Employees for Random Testing.
 The El Paso Police Department HRM will coordinate with the testing vendor concerning the date, time, location, and number of employees to be tested. The collection dates will not be announced to the affected employee(s) in advance.

1. The HRM will provide the respective commanders or designee with a list of names of those employees selected for testing. The Notification to Report-Drug/Alcohol Form (Form #17-11001, Revised 11/21/2017) will be utilized.
2. The commander or a Special Point of Contact (SPOC) will ensure that all selected employees are ordered both orally, and in written directive using the Notification to Report Form.
 - a. The use of the Notification to Report-Drug/Alcohol Form (Form #17-11001, Revised 11/21/2017) serves as a direct order by authority of the HRM on behalf of the Chief of Police to provide the necessary sample at the specified location.
 - b. This notice also instructs the selected personnel to report to the specified collection location within two hours of being served with the notice.
3. The HRM shall coordinate the testing process to coincide with an employee's regularly scheduled workday.
 - a. Supervisors will make every effort to ensure their employees report to the testing facility immediately upon notification.
 - b. An employee with a legitimate conflict (such as court or training) will immediately inform their supervisors of the conflict and must report for testing as soon as practical.
4. Supervisors will document the absence on the Notification to Report-Drug/Alcohol Form and forward it to the HRM when an employee is on approved leave (including calling in sick the day of the test). The form will be routed through the employee's chain-of-command to the HRM via email, hand-delivery or interoffice mail.
5. Employees missing a scheduled test for any reason will be rescheduled for testing within 24 hours upon the employee's return, irrespective of any random sampling selection.
6. An employee who fails to report for testing at the specified date and time for any unapproved reason, refuses, fails or is unable to provide an adequate specimen, shall be placed on administrative leave pending review.
7. Employees who become involved in an emergency situation or police action while en route to the testing facility must notify an on-duty supervisor as soon as practical and request a second employee be dispatched to take over any necessary police functions. When relieved, the employee scheduled for testing shall continue to the testing facility.

6.3 COLLECTION PROCEDURE

Collection of the necessary samples and analyses will be conducted by a contracted qualified and independent firm/laboratory, in accordance with the CBA. After arriving at the specified collection location, employees will comply with instructions received from laboratory screening personnel and the HRM or designee as required. Screening will only be done for prohibited drugs and/or alcohol. No other substances will be screened, nor will any other medical tests be conducted or performed.

- A. The collection dates for random testing will not be announced in advance.
- B. Employees will be required to present their El Paso Police Department identification card at the collection location.
- C. The samples will be provided in maximum feasible privacy.
- D. Appropriate chain of custody procedures will be followed at all times at the collection facility and at the laboratory that performs the analysis.
- E. Personnel who are summoned to provide a specimen for analysis will remain at the collection location in view of collection personnel until an adequate sample can be produced.

6.4 POSITIVE TESTS RESULTS

- A. If the initial screening indicates a positive test result, a second test of this specimen will be performed.
 - 1. A confirmed positive report will only be made after this second test also comes back positive.
 - 2. A confirmed positive test report will be maintained by the HRM in a secure area.
- B. Once the HRM or designee has received the initial notification from the drug-testing vendor that an employee has a positive test result, the HRM or designee will notify a supervisor in the employee's immediate chain of command.
- C. Upon notification of a confirmed positive test result, a supervisor's log (Blue Team) is initiated by the Backgrounds Unit. The Blue Team is forwarded to the HRM for review. The HRM forwards the Blue Team to IAD for investigation and follow-up. Notification of a confirmed positive test result is sent to the employee's immediate chain-of-command.
- D. Within two working days after receiving notification from his/her department director of the initial positive test result, the employee will have the opportunity, at his own expense, to request that a re-test be performed manually, utilizing the original split sample.
- E. The sample will be maintained for a period of one year.
- F. Drug tests results will be made available to the affected employee upon written request, subject to applicable rules, regulations and legal considerations.
- G. In accordance with applicable privacy laws, drug test results and documentation about drug testing results, other than disciplinary reports, shall be maintained in a secured (locked) cabinet in the office of the HRM. A separate, confidential file will be maintained for each employee who submits to drug or alcohol testing.
- H. Disciplinary Actions
 - 1. A verified, confirmed, positive test result which indicates illegal drug use – shall result in disciplinary action up to and including termination of the sworn member.
 - 2. A verified, confirmed, positive test result which indicates controlled substance abuse or presence of alcohol may result in disciplinary action up to an including termination of the sworn member.
 - 3. A verified, confirmed, positive test result which indicates illicit anabolic steroid abuse may result in disciplinary action up to and including termination of the sworn members.

6.5 REASONABLE SUSPICION TESTING

Reasonable suspicion testing. Will entail 10 panel testing, anabolic steroid testing and alcohol testing. A violation will occur when the employee has a breath alcohol concentration confirmation test level of 0.01 or greater. The 10 panel testing will be analyzed (Through Urine or Blood) for at least the following drugs and any adulterants: Marijuana (THC metabolite), Cocaine, Amphetamines, Opiates (including heroin), Phencyclidine (PCP), Barbiturates, Benzodiazepines, Methadone, Methaqualone, Propoxyphene Steroids (Anabolic Steroids) include. Bolasterone, Boldenone, Clostebol, Dehydrochloromethyl Testosterone, Fluoxymesterone, Mesterolone, Methyltestosterone, Nandrolone, Oxandrolone, Oxymetholone, Probenecid, Stanozolol, Testosteron.

- A. "Reasonable Suspicion" shall be defined in accordance with the CBA.
- B. Procedures for Reasonable Suspicion Testing. If a supervisor reasonably suspects that an employee subject to this policy is under the influence of a prohibited drug, prohibited inhalant, alcohol, or appears impaired due to the abuse of a prescription drug, the supervisor will:

1. Immediately remove the employee from performing regular duties, and, when possible, bring the employee to a private area away from the observation of coworkers and/or the public.
 2. Document in a supervisor's log to the employee's chain of command with a copy to the HRM all observations leading to the suspicion.
- C. Supervisors will contact the on-call HR Supervisor via Communications to make notification.
1. Immediately request that the employee's chain of command be contacted to authorize the employee be relieved of duty.
 2. If there is probable cause to believe a crime has been committed, then the appropriate arrest procedures will be followed.
 3. If there is no probable cause at this point to believe a crime has been committed, the supervisor shall:
 - a. Notify the chain of command and the Human Resources Manager.
 - b. Make arrangements for the employee to be taken home, and placed on administrative leave unless a decision is made to immediately conduct a drug and/or test, in accordance with this policy.

The collection procedures, as defined in Section 6.3 above, are followed with the additional condition: the affected employee will be escorted to the collection site and will not be permitted to operate a vehicle. The affected employee escort must be a supervisor or his/her designee.

6.6 POST-ACCIDENT/FIREARM DISCHARGE TESTING

- A. Conditions for Post-Accident/Firearm Discharge.
1. In accordance with the City's Drug Free Policy, any sworn employee that is involved in a motor vehicle accident or firearm discharge may be subject to a mandatory drug test.
 2. The collection procedures, as defined in Section 6.3 above, are followed with the additional condition: the affected employee will be escorted to the collection site and will not be permitted to operate a vehicle. The affected employee escort must be a supervisor or his/her designee.
 3. Supervisor will contact the on-call HR Supervisor via Communications to make notification.
- B. Critical Incident Testing (for either post-firearm discharge or post-accident situations) may consist of hair follicle, breath, urine or blood analysis.
1. Should the employee have at least 90 to 120 strands of 1.5 inches of hair available, the drug and alcohol testing may be done within 72 hours. If the employee removes any hair during the 72 hours following the critical incident, employee will be disciplined.
 2. Should the employee be hospitalized, the employee may also choose to authorize the HRM to conduct drug and alcohol tests on the blood tests obtained from the hospital; provided hospital policy allows for it.
 3. If neither option one or two are available, the HRM will coordinate drug and/or alcohol testing within 48 hours after the following incidents.
- C. Post-Firearm Discharge testing will be conducted under either of the circumstances listed below and will entail 10 panel testing, anabolic steroid testing and alcohol testing.
1. Discharge of a firearm, on or off duty, whereby a person was the intentional or accidental object of the shooting. This will include injury and non-injury shootings.
 2. Discharge of a firearm on or off duty, while performing a law enforcement function. The following are exceptions: discharge during training, discharge during weapon maintenance, approved shooting of an animal, approved shooting of an object.

- D. Post-Accident testing will be conducted under any of the circumstances listed below and will entail the five panel testing.
1. A sworn employee while driving a City vehicle, becomes involved in a vehicular accident which results in a human fatality.
 2. A sworn employee while driving a City vehicle, becomes involved in a vehicular accident and the employee receives a moving traffic violation arising from the accident.
 3. A sworn employee while driving a City vehicle, becomes involved in a vehicular accident from which any involved vehicle requires towing from the scene.
 4. A sworn employee while driving a City vehicle, becomes involved in a vehicular accident from which any person involved is transported from the scene for medical treatment.
 5. An event in which a sworn employee, on or off duty while performing a law enforcement function causes the death or serious injury of another person

6.7 RESPONSIBILITY FOR REPORTING LEGAL PRESCRIPTION DRUG USE AND ACCIDENTAL DRUG EXPOSURE

- A. If the medically approved and appropriate use of a prescription or over-the-counter drug adversely affect any El Paso Police Department employee's work performance or the safety of the employee or others, the employee must bring this fact to the attention of his/her immediate supervisor.
- B. The immediate supervisor will then inform the commander and Human Resources Manager. The Human Resources Manager will make a determination whether to question the employee's fitness for duty, and whether to limit, suspend or modify the employee's work activity, or otherwise reasonably accommodate such adverse effect.
- C. As part of this process, the employee may be requested to provide medical documentation of his/her ability to safely and effectively perform the essential functions of the position.
- D. Any information about the employee's medical condition obtained by a supervisor or manager is confidential, and will be shared only on a need to know basis. Any documentation of such medical information must be kept in the employee's confidential file.
- E. Employees subjected to the accidental exposure of any illegal drug must immediately notify the supervisor on duty.
 1. The supervisor will handle all accidental exposures as required by departmental policy. Additional information that should be included are:
 - a. The substance the individual was exposed to
 - b. The period of exposure
 - c. Brief statement explaining the necessity for exposure
 2. A copy will be forwarded to the El Paso Police Department HRM who will maintain this documentation for use if needed in the drug-testing program.

6.8 DRUG AND ALCOHOL ABUSE TREATMENT

The El Paso Police Department encourages any employee who has an alcohol or other drug problem to seek treatment before the problem manifests itself in a violation of this policy and before the employee has a positive test result. To encourage employees to maintain a safe, healthy and productive work

environment, the City of El Paso provides an Employee Assistance Program as an option for an employee seeking treatment. An employee may not self-refer once notification of a drug test has been made.


- A. Employees are encouraged to voluntarily seek assistance for alcohol or other drug problems.
 - 1. All inquiries about assistance will be kept strictly confidential and will be disclosed only to those persons with a legitimate business need to know.
 - 2. An employee's voluntary disclosure of an alcohol or drug problem before submitting to a drug test or being requested to submit to a drug test may be considered by the Chief of Police as a mitigating factor should the facts warrant the matter being handled as a disciplinary issue.
 - 3. Information regarding the Employee Assistance Program is available at the El Paso Police Department's HR Department located at PDHQ.
 - 4. The El Paso Police Department will maintain the confidentiality of any request for such information by an employee or family member.
- B. An employee who is being treated for an alcohol or other drug problem may.
 - 1. Be placed on a medical leave of absence when an employee has exhausted all leave balances.
 - 2. Nothing in this policy is intended to conflict with the provisions of the Family and Medical Leave Act (FMLA) or Americans with Disabilities Act Amendments Act (ADAAA) and in the case of any conflict, the provisions of the FMLA and ADAAA prevail.
- C. An employee who seeks rehabilitation assistance must agree to the following.
 - 1. Actively participate in an appropriate alcohol or other drug treatment program of a licensed, accredited treatment facility, and follow all rules, guidelines and recommendations of that program or facility, including but not limited to, after-care recommendations.
 - 2. Complete the treatment program, not reject any treatment or recommendations of the program or facility, and not leave or discontinue the treatment program before being properly discharged.
 - 3. Upon completion of the treatment program, agree to unscheduled, periodic drug tests for a period of not less than one year to be administered by the City's alcohol and drug testing contract vendor. The failure of a subsequent drug test shall result in termination or suspension of the employee.
 - 4. Sign all necessary authorizations and consents to allow the treatment facility to furnish copies of the employee's treatment records to El Paso Police Department's physician so that the El Paso Police Department can monitor the employee's treatment program. All documentation shall be maintained in a secured (locked) cabinet in the office of the HRM. A separate, confidential file will be maintained for each employee who submits to drug or alcohol testing.
- D. An employee who seeks to return to active employment while undergoing treatment or after completing treatment must make the request in writing and.
 - 1. The employee must submit to a drug test and obtain a negative test result before returning to work
 - 2. El Paso Police Department's physician must determine that the employee is capable of returning to full duty status
 - 3. The employee must comply with all El Paso Police Department rules, policies and procedures and
 - 4. The employee must agree to unscheduled, periodic drug tests for a period of not less than one year
- E. These guidelines apply only to one requested leave of absence. Any request for additional leave of absence under this Drug and Alcohol Abuse Treatment section will be handled on a case-by-

case basis and granted only at the sole discretion of the Chief of Police, his designee, and as required by law. A return to work agreement should be prepared by the affected employee's immediate supervisor, and a copy of this agreement should be sent to the El Paso Police Department HRM.



INTERNAL AFFAIRS DIVISION OPERATIONS MANUAL

(Revised 05/18/2022)

 El Paso Police Department Internal Affairs Division Operations Manual	Chapter 1
Chapter 1: Purpose	Policy Effective: 05/18/2022 Previous Version: 03/08/2021

1.0 PURPOSE

The Internal Affairs Division’s function within the El Paso Police Department is important for the maintenance of professional police conduct and ensuring the overall integrity of the Department. The mission of the Internal Affairs Division (IAD) is to review officer-involved critical incidents and to investigate complaints received against employees of the El Paso Police Department as stated in the El Paso Police Department’s Procedures Manual. The purpose of this policy is to establish procedures for the fair and impartial investigation of complaints, processing complaint investigations, and defining the disciplinary process.


1.1 POLICY

It shall be the policy of the El Paso Police Department to investigate all complaints, in accordance with Sec. 614.022 of the Texas Government Code. The Internal Affairs Division, or the on-duty supervisory personnel, shall produce all complaints in written form. Complaints may be initiated in the following ways: by individuals within the Department or by private citizens in person, by telephone, by written correspondence, through electronic correspondence, or through supervisory personnel. The Internal Affairs Division trains Department personnel and supervisors on disciplinary and administrative investigation topics.

1.2 ORGANIZATION

- A. Operations Staffing
 1. The Internal Affairs Division Commander reports directly to the Chief of Police.
 2. The Investigative Sergeant ensures that all investigations are conducted in a thorough, impartial, and timely manner. The Investigative Sergeant ensures the preparation and service of all post investigation administrative documentation which consists of, but is not limited to, proposed and final notice of termination, notice of suspensions, and formal counseling documents.
 3. The Administrative Sergeant ensures the preparation and service of all post investigation administrative documentation which consists of, but is not limited to, proposed and final notice of terminations, notice of suspensions, and written reprimands. The Administrative Sergeant of Internal Affairs’ primary responsibility is to oversee the Internal Affairs databases, which consist of Blue Team (entry database) and IA Pro (management database), as well as the Open Records/ Subpoenas/ Litigations/ Department Requests that pertain to Internal Affairs. The Administrative Sergeant is also responsible for the discipline history cards. Other duties also include drafting of discipline that comes from administrative investigations on the regional/division level.

4. Work hours, staffing, vehicle assignments, and other administrative matters are designated by the IAD commander.

 El Paso Police Department Internal Affairs Division Operations Manual	Chapter 2
Chapter 2: Investigations	Policy Effective: 05/18/2022 Previous Version: 03/08/2021


2.0 INVESTIGATIONS

2.1 CONFIDENTIALITY OF INFORMATION

- A. All information relating to an IAD investigation is confidential.
- B. Employees shall not disclose details of a case with anyone, except:
 - 1. Internal Affairs Division Investigators assigned to the case
 - 2. The employee’s attorney
 - 3. The employee’s chain of command (when appropriate and necessary)
 - 4. Other persons specifically designated by the Chief of Police
- C. Internal Affairs Division employees shall not disclose nor discuss information about any investigation with anyone who does not have a legitimate need-to-know.
- D. To ensure the integrity of fact finding on investigations, Internal Affairs Division employees shall not reveal questions prepared on a sworn statement to any sworn personnel being interviewed, should such a request be made prior to or during the interview.

2.2 RESPONSIBILITY

- A. The Commander of the Internal Affairs Division shall be responsible for notifying the Chief of Police of all complaints of a serious nature, including, but not limited to:
 - 1. Allegations of misconduct by an El Paso Police Department employee.
 - 2. Allegations of criminal conduct by an El Paso Police Department employee.
 - 3. Serious breaches of Departmental integrity.
 - 4. Complaints likely to result in criticism of the Department.
 - 5. Unusual complaints likely to be closely scrutinized.
- B. The IAD Commander will notify the Chief of Police of any criminal allegations against employees. The Chief of Police determines if Special Investigations Unit (SIU) will investigate the case.
- C. When an employee is dismissed, refer to the El Paso Police Departments Procedures Manual, Policy 902 Discipline Procedures.
- D. The Internal Affairs Division shall record and maintain all Divisional Investigative files.
- E. Investigative Responsibility. IAD will investigate cases as delineated in the Procedures Manual or as directed by the Chief of Police.
- F. Other Responsibilities of the Internal Affairs Division include, but are not limited to:
 - 1. Maintaining records of complaints, administrative investigations, and disciplinary actions.
 - 2. Assisting the Chief of Police and the employee's chain-of-command in preparing for the administering of formal disciplinary action.
 - 3. Staffing the Shooting Review Team and completing officer-involved shooting investigations, as per Procedures Manual Policy 932 Discipline Review Boards.

 El Paso Police Department Internal Affairs Divisions Operations Manual	Chapter 3
Chapter 3: Complaints	Policy Effective: 05/18/2022 Previous Version: 03/05/2021

3.0 COMPLAINTS

3.1 RECEIPT OF COMPLAINTS

- A. Upon receipt of a complaint, the receiving IA personnel shall interview the complaining party and assist the complainant in filling out a Citizen’s Complaint Form.
- B. IAD personnel shall explain to the complainant the process of completing the Citizen’s Complaint Form.
- C. All administrative complaint forms shall be documented on a case information form and forwarded to the Investigative Sergeant as soon as possible.
- D. Complaint forms are confidential.
- E. After review by the Investigative Sergeant and approved by the Commander, the complaint shall either be investigated at IAD, forwarded to the affected Division, or screened.
- F. The Internal Affairs Commander shall notify the complainant in writing of the results of the investigation and final disposition.

3.2 COMPLAINTS

- A. Complaints will be handled in accordance with the Procedures Manual Policy 901 Administrative Investigations.
- B. Referred Complaints
 1. Referred complaints shall be those deemed less serious in nature. These complaints will be forwarded to the Commander of the affected employee, according to the Procedures Manual. These complaints will be reviewed by the Chief of Police, or their designee. They include:
 - a. Complaints, if found to be true, that would be categorized as an A or B complaint under the Discipline Matrix.
 - b. Complaints of a less serious nature.
 2. The respective Commander of the involved employee shall investigate, take corrective action if necessary, and once completed refer the case back to IAD to assist with drafting discipline documents and/or close out the case. The respective Regional Commander will make a final written notification to the complainant on cases referred by IAD.
- C. Screened Complaints
 1. Screened Complaints are those that do not fit into the complaint categories specified in the Department Procedures Manual. They include:
 - a. Complaints that do not rise to the level of a policy violation.
 - b. Allegation(s) against an employee who cannot be identified.
 - c. Complaints initiated after an unreasonable period of time.

- d. Complaints where the complainant refuses to cooperate after being contacted by Internal Affairs or refuses to provide a sworn complaint statement.
- D. The information will be filed in the Internal Affairs Division office for documentation purposes. If it is determined that additional follow up investigation is needed, the complaint will be reclassified as per the case category investigations specified in the Procedures Manual.

3.3 INVESTIGATION OF COMPLAINTS

- A. Internal Affairs investigators must not be:
 - 1. The complainant or complaining witness
 - 2. Personally involved in the alleged misconduct or having a personal interest in the case
- B. The assigned investigator shall prepare a written First Notice of Allegations, which explains the nature of the complaint to the accused sworn employee and the employee's rights and responsibilities relative to the investigation. (*Garrity vs New Jersey*, 385 L/S 483, 87 S. Ct. 616 (1967))
- C. The Internal Affairs Division shall handle and investigate complaints as defined in the Procedures Manual Policy 903 Disciplinary Matrix and Penalty Table.
- D. Employees will not be interviewed on overtime, unless the exigencies of the investigation dictate otherwise or when previously approved by an IAD supervisor.
- E. Interview of local inmates will be done at the correctional facility, unless otherwise approved by the IAD Commander.
- F. If the investigator determines that significant discrepancies exist between the allegations and the employee's response, efforts will be made to resolve the discrepancies.
- G. Upon determination by the Chief of Police that the following actions are material and relevant to the investigation, investigative techniques employed by the Internal Affairs Division may include orders to the employee to:
 - 1. Be photographed or fingerprinted
 - 2. Participate in a physical lineup
 - 3. Submit financial disclosure statements
 - 4. Produce specific documents reasonably related to an investigation
 - 5. Submit to a polygraph. Administrative investigation polygraphs shall be administered in accordance with the Texas Government Code and the Articles of Agreement between the City of El Paso and the El Paso Municipal Police Officers' Association
 - 6. Submit to a drug or alcohol screening
 - 7. Submit to a fitness for duty evaluation
 - a. The Articles of Agreement between the City of El Paso and the El Paso Municipal Police Officer's Association, Article 31.
- H. On completion of the investigation, the investigator shall prepare a case file, which will include all information pertinent discovered by the investigator.
- I. After case completion, case disposition will follow Policy 903 Disciplinary Matrix and Penalty Table. Once disposition is made, the Internal Affairs Division will prepare the disciplinary paperwork for final approval by the Chief of Police or their designee.

3.4 INVESTIGATION PERIOD

- A. Sworn Personnel. Investigations shall be completed within 100 days from the date of the incident in non-criminal matters/allegations. Extensions to complaint investigations may be


- granted by the IAD commander.
- B. Human Resources conducts investigations involving non-sworn employees.

3.5 SUSTAINED COMPLAINTS

Refer to the General Procedures manual.

3.6 NOTIFICATIONS

- A. Complainants will be notified by the IAD commander by mail if the case is screened or referred.
- B. Witnesses to an investigation by Internal Affairs will be contacted by an investigator for any pertinent information related to administrative allegations.
- C. The Internal Affairs Division shall notify all other complainants, by written notification, of the final results of investigations.
- D. The Internal Affairs Division shall provide written notification to the employee and their chain of command of the final results of the investigation.

 El Paso Police Department Internal Affairs Division Operations Manual	Chapter 4
Chapter 4: Records	Policy Effective: 05/18/2022 Previous Version: 03/08/2021

4.0 RECORDS

4.1 RECORD-KEEPING

- A. The Internal Affairs Division is the custodian of record for:
 - 1. All records of disciplinary actions resulting from disciplinary investigations.
 - 2. All records of complaints against the Department and its employees.
 - 3. Officer-Involved Shooting administrative records.
 - 4. All Blue Team supervisory logs generated.
- B. The Internal Affairs Division shall maintain a complaint history on each employee investigated, which will reflect all complaints and their final classifications. The information maintained shall include:
 - 1. Internal Affairs Division control number
 - 2. Employee name
 - 3. Employee number
 - 4. Date incident occurred
 - 5. Allegation/violation
 - 6. Final classification
 - 7. Type of discipline


4.2 ACCESS TO FILES

- A. All Internal Affairs Division files will be maintained in a secure area. The Internal Affairs Division Commander will control access to these files. Records will be released to the public only when required by law.
- B. Any Freedom of Information request for Internal Affairs files will be processed in accordance with any applicable laws and as directed by the City Attorney's Office.
- C. Subpoenas for documents or items from files maintained by the Internal Affairs Division shall be directed to the City Attorney's Office.

4.3 RETENTION/DESTRUCTION OF FILES

- A. The Internal Affairs Division Commander shall be the records management officer for the Internal Affairs Division.
- B. Internal Affairs Division files are maintained according to rules regarding local record retention of public safety agencies and approved by the Texas Local Government Records Committee and adopted as a rule of the Texas State Library and Archives Commission. No local government office may dispose of records listed in the schedule prior to the expiration of its retention period.

- C. Retention periods begin on the completion date of the investigation.
- D. The final decision to authorize the destruction of IAD records will be made by the Chief of Police or their designee.

 El Paso Police Department Internal Affairs Division Operations Manual	Chapter 5
Chapter 5: Discipline	Policy Effective: 05/18/2022 Previous Version: 03/08/2021

5.0 DISCIPLINE

5.1 TRAINING

When the final disposition of a case is training, the following occurs:

- A. The Preliminary Information Document (PID) serves as the Final Notice of Disposition.
- B. Final PIDs where only training is recommended and allegations are not sustained do not have to be signed. Training documentation must be signed by the affected employee. Training documentation is referred to the Academy for the appropriate training.
- C. The final PID and a copy of the training documentation are returned to IAD.
- D. Completed documentation is disseminated accordingly.
- E. The files at Internal Affairs are updated and the case is closed with final disposition.

5.2 DIVISIONAL COUNSELING

When the final disposition of a case is divisional counseling, the following occurs:

- A. The Preliminary Information Document (PID) serves as the Final Notice of Disposition. Disposition and issues sustained will be noted on the PID.
- B. A copy of the PID and the “Sustained Issue(s)” are referred to the affected employee’s commander who is responsible for ensuring that the appropriate divisional counseling is provided to the affected employee.
- C. The affected employee signs the PID and the divisional counseling documentation.
- D. Cases originally handled at the division level (Region) will draft the divisional counseling. If the case was the result of an Internal Affairs investigation, IAD will draft the division counseling.
- E. The PID and the original divisional counseling documentation are returned to IAD.
- F. Completed documentation is disseminated accordingly.
- G. The files at Internal Affairs are updated and the case is closed with final disposition.

5.3 FORMAL COUNSELING

When the final disposition of a case is formal counseling, the following occurs:

- A. Charges and Specifications. The formal counseling is prepared and contains therein:
 1. The “Sustained Issue(s)” that the affected employee violated.
 2. Specifications setting out the specific incident that took place.
- B. The Final Specifications (formal counseling) is sent to Chief of Police or their designee for signature.
 1. In all cases of formal counseling, IAD will handle the drafting of the formal counseling

- document.
2. The original approved specifications (formal counseling) and a copy of the PID will be referred to the affected employee(s)'s Commander who is responsible for ensuring that the appropriate formal counseling is provided to the affected employee who signs and dates the PID and formal counseling document.
 3. The Preliminary Information Document (PID) serves as the Final Notice of Disposition. Disposition and issues sustained will be noted on the PID.
 4. Completed documentation is disseminated accordingly.
 5. The files at Internal Affairs are updated and the case is closed with final disposition.

5.4 SUSPENSION

When the final disposition of a case involves a suspension, the following occurs:

- A. Charges and Specifications. The Notice of Suspension is prepared and contains:
 1. Necessary charges enumerating the rules, regulations, and procedures in the City Charter, El Paso Police Department Procedures Manual, Bureau and Division Procedures Manual, and State, Federal laws, and City Ordinances that the accused employee violated.
 2. Specifications setting out the specific incident that took place.
- B. Final Specifications (Notice of Suspension) is submitted to Chief of Police or their designee for signature and date.
 1. It is recommended that the notice of suspension (Draft) be submitted to the City Attorney's Office for review prior to sending it to the Chief of Police or their designee.
 2. If City Attorney prepares the notice of suspension, it will be taken to the Chief of Police or their designee for final approval.
- C. Approved Specifications (Notice of Suspension) signed by the Chief and PID are then issued to the affected employee who signs and dates.
 1. The IAD Disciplinary Supervisor will advise the affected employee of the Settlement Agreement provided for by the Chief of Police and suspension leave that is/are available as provided for in the contract between the City of El Paso and the EPMPOA or Civil Service Rule 15 and ascertain whether employee will exercise this option.
 - a. If the affected employee elects to accept the option Settlement Agreement, the final suspension hours will be followed by "as per settlement" and the affected employee acknowledges and warrants that he will not revoke said disciplinary terms set forth in the settlement agreement. The affected employee expressly waives any and all rights, including the right of appeal, that he may have under the rules of the Civil Service Commission, the Civil Service Amendment to the Charter of the City of El Paso, or any ordinance of the City of El Paso to have said settlement set aside or reversed.
 - b. The employee will complete and submit a suspension election form.
 - c. Notation of the selected option will be made in the appropriate space of the Appendix A form along with the "Vacation in lieu of suspension" form.
 2. If the affected employee does not elect the option, then an Appendix A form is issued to the affected employee. The employee will be ordered to return the completed form to IAD by a specified date.
 - a. The Appendix A will be taken to the affected employee's supervisor to determine the dates of suspension and the date the employee needs to return to work.
 - b. Appendix A will be returned to Internal Affairs no later than the tenth day after issued, along with Leave Request for suspension leave.

- c. The affected employee is informed of their right to appeal the suspension. If elected to appeal, affected employee has 30 days from the date the suspension is served to appeal to the Civil Service Commission or at the election of the Association, to an arbitrator mutually agreed to by the parties.
- D. Completed Notice of Suspension, Appendix A, PID, Leave Request (Agency Web), and if appropriate, Settlement Agreement and Suspension Election Form, are disseminated accordingly.
- E. Electronic files at Internal Affairs are updated and the case is closed with final disposition for filing.

5.5 DEMOTION


- A. The process for demotion is similar to that of the Notice of Suspension, except the disposition is demotion.
- B. The distribution of the demotion paperwork is the same as those noted for suspension procedure.

5.6 TERMINATION

When an employee is to be terminated, the following procedures will be followed:

- A. Proposed Notice of Termination. The Proposed Notice of Termination format and content is similar to that of a Notice of Suspension and contains:
 - 1. Necessary charges enumerating the rules, regulations, and procedures in the City Charter, El Paso Police Department Procedures Manual, Bureau and Division Procedures Manual, State and Federal laws, and City Ordinances that the accused employee is alleged to have violated.
 - 2. The specifications will describe the incident.
 - 3. It is recommended that the City Attorney's Office review the Proposed Notice of Termination prior to serving the employee.
 - 4. The Chief of Police reviews and approves the Proposed Notice of Termination but is not required to sign.
 - 5. The proposed notice of termination specifications are given to the employee and the employee will sign for receipt of said notice.
 - 6. In addition to the proposed notice of termination specifications, the employee shall also be furnished with the written materials and tangible things in the possession of the Department Head that form the factual and evidentiary basis for the proposed termination, as per the Civil Service Commission Rules and the Articles of Agreement between the City of El Paso and the El Paso Municipal Police Association.
- B. Pre-Termination Meeting Notice. Is provided in order to give the employee an opportunity to address the charges and present evidence on their behalf.
 - 1. Pre-Termination Meeting Notice includes:
 - a. Information as to the date, time, and location of the Pre-Termination Meeting.
 - b. The notice will be a direct order to the employee to appear for the meeting.
 - c. The notice is signed by the IAD Lieutenant or their designee.
 - d. The employee is required to sign and date the notice.
 - 2. Notice is presented to the employee who will sign, date, and time the original and a copy.

3. Copy of the Pre-Termination Meeting Notice is provided to the employee.
 4. The meeting shall be at least five days from the day on which the employee receives notification of the hearing. In computing any time periods set forth in this rule, Saturdays, Sundays, and City Holidays shall not be included.
 5. At the order of the Chief of Police, the employee may be relieved of duty. If the employee is relieved of duty, the IAD Lieutenant will collect the employee's credentials, such as badge and employee identification card.
- C. Meeting with the Department Head
1. The employee is advised of the details upon which their termination is being considered.
 2. The employee is given opportunity to present their side of the issue.
 3. The meeting is recorded.
- D. Findings
1. The employee is advised of the Department Head's decision.
 2. If decision is made to terminate:
 - a. The employee is presented with Notice of Termination paperwork signed/dated by the Chief of Police.
 - b. The employee signs and dates the first and last pages of the notice of termination and is provided a copy of it.
 - c. The employee is also presented with a notice to return all City of El Paso and El Paso Police Department equipment that is in their possession or may have been issued to them.
 - d. If the employee is not present to be served with the Notice of Termination:
 - i. Every effort is made to serve the employee in person.
 - ii. If the employee cannot be located, a signed copy of the Notice of Termination will be mailed with return receipt requested to the employee's address of record.
 - iii. If the decision to terminate is changed, then the discipline will be administered in accordance with above outlined procedures.

 El Paso Police Department Internal Affairs Division Operations Manual	Chapter 6
Chapter 6: Case Classifications	Policy Effective: 05/18/2022 Previous Version: 03/08/2021

6.0 CASE CLASSIFICATIONS


The Internal Affairs Division investigates several different categories of cases. They are classified as follows:

- A. IA – Internal Affairs. Internal and External Complaints (made by citizens or members of the public and/or employees of the El Paso Police Department).
- B. DI – Information. Documentation reports that do not amount to an investigation.
- C. FE – Forced Entry. Documentation related to Force Entry. (Statistical Report)
- D. UF – Use of Force. Documentation reports related to Use of Force (Statistical Report).
- E. SM- Stress Management.
- F. VA – Vehicle Accident. Documentation related to Vehicle Accidents (Statistical Reports).
- G. VP – Vehicle Pursuits. Documentation related to Vehicle Pursuits (Statistical Report).
- H. EC – Employee Commendation. Documentation related to employee commendations or outstanding job performance.
- I. SR – Shooting Review. Documentations related to Firearm Discharge- person, animal, or accidental (Statistical Report).
- J. DRB – Discipline Review Board. Documentation related to DRB recommendations on department policy, training, etc.



METRO UNIT OPERATIONS MANUAL

(Effective 10/11/2022)

 El Paso Police Department Metro Unit Operations Manual	Chapter 1
Chapter 1: Metro Unit	Policy Effective: 10/11/2022 Previous Version: 03/24/2021

1.0 METRO UNIT

The Metro Unit takes a proactive approach to problem solving in the Central Business District and are responsible for traffic control at the Southwest University Park during El Paso Chihuahuas baseball games, El Paso Locomotive soccer games, and other events. The other four Regional Command Centers and the Airport will have at least two bicycles available in their stations for officers to use for special assignments. Metro officers will receive a Bicycle Patrol Operations Manual once they have been assigned to the metro unit. The Metro Unit is not subject to call by dispatch.

1.1 PURPOSE AND RESPONSIBILITIES

The Metro Unit is composed of trained officers who take a pro-active approach to problem solving in the Central Business District. Under ordinary operations, the unit works under the direction of the CRCC Commander.

- A. The Metro Unit may be utilized for special events and assignments such as Music Under the Stars, Winter Festival, El Paso Parade of Lights, and other events at the San Jacinto Square . The hours of the Metro Unit are subject to change at a moment’s notice and are dictated by the needs of the El Paso Police Department. Each command requesting assistance or deployment of the Metro Unit will contact the Central Regional Commander or the Chief’s Office.
- B. The Metro Unit will play a support role at any major disturbance for Mobile Field Force operations. The Metro Unit will maintain operational readiness.
 - 1. The Metro Unit will maintain the Mobile Response Trailer in operational readiness at all times. The Metro Unit supervisor will inspect the equipment at least once a month and will report any kind of equipment damage to his section commander. The Metro Unit supervisor will make sure that all of the equipment is in good condition in order to be ready for deployment at any time.

1.2 METRO BICYCLE PATROL ASSIGNMENT GUIDELINES

Officers assigned to the Metro Unit will adhere to the listed guidelines:

- A. Under normal operations, the Metro Bicycle Patrol will consist primarily of two-officer assignments.
- B. The Metro Bicycle Patrol may respond to calls for service within the Central Business District/Entertainment District, and will work both day and nighttime operations.
- C. Bicycles will not be deployed on the freeway.
- D. Metro officers that are bike certified may use their assigned police bikes during their regular tour of duty.
- E. The Metro Unit is responsible for traffic and pedestrian control at five intersections during games and events at the Southwest University Park:
 - 1. Position 1: Santa Fe Street and Missouri Avenue (marked unit position)
 - 2. Position 2: Santa Fe Street and Franklin Avenue

3. Position 3: Santa Fe Street and Main Drive
4. Position 7: Durango Street and Franklin Avenue
5. Position 12: Durango Street and San Antonio Avenue

1.3 UNIFORMS

The Metro Bicycle Patrol officers will be issued the standard bike officer uniform approved through the Office of the Chief. The Metro Bicycle Patrol officer will be issued a U.S. CPSC, A.N.S.A. or a Shell approved bike helmet, which will always be worn while operating the bicycle.

A. Summer Uniform.

1. The bike shirt will be a polo shirt, with Department patches on each sleeve, cloth badge patch over the left shirt pocket. The sergeant insignia will be sewn on collar of the summer bike shirt. The senior patrol officer insignia is not required on the summer bike shirt. The officer's name will be placed over the right shirt pocket. The shirt will be tucked into the shorts at all times.
2. Standard bike shorts issued by the Department.
3. Black, low-cut socks.
4. Black shoes with no ornate logos, designs, or insignias. The laces will be black.
5. Eye protection and gloves may be worn but must be conservative in color. (No bright or neon colors)

B. Winter Uniform.

1. The winter bike shirt will be a long sleeve shirt, with Department patches on each sleeve, cloth badge patch over the left shirt pocket. The winter shirt will have the rank insignia sewn into each sleeve of the shirt. The officer's name will be placed over the right shirt pocket. The shirt will be tucked into the winter pants at all times.
2. Winter bike jacket with the same markings displayed as the winter shirt.
3. Bike winter pants with optional liners issued by the Department.
4. Black low-cut socks.
5. Black shoes with no ornate logos, designs, or insignias. The laces will be black.
6. Eye protection and gloves may be worn but must be conservative in color. (No bright or neon colors)

C. Use of Bike Uniform for Extra-Duty.

1. The bike uniform will not be worn for off-duty assignments unless specifically approved by the shift commander. The bike officer jacket will not be worn while wearing the standard police uniform.

1.4 EQUIPMENT

Each Metro Bicycle Patrol officer is assigned a Department bike with a nylon saddlebag. The officer is responsible for the bike's maintenance. The officer will conduct a routine visual inspection of the bicycle prior to each use. The officer will check for proper tire inflation, lubrication, loose, missing or worn out components. The officer is also responsible for repairing flats. The unit's bike mechanic will perform the maintenance and minor repairs. Major repairs will be performed at the designated department approved bike repair facility.

- A. Metro Bicycle Patrol officers are assigned riot gear. A riot shield and riot baton will be issued to the officer as needed. Riot equipment includes:

1. One helmet with face shield.
2. One gas mask.
3. Crowd Control Suit with gloves.

1.5 TRAINING

All personnel assigned to the Metro Unit will be required to attend the Department's police bicycle course.

- A. The metro unit receives the following training:
 1. Use of the bicycle
 2. Riot gear and control
 3. The metro unit will receive Mobile Field Force Training MFF quarterly


1.6 INSTRUCTORS

- A. The Metro Unit will have at least one qualified TCOLE certified instructor that will conduct regular training for the Metro officers.
- B. The Metro instructor will conduct the training at the Police Academy with the assistance of the CRCC training coordinator.
- C. The Metro instructor will provide the in-service coordinator with a lesson plan before the class is conducted and will also provide a test exam that will be given to the officers during the training (on hands) or after completing the training.
- D. The Metro instructor will make sure that the necessary paperwork and documentation is turned in to the CRCC Training Coordinator.



PLANNING & RESEARCH OPERATIONS MANUAL

(Revised on 02/03/2022)

 El Paso Police Department Planning and Research Operations Manual	Chapter 1
Chapter 1 General Provisions	Policy Effective: 02/03/2022 Previous Version: 08/23/2010

1.0 GENERAL PROVISIONS

1.1 UNITS PURPOSE

The Planning and Research Division of the El Paso Police Department is a vital part of the Strategic Planning and Auxiliary Services Bureau. The Division is responsible to the Chief of Police or his designee in performing planning and research functions related to the development and continual monitoring of current operations as well as the future plans and direction of the Department. The Division also develops and maintains courses of action that offer the greatest potential for obtaining the desired goals directed by the Chief of Police.

- A. In addition to other duties, the Planning and Research Division documents and recommends policies and procedures promoting the efficient operation and administration of the El Paso Police Department and provides guidance and information on such matters to the executive and command staff.
- B. The Division gathers necessary information from any source available and has access to various Department files, databases and networks. The work of the Planning and Research Division is intended to supplement, not to replace planning responsibilities of other sections or units.

1.2 MANUAL OBJECTIVE

The Planning and Research Operations Manual is an official instrument of the El Paso Police Department and is intended for use by all employees of the Division. All employees are required to comply with the provisions of the Department's Procedures Manual unless, by their nature, the provisions are clearly inapplicable. The Department's Procedures Manual will supersede the Planning and Research Operations Manual should a conflict arise in policy and procedure.

1.3 DISTRIBUTION OF MANUAL

All personnel assigned to the Planning and Research Division will receive a copy of the Operations Manual when assigned to the Division. It is the employee's responsibility to familiarize themselves with its contents.

1.4 UPDATING AND REVISING

The responsibility for updating and revising this manual lies with the Division Lieutenant and the Strategic Planning and Auxiliary Services Bureau Assistant Chief. Periodically, the manual will be reviewed and any necessary changes made.

1.5 ORGANIZATION AND STAFFING

The Planning and Research Division is under the direct supervision of a Division Lieutenant who is responsible to the Strategic Planning and Auxiliary Services Bureau Assistant Chief. The Division consists of the following sections: Planning and Research section and Risk Management section. The Planning and Research Division is staffed at the direction of the Chief of Police. A current organizational chart shall be displayed on the Division's bulletin board.

1.6 DIVISION LIEUTENANT GENERAL DUTIES

The Division Lieutenant is responsible for all activities and discipline of the Division and subordinate sections. Duties include but are not limited to the following:


- A. Assists the Chief's office in applying staffing principles and techniques to develop and improve the efficiency and productivity of the Department.
- B. Performs organizational studies, staffing studies, management improvement studies, and operational audits.
- C. Composes technical reports reference these studies showing deficiencies and problem areas with recommendation for improvements.
- D. Trains, motivates and evaluates assigned staff.
- E. Reviews progress and the quality of the work assignments and directs changes as needed.
- F. Coordinates Department activities with other departments and agencies as required.
- G. Assists in the maintaining of databases and reports.
- H. Serves as a member of various staff committees as assigned.
- I. Prepares or reviews all correspondence that is generated by the Division.
- J. Develops Department policies, rules, and regulations at the direction of the Chief of Police.
- K. Performs timekeeping functions.
- L. Maintains personnel files of the personnel assigned to the various sections.
- M. Prepares performance evaluations.
- N. Conducts periodic inspections of the assigned equipment and work areas.
- O. Acts for superiors as requested.
- P. Maintains a liaison with other Divisions within the Department.
- Q. Meets and deals with the public as needed.

1.7 CHAIN OF COMMAND

All personnel assigned to the Planning and Research Division will adhere to the Chain of Command. Exceptions must be justified and are listed in the Procedures Manual in Section 101.1.

1.8 CONDUCT OF PERSONNEL

Personnel assigned to the Planning and Research Division will conduct themselves in a professional manner while performing their duties and will diligently adhere to the Department's Code of Ethics as prescribed in Ethics section of the Procedures Manual.

 El Paso Police Department Planning and Research Operations Manual	Chapter 2
Chapter 2 Planning and Research Section	Policy Effective: 02/03/2022 Previous Version: 08/23/2010

2.0 PLANNING & RESEARCH SECTION

2.1 SECTION SUPERVISOR

The supervisor (Sergeant or Police Planner) for the Planning section works under the general direction of the Division Lieutenant. The supervisor determines and expedites workflow assignments and performs other duties as assigned that may include:

- A. Trains, motivates and evaluates assigned employees.
- B. Reviews progress and the quality of the work assignments and directs changes as needed.
- C. Coordinates activities with other departments and agencies as required.
- D. Assists in the maintaining of databases and reports.
- E. Serves as a member of various staff committees as assigned.
- F. Performs timekeeping functions.

2.2 ASSIGNMENT PROTOCOL

Prior to accepting any requests for assistance or new projects, the request will be routed through appropriate channels. Planning and Research is regularly assigned various projects that may affect other bureaus and divisions. These projects can and do encompass any phase of management and/or operations in the day-to-day or long-range functioning of the Department. All assignments coming into the office, or outgoing responses, are routed through the Division Lieutenant or their acting representative. The intent of this provision is to allow for the proper regulation and assignment of workloads and increase responsiveness to the section's customer base.

2.3 POSITION SPECIFICATIONS

The Planning section is also responsible for accurately maintaining files relating to all sworn personnel changes. The section also helps provide job specifications and related information to Department employees.

- A. Regular Positions. The Department's job classifications and compensation plan is located in the City of El Paso's Human Resources website under Classification and Compensation Ordinance 8064. Current job descriptions are also accessed through the City's Human Resources website and are available to all employees. The job descriptions include the scope and frequency of duties and the skills, knowledge and abilities significant to the job.
 1. Requests to revise any of the Department's job specifications are submitted to the Chief of Police and approved in accordance with section 2.2, E, of the City of El Paso's Classification and Compensation Ordinance 8064.
- B. Coveted/Non-Coveted Positions. The Department has established specialized positions exclusive to law enforcement that are filled by qualified sworn personnel. A list containing the description and purpose of each position is available for review by all personnel on the

Department's PD/Public drive. The selection process for these positions is described in further detail in policy 908 of the Procedures Manual and complies with Appendix G of the current Collective Bargaining Agreement. Specialized positions and assignments may be reviewed, evaluated, and revised as needed by the Chief of Police.

- C. Rotating Positions. Certain positions such as those in DWITF may require the assignment of temporary officers that are not subject to the Department's transfer policy. These positions are filled by a selection process based upon the particular needs and requirements of the division or section. The requesting section will submit the temporary assignment(s) to the Chief's Office via the chain of command for approval. Once approved, Planning will generate a Personnel Action Request (PAR) in the Agency Web system and will be processed through normal transfer procedures.

2.4 SWORN EMPLOYEE TRANSFERS

- A. The transfer process for sworn employees will be handled in accordance with Section 908 Sworn Employee Transfers of the Procedures Manual and the Collective Bargaining Agreement between the City of El Paso and El Paso Municipal Police Officer's Association (EPMPOA).
- B. Upon approval of a transfer by the Chief's Office, a Personnel Action Request (PAR) is generated in the Agency Web system and is routed to PD Payroll, Administrative Services Manager, and finally the Strategic Planning and Auxiliary Services Bureau Assistant Chief for finalizing the approval.
- C. Upon receipt of the finalized, approved PAR, the staffing reconciliation report is updated and PD Budget and Payroll are notified through email of any Employee Data Change (EDC). City Human Resources is notified by PD Payroll of the EDCs.

2.5 PROMOTIONS

The staffing reconciliation report is updated upon receipt of the approved PAR. An Employee Data Change/Promotion Information form is completed to reflect the effective date, title and position number of the sworn employee's promotion. The form is sent electronically to PD Budget and Payroll for compensation processing. Civilian promotions, permanent or Temporary Duty (TDY), are noted on the civilian reconciliation report upon notice from PD Human Resources. The Promotion Information form is handled by PD Human Resources for all civilians.

2.6 TDY PROMOTIONS

Temporary promotions or interim assignments are made in accordance with Article 4, Section 4 of the current Police contract. Upon approval of the TDY promotion by the Chief's Office, a PAR is generated in the Agency Web system and is routed to PD Payroll, Administrative Services Manager, and finally the Strategic Planning and Auxiliary Services Bureau Assistant Chief for finalizing the approval. The staffing reconciliation report is updated upon receipt of the approved PAR. Temporary promotions are closely monitored to ensure that any additional compensation required for the employee is made in accordance with existing rules. In such cases, an Employee Data Change/Promotion Information form is completed and emailed to PD Budget/Payroll for processing. At the end of the temporary promotion, a PAR and an Employee Data Change form are created to return the officer to his previous rank, position and compensation.

2.7 DEMOTIONS

A PAR is created to reflect the employee's newly determined rank/position in accordance with the demotion and transfer if any, and routed to PD Payroll, Administrative Services Manager, and finally the Strategic Planning and Auxiliary Services Bureau Assistant Chief for finalizing the approval. Upon receipt of the approved PAR, an EDC form is completed and emailed to PD Budget and Payroll for salary adjustment and additional processing. The staffing reconciliation report is updated upon receipt of the approved PAR.

2.8 RESIGNATIONS, RETIREMENTS, TERMINATIONS

Upon notification from PDGOODBYE@elpasotexas.gov, the affected employees who are separating from the department, are noted on the appropriate reconciliation report. The employee's work status is also updated on the appropriate staffing table. A checklist for the separating employee is conducted to ensure that all systems have been disabled with no accessibility. Questions from employees regarding the city's retirement program are referred to the appropriate pension boards. Civilian: 915-212-0012 or www.eppension.org. Sworn: 915-771-8111 or www.elpasofireandpolice.org.

2.9 CONTRACT EMPLOYEES

PD Human Resources will announce through Departmental email of any vacancies for contract positions and process employees hired in this category.

2.10 JOB REQUISITIONS

All requisitions to fill vacant positions in the Department will be initiated and processed by PD Human Resources.

2.11 STAFFING RECONCILIATION REPORT

A staffing reconciliation report, using an Excel spreadsheet, lists the number, type, and location of each position authorized in the Department. The report also records the position status, filled or vacant, of each position and is updated regularly to reflect the permanent and temporary movement of Department employees. This report is made available weekly to all executive and command staff members via email. This report is used in conjunction with other reports generated by the Crime Analysis section to assist the Office of the Chief to determine workload assignments by re-allocation and distribution of personnel to other components within the organization.

2.12 CIVILIAN STAFFING REPORT

All civilians are listed in the civilian staffing report and are categorized by name, ID number, job title, and permanent assignment. The file is updated whenever a civilian employee is hired, transferred, promoted, or leaves the Department. The civilian reconciliation report is an Excel spreadsheet that lists the location and position status of each civilian position authorized by the Department's budget. The report is updated whenever a civilian employee is hired, transferred, promoted, or leaves the Department.

2.13 CHIEF'S ANNUAL REPORT

The Chief's Annual Report is a major project of the Police Department that contains statistical data and information describing the achievements and accomplishments of the Department during the past year. The report is prepared at the end of each calendar year and includes a collection of feature stories; compilation of statistics; analysis of various data; preparation of charts and diagrams; the taking of photographs; page layouts; and the final distribution of the finished report.

- A. Planning and Research personnel will be designated each year to coordinate and gather information for the report continually throughout the year. As needed, however, other Planning and Research personnel may assist in the eventual completion of the report.
- B. The report is reviewed and approved by the Chief of Police for distribution via the Department's website and/or other media.

2.14 DEPARTMENT FORMS

The Planning and Research section is responsible for the quality control of all forms used by the Department. Original forms, new forms, and justifications for revision will be maintained and numerically archived in the Strategic Planning Forms folder.

- A. Anytime a form is revised or implemented, the section commander of the particular section notifies the Division Lieutenant in writing of the proposed change, justifies the necessity for the change, and provides a copy of the new form to be implemented. A brief explanation is included on why the form is required and the number of copies needed to be ordered on a six-month basis.
- B. After carefully evaluating the form to make sure it does not violate any Departmental policies or procedures, it is then presented to the Strategic Planning and Auxiliary Services Bureau Assistant Chief for review and final approval. The approved form is then assigned a control number according to the section it affects and is then forwarded to Central Supply to be sent to the print shop. Central Supply will then notify the section that the print order has arrived and is ready for distribution. Some of the forms may be electronically stored and made available for employees to download or print from the Department's Public drive.
- C. The Planning and Research Division Lieutenant will, annually, complete an audit of all forms being used by the Department to ensure the following:
 1. The form is still in use.
 2. The form is current and appropriate.
 3. A need exists for the form.
 4. There is no duplication of forms.
 5. No unauthorized forms are in use.

2.15 SURVEYS/QUESTIONNAIRES

Periodically the Department receives surveys/questionnaires from other law enforcement agencies, universities, research organizations, and governmental agencies. The information provided are primarily policies and procedures, statistical data and subject matter expert responses.

- A. Planning and Research personnel are also tasked with initiating primary and secondary research and/or surveys as requested by the Chief's Office. These surveys can include gathering policy and procedures information from national law enforcement agencies.
- B. When responding to a survey or request for information, the following disclaimer will be attached to the response: "The attached El Paso Police Department policies and/or information is being forwarded to your law enforcement agency for review and is to remain confidential. The distribution of the attached document(s) or information outside your agency is strictly prohibited. "

2.16 WRITTEN DIRECTIVES

Special and Administrative orders or directives are issued to establish Department policy or procedure of any operational or administrative nature. Any Departmental employee may submit suggestions for policy change through their chain of command. The proposal is then reviewed for proper language and conformity to Departmental policy. Planning forwards preliminary draft orders through the chain of command for review, evaluation, and amendment. The final draft form is compiled based on reviewer input and then resubmitted through the chain for final evaluation and approval.

- A. The approved order or directive is distributed through Departmental email using the EPPD Procedures distribution prompt.
- B. All Department employees will receive an electronic transmittal of policy and procedure changes to the procedures manual.
- C. The order or directive is then reevaluated after six months to either incorporate it into the procedures manual or let it expire..
- D. The approved hard copy of the order or directive is archived in the Planning section.

2.17 PROCEDURES MANUAL REVISION

- A. Revisions to the procedures manual will be made as needed and may be generated from any of the following sources:
 - 1. At the request of the Chief of Police
 - 2. The Chief's Executive Staff
 - 3. Newly proposed procedures
 - 4. Existing procedures in need of change or update
 - 5. To formalize written directives
- B. All revisions will be reviewed and researched to ensure that they are compatible with the Department's Procedures Manual, Rules and Regulations, and standards. Department sections, divisions, and bureaus that will be affected by the revision are contacted for additional input.
- C. The revisions will be updated in the online procedures manual located in the PD Public folder. The procedures manual inserts are also located in this folder for employees to open, print, and insert in their hardcopy manuals.
- D. All manual revisions are done with the approval of the Chief of Police or his designee.

2.18 ORGANIZATIONAL CHART

A current Departmental organizational chart is maintained and updated as necessary. The chart depicts the organization of bureaus, divisions, and sections, to include supervisory authority and control. Copies of the chart are distributed to all divisions and are available to individual employees upon request. The chart is located in the PD Public folder for all departmental employees.

2.19 BUDGET ASSISTANCE

PD Budget will provide reports that specify which sworn and civilian positions are authorized by the Department's budget. Planning, in conjunction with the Administrative Services Manager, reconciles the staffing location on the forms with the Department's Reconciliation report and the Civilian Tracking report.

2.20 MULTI-YEAR PLAN

The section assists the Strategic Planning and Auxiliary Services Bureau Assistant Chief and the Administrative Services Manager in gathering information in preparation of the Department's long-term operational goals and objectives, current and future demographic impacts, anticipated staffing levels, anticipated workloads, population trends, and projected capital improvement and equipment needs.

2.21 ADMINISTRATIVE REPORT ARCHIVE

The section will maintain all administrative reports containing relevant operating and procedural manuals, contracts, governmental agreements, MOUs and written directives for the purpose of documentation and archiving.

2.22 CUSTOMER SURVEY

Planning and Research will compile, on a monthly basis, the customer survey results via the LEM system for the purpose of ascertaining the effectiveness of the Department and customer satisfaction with the quality of service. The data from the survey are recorded and tracked, as it is one of our City goals. The results will be presented as part of our quarterly newsletter. The newsletter will also be accessible through the El Paso Police Department website.

2.23 AGENCY WEB/WORKFORCE MANAGEMENT PLUS

Planning and Research provides administrative, technical assistance and training to Department employees using the Agency Web/Workforce Management Plus system. This includes new employee data entry, user permission access and personnel staffing movement.

2.24 WATCHGUARD BWC/DMVR

Planning and Research conducts administrative tasks to include:

- A. Ensure system is working properly and coordinate repairs through IT services
- B. Track all users and access type


- C. Maintain inventory of BWC and report any issues
- D. Monthly audits for unknown events and categories
- E. Purging of data based on retention rules

2.25 EVERBRIDGE/SECURE MESSAGING

- A. Everbridge. Planning and Research provides assistance in the maintenance of the system for the Department. This includes entering new employees and editing users' information.
- B. Secure Messaging. Planning and Research combined with the Communications unit provide administrative, technical assistance and training to the Department employees. This includes new employee data entry and disabling personnel from the system. The Communications unit will be assisting with all open record requests.

2.26 PDA'S

Planning and Research provides assistance with maintaining inventory of PDA software and equipment for the Department as well as administrative services that include software.

 El Paso Police Department Planning and Research Operations Manual	Chapter 3
Chapter 3 Risk Management Section	Policy Effective: 02/03/2022 Previous Version: 08/23/2010

3.0 RISK MANAGEMENT SECTION

3.1 RISK MANAGEMENT UNIT GENERAL DUTIES


The Risk Management Unit is under the control and responsibility of the Planning unit. General duties include:

- A. Maintaining the Department’s Risk Management Database.
- B. Generating various reports as requested.
- C. Analyzing trends and determining the feasibility of safety products, practices that could reduce employee injuries or the Department’s exposure to liability.
- D. Generating monthly and annual reports.
 - 1. Racial Profiling. In 2001, the Texas Legislature enacted a law that prohibits racial profiling by Texas peace officers. Subsequently, officers are required to gather information relating to vehicle stops for any suspected offense. This information includes a physical description of each person detained as a result of the stop, to include the person’s gender, race or ethnicity and other information related to the stop. The officer enters this information via an RMS template accessed by Risk Management for compilation into a database. Risk Management obtains racial profile information from RWM (OnCall Web RMS), E-Tickets (Brazos), Municipal Court report, and written warnings (EPPD Racial Profiling Statistics on the City Portal). This information is produced into an annual analytical report and submitted to the Chief of Police for review, evaluation, and approval. The completed report is presented to the local governing body (City Council) as required by state law no later than March 1st.
 - 2. Use of Force Report. Pursuant to the EPPD Procedures Manual, policy 300.6, supervisors will complete a use of force log in Blue Team. Risk Management will access the IAPro database and complete a monthly analysis report of the use of force incidents and forward copies of the report through the Chain of Command. An annual analysis of Use of Force Incidents will be documented.
 - 3. Vehicle Accident Report. Risk Management will access the IAPro database, and/or any other Department database and complete a monthly analysis report of the vehicle accidents of on-duty personnel and forward copies of the report through the Chain of Command. An annual analysis of the on-duty vehicle accidents will be documented.
 - 4. Inspections and Maintenance. Risk Management staff will conduct required inspections. All written directives and orders will be reviewed to ensure compliance. All Department operation manuals will be maintained, updated, and posted on the PD public network. All training on inspections process will be conducted. Any compliance violations will be reported to the affected division commander for correction.
 - 5. Monthly Reports. Risk Management will gather and prepare various monthly reports for the Office of the Chief.



RECORDS OPERATIONS MANUAL

(Revised 08/24/2021)

 El Paso Police Department Records Operations Manual	Chapter 1
1.0 Preface and Applicability	Policy Effective: 08/24/2021 Previous Version: 10/26/2006

1.0 PREFACE AND APPLICABILITY

1.1 GOALS

The Records Division will provide timely and accurate police records services to the Law Enforcement community and the general public. Its employees will work with integrity and dedication.

1.2 STATEMENT OF PURPOSE

The Records Division maintains the accuracy and integrity of police reporting and crime record keeping. Additionally, the Records Division manages internal and external distribution, storage, and expunction of Police Department records as required by law.

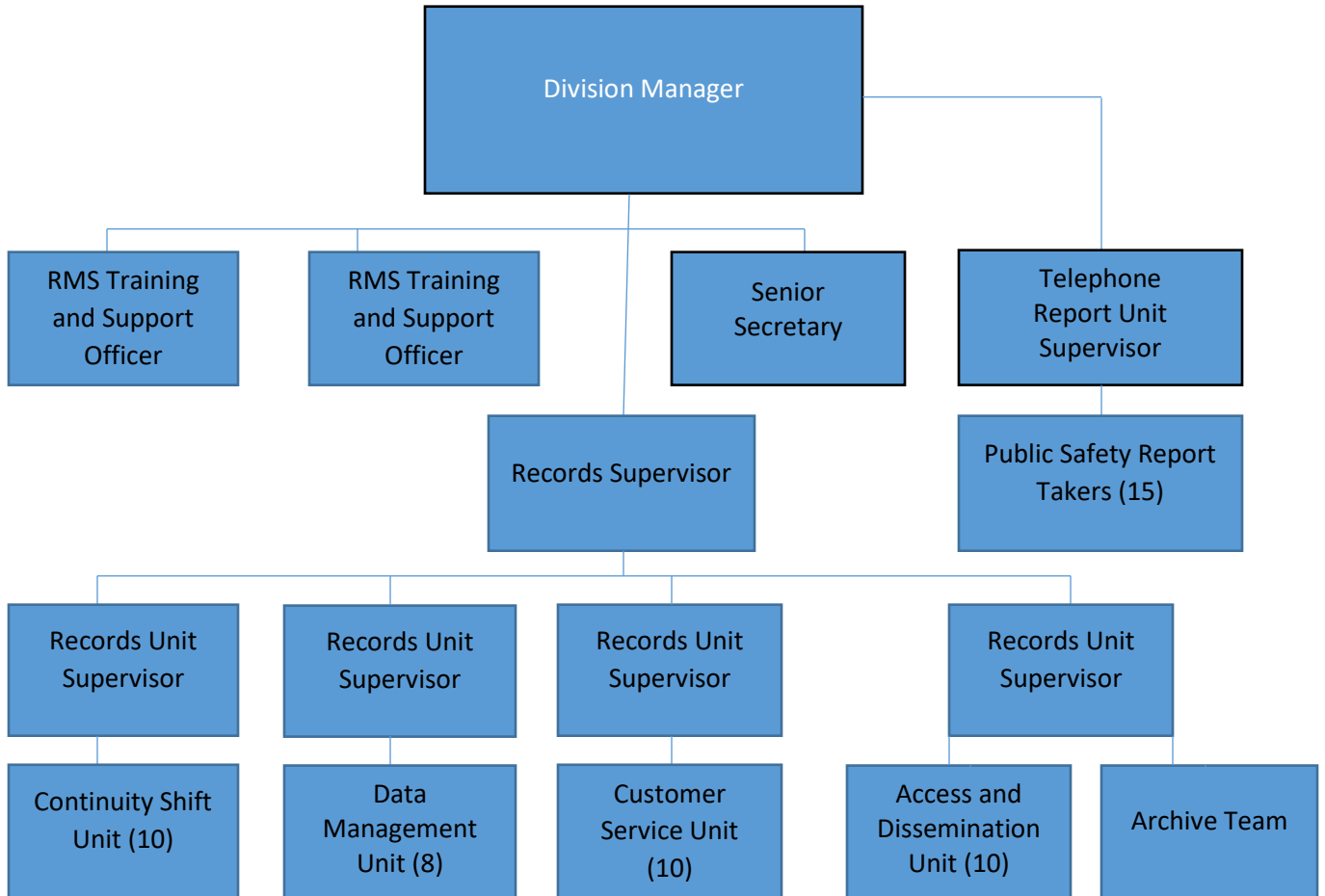
1.3 ORGANIZATION

- A. The Records Division is a part of the Administrative Services Bureau. The main Records office is located within Police Department Headquarters and operates from 6:00 a.m. to 12:00 a.m., 7 days each week. Records public customer service counters are co-located in other Police facilities and operate during scheduled hours and days as necessary to best serve the customers.
- B. Personnel assigned to the Records Division are essential personnel for EPPD contingency operations. All are subject to recall to duty during inclement weather or other unusual circumstances. The Division will maintain operations with at least a minimum staff, in accordance with the published Minimum/Emergency Operations Staffing plan, unless otherwise directed.

1.4 CUSTODIAN OF RECORDS OR AUTHORIZED DESIGNEE RESPONSIBILITIES

The Records Division Manager serves as the Custodian of Records for the EPPD. The Records Unit Supervisors and certain Records Specialists may be designated Deputy Custodians of Records from time to time in order to facilitate the receipt and release of records with external organizations. These Deputy Records Custodians may occasionally appear in court in response to subpoenas.

RECORDS DIVISION UNITS




1.5 MANAGEMENT, POLICY, AND SECURITY

- A. The Records Division maintains a secure environment within its facility boundaries to safeguard all records and files. A Records Specialist or other staff person will escort outside employees, civilian and uniformed, to their destination. At no time will outside personnel be allowed to interfere with the current flow of work within the Records Division. Reports and documents are considered confidential information. Records Division employees are prohibited from disclosing to unauthorized persons information gained from their official duties as a Police Department employee. (FBI/Texas CJIS Policy 5.9.1)
- B. In compliance with paragraph 816.3 of the EPPD procedures manual, documents to be shredded containing CJIS data or information will be secured in locked bins until the mobile shredder arrives at PDHQ. The bins will be escorted to the mobile shredder by personnel authorized access to CJIS data. The escort person(s) will remain present at the shredder and witness the destruction of the documents contained in each bin by shredding and then receive the certificate of destruction before returning to the office. Records Division certificates will be filed in the Records Division Manager's files. (FBI/Texas CJIS Policy 5.8.4)
- C. Records Personnel will not provide Criminal Justice Information to the public over the telephone. Information not given on the phone includes but is not limited to case numbers, EPPD individual criminal file numbers, and investigation information. The only exception is issuing new case numbers to callers by Report Takers in the Telephone Reporting Unit. Details related to incidents and accidents (CRASH reports) are provided to non-law enforcement personnel only through responses to written requests submitted under the provisions of the Texas Public Information Act. (TX Government Code Ch. 552)
- D. The Records Manager, in coordination with the Information Technology (IT) Department and other automated system administrators, will establish user profiles to authorize system restrictions, privileges, and permissions for each employee based on their need for access to particular data. Profiles are established based on job title and duty assignment. All employees will be responsible for the security of any passwords issued to them and must maintain control of access to systems derived from their individual privileges. (FBI CJIS Policy 5.6.2 and City Network Policy)
- E. No person shall be granted access to EPPD Criminal Justice Information (CJI), nor Criminal Justice Information Systems (CJIS), unless and until they have passed a National Criminal Background check, with records on file at the Texas Department of Public Safety (DPS) and/or Federal Bureau of Investigation (FBI). This background check is typically conducted through the FAST (Fingerprint Applicant Services of Texas) contracted service. (FBI/Texas CJIS Policy 5.12.1)
- F. The Records Division Access and Dissemination Unit shall maintain active subscriptions to the Criminal History Records of all persons granted CJIS access by the EPPD. Subscriptions shall be removed upon departure from employment or termination of contractual relationships with the EPPD. Access to CJIS data and systems shall be suspended or terminated when an individual's subscribed record or other criminal history shows disqualifying information, or upon direction of the Chief of Police or designated EPPD Executive Staff member. (TX Govt. Code 411.0845)
- G. Introduction of outside disks or software to the host systems requires prior approval from the IT Department. All computers must have the anti-virus software installed and active each time a user logs in.
- H. The Records Manager shall request an annual audit of the Records Management System from the IT Department. The report of audit results will be reviewed to determine any actions

necessary to maintain the integrity of the system involving passwords, access codes, user profiles or privileges, and other security devices.

- I. All calls for service, reports of crime, citizen complaints, and officer-initiated calls shall be issued a computer-generated CAD (Computer-Aided Dispatch) number at the time the incident is reported. The digits will be a sequential number. Each number shall be separate and distinct for each incident. All calls requiring an agency case number will also be issued a computer-generated sequential number.
- J. The Records Division maintains routing rules within the automated Records Management System (RMS) to ensure that reports and case information are forwarded electronically to specialized units or sections for proper follow-up.
- K. A newly arrested person shall be assigned a specific identification number (EPPD number) for Departmental records. All subsequent arrests and information concerning that person shall be referenced to his or her identification number.
- L. Municipal Court maintains records of warrants and wanted persons' files based on information EPPD officers have submitted. The County Jail's computerized management information system (known as Odyssey) cross-references the warrant data with the master name index in that system. Both Municipal Court and County Jail Facility have established criteria for receipt of information and entering notices from other jurisdictions.
- M. Municipal Court, and the 911 Communications section record, verify and cancel all warrants.
- N. The City of El Paso IT Department conducts regularly scheduled back-ups of El Paso Police Department automated records and complies with existing record retention laws and regulations. The IT Department maintains and stores electronic media, tapes, disks, or drives at City Hall, or another location separate from Records Division.
- O. This Department shall abide by the retention periods established in the Records Control Schedules approved by the Texas State Library and Archives Commission. Units requesting destruction of records that no longer meet the criteria for retention will forward the request on City form RM3-1 to the Records Division Manager. The Records Manager will review the request for compliance with regulations and forward to the office of the City's Archive & Records Manager for approval. (TX Govt. Code 411.158, Local Govt. Code Ch. 203, 204, and 205, and City Records Ordinance #018176)
- P. Records supervisors shall follow the Police Department's general procedure regarding line inspections to ensure compliance with all policies and procedures. On a regular basis, but not less than once per month, supervisors will conduct a review of unit/shift performance. The reviews will emphasize the expected and actual completion of goals, objectives, and mandated requirements. Non-routine, unexpected situations and performance shortfalls will be analyzed by Unit Supervisors, the Records Supervisor, and Manager to develop possible improvements.

 El Paso Police Department Records Operations Manual	Chapter 2
2.0 Information Services	Policy Updated: 08/24/2021 Previous Version: 10/26/2006

2.0 INFORMATION SERVICES

2.1 DISTRIBUTION

Records personnel distribute reports and documents to the various organizational components within the Department based on the specific types of the reports.

- A. EPPD employees send their written incident, traffic accident, and information reports directly to the chain of command.
- B. All incoming hard-copy documents and distribution will be time-stamped upon receipt. Documents will be identified and filed by either case number or EPPD criminal number. All documents with juvenile involvement will be stamped with the "Juvenile" stamp. Originals of processed documents will be routed to the Records Archive Section for storage in the appropriate media. Copies of documents to be routed to other bureaus for investigation, reporting, or other purposes will be forwarded to the appropriate office.
- C. Offense and arrest reports are forwarded to the appropriate Investigation Division (see Criminal Investigation Operations Manual Chapter 4) with the exception of Class C citations and warrants for arrest. Class C citations and warrants are forwarded to the Municipal Court.
- D. Investigators shall maintain case copy files on active cases being investigated. After a case has been classified as closed or inactive, all associated records should be sent to Records personnel as soon as possible, in accordance with case material handling guidelines presented in Chapter 6 of the Criminal Investigations Operations Manual.
- E. Investigative sections maintaining original case files for security and control will annotate the respective case numbers as "secured" in the Records Management System to indicate the existence and custody of these records as well as the responsibility for safekeeping. After the case has been classified as closed or inactive, all associated records should be sent to Records personnel as soon as possible.
- F. Units conducting sensitive investigations, such as SIG, Intelligence, Narcotics, and Alpha, are responsible for properly restricting access to their reports per Chapter 17 of the Criminal Investigation Manual so that only authorized personnel can view such reports.
- G. Paper records that have been forwarded to Records personnel shall be secured in the designated areas authorized by Records Division. These areas are restricted to Records and Department supervisory personnel, unless accompanied by authorized personnel. No files shall be removed from the Records Division secured areas without authorization from Records supervisors.

2.2 CUSTOMER SERVICE AND REQUESTS FOR RECORDS

Providing Information to the Public. Members of the public, news media, or elected officials may request public records of this Department during normal business hours by submitting a written and signed request that summarizes the records sought. The requestor is required to sign for the record

upon receipt. The Department is not required to create records that are not in existence already. Responses to requests may be provided electronically when feasible and requested in advance.

A. Open Records.

1. The Records Division maintains a desk designated specifically to prepare, process, and release information in accordance with the Texas Public Information Act. Record Specialists on this assignment shall work closely with the City Attorney's office in order to simplify and expedite the release or withholding of information, ensuring that any release meets statutory criteria according to advice of the Police Legal Advisor. Department employees in any bureau receiving any request for release of information outside of the Department shall immediately forward the request to the Records Division. (TX Govt. Code Ch. 552)
2. Public requests can be mailed, hand delivered, or e-mailed. Phone requests will not be accepted. EPPD will provide the requested information or the reasons for withholding it, or the date when it will be available, within 10 business days of receipt of the request. Information that requires an opinion from the Attorney General's office shall be sent expeditiously (and before 10 days has passed) to the Police Legal Advisor and then to the Texas Attorney General's office. (TX Govt. Code Ch. 552)
3. The Customer Service Unit of the Records Division maintains personnel cross-trained at five public counters. Staff at those counters are proficient in fulfilling the legal or regulatory requirements of responding to "Public Information Act" requests. After checking the request for accuracy and completeness, the Record Specialist at the counter will provide the requested information directly to the customer or review the request using guidelines for processing by the Open Records Team. Requests requiring open records processing are immediately forwarded to the Open Records Team at the HQ Records Office.
4. For members of the public, current photo identification, Driver's License, or Resident Alien Card accompanied with a birth certificate, school ID, passport, or identification by fingerprints are required prior to gaining access to files or criminal history information. Additionally, members of the public may be asked to provide certain other authorizing documentation as prescribed by law depending on the type of information requested.
5. Records Personnel shall not give legal advice to anyone. Employees will refrain, especially on the telephone, from answering questions regarding legal counsel, any court actions, police actions and tactics, and status of investigations.

B. Providing Fingerprints to the Public.

1. The Records Division provides fingerprint services to the public at the Northeast Regional Command Center Records Public Counter. This service is in compliance with Texas Human Resources Code Ch. 80, sec. 80.001. Customers are charged a fee per each card provided and are required to present personal identification documents. (TX Human Resources Code Ch. 80)

C. Criminal History and Clearance Letters (Police Letters).

1. All requests for a Police Letter shall be processed within a 10-workday period after receipt. Police Letters are prepared using the Records Division's existing criminal files and will contain only charges that are verifiable via fingerprints. In cases where none of the charges are substantiated with fingerprints, the Police Letter will be stamped as "NO RECORD."

D. Accident Reports.


1. The Records Division will compile and prepare all approved Traffic Accident Reports (Form CRB-3) for release to the public within a 3-day period of receipt. Crash Reports are released at the public or Law Enforcement counters or are mailed to the requestor. This is a courtesy

service for local customers. The office of record for completed CRASH reports is the Texas Department of Transportation (TXDOT).

- E. Monetary Transactions. Cash and checks received from report fees are tabulated daily on a summary sheet ledger and turned in daily to a supervisor. Supervisors review the daily sheets and verify the amount of money received. Discrepancies shall be reviewed and resolved with Records Specialists submitting the worksheet. The supervisor will deliver the cash and Department Cash Verification form to Payroll daily. Cash receipts greater than \$50.00 must be taken to the Finance Division within 24 hours. Daily cash receipts that are not immediately taken to the Finance Section are kept in the supervisor's safe. Payroll will deposit revenues in the bank promptly and whenever possible within one business day after its receipt.
 - 1. Records Specialists at the public counters will complete the Cash Turn-in Verification form issued by Financial Services daily when closing the register. In addition, the Records specialists will print the daily cash register receipt tape produced from the cash register and enter the appropriate information on the Register Count Reconciliation form. The employee will place the reconciliation form and the verification form in a bag along with the cash to be transported to HQ.
 - 2. The verifying supervisor will verify cash received with the register receipt and sign both forms. The supervisor will prepare a Cash Turn-in Verification form reflecting the consolidated amounts to be deposited, prior to delivering the cash and Department Cash Verification form to Payroll daily. The supervisor will conduct a reconciliation of the cash being turned in for deposit with a representative of Financial Services. The Financial Services employee will secure the cash, sign the Department Cash Turn-in Verification form, and return the original copy to the Records supervisor. All Register Count Reconciliation forms and Cash Turn-in Verification forms shall be kept in a file in the Records Division, subject to records retention requirements.
 - 3. The Records Division shall assist, as requested, with the quarterly reconciliation and audit of the cash deposits conducted by the Finance Section.
 - 4. Public counter employees shall be issued a change fund by their supervisor prior to opening the counters for business. Regularly assigned counter employees will retain their change fund until reassigned to other duties. Temporary counter employees will return the change fund to the supervisor at the conclusion of their shift or term of assignment. The change fund will be secured in a locked cash bag and stored in a safe when not in use during public counter operations. The employee will retain the primary key to their cash bag. Sets of alternate keys, for emergency purposes only, will be stored under lock and key in the Records Manager's office and the Financial Services Manager's office.
- F. Providing Information to Law Enforcement Agencies.
 - 1. Enforcement personnel in uniform, whether from the Police Department or a separate Law Enforcement agency, are served at a designated desk (Detective Counter) operated from 6:00 a.m. to 12:00 a.m., 7 days a week. Non-uniformed Law Enforcement personnel from other agencies will submit Law Records Requests at the Public Counter from 8:00 a.m. to 5:30 p.m., Monday-Friday.
 - 2. Law Enforcement requests can be received and fulfilled in person, via fax, through the GovQA web software service, or by email. Responses to teletype requests will be prepared immediately. Teletype responses shall be sent to the E911 communications center for transmission. Faxed requests will be completed within eight hours after receipt, unless the process of preparing the response requires longer. Reply to faxed requests will be a priority for employees on each shift that begins while the response is pending.

3. Proper identification is required for outside Law Enforcement personnel making requests for records in person. For faxed requests, official letterhead of the agency, including contact phone numbers, is required. Records Specialists will verify the authenticity of the requesting agency and office.
4. Request forms, letters, and faxes are held on file in accordance with the approved records retention schedule. This includes electronic logs and databases of requested information.
5. Employees will log the date/time and phone numbers for all faxed transmissions.
- G. Traffic Citations. Regional and Division Commanders, in coordination with Municipal Court, control the issue of citation forms to officers, including accounting for and storing citations in a secured area. The Municipal Court also maintains records of traffic citations.
- H. Open Records Request for Secured Cases. Record Specialists will advise the investigative unit securing cases when an Open Records request for information in the secured case is received. The investigative unit will be requested to contact the Open Records desk and Police Legal Advisor by confidential email to inform of any concerns regarding release or withholding of any secured information. This contact will be facilitated by the Records Division.
 1. When securing cases in the Records Management System, the officer or investigator securing the case will simultaneously notify Communications to annotate the I/CAD record to flag the case as secured. The person securing the case will also send a link/email message containing the case number to PD Records Supervisors indicating that they have secured the case. Records will maintain a list of all secured cases and the securing unit(s). Records Division will account for all case numbers.
 2. When an Open Records request for secured case information is received, Records Division will immediately send an email message to the Assistant Chief stating that the message serves as an official notification of an ORR and that the affected unit is to forward all requested information to the Records Division within one business day. Records will then immediately forward all requested information to the City Attorney's Office.
 3. When a request is received by a section other than Records Division, including a section having the secured case requested, the section receiving the request will immediately notify Records Division.
- I. Subpoenas. The Records Division will maintain qualified and trained individuals readily available to answer subpoenas when the Custodian of Records is summoned to court. All information requested on a subpoena will be cleared through the City Attorney's Office prior to presentation at court.
 1. A log will be kept for all incoming subpoenas, indicating date received, date due, date completed, attorney, contact number, defendant, cause number, assigned to, status, fee for service, and notes on the status. When the Records Division receives a subpoena for documents not housed by Records, the Subpoena Records Specialist will e-mail the subpoena to the appropriate division(s) for preparing the response. A return date will be assigned.
 2. After receipt, all subpoenas will be faxed, scanned, e-mailed, or electronically posted in the GOVQA system immediately to the assigned Assistant City Attorney (usually City Prosecutor's office) for guidance and/or review. Attorney assignments will be published and posted in the Records office for quick reference.
 3. The division or person assigned the subpoena for action will be responsible for preparing the response according to the guidance or instructions of the City Attorney's office. In most cases, the person responding will also be responsible for submitting a business records

- affidavit (notarized) or taking the materials to court. Records personnel will facilitate the affidavit.
4. Any subpoena addressed to a person by name must be served to that person, or to the Court Liaison Office (Auxiliary Support Division), for logging in and distribution to the person.
 5. Subpoenas for communications materials such as 911 recordings or transcripts must be served at the communications office (E911 Center). Subpoenas for evidence must be served at the property and evidence storage site.
 6. Records Division personnel must refrain from handling evidence. They will insist that uniformed officers or property/evidence employees handle all evidence; however, if evidence comes into hand, they must comply with EPPD chain of evidence custody procedures and strict documentation.
- J. Mail Desk. The Records Division will collect, organize, and distribute the Department's mail on regular workdays. Department mail is distributed interdepartmentally using the Records Division's mailroom. Outgoing mail is sent to City Hall for Post Office turn-in. Packages going out will be prepared and processed in accordance with the Police Department's express service.
- K. Applicant Identification Processing. Records Specialists conduct background screening for applicants and newly hired employees of the EPPD and City of El Paso.
1. Background screening will consist of fingerprinting and a local files check only, unless the applicant or employee will be working for the El Paso Police Department, E911 Communications, or the 311-communication contractor. All applicants requiring access to CJIS systems will complete National Fingerprint Background check, administered through the FAST site. NCIC/TCIC background checks will be conducted by PD HR background section for all Police Department employees. The PD HR section will first screen Police Academy applicants prior to their being fingerprinted at Records.
 2. Records Specialists will obtain proper in-processing documentation from the PD HR or Civil Service Commission for each applicant prior to beginning identification processing or background checking. The documentation shall include a signed waiver from the individual. Each person processed will be issued an EPPD identification file number if they have never previously been issued such number.
 3. Results of the background check will be sent to the requesting PD HR staff in writing within five business days after receiving the request. All Police Department employees, 911 Communications employees, IT employees, volunteers, MVSF tow lot contract employees, and cleaning staff working in any PD facility will be scheduled for fingerprinting at Identogo (FAST). The Identogo staff will electronically forward these fingerprints to the State of Texas, Department of Public Safety (DPS).
 4. Identification and facility access control cards will be issued to EPPD, IT Department, and E911 Communications employees only. Employees of all other City departments will be issued ID cards by HR or other Departments.
 5. Records Specialists will send all newly issued access control cards to the Directed Investigations Division's Homeland Security Section for programming.

 El Paso Police Department Records Operations Manual	Chapter 3
3.0 Records Keeping	Policy Effective: 08/24/2021 Previous Version: 10/26/2006

3.0 RECORDS KEEPING

3.1 RECORD PROCESSING

- A. Report Numbering System. Each incident, arrest, and information report is assigned a unique case number. The Communications Division, using the automated Computer-Aided Dispatch (CAD) program, will assign case numbers on request. The first two digits of the number will be the last two digits of the year followed by a dash and then a six digit sequential number. The sequential numbering will start January 1 of each year continuing in Julian date and numeric sequence.
- B. Master Name Index. The master name index is maintained as a module of the automated Records Management System. A Police Records Specialist will be designated to hold the privileges necessary to merge, edit, and delete master name file entries.
- C. Arrest Records.
 1. As soon as possible following an arrest, the arresting officer will obtain all demographic information on the arrested individual and enter the information into the appropriate modules and fields contained in the computerized Records Management System. The completed arrest supplement report shall be electronically transmitted (by use of the "booking button") to the El Paso County Jail and the Live-Scan folder.
 2. During validation of reports, Records personnel will verify that the arrestee's charges are included in an El Paso Police Department's case incident report and arrest supplement.
 3. Records Specialists or other personnel assigned to the Latent Print/AFIS Section, Criminalistics Section (Latent print unit) will:
 - a. Receive all electronic finger and palm print submissions from the El Paso County Jail and EPPD Command Centers, and receive all incoming records electronically submitted from live-scan machines located within the county of El Paso, to include but not limited to all EPPD Command Centers, El Paso County Jail and Annex, J.P.D., TAG, and E.P.I.S.D.
 - b. The Latent Print unit has the sole responsibility to enter into the Automated Fingerprint Identification System (AFIS) database all incoming criminal, juvenile, and civilian records, to include demographic and biometric data. Any record received without fingerprints will not be processed.
 - c. Upon receipt, search incoming records in AFIS by both fingerprints and demographic information to confirm prior existing EPPD criminal records and a previously assigned EPPD number.
 - d. Confirm and merge matching criminal records in the Records Management System, in close coordination with the Records Division booking specialist. If an existing record is located, the new arrest will be added to the existing record only after a fingerprint match has been verified.

- e. Issue new EPPD numbers to all incoming records not matching an existing criminal record. The EPPD number assigned to those individuals will be recorded in the appropriate field in all AFIS and Record Management Systems utilized by the City and/or County. Personnel assigned to the Latent Print/AFIS Section will have sole responsibility for fingerprint record keeping and issuance of EPPD numbers. No EPPD number will be assigned or recorded without fingerprint verification.
- 4. Juvenile custody records are processed in a similar but separate manner as adults and will be assigned Juvenile Reference numbers designating the record as a juvenile. The record keeping and issuance of Juvenile Reference numbers will be the sole responsibility of personnel assigned to the Latent Print/AFIS Section.
- 5. Booking.
 - a. The Records Division Data Management Unit's Booking Desk is responsible for verifying accuracy of arrest reports, verifying and updating the arrestee's personal information, and importing the booking mug shot into the Records Management System (RMS).
 - b. The verification process typically requires linking cross-reference cases to the new arrest card and merging name records for those individuals with multiple name records in the master name file. Police Records Specialists will cross-reference arrest and jail booking information entered into the EPPD Records Managements System with the County's automated law enforcement and judicial system (known as Odyssey), and/or other information systems.
 - c. The Police Records Specialist will create and maintain a log of bookings processed.
 - d. The Police Records Specialist will import the mug shot obtained from Odyssey into the Records Management System name record.
 - e. The Police Records Specialist will add the EPPD number and, if applicable, the TRN number to the Records Management System arrest file.
 - f. The Police Records Specialist will attach the Booking Document to the arrest card, close the arrest card, and update the Booking Log.
- 6. Juvenile Records.
 - a. Juvenile records are kept in files separate from adult criminal records. Automated records will be protected with restrictions on logon or password access privileges, limiting access only to authorized persons. In the Records Management System, name records for persons under 17 years of age are labeled with the word "Juvenile". Printed copies of records will also be watermarked with the word "Juvenile".
 - b. Juveniles taken into custody will not be assigned EPPD arrest/criminal package numbers. Juveniles will be issued a unique Juvenile Reference number. Fingerprints of juveniles will not be maintained on file in the Records Division.
 - c. Reports concerning juvenile suspects, offenders, and their criminal histories will not be released outside of the law enforcement community. Release of juvenile records to law enforcement will be accomplished in accordance with the guidance received from the Police Legal Advisor or City Attorney's office.
 - d. Records relating to the investigation of offenses committed by juveniles will be maintained indefinitely in Department files at the Records Division, subject to disposition according to court orders, Texas Family Code, and records retention schedules of the Texas State Library and Archives Commission.
 - e. Files containing information relating to juvenile offenders who have reached 18 years of age or older will be retained or removed only in accordance with the records retention schedules of the Texas State Library Archives Commission.

- f. The Juvenile Transfer Office handles identification, collection, dissemination, and retention of fingerprints, photographs, and other forms of identifications pertaining to juveniles in accordance with the Texas Family Code and Code of Criminal Procedure.
7. Restricted Juvenile Records.
 - a. Court Orders. The Department of Public Safety provides notice to the juvenile court that information contained in certain juvenile records shall be restricted to dissemination only to law enforcement and authorized agencies as prescribed in Texas Family Code, Ch. 58. The Juvenile Court will then send the EPPD an Order to Restrict Juvenile Records. Upon receipt of an Order of Restricted Juvenile Records, document(s) will be time-stamped at the Records Information Desk and immediately delivered to the Records Specialist assigned this duty. All records, electronically stored and hardcopy, will be "flagged" with the note: ***RESTRICTED JUVENILE RECORD***. No juvenile-restricted record will be released to unauthorized parties. Authorized parties are law enforcement and criminal justice entities.
8. Sealing of Juvenile Records.
 - a. Criminal juvenile records will be sealed in accordance with Texas Family Code, Ch. 58, within 61 days after receipt of the court order. Records Specialists will remove juvenile record information from all files and databases upon receipt of a court order to seal or restrict release of certain juvenile records. Bureau letters will be sent to all Bureau or Division Commanders in the Department, requiring that all original documents of the juvenile record be removed from their respective bureaus and forwarded to the Records Division. Removed documents will be sealed and forwarded to the Juvenile Court by a Records Specialist. Within 30 days after receipt of a sealing order, Records Specialists working assignments in the Data Management Unit shall notify the issuing court of any incorrect, incomplete, or insufficient information that will prevent EPPD from complying with the order. Records Specialists shall notify the issuing court in writing when EPPD has no records related to a sealing order within 30 days of receiving the order. (TX Family Code Ch.58)
9. Expunction of Juvenile information. The Crimes against Children Section (CAC), EPPD Major Crimes Division, will notify the Records Division by memorandum of any case not meeting the 10-day requirement for referral to a Juvenile Court. Photographs and fingerprint cards will be attached to the memo. Records Specialists will send certification letters to each Bureau or Division Commander requiring the commander to certify that all information concerning juveniles in the referenced case has been destroyed. The notice to destroy will be maintained on file at the Records Division.
10. Criminal Investigations Records.
 - a. All supplementary reports completed by the Department's criminal investigators are maintained in the computerized Records Management System. Supplements are filed by case number and are stored and purged in the same method as all other Department records.
 - b. Validating/Uniform Crime Reporting 3rd Level Approval. Records Specialists perform screening and Uniform Crime Reporting (UCR) validation of all incident reports and supplements to incident reports. The validation process is completed upon final approval (level 3) in the Records Management System. Reports containing IBR Validation errors or incomplete information remain unapproved until corrected by the person submitting them. Records Specialists will map UCR coding errors to the correct offense titles, in accordance with the UCR guidelines, during the validation process. Records

Specialists will document mapping the correct UCR codes by supplementing the affected incident report.

11. NCIC/TCIC property entry. Records specialists will receive information on stolen or recovered weapons and other items of property meeting the appropriate criteria (except vehicles) and promptly enter the data into the NCIC/TCIC databases. Typically, this information is emailed or faxed from officers or report takers, but it is also gathered directly from reports/supplements in the Records Management System during validations. Records Specialists shall create a supplement to the respective incident reports to document NCIC/TCIC data entry.
12. Unlocking Incident Reports. All corrections to locked incident reports approved at level 2 and above must be completed via supplements. After 24 hours from the time the report was locked, Records Division personnel will not unlock reports approved to levels 2 or 3 for correction.
13. DWI Desk. The Records Division will receive, verify, process, and send all "original" documents related to DWI cases to DPS via email within a 10 workday period. All DWI documents received by the Records Division shall be logged in a log sheet.
14. Creating Incident Reports. CPS Reports. In accordance with Section 261.105 of the Texas Family Code, The Texas Department of Family and Protective Services notifies local Law Enforcement Agencies of any information received via the CPS Hotline. EPPD receives such notification through encrypted email sent to EPPDCPSReports@elpasotexas.gov. Records Specialists will create a "CPS Information Received" report for each CPS notification email received. Case numbers for these reports are manually issued with a specific sequence as follows: first two digits are the year, a "dash", the next three digits are the Julian date, and the last three digits will begin with 800 and continue sequentially (e.g. - 19-051800-Year 2019, February 20th is Julian date 051, 800 is the first CPS case for this date).
15. Online Reports (OLR).
 - a. The public may file non-emergency reports, on selected crimes, occurring within the El Paso City limits, if there is no evidence to be collected, via the On-line Reporting program on the Police website.
 - b. The OLR will be received by a Records Division's secure email address, EPPDOnlineReports@elpasotexas.gov. Records Specialists will process these reports in order of receipt, issuing case numbers obtained from the Computer Aided Dispatch system (CAD), complete the report, and notify the customer via email of the case number and instructions on how and where to request a copy.
 - c. Any incomplete submissions will not be processed until the customer provides required information.
 - d. Types of reports accepted via OLR are:
 - i. Theft-Simple (excludes Theft from Motor Vehicle), Theft of Motor Vehicle, and Theft of Motor Vehicle Parts
 - ii. Theft of Services
 - iii. Civil Problem
 - iv. Phone Harassment
 - v. Interference with Child Custody-Information Only
 - vi. Suspicious Circumstances
 - vii. Criminal Mischief
 - viii. Trespassing
 - ix. Lost Property


- x. Identity theft
16. Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS). The El Paso Police Department participates in the FBI's national UCR/NIBRS program. UCR/NIBRS data is submitted to the Texas Department of Public Safety (DPS) monthly. When requested by DPS or FBI, additional reports are submitted semiannually. UCR/NIBRS data is compiled electronically from the Records Management System as well as manually from selected reports and case forms received from the field by the Records Division. Records Specialists prepare the report for review by the Records Division Manager. Records Specialists transmit the approved report to DPS and make distribution within the Department in accordance with the approved distribution plan.
 17. Orders of Non-disclosure of Records. Criminal history record information subject to an order of nondisclosure is exempted from required disclosure under the Public Information Act. In accordance with Texas Govt. Code, Ch. 411, EPPD will release information relating to certain offenses of persons who have obtained a non-disclosure order for the offenses only to authorized criminal justice agencies, authorized noncriminal justice agencies, and the individual who is the subject of the criminal history record information. Records Specialists obtain non-disclosure orders directly from the DPS secure site or via mail. All records, electronically stored and hardcopy, will be "flagged" with the note: ***Nondisclosure***. Records Specialists will omit any criminal history information flagged as nondisclosure from Open Records request responses and Criminal History (Police Letter) request responses. (TX Govt. Code, Subchapter E-1 of Ch. 411, and Section 411.0765.
 18. Expunction of Records. Criminal records and arrest information are expunged only by order of a court of law. Records Specialists will notify appropriate Department personnel of petition hearing dates according to criteria and instructions from the Office of the Chief of Police. Upon receipt of a valid expunction order, the Records Specialist will prepare bureau letters to each Bureau or Division Commander. The letters require certification that any information or documents subject to the expunction order have been removed from the divisions or destroyed. Division personnel return removed documents to the Records Specialist who is executing the expunction. Records Specialists destroy, or forward to the court, all documents removed from all Department sections via the District Clerks' office. The Records Supervisor will conduct an inspection of files and databases to confirm and certify compliance with expunction orders. (TX Code of Criminal Procedure Ch. 55)

3.2 ARCHIVING OF RECORDS

Case reports, criminal history packages, forms, and other documents required to be kept on file will be stored in their original media form, in electronic systems, or on microfilm. Originals of electronically-stored documents may be destroyed if the document meets the requirements for electronic storage as specified in the Texas Local Government Records Act. Storage and destruction must comply with records retention provisions of the State Library and Archives Commission Control Schedules. A backup copy will be maintained for archived documents stored in electronic systems. Index listings will be maintained for all archived records as well as listings of the storage locations of the documents. (Local Govt. Code Ch. 203, 204, & 205)

- A. Forms and documents are marked and indexed for filing by the case number or EPPD number with which they are associated.
- B. Source documents will be scanned or filmed in a timely manner in order to facilitate retrieval by investigators and others who may require copies of the documents.

- C. All stored and archived information, regardless of the storage media, will be physically maintained in an area secured from access by unauthorized persons. (FBI/Texas CJIS Policy 5.9.1 & 5.9.2)
- D. A key sign-out log will control access to offsite records storage areas.

 El Paso Police Department Records Operations Manual	Chapter 4
4.0 Telephone Reporting Unit	Policy Effective: 08/24/2021 Previous Version: 10/26/2006

4.0 TELEPHONE REPORTING UNIT

4.1 PURPOSE

The Telephone Reporting Unit (TRU) will provide timely and accurate non-emergency police reports for the Law Enforcement community and the public. Most of the calls are cold calls, where the crime has already occurred, the suspect is gone, and no evidence exists. However, the victim will have the opportunity to make a report or file a complaint.

4.2 OPERATIONS AND PROCESSES

- A. Hours of Operation. The Records Manager shall establish and publish hours of operation for the Telephone Reporting Unit that provide for optimum customer service.
- B. The report takers will use the CAD system to account for the receipt and disposition of each call received by assigning a CAD event number. Each report created will be assigned an appropriate incident or accident number in the Records Management System and/or the State TXDoT CRIS (C.R.A.S.H.) reporting system.
- C. Report takers will complete incident reports based on the information provided by callers. Report takers shall supplement existing reports when necessary, appropriate, or directed in order to enter additional information in the Records Management System or to document modifications to existing data.
- D. Report takers will immediately fax a completed template for stolen items meeting criteria for entry into NCIC/TCIC databases to the Records main office at PDHQ. If the template is temporarily not available for use, report takers may also send identifying information on these stolen items to Records Specialists via email.
- E. Whenever a report is generated in the Records Management System, and is approved by a supervisor to level 2, the report goes into the case management queue for review by EPPD investigators.

4.3 REPORTS NOT TAKEN BY REPORT TAKERS

- A. Report takers will refer calls concerning the following situations to the E911 Center Call takers or the appropriate investigative unit:
 1. Emergencies or incidents in which anyone has been injured
 2. Incidents that are in progress
 3. Any incident requiring collection or processing of evidence at the scene
 4. Bomb threats
 5. Burglaries
 6. Burglary of Coin Operated Machine

7. Complaints where a police officer is named as the suspect (need to be referred to Special Investigations Unit)
 8. Citizen requesting dispatch of an officer
 9. Homicides
 10. Indecency with a child (non-third party- not from CPS)
 11. Kidnapping
 12. Missing persons
 13. Runaway
 14. Returned runaway
 15. Robbery
 16. Unauthorized use of motor vehicles
 17. Stolen vehicles, trailers, or any other item with a VIN
 18. Motor vehicle collisions that meet the following criteria:
 - a. One or more vehicles are disabled and require a wrecker.
 - b. A City vehicle or school bus is involved.
 - c. A commercial vehicle with a gross weight of 10,000 lbs. or carrying Hazardous Material is involved.
 - d. Hit and Run that just occurred on the roadway and the Reporting Party is still at the scene.
 - e. A motor vehicle collision with a train.
 - f. There is an injury or death (not including minor injuries, such as whiplash, in which the involved party did not require immediate medical assistance).
- B. All Theft of Vehicle and Unauthorized Use of Motor Vehicle calls shall be handled by referring the caller to police dispatch for a police unit to be sent and/or referring the party to a regional command desk officer, who will take the report. Such calls shall not be handled by referring the person to online reporting.
- C. Calls requesting courtesy reports for vehicles stolen in Mexico and reported here for information purposes will also be handled with a unit being dispatched or the caller being referred to a regional command.
- D. Except for thefts of vehicles, an "Information Received/Out of Jurisdiction" report may be created for crimes that occur outside of El Paso City limits. Report takers will advise the victim that the El Paso Police Department will not follow up, as the crime occurred outside of our jurisdiction. A statement that the caller/victim was so advised is required in the narrative of the report.

4.4 TYPES OF REPORTS ACCEPTED VIA TELEPHONE BY TRU


- | | |
|--------------------------------|----------|
| A. Accidents (Minor Damage) | |
| B. Assault | PC 22.01 |
| C. Attempt to Locate Person | |
| D. Attempt to Locate Vehicle | |
| E. Barratry | PC 38.12 |
| F. Breach of Computer Security | PC 33.02 |
| G. Bigamy | PC 25.01 |
| H. Civil Problems | SG 12 |
| I. Credit Card Abuse | PC 32.31 |
| J. Criminal Mischief | PC 28.03 |

K. Criminal Trespass	PC 30.05
L. Cruelty to Animals	PC 42.09
M. Custody Dispute	PC 25.03
N. Deceptive Business Practice	PC 32.42
O. Disorderly Conduct	PC 42.01
P. False Statement to Obtain Credit Forgery	PC 32.31
Q. Fraudulent Use of Identifying Information	PC 32.51
R. Graffiti	PC 28.08
S. Harassment	PC 42.07
T. Hindering Secured Creditor	PC 32.33
U. Illegal Dumping	HS 365.012
V. Impersonating an Officer	PC 37.11
W. Indecent Exposure	PC 21.08
X. Indecency with a Child (Third Party- From CPS)	PC 21.11
Y. Information Received	SG 85
Z. Injury to a Child/Endangering Child (Only from CPS)	PC 22.04
AA. Issuance of Bad Check (Over \$1,500)	PC 32.41
BB. Lost/Stolen Property	
CC. Misappropriation of Fiduciary Funds	PC 32.41
DD Non-Contact Vehicle Collision/Non-Collision	
EE. Reckless Damage or Destruction	PC 28.04
FF. Reckless Driving	545.401
GG Sexual Assault (Over 4 Months)	
HH Stalking	PC 42.072
II. Suspicious Subject	SG 85
JJ. Suspicious Vehicle	SG 85
KK. Terroristic Threat	PC 22.07
LL. Tampering with Government Records	PC 37.10
MN Theft	PC 31.03
NN Theft by Check	PC 31.06
OO Theft of Service	PC 31.04
PP. Unauthorized Absence from a Correctional Facility	PC 38.113



REGIONAL COMMAND OPERATIONS MANUAL


(Revised 08/11/2023)

 El Paso Police Department Regional Command Operations Manual	Chapter 1
Chapter 1: Regional Operations	Effective Date: 03/06/2015 Previous Version:

1.0 REGIONAL OPERATIONS

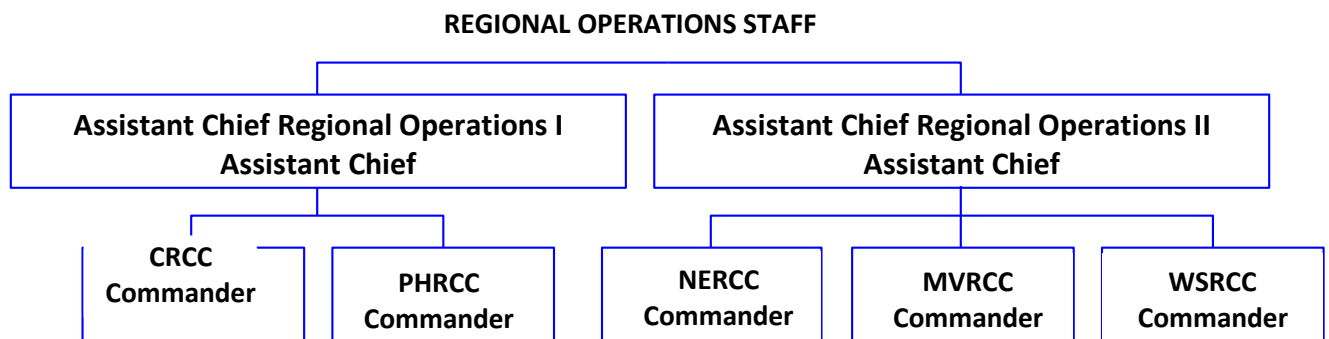
The Regional Operations Manual will set forth standardized policies and procedures for civilian and sworn personnel assigned to the Department's Regional Command Centers, as authorized by Section 1-104 of the El Paso Police Department's General Manual. The Criminal Investigation Section at each Regional Command Center shall also follow the direction provided in the Criminal Investigation Manual. It shall be the duty of all sworn personnel within Regional Operations to familiarize themselves with the content of this manual and conduct themselves in accordance with its precepts.

- A. AFFECTS all employees assigned to any of the Department's Regional Commands.
- B. PREVIOUS OPERATIONS MANUALS NO LONGER IN EFFECT. Upon issuance of this manual by the Office of the Chief, all previous section operations manuals shall no longer be in effect and their rules and regulations shall no longer apply.
- C. LAWS AND PROCEDURES MANUAL PRECEDENCE. The Procedures Manual of the El Paso Police Department, City Code and Texas State law all supersede the Regional Operations Manual. Should new general procedures or new laws come into effect that conflict with the Regional Operations Manual, such law or procedure shall take precedence and the Regional Operations Manual shall be updated to reflect any changes in the law. Planning and Research will be responsible for the updates.

 El Paso Police Department Regional Operations Manual	Chapter 2
Chapter 2: Regional Operations Staff Functions	Effective Date: 03/06/2015 Previous Version:

2.0 REGIONAL OPERATIONS STAFF FUNCTIONS

2.1 ORGANIZATION




- A. If the assigned Regional Operations Assistant Chief is not present to take command of the sections, the other Regional Operations Assistant Chief will assume command.
- B. In the event neither Assistant Chief of Regional Operations is available, a Regional Commander may be appointed as the acting Assistant Chief to temporarily supervise all Regional Commands.

2.2 STAFF MEETINGS

To promote effective lines of communications between the Regional Commanders and the Department's Executive Staff, regularly scheduled meetings will be held. Communication and cooperation between staff meeting participants are key elements in a productive staff-meeting environment.

- A. A staff meeting will be held weekly.
- B. Attendance is mandatory for all Regional Commanders, however in those instances where attendance may not be possible, a Lieutenant may be sent as a representative.
- C. All members present at a staff meeting are encouraged to participate by providing input and presenting problems that affect their commands.
- D. All members will be treated with courtesy and respect.

 El Paso Police Department Regional Command Operations Manual	Chapter 3
Chapter 3: Administration	Policy Effective: 08/11/2023 Previous Version: 05/11/2021

3.0 ADMINISTRATION

3.1 NOTIFYING DIVISION COMMANDER

The division commander will be notified as outlined in Policy 429 Incidents Requiring Notification. Notification will be made promptly to the commander or their designee. Actual contact must be made via text and phone call in any of the following incidents:

- A. Any discharge of a firearm by an officer.
- B. Accidents involving fatalities or the death of a child less than 14 years of age.
- C. High profile arrests or suicides (any person whose arrest or suicide would be newsworthy.)
- D. In-custody deaths.
- E. Law enforcement officer/agent is arrested (any federal, state, or local law enforcement officer/agent including other states.)
- F. Major disturbances or unusual occurrences requiring significant resource shifts from one region to another.
- G. Murders.
- H. SWAT call outs.
- I. Arrests of City employees require notification during normal business hours as per Department Procedures Manual. In addition, notifications will also be made to the arrestee's supervisor. An entry will be made on the station log indicating the person's name, position with the City, and the city department. If immediate notification cannot be made, the reason will be entered on the station log and notification will be made during normal business hours.
- J. Any incident that may disrupt the flow of vehicular or pedestrian traffic for a significant period of time.
- K. Any other significant event in which the media may take an interest.
- L. Unattended deaths and suicides do not require notification unless the circumstances require informing the Office of the Chief.

3.2 DAILY SUMMARY LOG (STATION LOG)

Supervisors maintain and are responsible for the completion of the station log. The log contains information from each shift, starting with the supervisors on duty, supervisors on leave, the number of units the shift will field, and documentation on shift training. Shift/section commanders or the supervisor in charge will review the log at the end of the shift. The list below is not all-inclusive but provides a guide of what should be included on the station log.

- A. Deaths
- B. Aggravated robberies
- C. Staff inspection
- D. Officers injured

- E. All felony arrests
- F. Graffiti arrests
- G. City vehicle accidents
- H. EMS calls to the station
- I. Major street closures
- J. SWAT/CMT call-outs
- K. Incidents requiring notification
- L. License & insurance checkpoints
- M. Sexual Assault
- N. Pursuits

Supervisors are to include any incident that would be of interest to the Chief's Office or the Commander. Each entry should include at a minimum the case number, type of incident, address of occurrence, name, DOB, address of parties involved, and a brief synopsis of the event and disposition. If the incident involves the arrest of a city employee, include the department name where the employee works, the name of the employee's supervisor, and whether his or her supervisor received notification. Each incoming Shift Supervisor continues the log with the required information and ensures that all entries are complete. Supervisors making entries enter their initials and identification number at the beginning of the entry in the appropriate column.

NOTE: Sexual Assault entries will not identify the victim, only case number, gender, and whether the victim was an adult or juvenile.

3.3 SUPERVISORY NOTIFICATIONS

Officers handling any incident involving an off duty El Paso Police officer shall notify an on-duty supervisor. This notification will be made as soon as possible prior to the officers leaving the scene. The supervisor will determine if a report needs to be generated to document the incident.

3.4 PATROL SHIFT BIDDING PROCESS

The Patrol Shift Bidding Process is the process used by the Department in optimizing the utilization of its patrol resources. Patrol staffing varies by region and is determined by the Chief of Police based on an evaluation of crime analysis reports, the "Patrol Demand and Productivity Report" and other factors as needed. By using the data in CAD and the Records Management System and other forecasts on officer needs by area, day of the week, time of day, and creates an optimal schedule based on available resources.

3.5 PATROL SHIFT BIDDING

The Patrol Shift Bidding system is based on a 4-10 work schedule designed so that officers are assigned to a permanent shift with days for a specific time frame. Each Regional Command is responsible for creating a Shift Bidding schedule best suited for their region. Officers will be assigned to a shift based on their region's bidding system. The bidding process will be based on the following guidelines:

- A. Officers will have an opportunity to bid for day shift, evening shift or graveyard shift once every quarter. Probationary officers are not included in the bidding process and are assigned to shifts based on the policies of the FTO Program.

- B. Bid sheets will be distributed to the officers at least forty five (45) days prior to the beginning of the next quarter so that schedules can be entered into the system for municipal court scheduling.
- C. The assignment of officers to a shift will be based on seniority according to their first or second choice of shifts and the number of slots allotted to each shift.
- D. The assignment of an officer's work hours, assigned district, rotation between assigned districts (if any), and days off will be at the discretion of the Shift Commander.

3.6 SUBPOENAS

Employees will appear in court and assist in case preparation when requested. All subpoenas will be handled expeditiously and professionally.

- A. Electronic Subpoenas. Employees may receive an electronic subpoena informing them that they have been subpoenaed for court. Electronic notification will also be made to the subpoenaed employee and their chain of command.
- B. Hard Copy Subpoenas. Employees may receive a hardcopy subpoena informing them that they have subpoenaed for court. If the employee is unavailable to accept the subpoena, the server will be advised of the employee's schedule and when they will next be available at work to receive the subpoena personally. No home addresses or personal cell phone numbers will be provided to the server.
 - 1. No one may sign for, receive, or otherwise accept a hard copy subpoena on behalf of another.
 - 2. If an employee/officer is hand delivered a subpoena they must ensure a copy is scanned and sent to pdcourtliaison@elpasotexas.gov.


3.7 DISTRIBUTION OF INFORMATION

It is the responsibility of the station manager and the desk officer to make appropriate distribution of mail or other information. Distribution applies to inter-office mail, U.S. Mail, email, messages coming through the records management system or CAD, faxes, telephone, and hand delivered information. Information received from any other source will be delivered in the following manner:

- A. Any information addressed to any individual or section should be handed to the addressee or placed in their mailbox.
- B. Information pertaining to or affecting the Regional Command should be given to the Commander and a copy to the shift lieutenant.
- C. Shift lieutenants shall ensure that the sergeants are properly informed and that they disseminate necessary information to their personnel.
- D. When information affects an entire region, a copy will be also placed on the "all shifts" clipboard.
- E. It is imperative that information reaches the appropriate personnel in a timely manner. Desk personnel should pay special attention to the front counter and fax machine for incoming messages.

3.8 MAIL RUN

Inter-departmental mail will be taken to Headquarters daily by Day Shift. The payroll supporting documentation will be taken directly to the payroll clerk.

 El Paso Police Department Regional Command Operations Manual	Chapter 4
Chapter 4: Personnel Management	Effective Date: 03/06/2015 Previous Version:

4.0 PERSONNEL MANAGEMENT

4.1 OVERTIME DEFINITIONS

In order to accurately and consistently record and report overtime expenditures, the following definitions will apply when an officer is being compensated for time exceeding his/her normal work hours.

- A. **REPORT WRITING.** Includes criminal complaints, accident or supplemental reports that need to be completed by officers before the end of their tour of duty, which carries them past their normally scheduled tour of duty. All evidence collected must be documented, tagged and placed in the evidence locker or designated secure storage area before the officer completes their tour of duty.
- B. **ROUTINE INVESTIGATION.** Investigations that are initiated by officers during their normal tour of duty, which carries them past their normally scheduled tour of duty.
- C. **LATE CALL.** Any type of call for service that officers receive at least one half (1/2) hour before they are scheduled to complete their shift and carries them past their normal duty hours. This does not include officers who have returned to the station half (1/2) an hour before the end of their normal tour of duty to complete reports.
- D. **INVESTIGATIVE CALL OUT.** Any type of call when an officer is called back to duty to conduct an investigation. This applies if the officer is already off for the day, has exceeded the normal two-hour end of tour time, is on scheduled days off or is called back for an investigative purpose. Examples would include a CAP call out or Regional CID call outs.
- E. **EMERGENCY/SPECIAL TEAM.** This applies when there is an emergency incident in which a call back of officers or special teams is requested. Examples would include SWAT and CMT call outs, as well as mobile field force type incidents where additional officers are needed.
- F. **PERSONNEL SHORTAGE.** Will apply only in situations where there is a need to call back officers to duty or hold officers past the end of their regular shift because of a lack of on duty resources. Example would be if a patrol shift has a number of officers calling in sick and officers are called in from their regular days off.

4.2 AVAILABILITY OF SHIFT SERGEANTS

Patrol sergeants should be in the field to monitor the activities of their personnel and the calls for service. The presence of more than one shift sergeant in the station at any given time is discouraged. Shift sergeants shall monitor the radio at all times and respond to all serious incidents.

- A. The Field Supervisor will respond to the following incidents when available:
 1. Fires.
 2. Motor vehicle accidents involving:
 - a. Death or serious injury.
 - b. Police Department vehicles.

- c. Off duty officers involved in a vehicle accident.
 3. Suspicious deaths or suicides.
 4. Attempted suicides.
 5. Robberies.
 6. Sexual assaults.
 7. Shooting incidents.
 8. Hostage or kidnapping situations.
 9. Bomb threats.
 10. Burglaries in progress.
- B. A supervisor shall always be in the station managing in-house operations. Supervisors will not leave an officer in command at the station, unless only one supervisor is on duty and is requested in the field. Lieutenants or Shift Commanders will spend the majority of their time in the station. Sergeants will be in the field supervising line personnel.

4.3 CONDUCTING BUSINESS AT THE STATION

Officers must notify a supervisor or dispatcher when they are at the station.

4.4 ON DUTY INJURIES

When an officer reports an injury while on duty, the below listed reports must be completed and forwarded to the division payroll clerk within 24 hours of the reported injury. In addition, supervisors will document the report of injury on a Supervisor's Daily Log. Supervisors will make copies of all the forms and fax a copy to Ward North America at (915) 533-4911 within 24 hours. Supervisors will send the original documentation to Budget and Finance. Any photographs taken will be attached to the supervisor's log. If the injuries are the result of criminal action, photographs of the injuries must be turned in with the criminal case as evidence. Forms returned for corrections must be corrected and forwarded within the 24-hour reporting period. The Station Manager shall ensure that an adequate supply of forms is always available.

- A. On duty injury reports include:
 1. Employer's First Report of Injury and Illness (TWCC-1).
 2. Supervisor's Report of Accident, Injury, Occupational Illness.
 3. Injured Employee Statement.
 4. Accident With Pay Leave Summary Sheet. Informs the employee for Accident With Pay Leave, when coverage ceases, and how the initial seven days of lost time will be covered. It will also inform the employee of his rights to appeal if the AWP leave is denied.
 5. Accident With Pay Leave Request.
 6. **AWP Extension.** The document informs the employee that their accident with pay status will terminate after 30 working days of absence resulting from their work-related injury. It also advises that it is the employee's responsibility to request for an extension if additional lost time is expected.
- B. If the employee is out of work for any length of time due to a job related injury, the division payroll clerk must be advised immediately and a doctor's note must be submitted excusing the employee for the days missed. An employee will not return to work until a doctor's release form is hand delivered to the Division payroll clerk.

4.5 WORK SCHEDULES

The Regional Command recognizes the importance of an accurate, efficient and uniform time keeping system. With the implementation of KRONOS, officers are responsible for swiping in at the beginning of their tour of duty and swiping out at the end of their tour. If officers are unable to swipe in or out due to court, training, or any reason other than approved leave, a Request of Payroll Adjustment form will be submitted to a supervisor. If an officer is on approved leave, the Leave Request form must be submitted before the leave is taken. Preparation of work schedules is the responsibility of the shift/section supervisors. Shift Commanders, shall ensure that all work schedules pertaining to members within their section are completed.


4.6 BAR CHECKS POLICY

Personnel shall adhere to Procedures Manual Section 3-202.10 when conducting bar checks. In addition, any inspections or routine checks of adult oriented businesses that are not the result of a call for service require pre-approval by a supervisor.

4.7 CARRYING OF PERSONAL CELLULAR PHONES

Officers assigned to each Regional Command Center may be allowed to carry personal cellular phones while on duty provided they agree to:

- A. Furnish their supervisor with their current cellular phone number.
- B. Not request reimbursement to the City of El Paso or the El Paso Police Department for damage or loss, even when the phone is used to conduct Department business.
- C. Allow supervisors to call them on their personal phone (cellular) if the need arises while on-duty. Officers will not charge the City or Department for such calls. If the cellular phone is also the officer's only phone number, the number must be kept current in the Police Manager System and the officer will answer off-duty phone calls from Department supervisors as well.
- D. The phone will not be used for personal business when officers are handling a call. Phones shall be kept on silent or "vibrate" mode only while on duty.
- E. Understand that the carrying of a personal phone (cellular) is a privilege that may be revoked at anytime.
- F. Officers will not use their personally owned cellular phone for personal calls except for emergencies while on duty. Officers may use their personally owned cellular phones for personal calls while on lunch break or coffee break.

 El Paso Police Department Regional Command Operations Manual	Chapter 5
Chapter 5: Equipment	Effective Date: 03/06/2015 Previous Version:

5.0 EQUIPMENT

5.1 EQUIPMENT ACCOUNTABILITY

An equipment custodian as defined in below or supervisor will sign out equipment including keys, Tier-1 vehicle bags, radios, shotguns, cameras and binoculars. Equipment that is returned at the end of the shift will be turned in to the equipment custodian or supervisor. The door to the Equipment Room shall remain locked at all times. Only the supervisor, the assigned desk officer or the station manager will enter the Equipment Room to issue or receive equipment. Personnel found in the possession of equipment that is not signed out will be subject to disciplinary action.

Equipment Custodians or supervisors are responsible for inspecting equipment prior to being issued and received. The equipment custodian or supervisor will maintain equipment cards and work schedules. If equipment is not returned or is returned damaged, the equipment custodian will immediately notify the supervisor. The supervisor will investigate the incident and prepare the appropriate reports in accordance with current Department policy. Copies of any documents will be provided to the station manager to ensure timely repair and/or replacement.

5.2 VEHICLES

A vehicle rotation log will be maintained by each shift. The on-coming shift will assign vehicles starting from the last vehicle assigned by the previous shift. If a vehicle is missing or the keys cannot be located, the station manager will initiate an investigation.

- A. Officers must be in police uniform to operate marked police units.
- B. Officers must be certified to operate high performance vehicles, which are used for freeway enforcement.
- C. Officers must attend the Aggressive Driving Vehicle Operation course to operate aggressive driving vehicles.
- D. Unmarked vehicles are available for TAC and patrol use 24 hours a day. With the exception of detective vehicles and take-home cars, unmarked vehicles are not to be assigned to specific employees. Keys will be kept in the equipment room and signed in/out on a daily basis. If a motor pool system is used for unmarked vehicles, the Region shall follow the motor pool rules set forth by Fleet Management.
- E. Vehicles will be thoroughly inspected at the beginning and at the end of each shift.
- F. Officers will report any vehicle defect or malfunction to the desk officer by preparing a Vehicle Defect Report. Damage shall be immediately reported to a supervisor.
- G. All command personnel operating a City vehicle must check the fluid levels before placing the vehicle into service.
 1. **Marked Patrol Units.** Marked patrol units are checked at the beginning of each shift. The employee conducting the fluid check must record the check on the log sheet in the "other" box. Marked units may not be turned in with less than a $\frac{3}{4}$ tank of fuel.

2. **Unmarked Units.** Fluid levels on unmarked units that do not endure continuous daily use are checked during fueling to ensure the fluids are at appropriate levels. Unmarked units may not be turned in with less than a ½ tank of fuel.
- H. Vehicle cleanliness is the responsibility of the individual officer. Officers are authorized to utilize designated car washes for external washes only. Any officer leaving trash in a vehicle shall be subject to disciplinary action.
- I. All receipts issued from the servicing stations will be turned in to the desk officer, equipment custodian or left in the receipt box at the front desk.
- J. The equipment custodian will assign marked vehicles. Keys will not be left on the Equipment Room counter or the front desk when the desk officer is not present.
- K. Any officer using a marked vehicle for any purpose must complete a log sheet showing the vehicle usage. (A log sheet is not required for the mail run, lunch and court.)
- L. During snowy or icy conditions, supervisors will assign the older vehicles before newer vehicles.
- M. Vehicles will not be loaned to units outside of the Command without the authorization of a supervisor. The officer using the vehicle will be required to furnish the Command a copy of their log sheet or other suitable document to include the date(s) the vehicle was used and the starting/ending mileage.
- N. Any officer assigned a “Take Home Unit” must properly maintain the vehicle. The vehicle will only be used during the officer’s regular shift. Vehicles that suffer a breakdown are not replaced with another unit without written approval of the Commander.
- O. Vehicles are not issued without the vehicle’s assigned gas card.
- P. Vehicles will not be issued if the AVL system is not operational unless explicitly authorized by the shift supervisor.
- Q. Before a vehicle equipped with an AVL is put into operation, the officer operating the vehicle will initiate a system check procedure.
 1. Officers will contact Communications and ask if the AVL System is operational.
 2. The officers will document the time of the AVL System check on their daily log sheets.
 3. If Communications advises the officer that the AVL System is not operational:
 - a. The officer will contact a shift supervisor.
 - b. The supervisor will make every attempt to replace the officer’s vehicle with a vehicle that has a working AVL System.
 - c. If there is a shortage of vehicles, the shift supervisor will have the authority to allow an officer to use a vehicle with a non-operational AVL System.
 - d. The officer will document the supervisor’s name and the specific directions given by the supervisor on the daily log sheet. The officer must also prepare a vehicle gripe form.
 4. It will be the responsibility of the shift supervisor to notify the next supervisor on duty of the vehicles that do not have operational AVL Systems.

5.3 PATROL VEHICLES

Station Managers will ensure that all marked units available for use as a Tier-1 and Tier-2 will be marked with the Quickclot Kit. Officers upon conducting the vehicle inspection at the beginning of their tour of duty will ensure that the vehicle is properly equipped with all necessary equipment which is to include the Quickclot Kit.

5.4 PERSONNEL RESPONSIBILITIES FOR PATROL VEHICLES

A. OFFICERS.

1. Inspect assigned vehicle at the beginning and end of each shift.
2. Check equipment and supplies to determine tier status of vehicle.
3. If Tier-1 vehicle, check out bag at the beginning of shift.
4. Note tier status and equipment status on log sheet.
5. Update tier status on vehicle readiness board or section vehicle log if tier status has changed.
6. Promptly notify supervisor of missing or damaged non-disposable supplies and equipment.
7. Inspect tier bag to ensure seal is not broken.
8. Notify dispatch of current tier status of vehicle at beginning of tour of duty.
9. Remove tier bag with equipment from the vehicle when vehicle is taken to the Station, Police Maintenance Facility, Radio Shop or other entity for repairs.
 - a. The Tier-1 equipment bag assigned to the officer will be returned to the desk officer at the end of the shift.

B. SUPERVISORS.

1. Authorize removal of equipment from one vehicle to place in another for change of tier status. The supervisor must notify the station manager via email and must include the equipment identifying numbers, if applicable.
2. Initiate supervisor's log if non-disposable equipment is found missing and not located by the end of the shift.
3. Ensure personnel follow vehicle policy.

C. STATION MANAGERS.

1. Assign equipment-identifying codes to all non-disposable equipment assigned to the station.
 - a. Codes are meant to supplement and do not replace the City tag number, if the item has a City barcode tag. Codes are used as quick identifiers when doing inventories and referring to equipment in log sheets, readiness boards and vehicle logs.
2. Mark non-disposable equipment with quick codes using permanent marker or other easily visible, permanent marking.
3. Ensure that personnel have after hours access to disposable supplies (i.e., gloves, flares). A sign out sheet will be kept to track disposable inventory used on a daily basis.
4. Order repairs and track status of repairs on all non-disposable equipment.
5. Order replacement equipment as needed.
6. Monitor vehicle mileage and condition.
 - a. Rotate vehicles to ensure even mileage distribution among station fleet, as deemed necessary.
7. Conduct monthly inventory of all non-disposable equipment.
 - a. If equipment is missing, the station manager must initiate a log sheet audit to trace missing equipment.
 - b. Notify all shift lieutenants and initiate an investigation of missing equipment not found within 24 hours.
 - c. Maintain a record (i.e. spreadsheet) of all non-disposable equipment, its current vehicle assignment, repairs and maintenance status.
8. Train equipment custodians.
9. Assist City of El Paso Property Control with audits of items tracked in the City's property control system.

- D. **EQUIPMENT CUSTODIAN.** Shift Supervisors will designate several officers as equipment custodians per shift.
1. Equipment custodians will assist the Station Manager with the issuance and inventory control of all vehicle supplies and equipment.
 2. Ensure that officers sign out equipment properly and account for disposable supplies used.
 3. Lock equipment away when not issued.
 4. Notifies Station Manager of required repairs to equipment.
 5. Update vehicle readiness board or section vehicle log to verify current tier and repair status of vehicles.
- E. **COMMANDERS.**
1. Ensure that budget requests are adequate to cover repairs, replacement of non- disposable equipment and disposable vehicle supplies.
 2. Forward notifications to Assistant Chief when inadequate supply levels prevent adequate numbers of Tier-1 and Tier-2 units from being fielded along with recommendations for timely correction.

5.5 PORTABLE POLICE RADIOS

The equipment custodian will assign all portable radios. Employees will sign out the corresponding inventory card with initials and ID number.

- A. Radios will be carried in their approved radio holders. They will not be carried in the officer's pants or jacket pockets. An exception will be made for plain-clothes assignments when radios must be carried in a way that will prevent detection.
- B. Officers will note radio numbers on their Daily Activity Report (log sheet). Radio assignments will be noted on the daily work schedule and faxed to Communications at the beginning of each shift or entered directly into the CAD system.
- C. Any damage or loss of a portable radio will be reported to the Division Commander, and an administrative investigation will be initiated.
- D. The day shift is responsible for ensuring that all radios are kept in working condition. The graveyard shift is responsible for ensuring that all batteries for the radios are fully charged. All requests for maintenance will be directed to the Station Manager.
- E. Officers will turn in radios to the equipment custodian. At no time will officers leave radios at the Equipment Room counter or the front desk when the equipment custodian is not present.
- F. Station radios will not be loaned to units outside of their Regional Command without the authorization of a supervisor. Any radios that are loaned out will be noted on the equipment inventory card. If the loaned radio is out for longer than one shift in length, a note will be made on the station log. Only the Station Commander can authorize the loan of a radio for longer than twenty-four hours.

5.6 SHOTGUNS

- A. Officers will check out a shotgun through the equipment custodian. All shotguns, without exception, are logged out by completing the required information on the equipment receipt located in the Equipment Room.
- B. The supervisor of each patrol shift designates an officer as armorer for their respective shift.

- C. The armorer is responsible for the general maintenance and cleanliness of the shotguns and rack. Each shift's armorer inspects and cleans shotguns on a monthly basis or more frequently as necessary.
- D. Officers using shotguns for qualification are to take ammunition from the Command and return them with fresh ammunition from the Academy. Officers returning with new ammunition are to write the current date on the outside of the ammunition box.
- E. Shotguns are only loaded and unloaded in the designated area, "Safe Weapon Loading Box" located outside of the station.

5.7 PERSONAL PROTECTIVE VESTS

Officers must adhere to the Department's Procedures Manual Section 8-501. Supervisors shall inspect adherence to policy monthly and document the inspection in the MAR report.

5.8 COPIERS

Each section will use the copy machines located in their section or work areas. If special circumstances exist and prior approval is obtained from the section lieutenant, another section's copier may be used.

- A. Maintenance and Budget Copy Count.
 - 1. All requests for repairs and general maintenance of copy machines should be forwarded to the Station Manager so that he may contact the appropriate repair service.
 - 2. On the last Friday of every month, the section's designee will obtain the copy count from their machine and submit the number of copies used via email or telephone to Budget and Finance

5.9 COMPUTER AND TERMINALS

All officers shall adhere to Section 8-304 when utilizing Department owned computers.

5.10 GAS CARD POLICY/ACCOUNTABILITY

When signing out for vehicle keys, the receiving officer must ensure that the gas card is in the clear plastic pouch. OFFICERS ARE NOT TO ACCEPT KEYS WITHOUT THE VEHICLE'S GAS CARD.

- A. Vehicles that are permanently assigned to individual officers (PAR, Motors, C.I.D., etc.) are assigned individual gas cards, which are kept within the vehicle itself. The officer will be responsible for the vehicles gas card.
- B. Officers must give the vehicle gas card to the desk officer when the vehicle is turned in at the end of the shift.
- C. In the event a vehicle is towed or driven to the garage for repairs, THE GAS CARD WILL NOT ACCOMPANY THE VEHICLE. The key and metal tag shall be left with the vehicle. The pouch with gas card shall be returned to the desk officer.
- D. Gas cards should ONLY BE USED FOR THEIR ASSIGNED VEHICLE. Personnel WILL NOT use another vehicle's card to fuel a vehicle that is missing a card.


5.11 RIOT GEAR

Riot gear may be utilized when confronting large disturbances or riots. The equipment custodian is responsible for the upkeep of riot gear and the issuance of the equipment. The station managers will be responsible for keeping an inventory of the riot gear assigned to their station and shall comply with Section 8-104 of the General Manual.

5.12 MOBILE COMMAND POST

The Department's Mobile Command Post is a 26' recreational vehicle designed and equipped with cellular phones, PA system, conference room, and other equipment necessary to assist in emergency situations.

- A. Utilization of the Command Post includes, but is not limited to the following:
 - 1. Barricade/hostage situations.
 - 2. Citywide Department/City functions on request basis.
 - 3. Civil disturbances.
 - 4. Natural disasters.
 - 5. Support vehicle for training, recruitment and testing.
- B. Regional Command Centers requesting to utilize the Command Post for a regional function, must give a two week advance notice via Department email to the Unit Commander and CMT Supervisor. The request must include the following information:
 - 1. Date.
 - 2. Time.
 - 3. Location.
 - 4. Type of function.
 - 5. Duration of the function.

 El Paso Police Department Regional Command Operations Manual	Chapter 6
Chapter 6: Facility	Effective Date: 03/06/2015 Previous Version:

6.0 FACILITY

6.1 SUPPLY ROOM/EQUIPMENT ROOM

The station manager, equipment custodians, and supervisors are the only authorized personnel that may enter the Supply Room/Equipment Room. Officers needing supplies or equipment must make a request through a supervisor, the station manager, or the desk officer.

6.2 VOICE MAIL

The Regional Command Centers are equipped with a voice mail system that allows employees to have a personal voice mailbox. Telephone calls to a specific officer that is not in the building will be routed to the employee's voice mail.

- A. Employees are accountable for checking the messages in their voice mailbox at least once each workday.
- B. Employees are expected to respond immediately to any business related messages left in their voice mailboxes.
- C. Employees absent for an extended period of time will forward their phone calls to another number or change their greeting to reflect the absence, including the return date.
- D. To retrieve calls from the AUDIX SYSTEM, the user dials the below listed numbers and then the extension. Every officer will have a telephone extension in order to receive business related messages.

Central Regional Command Center	577-5252
Northeast Regional Command Center	759-2699
Westside Regional Command Center	585-6060
Pebble Hills Regional Command Center	599-5555
Mission Valley Regional Command Center	872-3838

6.3 WEIGHT ROOM

Use of the weight room will be restricted to active and retired El Paso Police Department personnel, their spouse or significant other, and their children 14 years of age or older. EPPD volunteers may use the weight room but may not bring any guests. All non-PD personnel in the weight room, except retired officers, must be accompanied by the officer. Retired officers are defined as those officers who have been issued a retired officer identification card by the Department. Children under the age of 14 and personnel from outside agencies will not be allowed to use the gym facilities. All authorized guests will be required to sign a waiver before being allowed to utilize the gym. These waivers will be available at the front desks of all police facilities. Officers will attempt to maintain equipment in good working order. Equipment will be returned to its proper place and not left scattered about the room. The Station Manager should be notified any time equipment is found to be in disrepair or dangerous condition.

6.4 BULLETIN BOARDS

The utilization of the Regional Command bulletin boards are for official police purposes and for association business as stipulated by Article 22 of the Contract between the City of El Paso and the El Paso Municipal Police Officers Association.

6.5 CONTRACT JANITORIAL SERVICE

Administration of the Regional Command's custodial service is the responsibility of the station manager. Suggestions or complaints regarding the service must be forwarded to the station manager.

6.6 LOCKER ROOMS

Personnel assigned to the Regional Command shall keep the locker rooms clean. The Station Manager will maintain a log of locker assignments.

- A. Officers shall not keep personal items in the Station or in their lockers that may be offensive to another person, including items of a sexual or racial nature.
- B. Lockers are to be maintained in their original state, free of markings, stickers, attachments or pictures.
- C. Locker rooms must be kept neat and presentable at all times. Items may only be stored outside the locker or hung up while they need to dry or air out, such as shoes or body armor carriers. Any such items must be hung up or stored in a presentable and neat manner.
- D. No locker is utilized unless it is officially assigned to the officer.
- E. The station manager will conduct a monthly inspection of the locker rooms.

6.7 PRISONER GATE

The prisoner gate should remain closed at all times. Since the gate only closes when a vehicle crosses the sensor pad in the driveway, the gate will not be opened for pedestrians. Central Regional Command does not have a fenced gate for prisoner unloading.

- A. Any employee noticing the gate open when it should not be will notify a supervisor immediately.
- B. All supervisors and desk officers/clerks are to check the gate as part of the regular building inspection.
- C. The main entrance leading into the prisoners holding cells must be closed at all times and the desk officer must make sure that the door is secured.

6.8 WEAPON SAFETY

In order to ensure the safety of all employees as well as the general public, all weapons will be loaded and unloaded at the safe loading station located at each Region. All loading and unloading shall be conducted safely and in accordance with established firearms training and safe firearms handling procedures.

6.9 STATION SECURITY

- A. **Building Security and Visitor Control.** In order to comply with Department mandated security policies stated in the Department Procedures Manual, Section 1-504– Building Security and Visitor Control, the following procedures are established:
1. All doors other than the main entrance are to be kept secured at all times, without limiting emergency exit routes.
 2. Desk officers are responsible for ensuring that doors are secured.
 3. Employees or unauthorized persons are not to enter any secured area designed as limited or restricted access of the Command unless in police uniform or displaying a valid identification card or visitor’s badge.
- B. **Area Designations.** All areas within the Regional Command are designated either as:
1. **Public Area.** An area where the public is commonly expected to be or is authorized to be.
 2. **Limited Access Area.** An area where the public may be expected to be while accompanied by a Department employee.
 3. **Restricted Area.** An area where only authorized personnel are granted access. These areas are restricted because of the critical or confidential nature of the work.
 4. Specific area designations for Regional Command:

PUBLIC AREA	LIMITED ACCESS AREA	RESTRICTED AREA
Lobby/ Vestibule	Reception Area Interview Rooms All Corridors Break Room Rest Rooms Gym Locker Rooms Roll Call Room Detective Area Traffic Office Parking Garage Holding Cell Area Reporting Writing Area	Admin. File Room All Storage Rooms Telephone and Elec. Rooms Supply/ Equipment Rooms Video and Processing Area All Supervisory Offices Janitorial Supply Rooms Desk Officer Area Crime Analysis Office Commander’s Office Commander’s Secretary Area Evidence Locker Area

6.10 BUILDING MAINTENANCE

Requests for maintenance, repairs or changes to the facility will be made in writing or email message to the station manager. The station manager is the liaison to Building Maintenance.


6.11 GENERAL EVALUATION POLICY

During an emergency evacuation, the on-duty desk officer will ensure that every person in the building has been notified and that evacuation routes are clear. If possible, the desk officer will check and ensure

that all doors are closed after the evacuation is complete. Upon leaving the building, the desk officer will report the status of the building evacuation to the Shift Commander and public safety agencies.

6.12 PRISONER PROCESSING AREA


Facility managers of each police facility with a prisoner processing area will ensure that the area is City Code compliant and will have a fire suppression system (sprinklers and/or fire extinguishers) and fire alarms. Facility managers will ensure that potential fires are prevented by removing and repairing fire hazards as soon as they are notified of them and will check for hazards during their regular station inspections. Officers will ensure that detainees are evacuated if there is a fire, as per the general evacuation policy in 6.10. A fire evacuation plan will be available at each facility.

 El Paso Police Department Regional Command Operations Manual	Chapter 7
Chapter 7: Training	Effective Date: 03/06/2015 Previous Version:

7.0 TRAINING

7.1 SHIFT TRAINING SUPERVISOR

Each shift commander will designate a shift-training supervisor. It is the responsibility of the shift-training supervisor to update the shift on both old and new policies of the Department and provide or arrange for roll call training. All roll call training will be placed on the Station Daily Report. The shift-training supervisor will provide a copy of their training rosters to their civilian training specialist.

 El Paso Police Department Regional Command Operations Manual	Chapter 8
Chapter 8: General Field Operations	Policy Effective: 05/17/2021 Previous Version: 03/06/2015

8.0 GENERAL FIELD OPERATIONS

8.1 REPORT WRITING

Officers will complete all reports and turn in all evidence received during their tour of duty prior to leaving the station. Reports are considered complete when a supervisor has approved the report.

- A. A station supervisor will make sure all reports submitted for approval are correct and complete. Officers will be required to make all necessary corrections on their own reports for final approval.
- B. A supervisor will approve all arrest reports before the arresting officer leaves the station.
- C. Supervisors may leave arrest cards unapproved after they review the arrest card so that the bond information can be entered after the arrestee has seen the Magistrate. The officer must contact an on-duty supervisor immediately after completing the required information on the arrest card so that the arrest card may be approved.
- D. Reports will be inspected to ensure the elements of the offense are present, and the reports are of good quality, accurate and complete.

8.2 FIELD OFFICERS REPORT WRITING

Officers will complete a preliminary investigation as per Chapter 2: Preliminary Investigation Responsibilities, and issue an incident information card in accordance with Policy 605 Report Guidelines Section 605.1 Original Complaint Report of the Department Procedures Manual. Reports will be completed in accordance with all reporting requirements set forth in the Procedures Manual or State Law.

8.3 HANDLING OF PRISONERS

All persons arrested by officers will be taken directly to the station for processing and a supervisor will be notified. Officers will follow Policy 306 Care, Transport and Booking of Prisoners of the Department Procedures Manual when transporting prisoners.

- A. Prisoners will be handled in the following manner:
 1. All prisoners will be taken into the regional facility through the assigned prisoner entrance. The prisoner's name and arrest information will be documented into the prisoner log. A supervisor will view all arrestees brought into the station and ascertain that there is probable cause for the arrest or detention prior to booking. Outside law enforcement agencies wishing to use EPPD holding cells must obtain Shift Commander's permission and must keep their prisoner in view at all times. Access to the holding cell area and detainees

- by station visitors is not permitted unless a supervisor grants permission due to an unusual circumstance.
2. All prisoners must be searched prior to transport and prior to being placed in the holding cells. All of the prisoner's property will be placed in a paper/plastic bag with the prisoner's name written on it. Vehicles used to transport prisoners will be searched for contraband prior to and after transporting prisoners.
 3. The holding cell will be searched for contraband before the prisoner is placed inside.
 4. All prisoners will remain handcuffed behind the back while in the station; exceptions are granted only with supervisory approval. A prisoner may be handcuffed to the rail located behind the seat in the cell. Both hands must be handcuffed behind the prisoner's back to the rail.
 - a. Handcuffs will be checked to make sure they are not too tight
 - b. Any injuries caused by the handcuffs will be immediately reported to a supervisor.
 - c. Handcuffs will be double locked.
 5. Cell doors will be secured with the latch at all times.
 6. Prisoners in holding cells will be monitored at all times.
 7. Females are not to be placed in the same cells as male prisoners.
 8. Prisoner information will be entered into the prisoner log. A supervisor is required to sign and place his ID number by the entry.
 9. Prisoners will be permitted to utilize the lavatory facilities located in the holding cell area. Prisoners will be taken to the lavatory by officers of the same sex.
 10. Officers will notify a supervisor when a prisoner is injured.
 11. Prisoners shall always be attended and shall never be left alone in the holding cell area. Officers that must leave the holding cell area will call for another commissioned officer to watch the prisoner(s) while the officer must be away from the room.
 12. The holding cell(s) will be searched for contraband after the prisoner(s) is taken out of the cell.
 13. Prisoners that request a bathroom break or water shall be accommodated as soon as reasonably and safely possible. Officers of the same gender as the prisoner shall take the prisoner to the bathroom and shall keep the prisoner under constant observation.
- B. Requests for transport of a prisoner by a unit other than the arresting unit, or a unit that has otherwise been assigned the responsibility for a prisoner will be directed to a supervisor. It will be the supervisor's responsibility to ensure that appropriate arrangements are made for the transportation of the prisoner. This includes, but is not limited to, officers requesting the oncoming shift to transport a prisoner.
- C. All juvenile prisoners will be handled according to department policy and will not be placed in adult holding areas.
- D. If possible, unruly prisoners will be taken directly to the County Jail. If a magistrate's warning is required before booking, the officer will take the prisoner to the Regional Command Center for completion of paperwork.
- E. During regular arrests, officers will first take their prisoners before a supervisor in their respective Regions. Paperwork will be completed and approved prior to taking the prisoner before a magistrate and/or booking.

8.4 PRISONER LOG

Each station will maintain a log containing the name of each person arrested, the location of arrest, date, time, charge, the arresting officer's name and ID number. Shift supervisors are responsible for the accuracy and completeness of prisoner entries in the prisoner log in the current log reporting system.

- A. Supervisors' Responsibilities.
 - 1. Supervisors will be accountable for inspecting the log sheet at the beginning of their tour of duty.
 - 2. Supervisors will verify each prisoner entry in the log sheet and the time the prisoner was taken into the station.
 - 3. Supervisors will inspect each of the holding cells to make sure that there is no contraband.
 - 4. If a prisoner is handed over to another shift, the supervisor will ensure that all necessary paperwork is completed and hand delivered to another officer. At no time will the supervisor allow the paperwork to be left unattended.
- B. Supervisors having prisoners brought before them are required to:
 - 1. View the prisoner for injuries.
 - 2. Evaluate the probable cause for the arrest.
 - 3. Evaluate the legality of the arrest.
 - 4. Verify the appropriate charge.
- C. Officers bringing a prisoner into a station to which they are not assigned will take the prisoner before a supervisor and make the proper entries into the region's prisoner log.
- D. The prisoner log entry requirements described above also apply to all outside agencies who use the region's facility with a prisoner in custody. The supervisor will ensure that officers of said agencies complete the prisoner log properly. The supervisor will verify that each prisoner is signed into the log and placed in the correct cell.

8.5 INTERFERENCE WITH CHILD CUSTODY

Interference with Child Custody is a criminal offense, not a civil matter. This offense is not exclusive to the managing conservator of the child and is applicable to both parties (usually the parents).

- A. Due to the complexity of family court orders and the fact that parties involved in child custody disputes often fail to provide call takers with a complete account of their child custody dispute, it is necessary for a police officer to be dispatched to the scene of all Interference with Child Custody calls for service.
- B. The officer responding to the scene must evaluate the court documents and determine if an offense has been committed. Interference with Child Custody reports should not be referred to word processing.
- C. This document contains a "notice requirement" in which both parties must have had notice of the court order, whether temporary or permanent. There may be multiple orders if it has been an ongoing custody issue. The responding officer has to ensure that the order he is evaluating is the most current order issued by the family court. Thus, the officers in the field are required to examine and interpret all of the legal documents to ensure that they provide proper guidance to the complaining party.
- D. When dispatched to a call involving a legitimate Interference with Child Custody case, officers shall file a complaint report and properly document all of the facts in the case. The reports must identify the Managing Conservator and the Possessor Conservator. The report should also

include the cause number, court number, judge's name, the effective date, attorney's name, and the names of the children subject to the court order. If possible, the officer should obtain a copy of the court order and file it with the case number at ID&R.

- E. The Detective Section at Crimes Against Children investigates legitimate reports relating to Interference with Child Custody. The CAC Section will review every report dealing with Interference with Child Custody and ensure proper disposition. Criminal offenses will be handled in the same manner as other criminal investigations.

8.6 SHIFT MEETINGS

Shift meetings begin promptly on the hour and will be conducted by a shift supervisor.

- A. Officers arrive at the shift meeting fully prepared for work with all necessary equipment.
- B. Officers will keep a notebook for shift meeting notes, which may be inspected periodically. The following items may be written down on the officers shift notebook:
 - 1. Crime information.
 - 2. Wanted persons information.
 - 3. Court date information.
 - 4. Districts concerns.
 - 5. Changes in schedules or assignments.
 - 6. Distribution of equipment.
 - 7. Information regarding stolen vehicles and major investigations.
 - 8. Any additional information deemed pertinent by the shift supervisor conducting the briefing.
- C. Crime readouts are reviewed, if time permits. Shift supervisors may screen the readouts for the most important information in a specific district where crime has occurred.
- D. All roll call training is coordinated through the Shift Training Sergeant or designated officer. Each shift will document its own roll call training and forward the information to the Academy. Training may include the following issues or activities:
 - 1. New policies or procedures of the department.
 - 2. Analysis of field situations, response training.
 - 3. Shift tests.
 - 4. Speakers on special topics.
- E. The supervisors will have a roster when the shift is given special training on new policies or laws that are crucial to the officer's performance. The roster will be kept in the supervisors' file.
- F. The shift-training supervisor will keep all shift-training rosters in accordance with the record retention schedule.

8.7 EMERGENCY RESPONSE SITES

In the event of a communications failure all patrol units will proceed to their respective emergency response sites immediately after completing their last call or assignment. Once the unit arrives at the emergency response site, the officer(s) will immediately contact the dispatcher and their Regional Command Desk by telephone.

- A. See Appendix A for Central Regional Command.
- B. See Appendix B for Mission Valley Regional Command Center.
- C. See Appendix C for Northeast Regional Command Center.

- D. See Appendix D for Pebble Hills Regional Command Center.
- E. See Appendix E for Westside Regional Command Center.

8.8 EVIDENCE LOCKER

All property to be turned in as evidence or as abandoned property will be secured in the evidence lockers. The property log will be completed with all pertinent information. Once the property/evidence has been placed in the locker, the locker will be locked and the key placed inside the locker through the slot opening. Evidence will not be left unsecured anywhere in the station.

8.9 SPECIAL EVENTS

The Special Operations section at each Regional Command Center is responsible for coordinating officer assistance in special events such as foot races, bike races, parades, etc. Requests by other regions for supplemental staffing should be directed to the Special Operations Motor Sergeant. The sergeant will be responsible for planning the events and when motor units are not available.

8.10 SAFETY BELTS/TRANSPORTING INFANTS AND TODDLERS

All Officers and passengers of City vehicles will wear a securely adjusted belt at all times as stated in Policy Section 801.20 Safety Belts of the Department's Procedures Manual. The supervisor will make sure that all officers comply with the safety restraints policy in the Department Procedures Manual.

- A. Officers must utilize an appropriate infant or toddler car seat to transport children when required by the Transportation Code. Officers will ensure the seat is properly secured in the patrol car. The Victim Services Response Team (VSRT) can be utilized to transport infants and/or toddlers provided that the vehicle is equipped with the proper car seat.

8.11 NIGHT DEPOSIT BOX

Prisoners may post bond on traffic warrants when the warrant office is closed for business. Central Regional Command Center Officers will transport the prisoner to the Municipal Court.

- A. The officer will confirm the warrant of the individual before placing him/her under arrest.
- B. The officer will place the individual under arrest once the warrant is confirmed and will give the arrestee an opportunity to post bond.
- C. After bond office closing hours, the officer will advise the arrestee that the substation warrants office is closed, but that he can still post bond on his warrant.
- D. The officer will advise the arrestee that the bond can be paid in cash or with a money order payable to the City of El Paso.
- E. If the arrestee wishes to post bond, the officer will provide a special envelope for the money.
- F. The officer must do the following to prevent any misunderstandings or allegations against the officer once the arrestee obtains the money to post bond:
 - 1. The officer will not handle any of the arrestee's money.
 - 2. If the arrestee pays with a cash bond, the officer and a supervisor will be present when the arrestee counts the money and places it into the envelope.

3. If the arrestee pays with a money order, the officer must verify the money order is made payable to the City of El Paso and the amount matches the amount of the total bond.
4. The officer and the supervisor will allow the arrestee to place the cash or money order into envelope.
5. The officer will then instruct the arrestee to seal and place the envelope inside of the municipal court night deposit box.
- G. The officer will advise the arrestee that a receipt may be obtained from municipal court during business hours at 810 E. Overland.
- H. After bond has been posted, the officer will advise the warrant office that the arrestee has made a night deposit for the outstanding warrant.
- I. The officer will generate a number one report to document the circumstances of the arrest and final disposition of the warrant.

8.12 PRELIMINARY INVESTIGATION RESPONSIBILITIES

In most cases patrol officers conduct the preliminary investigation.

- A. Preliminary investigation guidelines.
 1. All conditions, events, remarks and descriptions relevant to the criminal investigation must be noted and included in the offense reports.
 2. Witnesses should be located and identified.
 3. Witnesses and complainants should be interviewed separately and their observation reported with sufficient detail.
 4. The crime scene should be protected and maintained and arrangements made for the proper collection of evidence.
 5. Attempts should be made to interview suspects in accordance with the Code of Criminal Procedure.
 6. An "Incident Information Card" shall be given to all complainants if a complaint report is generated. The complainant will be advised if there are public agencies that may be able to provide additional assistance. The complainant will be given the necessary information to include the home and phone number of the section that will follow up the case.

8.13 LATENT FINGERPRINTS

Fingerprints found at a crime scene that can identify a suspect are extremely valuable as physical evidence. Officers shall make every effort to lift and collect latent prints.


- A. Officers will ensure that they have an adequate supply of equipment to process latent fingerprints.
- B. Officers will collect latent prints and place them on the Latent Fingerprint Card, which shall be completely filled out prior to the latent being submitted to the Criminalistics unit via the envelopes provided.
- C. Officers are responsible for adequately documenting the collection of latent evidence in their supplement reports to ensure that the latent evidence is admissible in Court and relevant to the case being investigated.

8.14 EVIDENTIARY VEHICLE HOLDS

Officers will not routinely place impounded vehicles on police hold. If the vehicle has no evidentiary value, is not stolen, nor has a processing hold been requested by another officer, and does not meet the guidelines for possible asset forfeiture as defined in Policy 613 Asset Forfeiture, the vehicle shall not be placed on police hold when impounded. Vehicles that do have evidentiary value, but can be processed at the scene shall be processed at the scene. Officers that do place a hold on the vehicle shall make appropriate notation in the vehicle record in the records management system to ensure that follow-up investigators are aware of the hold. Supervisors approving reports with vehicle holds shall carefully review the necessity of the vehicle hold.

8.15 MISSING CHILDREN

All officers will refer Policy 415 Missing Child of the Department Procedures Manual when responding to a missing child call.

 El Paso Police Department Regional Command Operations Manual	Chapter 9
Chapter 9: Specialized Units and Assignments	Effective Date: 03/06/2015 Previous Version:

9.0 SPECIALIZED UNITS AND ASSIGNMENTS

9.1 STATION MANAGER

The Station Manager manages the daily operations of the facility and fleet. The Station Manager reports to the Commander and is responsible for the following:

- A. Administration: As part of the management team, participates in the planning and implementation of administrative improvements and the enforcement of current policies and procedures.
- B. Fleet Management: Oversees and coordinates the repair, maintenance, and replacement of the fleet, including the monitoring of the fleet inventory and its assignment within the region.
- C. Budget and Finance: Prepares and manages the command's budget and checking account.
- D. Facility: Oversees and coordinates the maintenance and upkeep of the facility to include:
 1. Procedures to be used in conducting line inspections of the facility.
 2. Frequency of inspection.
 3. Corrects deficiencies discovered by the inspection.
 4. Establishes criteria to identify those inspections that require a written report and prepares follow up procedures to ensure corrective action has been taken.
- E. Supply Inventory: Orders, receives and distributes supplies as needed.
- F. Inventory: Manages the station's assets, supervises and coordinates the repair, replacement, and maintenance of all administrative and operational equipment within the facility. In addition, monitors the retention, transfer, disposal, and assignment of the Command's equipment.
- G. Records Liaison: Monitors the retention, retrieval, transfer, disposal, and storage of the Command's records and documents.
- H. Administratively supervises all civilian employees assigned to the Regional Command.
- I. Supervises and directs the Command's janitorial services.
- J. Maintains the 90-day retention and rotation schedule of the station tapes.

9.2 DESK OFFICERS

The day-to-day administration of the Regional Command Center is the responsibility of each shift commander. To accomplish this task, the Shift Commander will assign a desk officer or desk clerk. Duties of the desk officer/clerk will include the following:

- A. Primary responsibilities.
 1. Assign and check in equipment (radios, vehicles, cameras, gas cards, shotguns, cell phones) and obtain signatures for assigned equipment. Officers working the front desk are responsible for the equipment room and its contents during their entire tour of duty.
 2. Enter assigned equipment numbers on the work schedules.
 3. Prepare the mail run and ensure that subpoenas are picked up every weekday. Failure by patrol officers to pick up subpoenas will be immediately reported to a patrol supervisor.

4. Distribute subpoenas to the officers. Desk officers will ensure that officers sign for their subpoenas. The #3 shift desk officer will prepare a list of unclaimed subpoenas and distribute them to all officers within the regional command on a daily basis.
 5. Day shift desk officers will ensure that the flags are raised in the morning. The evening shift desk officers will ensure the flags are lowered at dusk. Flags shall be raised and lowered with appropriate honors and protocol. Flags shall never be allowed to touch the ground or carried in a disrespectful manner. Officers unfamiliar with proper flag handling and folding protocol shall seek assistance from a supervisor or another officer who knows the proper Protocol. Exceptionally dirty or torn flags shall be replaced.
 6. Enter units to include patrol, traffic, PAR, detectives into CAD.
 7. Answer the telephones or ensure someone is present at the front desk to answer the telephone.
 8. Accept reports from complainants that walk into the station.
 9. Ensure that the videotape in the VCR is recording. The third shift desk officer will place a new tape in the recorder at midnight every day. Each tape will contain only one calendar day of 24 hours. All tapes removed from the recorder will be placed in the Station Manager's box.
 10. Monitor prisoners in the holding cells and ensure that a supervisor is aware of the prisoners' presence. This duty does not relieve the arresting officers(s) of any responsibility for their prisoners.
 11. Assist the front desk volunteers upon request.
 12. The on-duty desk officer will print the Daily Station Log and present it to the third shift supervisor for approval prior to 0700 hrs.
 13. Conduct daily inventory of all gas cards at the beginning of the assigned shift.
- B. Secondary responsibilities.
1. If delegated by a supervisor, maintain the daily station log.
 2. Handle the processing of outstanding class C warrants brought in by the Sheriff's Department or DPS.
 3. Keep report room stocked with forms.
 4. Assist officers with RMS and public service requests.
 5. Obtain citation books for officers from the equipment room.
 6. Conduct equipment audits as requested by a supervisor or the Station Manager.

9.3 MOTORIST ASSISTANCE/ROADWAY HAZARDS

General and emergency assistance is provided to the public as part of the Department's overall traffic management function. Services may include the following:

- A. **General assistance.**
1. Assist a motorist who appears to be in need of aid.
 2. Locate and remove disabled or abandoned vehicles.
 3. Assist motorists who run out of fuel and may include transporting the motorist to the nearest service station or requesting assistance from Tx DOT.
 4. Assist a motorist who is changing a tire by calling a tow truck or providing an area where the motorist can safely change the tire.
 5. Officers will not use police vehicles to jump-start a disabled vehicle.
- B. **Tow Service.** When a motorist encounters mechanical trouble or any other difficulty that requires the vehicle to be towed:

1. The motorist may request a tow company of their choice provided the response time is reasonable. If the estimated response time of the motorist's preferred tow is unreasonable and the vehicle presents a hazard that necessitates an immediate tow; the officer, with supervisor's approval, will request a tow truck from a company authorized by the Police Department.
 2. If the motorist has no preference for a tow service, the officer may contact a Department authorized tow company and obtain a response time for the tow.
 3. The officer will remain with the motorist and the disabled vehicle until the disabled vehicle is removed from traffic or the officers is no longer needed.
 4. Towing of abandoned vehicles or incident to arrest tows will be done in accordance with the Department's Procedures Manual Section 3-208.01.
- C. **Stranded Motorist.** Occasionally, immediate removal of a disabled motor vehicle from the roadway is necessary to reduce traffic problems or the possibility of a serious collision. Officer may transport the operator of the vehicle to a location where he can obtain the assistance needed.
- D. **Emergency Assistance.**
1. **Vehicle Fire.** Officers shall immediately notify dispatch of the location of the vehicle fire and a description of the vehicle involved. Officers will remain at the scene of the fire to assist the Fire Department with Traffic Control and ensure public safety. Reports ruled accidental in nature will be generated by Fire Department personnel as per Section 3-408.01 c of the Procedures Manual.
 2. **Medical Emergencies.** Upon the discovery of a medical emergency, the officer will immediately notify dispatch and request EMS. Officers will provide dispatch with the nature of the medical emergency, the apparent condition of the victim and any other pertinent information. After notifying the dispatcher, the officer will render necessary aid.
 3. **Hazardous Materials.** Officers will refer to Section 3-508 of the Department Procedures Manual for HAZ-MAT incidents on roadways.

9.4 COLLISION- PATROL INVESTIGATION PROCEDURES

- A. Immediately upon arriving at the scene, officers are expected to take appropriate action to protect the crash scene. The primary unit assigned to the call will be in charge of the crash scene. Officers are to check for injuries and provide basic first aid when possible until the arrival of trained medical personnel from the Fire Department. Upon their arrival, the care for the injured will be turned over to the Fire Department. In the event the Fire Department is not dispatched with the first responding officers, the first unit at the scene will request their assistance.
- B. Collision investigations may be turned over to an Accident Investigation Unit.
- C. When officers respond to a crash scene involving a disturbance between drivers, witnesses or others; they will request backup and a supervisor to respond to the scene. The involved parties shall be separated and interviewed as quickly and safely as possible. If there are criminal charges to be filed due to the disturbance, standard arrest procedures will be followed.
- D. When interviewing the participants in the crash, officers should speak with them separately and look for signs of fatigue, drinking, indications that the operator of either vehicle was operating under the influence of alcohol, or other physical conditions that may be a contributing factor in the crash.

- E. Officers should attempt to obtain the names and statements of any witness who observed the crash, as well as any information on the actions taken by the participants involved in the crash.
- F. If there are no injuries at the scene, officers should make an attempt to move the vehicle out of the roadway to clear congestion. If one or both of the vehicles are immovable, a towing service will be immediately called.
- G. Victim Property Control. Officers responding to the scene of a crash should ensure that all property that belongs to a crash victim is protected from theft or pilfering.
 - 1. If the owner is unable to care for the property, it will be secured for safekeeping.
 - 2. Property found inside a vehicle at the scene of the crash should be secured with the vehicle and itemized on the impound slip.
 - 3. When it is necessary to release a victim's property to another person or agency, officers will follow Department procedures for the release of property.

9.5 HAZARDOUS ROADWAY CONDITIONS

Roadway and roadside hazards are contributing factors in many traffic accidents. Officers should remain alert for these hazards and take appropriate action when necessary.

- A. Hazardous conditions that may be observed include, but are not limited to:
 - 1. Debris on the roadway.
 - 2. Defects in the roadway itself (potholes, dangerous shoulders, ruts)
 - 3. Missing or defects in the safety features of the roadway.
 - 4. Missing or improper, damaged, destroyed or visually obstructed traffic control and information signs (curve warning, stop signs, yield signs, speed limit signs, railroad crossing signs, and street identification signs).
 - 5. Missing or defective roadway lighting.
 - 6. Vehicles parked or abandoned on or near the roadway.
 - 7. Missing or improperly located or malfunctioning mechanical traffic control devices.
 - 8. Natural or man-made obstructions (fallen trees, broken water mains, downed power lines).
- B. Upon discovery of a hazard, the officer will attempt to remove the hazard in a safe manner. If this is not possible, the officer will request that the appropriate agency or authority be notified to have the hazard corrected.

9.6 SELECTION CRITERIA FOR FIELD TRAINING OFFICER (FTO)

The Officer will submit an inter-office memorandum to their Regional Commander requesting consideration for appointment. Consideration is also given toward lateral transfers for those eligible individuals who are not currently assigned to the Patrol Division.

- A. Qualifications.
 - 1. A minimum of two years of patrol experience with the Department is desired. The Regional Commander may give a waiver under special circumstances. If a lateral transfer is requested, the individual must complete at least three consecutive months in a Patrol Division.
 - 2. No major disciplinary action within the last 6 months prior to request.
 - 3. Above average work record and a minimum rating of Competent in the last two evaluations.
 - 4. Demonstrated capacity for leadership, minimal supervision and self- motivation.
 - 5. Good working knowledge of the Texas Penal Code, the Code of Criminal Procedure, the Department's General Manual, and other job related materials.

- B. Once an officer has applied to be an FTO, the officer is required to complete a basic FTO course. FTO certification depends on the completion of the FTO course and passing the TCOLE exam. The FTO is also required to attend a yearly refresher course while in the FTO program.

9.7 SELECTION CRITERIA FOR MOTOR FIELD TRAINING OFFICER

The Regional Commander shall appoint motor training officers for their Regional Command. Officers must meet the following criteria to participate as a Motor Training Officer:

- A. Minimum of 24 months of experience as a motorcycle traffic enforcement officer.
- B. Performance of enforcement motorcycle duty for 12 consecutive months prior to the appointment.
- C. Demonstrate riding proficiency.
- D. A proven motorcycle safety record
- E. The ability to train and objectively evaluate a trainee

9.8 TRAINING COORDINATOR

Every Regional Command has one training coordinator assigned to the Regional Command. The training coordinator works with the Academy to evaluate the training needs of regional personnel, develops training to meet those needs, and documents all training that the regional personnel receive. The Regional Training Coordinator forwards all training records to the Police Academy.

9.9 CRIME ANALYSIS

A civilian or commissioned crime analyst assigned to the Regional Command works under the supervision of the CID Section. The crime analyst follows the procedures set forth in the Procedures Manual and complies with the Crime Analysis Operations Manual.

9.10 REGIONAL COMMAND VOLUNTEERS

- A. Volunteer Coordinator. The volunteer coordinator will be responsible for recruiting, screening, selection, and assignment of civilian volunteers. The El Paso Police Department volunteers help with a myriad of administrative tasks necessary to manage a modern police department. In certain assignments, it is necessary for civilian volunteers to operate City owned vehicles. Once the civilian volunteers have taken the Department's defensive driving class, they may be allowed to operate an unmarked city vehicle.
- B. Victim Services Response Team (VSRT). Volunteers monitor police channels and when requested by officers, provide direct crisis intervention or transportation to victims in department owned vehicles.
- C. Disabled Parking Enforcement (D.P.E.). Volunteers provide assistance by checking for disabled parking violations and are authorized to write citations to violators.
 - 1. The Regional Traffic Sergeant supervises the regional D.P.E. Program.
 - a. The D.P.E. volunteers turn in their citations at the Regional Command where they have been assigned.
- D. Receptionist/Information. Answer department phones and assist the public as directed by the volunteer coordinator.

- E. Clerical /Administrative Support. Provide clerical support assistance as directed by the volunteer coordinator.
- F. Public Speakers. Provide crime prevention presentations and tours to the public as directed by the volunteer coordinator.
- G. Clergy. Provide on scene counseling, support and ministerial services to citizens and officers.
- H. Law Enforcement Explorer Scouts.
 - 1. Each Regional Command PAR Sergeant will be responsible for the Explorer program.
 - 2. Each Regional Command PAR Sergeant will have a manual for the Explorer program.

9.11 REGIONAL TACTICAL SECTION

The unit tracks and conducts surveillance of known or suspected felons. The unit maintains flexibility by having uniforms readily available allowing deployment for covert or overt assignments where immediate or aggressive police enforcement is necessary. Officers in this unit conduct rolling and static surveillance to obtain intelligence and probable cause to arrest known or suspected offenders. They also provide tactical support to patrol, assist in investigations, obtain and disseminate intelligence on known criminals. TAC officers must comply with all provisions of the Procedures Manual, Regional Operations Manual and Criminal Investigation Manual.

9.12 POLICE BICYCLE UNIT


The bicycle unit is composed of trained officers who use this special purpose vehicle to patrol areas not easily accessible to patrol cars. The bike unit takes a proactive approach to problem solving in the Central Business District. The other four Regional Command Centers and the Airport will have at least two bicycles available in their stations for officers to use for special assignments. Bike officers will receive a Bicycle Patrol Operations Manual once they have been assigned to a bike unit. See Chapter 12.

9.13 COMMUNITY SERVICE

It is the policy of the El Paso Police Department to involve all Department personnel in a citywide community relations effort. This includes working to establish an attitude that the police are an integral part of the community, and that citizen participation and interaction with the police is necessary. It is also the policy of this Department that community relations is a shared responsibility for each and every member of the El Paso Police Department. See Chapter 13.

- A. CRIME PREVENTION. The Crime Prevention Program is an integral component of the El Paso Police Department's effort to provide improved police service to the citizens of El Paso. The objective of the Crime Prevention Unit is to develop a close working relationship with citizens, to educate the public and reduce the potential for crime to occur. See Chapter 14.
- B. PAR PROGRAM. The Police Area Representative Program is an integral part of the Department's effort to provide improved police service to the citizens of El Paso through the implementation of community based policing. The PAR Officer Program develops a close working relationship with the citizens to reduce crime and improve the quality of life in the City. See Chapter 15.
- C. SCHOOL RESOURCE OFFICER PROGRAM. The program is designed to have a police officer in a school environment to promote public relations through formal and informal interaction. The program provides the youth in our community with programs directed to address the

prevention of anti-social behavior through education, communication and an understanding of the role of law enforcement. See Chapter 16.

 El Paso Police Department Regional Command Operations Manual	Chapter 10
Chapter 10: Traffic Control and Traffic Enforcement	Effective Date: 03/06/2015 Previous Version:

10.0 TRAFFIC CONTROL AND TRAFFIC ENFORCEMENT

10.1 TRAFFIC CONTROL AND DIRECTION

Officers engage in traffic control to maintain and restore the safe and efficient movement of vehicular and pedestrian traffic.

- A. Patrol officers are responsible for, but not limited to, the following:
 1. Regulating the flow of traffic.
 2. Controlling turning movements.
 3. Detouring traffic as necessary.
 4. Controlling pedestrian movements.
- B. It is important for the efficient direction of traffic that officers use uniform gestures and signals.
 1. To stop traffic. With your arms outstretched, point your finger and look directly at the driver of the vehicle you intend to stop. Continue pointing until you are sure the driver sees you, and then rise up the palm of your hand as if you were placing it flat up against the front of the car. Once that vehicle and the others behind it are stopped, turn your head toward the vehicles coming in the opposite direction and repeat the process with the other hand. Once vehicles coming from both directions are stopped, the opposing traffic may proceed. If necessary to get the attention of the driver you wish to stop, blow one long blast with whistle.
 - a. When using flashlight or illuminated baton, point beam in directions of oncoming traffic (not directly in driver's eyes) and move beam back and forth at right angles. Then use hand signal for stopping as indicated above.
 2. To start traffic. Turn so that you are facing the stopped traffic and your right and left sides are addressing the traffic you are going to signal to go. With your outstretched hand and arm, point directly at the driver of the vehicle you're directing to go. When the driver sees you, swing you hand up and over your chin, bending the arm only at the elbow. To get the driver's attention, blow two short blasts with your whistle. Once that vehicle has started, repeat the same procedure with your other hand to start the traffic going in the opposite direction on the same street. Repeat the movements for slow or timid drivers and to indicate to all moving vehicle drivers that they still have that right of way. Do not swing the arms in a full circle. It is both tiring and confusing. The arms should bend only at the elbow. Use the whistle only for attracting the attention of drivers and not to scold them and avoid shouting directions.
 - a. When using flashlight or illuminated baton, point beam at driver to gain his/her attention. Then point beam, toward the ground and indicate with the beam the direction to proceed (keeping beam pointed toward ground). Repeat as necessary to keep traffic moving.

3. Right turn. Signals for the right turn are not usually necessary, unless the driver needs reassurance that it is okay to turn and there is no opposing traffic. With your arm closest to the driver, swing your arm and point in the direction he or she intends to turn.
 4. Left turn. In order to allow a left turn, it is necessary to first stop the traffic coming in the opposite direction. For that purpose, use the stop signal described in step 1. Once you have waited for a gap to appear and have stopped traffic, you may then move the left turn traffic. When you have stopped the opposing traffic and are ready for the turn, make your signal to authorize the drivers to turn.
- C. Officers carrying out manual traffic direction and control will ensure that their presence and purpose is well demonstrated to both drivers and pedestrians.
 - D. Officers should position themselves so that they can be clearly seen, usually in the center of the intersection or street.
 - E. A high visibility reflective vest will be worn prior to initiating traffic control and direction.
 - F. Officers are not permitted to operate a traffic control device manually except to place the unit on "flash" when it is determined that the unit is malfunctioning, or a definite need exists which has been authorized by the shift supervisor on duty. If the unit is malfunctioning, the officer shall notify dispatch so that the appropriate repair service can be contacted.
 - G. Temporary traffic control devices include movable barricades, portable signs and other apparatuses that are intended for temporary deployment to assist in the safe and efficient movement and control of vehicle and pedestrian traffic. Temporary traffic control devices may be deployed in support of, and in some cases in place of, traffic direction and control, but only with the specific approval of supervisory personnel. Only a supervisor will authorize the removal or deactivation of a temporary traffic control device after there is no need for the device.

10.2 TRAFFIC ENFORCEMENT

Uniform traffic law enforcement helps to achieve voluntary compliance with traffic laws and regulations.

10.3 TRAFFIC DEPLOYMENT PROCEDURES

To establish a uniform procedure for the proactive deployment of Traffic Section personnel, activities addressing traffic issues will include enforcement, public education and engineering.

- A. Analysis of Traffic Collision Data:
 1. Traffic collision data will be used to plan enforcement activities and deploy. Traffic Section personnel. At least monthly, traffic section supervisors will obtain and review reports pulled from available police department records to identify the top accident locations or other problem areas within their respective regions. Attention will be given to causative factors, temporal factors, locations and times as indicated through collision data.
 2. Traffic sections will monitor their respective areas for traffic volume fluctuations in major roadways and around schools within their area of responsibility to identify locations requiring enforcement actions. Planned enforcement activities will address areas of concern.
 3. Open communication will be maintained between the Police Department and the Traffic Engineering Department. Regional traffic supervisors will review the statistical analysis reports provided by the Engineering Department to address traffic safety.
 4. Any officer that is requesting information on statistical surveys can obtain the information through the analysis of data compiled from accident reports and enforcement action taken

during a specific time span through the records management system. The IMAR program is the one that compiles all the information that is generated when the traffic accidents reports are entered into the records management system.

- B. Implementation of selective enforcement techniques and deployment of Traffic Enforcement Personnel:
 - 1. Each region will maintain a full-time traffic section. Traffic officers may consist of properly trained Motor Officers, Freeway Officers, Aggressive Driving Enforcement Officers and Accident Investigators. Traffic Section personnel will utilize radar cars, aggressive driving vehicles, speed trailers, freeway cars, and motorcycles to conduct selective traffic enforcement aimed at reducing traffic collisions.
 - 2. Officers assigned to the Regional Traffic Sections are responsible for the following:
 - a. Traffic enforcement (based on traffic data reports).
 - b. Accident investigation.
 - c. Public education presentations.
 - d. Response to citizen and community traffic concerns.
 - e. Deploying the speed trailers as available.
 - f. Conducting license and insurance checkpoints.
 - g. Parades and other public events requiring traffic control services.
- C. Evaluation and Analysis of Traffic Enforcement Activities: Selective traffic enforcement activities will be evaluated to determine their impact on collision reduction and the need to modify, continue or discontinue a particular activity.

10.4 TRAFFIC ENFORCEMENT ACTIONS

All patrol and traffic officers shall take appropriate enforcement action for traffic violations witnessed or reported.

- A. Enforcement action does not provide the officer a privilege to scold, belittle, or otherwise verbally abuse a traffic violator.
- B. All enforcement actions will be accomplished in a firm, fair, impartial and courteous manner using one of the following methods:
 - 1. Physical Arrest.
 - 2. Citation.
 - 3. Verbal Warnings.
- C. The officers' actions shall be professional and serve to maintain a positive relationship with the public.
- D. There may be incidents, which require a physical arrest. The decision to make a physical arrest shall be based upon probable cause, as opposed to underlying issues such as the violator's attitude.

10.5 CITATIONS AND WARNINGS

This Department does not establish or encourage quantitative enforcement. Quality, not quantity, is expected from each officer. Therefore, it is the policy of this Department not to allow any form of policy, which encourages ticket quotas.

- A. Citations - Summons to Appear.
 - 1. In the majority of cases, the issuance of a traffic citation is appropriate for most violations.

2. A traffic citation should be issued to all violators who compromise the safe flow of vehicular and pedestrian traffic, to include, but not limited to:
 - a. Hazardous moving violations.
 - b. Parking violations.
 - c. Operating unsafe or improperly equipped vehicle.
- B. Warnings.
 1. A verbal warning may be appropriate in the case of an inadvertent violation.
 2. The decision to cite or warn a violator shall be made by the individual officer.

10.6 CONDUCTING A TRAFFIC STOP

It is essential that officers communicate to the violator, in a professional manner, the reason for the traffic stop.

- A. The information shall include:
 1. The charges against the violator.
 2. The procedural requirements regarding the citation.
- B. The traffic citation form shall display:
 1. Officer name and law enforcement agency.
 2. Nature of the violation.
 3. Statement of enforcement action to be taken.
- C. Explanation. Officers should strive to make each traffic stop an educational experience and to leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner. A brief and simple explanation of the procedural steps regarding the citation will minimize confusion and conflict.
 1. The officer will advise the violator whether or not he/she must appear in municipal court.
 2. Explain to the violator that his/her signature is not a plea of guilt, but merely a promise to appear at the designated time and place.
 3. If mandatory appearance is required, officers will inform the violator of his/her court appearance date both verbally and in writing.
 4. The following information must be provided to the motorists prior to release:
 - a. Failure to respond to a Summons to Appear will result in a warrant for the motorist's arrest (information is furnished on the back of the citation).
 - b. The violator may enter a plea and pay the fine by mail; the mailing information is furnished on the back of the citation.
 - c. Officers will not advise the traffic violator that the citation will be dismissed or voided for any reason.

10.7 UNIFORM TRAFFIC LAW ENFORCEMENT GUIDELINES

Traffic law enforcement actions shall be conducted in a uniform and consistent manner; in accordance with established policy; and based upon a combination of training, experience, common sense, and fairness.

- A. Officers are given the authority and discretion to handle the offenses listed below in the manner prescribed.
 1. Verbal warnings may be issued under the following circumstances:
 - a. Speed violations (minor infraction).
 - b. Equipment violations.

- c. Other non-hazardous violations.
 - d. Newly enacted laws and /or regulations.
 - e. Pedestrian and bicycle violations.
2. Citations should be issued under the following circumstances:
 - a. Speed violations (unreasonable or imprudent).
 - b. Accidents (speed-contributing factor)
 - c. Other hazardous violations.
 - d. Multiple violations.
 - e. Traffic Accidents.
 - f. Public Carrier/Commercial vehicle violations.
3. A physical arrest should be made in the following circumstances:
 - a. Driving while intoxicated.
 - b. Fleeing from police officer.
 - c. Hit and Run accidents involving injury.
 - d. Failure To Maintain Financial Responsibility (FTMFR) – prior conviction.
 - e. Any other offense involving a Class B Misdemeanor or higher.
4. Upon determining that a driver's license has been suspended or revoked by the State of Texas, officers shall make a custodial arrest for the offense of Driving While License Invalid or Driving with License Suspended or Revoked (S/R).
5. Off Road Violations. Generally, officers do not have the authority to enforce off-road vehicle violations, with the exception of Driving While Intoxicated, Hit & Run accidents and Reckless Driving.

10.8 TRAFFIC LAW PRACTICE

Marked patrol units are used to deter traffic violations and curtail the number of traffic accidents. The Traffic Section will utilize the following techniques, especially during Special Traffic Enforcement Programs.

- A. Definitions.
 1. Area Patrol. Patrol or stationary observation conducted in an area or district that includes a number of streets or sections of highway.
 2. Line Patrol. Moving patrol or stationary observation conducted on a specified route between two points, usually on one city street or a section of a highway.
 3. Directed Patrol. Patrol directed at a specific location
- B. Procedures.
 1. Patrol Officers may use traffic law enforcement practices such as area, line or directed patrol to target specific locations, sections or areas to deter traffic violations and reduce traffic accidents.
 2. Officers shall employ area patrol in areas of heavy congestion, such as school zones and specific intersections known for a high volume of traffic accidents.
 3. In those areas where fixed-post (overt) observation is necessary to maximize the effectiveness of a selective enforcement effort, officer shall park in a conspicuous location and in such a manner that traffic flow is not impeded.
- C. Stop and Approach Procedures.
 1. Officers will take all necessary steps and precautions during traffic stops to assure their safety and well being.

2. The following steps provide maximum safety for the officer, the violator and other motorists:
 - a. The officer will signal the violator to stop using emergency lights and siren, if necessary. The violator will be signaled and directed to the right side of the roadway close to the curb or on the shoulder, if engineering design permits.
 - b. The officer shall advise Dispatch of the stop, location, registration number and description of the suspect vehicle.
 - c. The officer will approach from the rear of the violator's car looking into the passenger area.
 - d. When possible, the officer should press firmly on the trunk or rear portion of the violator's vehicle with an open hand.
 - e. A right hand approach is an acceptable option in cases where passing traffic might constitute a danger to the officer.
 3. Traffic stops by two-man patrol vehicles shall follow the contact/cover technique.
- D. Felony Hi-Risk Stops.
1. When a vehicle driven by a known or suspected felon is located by a patrol officer, he will notify Dispatch immediately of the location, thorough description of the vehicle and of the occupants.
 2. The officer will keep the suspect vehicle in view and request sufficient assistance before making the stop.
 3. When conditions are appropriate and backup is available, the officer will move into position to the rear of the suspect vehicle always maintaining a safe distance.
 4. The officer will plan to stop the suspect vehicle in a location, which presents minimal danger to other citizens.
 5. The primary officer will direct each occupant, to remove himself from the vehicle individually, and will give instructions to the backup officers.
 6. All suspects will be instructed to move away from the vehicle, and will be placed in a position, which is tactically advantageous for the officers.

10.9 GUIDELINES FOR THE USE OF SPEED MEASURING DEVICES (RADAR) IN TRAFFIC LAW ENFORCEMENT

Radars are effective tools for speed control and their role in traffic safety and speed limit compliance is of critical importance. Modern speed measuring devices are complex and have inherent limitations. The effective use of speed measuring devices and their acceptance is dependent upon the operator's understanding of the specific limitations of the radar device, adequate training and initial certification.

- A. Radar units will be inspected prior to their use in the field. Any unit that requires calibration will be sent to the manufacturer for repair.
 1. Equipment specifications will vary with the make and model of the radar purchased. Specifications shall remain on file with the station managers.
 2. The traffic supervisor or his designee is responsible for retaining and updating all maintenance and calibration records of the radars.
- B. Radars will be utilized in high or potentially high accident locations under the following conditions:
 1. Speed is a factor.
 2. Areas where speed limit violations are common.
 3. Responding to citizen complaints concerning speeding motorists.

- C. Officers utilizing radar speed devices must successfully complete the basic operator's training program and receive certification.
- D. The station manager shall adhere to the established procedures:
 - 1. Ensure that radar devices receive proper care and upkeep.
 - 2. Schedule regular programmed maintenance, testing and calibration of speed measuring devices.
 - 3. Ensure that maintenance and calibration records are developed and maintained according to the manufacturer's requirements and ensure that they are suitable for introduction as evidence in court.
- E. Officers are instructed to adhere to the operating procedures contained in the Radar Operator's Manual and in accordance with required training. The following operational procedures are applicable:
 - 1. Prior to enforcement activity, the officer shall ensure that the radar unit is in proper working order by testing the unit at the beginning and end of each patrol shift.
 - 2. Anytime a radar malfunctions, the officer will remove the radar from service and notify the station manager by preparing a memo describing the malfunction.
 - 3. Central supply will send the radar to an authorized factory representative for repairs.


10.10 CIVILIAN PARKING ENFORCEMENT

The Central Regional Command Center is the only region that utilizes Civilian Parking Enforcement personnel. The Central Regional Command Center Traffic Sergeant supervises the unit. The unit is responsible for parking enforcement within the Central Business District.

- A. Responsibilities of Parking Enforcement:
 - 1. Parking enforcement officers will only issue parking citations.
 - 2. Monitor parking meters.
 - 3. Report damaged parking meters.
 - 4. Report any missing or damage traffic signs.
 - 5. Handle minor traffic accidents.
 - 6. Assist in traffic control.
 - 7. Report any type of criminal activity.
- B. Civilian Parking Enforcement Uniform.
 - 1. Long sleeve shirt with police department patch that states civilian.
 - 2. Blue tie is optional.
 - 3. Short sleeve shirts with police department patch that states civilian.
 - 4. Shorts for the summertime.
 - 5. Safari hats for the summer and baseball caps for winter.
 - 6. Black belt.
 - 7. Undershirt is a v-neck, turtleneck or t-shirt black in color.
 - 8. Black or white socks.
 - 9. Black shoes that hold shine.

10.11 VOLUNTEER DISABLED PARKING ENFORCEMENT

Disabled Parking Enforcement personnel are civilians who go through a parking enforcement course that is offered by the El Paso Police Department. Each regional command center has its own volunteer disabled parking enforcement personnel, which are supervised by the Traffic Sergeant of the regional command center.

 El Paso Police Department Regional Command Operations Manual	Chapter 11
Chapter 11: Regional Tactical Section	Effective Date: 03/06/2015 Previous Version:

11.0 REGIONAL TACTICAL SECTION

11.1 INTRODUCTION

This chapter comprises the operational procedures for the Tactical Section (TAC) of the El Paso Police Department. These procedures apply to all personnel assigned to the section, including those officers who may be assigned on a temporary duty status. It shall be each person's responsibility to familiarize themselves with the contents of this manual and to adhere to the procedures contained therein. The Procedures Manual and all applicable statutes supersede these operational procedures if conflicts occur. The Tactical Unit shall also follow the Criminal Investigation Manual with regards to surveillance operations, handling of confidential informants and case management if cases are directly assigned to Tactical Unit members.

11.2 MANAGEMENT GOALS

The Tactical Section is an integral part of each of the Regional Command Centers within the El Paso Police Department. The primary function and responsibility of the section is to provide a vital link between the Patrol and Criminal Investigation Division. The primary goal of the Tactical Section is to promote a safe environment for the citizens of El Paso through effective and efficient law enforcement and delivery of other related services designed to suppress crime and gang violence.

- A. In order to effectively address these issues the Tactical Section is divided into two teams:
 1. **Tactical Special Enforcement Team.** The team is responsible for crime suppression within the region and primarily works in plainclothes.
 2. **Tactical Gang Enforcement Team.** The team primarily works in uniform and is responsible for aggressively addressing gangs and maintains zero tolerance on all gang activity in the area.
- B. The tactical section will deliver law enforcement services in a consistent and courteous manner to foster a positive public attitude and acceptance of the enforcement and control necessary to achieve the Department's goals.
- C. The tactical special enforcement team and gang enforcement team must carry out its responsibilities with full consideration of the requirements of the judicial, educational and administrative agencies involved. The unit will foster an ongoing dialogue with the community, other agencies and schools to ensure that channels of communication remain open and that the problems are resolved as quickly and efficiently as possible.
- D. The tactical special enforcement team and gang enforcement team will follow the performance objectives for the delivery of police related services for the specific Regional Command Center. The objectives shall be reasonable, attainable, quantifiable and measurable where possible, yet provide sufficient flexibility to permit change as needed.

- E. Public understanding and support is essential to the effectiveness of all law enforcement agencies. Therefore, the Tactical Section will promote programs to inform and educate the public about conditions affecting crime stemming from gang violence.

11.3 TACTICAL SPECIAL ENFORCEMENT TEAM OBJECTIVES

The Tactical Special Enforcement Team was formed to address crime and allow for flexibility in response to a specific area. The team is primarily a plain clothes unit comprised of officers responsible for addressing current crime problems plaguing the region. Staffing levels are determined by the Region's Commander.


- A. Primary objectives.
 - 1. To keep abreast of any/all crime trends within the specific region.
 - 2. To monitor and address all burglary of vehicles, burglary of habitations, burglary of businesses, robbery and thefts of vehicles.
- B. The primary activities include, but are not limited to:
 - 1. Surveillance operations. (Chapter 15, Criminal Investigation Manual)
 - 2. Identify known burglars and criminals in the area to include known drug users and dealers in the area.
 - 3. Review all burglary of vehicles, habitations and businesses, robberies, theft of vehicles, and to identify crime trends, leads, and possible suspects.
 - 4. Follow-up all investigative leads on the above offenses.
 - 5. Interview and obtain confessions from subjects involved in criminal activity.
 - 6. Monitor individuals listed on the Heavy Pawn List.
 - 7. Work with Probation and Parole to collect information on recently released criminals in the area.
 - 8. Attend weekly intelligence meeting and disseminate pertinent information.
 - 9. Act as a communication link, gather and refine criminal activity information, and disseminate information to patrol officers and CID detectives who are responsible for investigating crime in that region.
 - 10. Conduct frequent warrants operations both regional and at the bridge.
 - 11. Work with sources of information to obtain information on criminal activity and active criminals in the area. Confidential informants are defined and procedures are delineated in Chapter 13 of the Criminal Investigation Manual.
 - 12. Work with other units, jurisdictions or other parts of the criminal justice system in addressing crime problems within the region.
 - 13. Assist Crime Stoppers with anonymous call tips as per Chapter 14 of the Criminal Investigation Manual.
 - 14. Assist the Tactical Gang Enforcement team to address gang related offenses.
 - 15. Assist with Special Operations the department deems necessary.
 - 16. Assist and work with CAP on any trends or information involving Aggravated Robberies within the specific region.

11.4 TACTICAL GANG ENFORCEMENT TEAM OBJECTIVES

In order to pursue current and future gang-related crime and allow for flexibility in response, a Tactical Section is implemented at each of the regional commands. The Tactical Gang Enforcement Team is supervised by a Sergeant and assigned in a gang suppression capacity. The team accomplishes this

objective through aggressive field enforcement directed toward gang related activities, follow-up investigations involving gang members, and the gathering and dissemination of gang intelligence. The Regional Commander determines staffing levels.

- A. Primary activities of the Tactical Gang Enforcement team include, but not limited to:
 1. Stay abreast of any/all gang trends within the specific region.
 2. Monitor and address all gang-related crime.
 3. To be aware of the problems of the gang-impacted area and address those issues through aggressive law enforcement tactics.
 4. Document gang activity by monitoring gangs and their members and forwarding information to the department's Gang Unit for entry into the database.
 5. Obtain and share gang intelligence information with patrol and the Gang Unit as deemed necessary and in accordance with Chapter 61 of the Code of Criminal Procedure
 6. Use this knowledge in identifying wanted gang members, investigating cases and assisting in prosecution.
 7. Keep management apprised on gang activity, including anticipated movements.
 8. Work with other units, jurisdictions or other parts of the criminal justice system in addressing crime and gang problems within the region.
 9. Work with and assist the community in its anti-gang and graffiti efforts.
 10. Follow-up investigative leads, arrest wanted gang members, gather evidence and forward information to the Gang Investigator assigned to the region to ensure a successful prosecution.
 11. Work with the area school staff and faculty in reducing gang violence in schools.
 12. Work with school security and police in identifying active gangs and gang members involved in criminal activity.
 13. Assist the Tactical Special Enforcement team whenever necessary.
 14. Assist with Special Operations the Department deems necessary.
 15. Gang Intelligence information is kept as per Chapter 17 of the Criminal Investigation Manual. The Gang Intelligence Unit of the Criminal Investigation Division is the only unit that may authorize the release of gang information and is the clearinghouse of all gang intelligence information developed by the Department.

 El Paso Police Department Regional Command Operations Manual	Chapter 12
Chapter 12: Bicycle Patrol	Effective Date: 03/06/2015 Previous Version:

12.0 BICYCLE PATROL

12.1 PURPOSE AND RESPONSIBILITIES

The Bicycle Patrol Unit is composed of trained officers who take a proactive approach to problem solving in the Central Business District. Under ordinary operations the unit works under the direction of the CRCC Commander.

- A. The Bike Unit may be utilized for special events and assignments such as Music under the Stars, parade assignments, bridge operations and concerts. The hours of the Bike Unit are subject to change at a moment's notice and are dictated by the needs of the El Paso Police Department. Each Command requesting assistance or deployment of the Bike Unit will contact the Lieutenant of the Special Operations Section of the Central Regional Command Center.
- B. The Bike Unit is the primary Civil Disturbance Response Team for the City of El Paso. The Bike Unit will maintain operational readiness. The Bike Unit is responsible for the Honor/Color Guard assignments, parades and department-sponsored functions. The Bike Unit is responsible for officer training in ceremonial protocol. The Bike unit is also responsible for the storage and maintenance of all ceremonial equipment.
- C. The Bike Unit will be the primary unit that will respond to any major disturbance that requires Mobile Field Force actions. The Bike Unit will maintain the Mobile Response Trailer in operational readiness at all times. The Bike Unit supervisor will inspect the equipment at least once a month and will report any kind of equipment damage to his section Commander. The Bike Unit supervisor will make sure that all of the equipment is in good condition in order to be ready for deployment at any time.

12.2 BICYCLE PATROL ASSIGNMENT GUIDELINES

Officers assigned to the Bike Unit will adhere to the listed guidelines:

- A. Under normal operations, the Bike Unit will consist primarily of two officer assignments.
- B. The Bike Unit will respond to calls for service within the Central Business District.
- C. Bicycles will not be deployed on the freeway.

12.3 UNIFORMS

The Bike Unit will be issued a standard Bike Officer Uniform approved through the Office of the Chief. The Bike officer will be issued a U.S. CPSC, A.N.S.A. or a Shell approved bike helmet, which will always be worn while operating the bicycle.

- A. SUMMER UNIFORM.
 1. The bike shirt will be a polo shirt, with department patches on each sleeve, cloth badge patch over the left shirt pocket. The sergeant insignia will be sewn on the collar of the summer bike shirt. The senior patrol officer insignia is not required on the summer bike

- shirt. The officer's name will be placed over the right shirt pocket. The shirt will be tucked into the shorts at all times.
2. Standard bike shorts issued by the Department.
 3. Black, low-cut socks.
 4. Black shoes with no ornate logos, designs, or insignias. The laces will be black.
 5. Eye protection and gloves may be worn but must be conservative in color. (No bright or neon colors)
- B. WINTER UNIFORM.
1. The winter bike shirt will be a long sleeve shirt, with department patches on each sleeve, cloth badge patch over the left shirt pocket. The winter shirt will have the rank insignia sewn into each sleeve of the shirt. The officer's name will be placed over the right shirt pocket. The shirt will be tucked into the winter pants at all times.
 2. Winter bike jacket with the same markings displayed as the winter shirt.
 3. Bike winter pants with optional liners issued by the Department.
 4. Black low-cut socks.
 5. Black shoes with no ornate logos, designs, or insignias. The laces will be black.
 6. Eye protection and gloves may be worn but must be conservative in color. (No bright or neon colors)
- C. The bike uniform will not be worn for off-duty assignments unless specifically approved by the Shift Commander. The bike officer jacket will not be worn while wearing the standard police uniform.

12.4 EQUIPMENT

Each bike officer is assigned a Department bike with a nylon saddlebag. The officer is responsible for the bike's maintenance. The officer will conduct a routine visual inspection of the bicycle prior to each use. The officer will check for proper tire inflation, lubrication, loose, missing or worn out components. The officer is also responsible for repairing flats. The unit's bike mechanic will perform the maintenance and minor repairs. Major repairs will be performed at the designated department approved bike repair facility.

- A. Bike officers are assigned riot gear. Officers will store their riot gear in their assigned station locker and have the equipment in a state of operational readiness. A riot shield and riot baton will be issued to the officer as needed. Riot equipment includes:
 1. One helmet with face shield.
 2. One gas mask.
 3. One heavy flak vest.
- B. Each bike officer is assigned the following Honor Guard equipment:
 1. One white Ascot. (Gold for supervisors)
 2. One white shoulder braid. (gold for supervisors)
 3. One honor guard patch to be worn on right shoulder sleeve.
 4. One pair of white gloves.

12.5 TRAINING


All personnel assigned to the Bike Unit will be required to attend a TCOLE certified basic training course after being assigned to the unit. The course will be conducted at a time and place determined by the

supervisors of the Bike Unit. In-Service training needs will be coordinated and scheduled by the supervisors of the Bike Unit.

- A. The Bike unit receives the following training:
 - 1. Use of the bicycle.
 - 2. Riot gear and control
 - 3. Ceremonial duties associated with the Honor Guard and Color Guard details.

12.6 INSTRUCTORS

The Bike Unit will have at least one qualified TCOLE certified instructor that will conduct regular training for the bike officers. The instructor will conduct the training at the Police Academy with the assistance of the CRCC training coordinator. The bike instructor will provide the in-service coordinator with a lesson plan before the class is conducted and will also provide a test exam that will be given to the officers during the training (on hands) or after completing the training. The instructor will make sure that the necessary paperwork and documentation is turned in to the CRCC Training Coordinator.

 El Paso Police Department Regional Command Operations Manual	Chapter 13
Chapter 13: Community Service	Effective Date: 03/06/2015 Previous Version:

13.0 COMMUNITY SERVICE

13.1 POLICY

It is the policy of the El Paso Police Department to involve all Department personnel in a citywide community relations' effort. It is the responsibility of all Department personnel to promote good community relations, recognizing that the actions and demeanor of Department personnel has a significant impact on the Department and ultimately on its overall effectiveness and level of acceptance within the City. This includes working to establish an attitude that the police are an integral part of the community and that citizen participation and interaction with the police is necessary to ensure public safety and enhance the quality of life for the citizens of El Paso.

13.2 COMMUNITY SERVICE FUNCTION

The Community Service Unit coordinates, develops, evaluates and creates activity reports for the community relations function.


- A. The Community Services Unit is responsible for the following activities:
 1. Maintains liaison with all staff members to insure a continuous, integrated, coordinated response to the furtherance of the Department's community relations effort.
 2. Develops, implements and promotes programs and presentations that will demonstrate to the community the various methods used by the department to reduce crime occurrence.
 3. Assists in establishing neighborhood watches and community groups.
 4. Develops police and community relations within residential and business areas by establishing a good rapport with the community through the implementation of programs such as the "Neighborhood Watch Program".
 5. Conducts security surveys at both business and residences for the purpose of recommending improved security.
 6. Evaluates the effectiveness of various crime prevention programs such as:
 - a. National Night Out Program.
 - b. Neighborhood Watch Program.
 - c. Child Safety Seat Installation Program.
 - d. Bicycle Safety Programs.
 - e. Police Explorers Program.
 7. Traffic Safety Program: provide citizens with educational materials regarding traffic safety.
- B. The Community Services supervisor is responsible for the following activities:
 1. Assists in the planning, implementation and evaluation of programs that address community perceptions or misconceptions of crime.
 2. Establishes a liaison with formal community groups and organizations in order to achieve the following:
 - a. Development of community relations policies for the agency.

- b. Publicizes agency objectives, problems and successes.
 - c. Conveys information transmitted from citizens' organizations to the agency.
 - d. Improvement of agency practices bearing on police-community relations.
 - e. Identifies training needs that will enhance relations between the community and members of the department.
3. Coordinates and conducts prevention programs at elementary and middle schools, such as D.A.R.E program.
4. Reviews and prepares crime reports to keep the Department informed of current and developing crime trends as well as targeting programs based on crime type and geographic area.
5. Meets regularly with community organizations for the purpose of obtaining information from the community regarding their concerns and transmits the information to the Special Operational Lieutenant of their region.
- C. The Department is committed to correcting actions, practices and behavior, which may contribute to community tensions and grievances.
- D. In serving the public, officers shall ensure that their conduct inspires respect and approval from the public.

13.3 QUARTERLY REPORTS

Each Special Operations Lieutenant submits a quarterly report to the Chief of Police through the chain of command.

- A. The reports contain the following information:
 1. Description of current concerns voiced by the community.
 2. Description of potential problems that have a bearing on law enforcement activities within the community.
 3. Recommended actions that address, identified concerns and problems.
 4. Progress made toward addressing identified concerns and problems.
- B. Any information obtained from members of the Department relevant to crime prevention programs or needs will be forwarded through the chain of command to the Special Operation Lieutenant. The Special Operation Lieutenant will then forward the information to the Community Service Officer who will make recommendations to solve the problem. The Community Service officer will make contact with the member of the community voicing the concern to obtain additional information or discuss the matter or concern.

 El Paso Police Department Operations Manual	Chapter 14
Chapter 14: Crime Prevention Program	Effective Date: 03/06/2015 Previous Version:

14.0 CRIME PREVENTION PROGRAM

14.1 POLICY

Crime prevention is the anticipation, recognition and appraisal of crime risks and the initiation of actions to remove or reduce such risks. Crime prevention is the responsibility of each employee of the El Paso Police Department. Employees shall actively apply crime prevention ideas and methods in their daily business. The Department promotes crime prevention by developing and implementing procedures and programs that reduce the opportunity for or lessen the loss arising from crime.

14.2 RESPONSIBILITIES

- A. Community Service Unit.
 1. The Crime Prevention supervisor assigned to the Community Service Unit will be responsible for the coordination, development, planning, evaluation and activity reports of the Crime Prevention function.
 2. The unit supervisor will evaluate the elements of the Crime Prevention Program on an annual basis.
- B. Unit Objectives.
 1. Provide, through established programs and the media, Crime Prevention information and procedures that will assist the public in lessening its victimization rate and its fear of crime.
 2. Establish a working relationship with professional, civic and community groups to develop, promote and implement crime prevention programs.
 3. Inform the public that crime prevention is a cooperative effort between the police and its citizens.
 4. Maintain contact with other units, which can provide the Crime Prevention Program with pertinent data on criminal activity such as location, time and type of crime. These factors would aid in deciding where various crime prevention activities would be most effective in combating the problem.
 5. Present crime prevention programs and maintain liaison with diverse community groups such as the business community, local citizen groups, local civic associations, church groups, minority organizations, private security agencies and statewide associations.
- C. Department Officers.
 1. It will be the responsibility of all Department officers to provide basic crime awareness/prevention information to citizens when answering calls for service or through other informal contacts.
 2. No officer or other employee of this Department shall advise any person that the use of any crime prevention suggestion or program will prevent that person or any other person from becoming the victim of a crime, but will only lessen the probability of victimization.

14.3 FORMAL PROGRAM


Crime Prevention Officers will encourage citizens to participate in the Department's various crime awareness/prevention programs. These programs include:

- A. Neighborhood Watch.
 - 1. The Neighborhood Watch is the formal organization of residents that enable them to deter crime in their neighborhood. The program relies on their awareness of and concern for their fellow neighbors to detect or discourage suspicious or criminal activity.
 - 2. Requests to establish a Neighborhood Watch shall be forwarded to the Crime Prevention officer.
 - 3. The Regional Commander or assigned officer shall make an introductory presentation to the interested Neighborhood Watch group and maintain communication with the group after implementation.
 - 4. Residents wishing to participate in Neighborhood Watch must also participate in the Home Inspection and Operation Identification program.
 - 5. Each region shall maintain a list of all the Neighborhood Watch programs with names, address and phone numbers of leaders and block captains. The NERCC Crime Prevention officer shall maintain a master file containing the lists of the Neighborhood Watch Programs from each region. A copy of the file shall be forwarded to the Chief's Office.
- B. Security survey.
 - 1. A security survey is an evaluation of the security strengths and weaknesses of a home or business.
 - 2. Patrol officers are authorized to conduct and provide verbal suggestions or recommendations to home and business owners on security issues.
 - 3. Officers making recommendations during security surveys shall not recommend any particular brand name product or device.
 - 4. Request for in-depth surveys with written recommendations are to be forwarded to the Crime Prevention Unit supervisor. Surveys of any large structure or facility are to be conducted by a certified Crime Prevention officer.
- C. Home Inspection.
 - 1. Certified Crime Prevention officers conduct home inspections to analyze the basic security features of homes.
 - 2. Officers show citizens how to better secure their residence according to the Texas Department of Insurance standards. Upon passing inspections, homeowners may qualify for up to a 20% discount on their homeowners insurance.
 - 3. Officers certified to conduct inspections through the Texas Crime Prevention Association must maintain their certification.
- D. Operation Identification.
 - 1. Operation Identification is the retention of serial numbers or other identifying marks owners use to assist in the identification and recovery of their stolen personal or business property. When the property has no serial number, the owner is encouraged to permanently engrave the property in several places with an easily recognized and traced identification mark such as a driver's license number. Due to the risk of identity theft, the social security is not an appropriate identification mark.
- E. Other Programs.

1. There are many other crime prevention programs aimed at specific types of crimes. Many of these programs can be incorporated into public education programs or Neighborhood Watch activities as needed. Some of the programs are:
 - a. Auto theft prevention.
 - b. Child safety.
 - c. Street lighting.
 - d. Check fraud.
 - e. Victim services.
 - f. Elderly crime prevention.
 - g. Bicycle theft.

14.4 CITIZEN FEEDBACK

Crime Prevention officers who provide programs or presentations associated with the Community Service Unit shall provide a Community Service Unit Survey to the coordinator or leader of the group to whom the presentation was given. Officers should encourage the completion of the form so that the Department can evaluate and improve services provided to the community.

 El Paso Police Department Regional Command Operations Manual	Chapter 15
Chapter 15: Police Area Representative (PAR) Officer Program	Effective Date: 03/06/2015 Previous Version:

15.0 POLICE AREA REPRESENTATIVE (PAR) OFFICER PROGRAM

15.1 OBJECTIVES

The Police Area Representative (PAR) Officer Program is an integral part of the El Paso Police Department's effort to provide improved police service to the citizens of El Paso through the implementation of community based policing. The objectives of the PAR Officer Program are to develop a close working relationship with the citizens to reduce crime and improve the quality of life in El Paso, Texas.

15.2 DUTIES

The duties of the PAR officer are designed to promote, through police and citizen cooperation efforts, safe neighborhoods for the citizens of El Paso.

- A. **Community Involvement.** The PAR officer shall develop and foster community involvement to reduce crime, address quality of life issues, reduce fears and address concerns of the citizens in the community.
- B. **Neighborhood Watch Program (NWP).** The PAR officer will meet with the citizens to establish NWP's within the officer's assigned area.
 1. The PAR officer will guide and assist citizens who are establishing the Neighborhood Watch Program. The PAR officer will also help guide the citizens in forming an effective Neighborhood Watch Program.
 2. The PAR officer will attend Neighborhood Watch Program meetings. The PAR officer will solicit input from the community on area problems, concerns about police service and any other problem important to the community that the police could address.
 3. The PAR officer will advise the NWP members of crime patterns that are impacting their neighborhoods.
 4. The PAR officer will identify neighborhoods that have prevalent crime problems and attempt to establish Neighborhood Watch Programs. If a program is already in place, the PAR officer will work with the block captain to make the Neighborhood Watch Program more effective. The PAR officer will also attempt to revive Neighborhood Watch Programs that have become inactive.
 5. The PAR officer will notify patrol supervisors of scheduled Neighborhood Watch Program block meetings. Whenever possible, Patrol supervisors will schedule the appropriate district unit to attend the block meeting.
- C. **Business NWP.** PAR officers who have districts that have large areas of businesses will establish a Business NWP. The Business NWP's will be comprised of interested business owners or managers and will function in the same manner as Neighborhood Watch Programs.
- D. **Schools, PTA'S, Civic Groups.** It is the responsibility of the PAR officer to meet with all school administrators, PTA groups and civic groups that operate within the assigned district. The PAR

officer will explain the purpose of the PAR program and make himself available to help the groups with any community issue.

1. PAR officers will attend all PTA meetings when requested or when pertinent information needs to be disseminated.
2. PAR officers will network with D.A.R.E. officers.

15.3 URBAN DECAY PREVENTION

Crimes increase when neighborhoods begin to decay and show signs that the citizens are no longer interested in the neighborhood. The PAR officer will encourage and assist the citizens in preventing urban decay.

- A. Abandoned Automobiles. While patrolling the district, the PAR officer will place a Five Day Tag on all automobiles that appear to be abandoned. The officer will maintain a log of tagged vehicles and conduct a follow-up investigation to ensure that the vehicles have been removed. If not, the PAR officer will contact the owner of the vehicle and request that the vehicle be removed. If the officer is unsuccessful in contacting the owner, or if the owner refuses to move the vehicle, the Abandoned Auto Section will be notified.
 1. Officers that observe an abandoned vehicle parked on a public roadway with a five-day tag, which has exceeded the five-day grace period as listed on the tag, may request a wrecker to impound the vehicle. Officers that impound a vehicle will prepare a complaint report documenting the officers' actions.
- B. Graffiti. The PAR officer will attempt to have all graffiti removed from the assigned district. Property owners will be contacted and informed of resources available for removal of graffiti.
 1. The PAR officer will coordinate with the Gang Task Force to conduct follow-up investigations. Contact will be made with gang members. Appropriate enforcement action will be taken.
- C. Abandoned Residences and Buildings. The PAR Officer will promptly notify Building Permits & Inspections when any residence or building becomes abandoned and neglected. Officers will take appropriate steps to prevent the abandoned property from becoming a hangout for gangs or other criminal elements.

15.4 CRIME PREVENTION

The PAR officer will provide the public with information regarding crime prevention for any requested topic. Formal presentations to large groups and businesses can be directed to the area Crime Prevention officer.

- A. The PAR Officer will inform the Crime Prevention Officer of any residential security inspections that the community may have requested.

15.5 COMPLAINTS

- A. Habitual Complaints. Habitual complaints are defined as two or more calls for service on different occasions for a similar type of complaint at a given location over a one-month period. Habitual complaints may include the following types of calls:
 1. Family Fights.
 2. Loud Parties.

3. Noise Complaints.
 4. Neighborhood Disputes.
 5. Barking Dogs.
 6. Skate Boarding Complaints.
 7. False Alarms.
 8. Transients disturbing.
- B. If a Police dispatcher identifies a call as a habitual complaint through CAD, the district PAR officer will be dispatched to handle and address the complaint. If a PAR officer is not available, the PAR officer will receive notice of the complaint and will conduct a follow-up investigation to address potential problems and to prevent future calls for service.
- C. The PAR officer will also conduct follow-up investigation on complaints that patrol officers have identified as habitual. Patrol officers can make referrals of habitual complaints through their chain of command to the PAR officer for additional investigation. The PAR officer will inform the referring patrol officer of actions taken.

15.6 HIGH DEMAND LOCATIONS

Throughout the City there are locations, which by their nature, place great demands on police resources. Patrol officers are routinely dispatched to handle calls at these locations. Detectives also spend large amounts of time investigating cases that originate at these locations. These locations, which place a heavy demand on police services, may include family fights, neighborhood disturbances, gang activity, bars, nightclubs or school problems.

- A. It is the duty of the PAR officers to identify these locations within their district. The Crime Analysis officer will also assist the PAR officers in identifying these locations. Once a location is identified, the PAR Officer will determine the cause of the problem and work to reduce the demand for police service.

15.7 CITY REPRESENTATIVES COMPLAINTS

The PAR officer will investigate non- traffic related complaints referred by City Representatives.

15.8 DEPARTMENT PROGRAMS


The Regional PAR units organize and plan the following activities:

Chevron Health Fair	National Night Out
D.A.R.E.	Operation School Bell
Dia de los Ninos	Pride Day
El Paso Police Needy Children Shoe Fund	Safety Patrol
Explorer Program	Safety Town
Fax Force	Secret Santa
Great American Clean Up	Spooktacular/Halloween Treat Day
H.E.A.T	Teen Expo
Holiday Meals (Thanksgiving & Christmas-Family)	Thanksgiving Meal (Children)

15.9 RECOMMENDED TRAINING

To maximize their effectiveness, the following training is recommended for PAR officers. The PAR officers need not have all training before assuming the PAR duties.


- A. Introduction to Crime Prevention. (40 hours)
- B. Basic Instructor's Course. (40 hours)
- C. PAR Officer Training. (8 – 16 hours)
- D. Conflict Resolution Training. (1 – 40 hours)
- E. Gang Awareness Training. (4 hours)

 El Paso Police Department Regional Command Operations Manual	Chapter 16
Chapter 16: School Resources Officer Program	Effective Date: 03/06/2015 Previous Version:

16.0 SCHOOL RESOURCE OFFICER PROGRAM

The school holds a central place, which affect the ideas and activities of children. The school is the first institution beyond the home where there is an opportunity to perceive and analyze the problems of children. It is logical that if the outward symptoms of delinquency are the most discernible at the school level; then, this is the correct area to institute a program directed at prevention of anti-social behavior through education, communication and an understanding of the role of police as related to society in general and this community in particular.

- A. The program provides the following:
 1. Guidance on ethical issues.
 2. Individual mentoring.
 3. Explaining the role of police services in society.
 4. Educating students concerning the dangers of drug and alcohol abuse.

 El Paso Police Department Regional Command Operations Manual	Chapter 17
Chapter 17: DWI Guidelines	Effective Date: 03/06/2015

17.0 DWI GUIDELINES

17.1 PURPOSE

To establish guidelines for the detention, enforcement and processing of individuals suspected of or arrested for operating a motor vehicle on a public roadway, while DUI as cited by the Texas Penal Code 48.04 and Alcohol Beverage Code section 106.041.

17.2 MISSION

It is the Mission of the El Paso Police Department to locate those drivers on the public roadways and highways within the City of El Paso who are operating vehicles while intoxicated or impaired to keep the highways and roadways safe for all citizens to travel.

17.3 PROCEDURE

- A. In an effort to reduce alcohol and/or drug related traffic collisions or offenses, officers will make every effort to detect, apprehend and arrest all persons suspected of operating a motor vehicle under the influence of drugs or alcohol.
- B. Officers will give their full attention to the apprehension of traffic violators and those drivers that are operating vehicles while intoxicated and/or under the influence of drugs, and/or minors who are operating a motor vehicle under the influence of alcohol and/or drugs.
- C. Officers are recommended to have and maintain the following minimum certifications:
 1. Standardized Field Sobriety Testing.
 2. Radar Certification

17.4 PROCEDURES

- A. Observing Pre-Stop Cues.
 1. Problems Maintaining Proper Lane Position. Weaving across lane lines, straddling a lane line, swerving, turning with a wide radius, drifting, almost striking a vehicle or other object.
 2. Speed and Braking Problems. Stopping problems (to far, too short, or too jerky), accelerating or decelerating for no apparent reason, varying speed, slow speed (10+ mph under limit).
 3. Vigilance Problems. Driving in opposing lanes or wrong way on one-way, slowed response to traffic signals, slow or failure to respond to officer's signals, stopping in a traffic lane for no apparent reason, driving without headlights at night, failure to signal or signal inconsistent with action.
 4. Judgment Problems. Following too closely, improper or unsafe lane change, illegal or improper turn (too fast, jerky, sharp), driving on other than the designated roadway, stopping inappropriately in response to an officer, inappropriate or unusual behavior (throwing items, arguing, etc.), driving without headlights at night, failure to signal or signal inconsistent with action, appearing to be impaired.

5. After reasonable suspicion has been ascertained, the suspect driver is stopped as soon as safely possible. The officer should report the vehicle's registration number to dispatch at the time of the stop and his/her location.
- B. Post Stop Cues, officers can look for when conducting the stop.
1. Difficulty with motor vehicle controls.
 2. Difficulty exiting the vehicle.
 3. Fumbling with the driver's license or registration.
 4. Repeating questions or comments.
 5. Swaying, unsteady, or balance problems.
 6. Slurred speech.
 7. Slow to respond to officer/officer must repeat requests.
 8. Provides incorrect information, changes answers.
 9. Odor of alcoholic beverage from the driver.
 10. All stops to investigate DWI should not be unduly prolonged.
- C. Field Investigation.
1. Officer Visibility. The need for officers to be alert and readily visible to others when investigating DWI offenses is paramount. Officer must not focus so intently upon completing their duties that they overlook the importance of being clearly recognizable to approaching motorists.
 2. Selecting the Location. The most important concern in initiating traffic stops is officer safety. Officers should avoid having the violator stop their vehicle on blind curves, hillcrests, medians, narrow or nonexistent shoulders, and similar spots where visibility is diminished. Officers should take into account adverse weather conditions that reduce visibility in the stop location. The traffic stop should be made on level ground and out of the traffic flow.
 3. Vehicle and Officer Positioning. On right-shoulder stops where the officer intends to make a driver's side approach the police unit should be parked parallel to the roadway at least 15 feet (or one car length) behind the stopped vehicle with a 50 percent overlap (offset left) between the vehicles and with the unit's front wheels turned fully to the right. The parking brake should be set.
 4. Camera Position. The Camera should be positioned so that top edge of the police vehicle hood can be seen in the bottom of the picture. This will allow for proper baseline documentation of the officer's observation (Swaying, staggering). Check to make sure that camera and microphone are on and recording before exiting the vehicle.
 - a. The camera should be in position to document the offender getting out of the vehicle.
 - b. The officer's vehicle must be spotted a sufficient distance behind the violator to conduct the Walk and Turn and to allow the camera to see the feet of the offender at all times.
 5. Miranda Warnings. Article 38.22 of the CCP addresses the importance of the Miranda warnings and the admissibility of statements made while in police custody. Section 3(a) is most relevant for DWI cases. During all interviews use of a single language, if possible, is recommended.

17.5 STANDARDIZED FIELD SOBRIETY TEST BATTERY

Only trained personnel should conduct the following test.

- A. Horizontal Gaze Nystagmus (HGN) Test.
1. Starting with the equal tracking check, the stimulus should be approximately 12 to 15 inches from the offender's nose. The stimulus should be moved at a rate of approximately two

seconds from center (nose) to far left (offender's left), two seconds from far left to center, two seconds from center to far right, and two seconds from far right to center.

Note: That's four passes from center (nose) to the farthest point left or right.

2. On the onset at maximum deviation, with the same initial setup as the equal tracking, again starting with the offender's left eye. The stimulus is to be moved to where the offender's left eye is looking to the left as far as possible (usually with no white showing between the pupil, and the corner of the eye). There is no time limit to draw the stimulus out but it needs to remain at the far point for at least four seconds. Move the stimulus back to center and then check the offender's right eye, holding the stimulus at the far right for at least four seconds. Then back to center and repeat.

Note: That's eight passes from the center (nose) to the farthest point, left or right.

3. At the beginning of the prior to 45 degrees check, start with the same initial setup as the equal tracking, again starting with the offender's left eye. The stimulus is moved from center to approximately the shoulder of the offender at a rate of four seconds (from center to the farthest point out. There should be white showing between the pupil and the corner of the eye.). This does not mean that it should take you four seconds to check each eye. It means if you don't see any onset it should take you four seconds to reach from center to the farthest part of the offender's shoulder. Back to center and do the same for the right eye. Back to center and repeat.

Note: That's twelve passes from center (nose) to the farthest point left or right.

4. When you check for vertical nystagmus the movement is similar to the maximum deviation checks (from the offender's nose move the stimulus to the point of maximum deviation up and hold for at least four seconds). Each eye is only checked once, as nystagmus on this check is a measure of comparative intoxication for the offender and is not used for determining level of intoxication for the offender.

Note: That's fourteen total passes to complete the HGN. There can be questions in court as to how many passes does it take to complete the HGN, and how long should the HGN take but the above information should help.

5. A knowledgeable Officer will know that there is no limit to the additional passes to check maximum deviation there are, or the exact amount of time one pass on the onset 45 degrees (if I move the stimulus at a rate of four seconds, and I observe the onset on the first second of movement do I need to complete the other three seconds? No)

B. The Walk and Turn:

1. Instruction Stage. The offender must stand on a line with feet in a heel-to-toe position, keep arms at sides, and listen to instructions. The instruction stage divides the subject's attention between a balancing task (standing on the line while maintaining the heel-to-toe position) and an information-processing task (listening to and remembering instructions).
2. Walking Stage. The offender must take nine heel-to-toe steps down the line, turn in a prescribed way, and take nine heel-to-toe steps up the line, while counting the steps out loud. During the turn, the subject must keep their front foot on the line, turn in a prescribed manner, and use the other feet to take several small steps to complete the turn. The Walking Stage divides the subject's attention among a balancing task (walking heel-to-toe and turning on the line); a small muscle control task (counting out loud); and a short-term memory task (recalling the number of steps and the turning instructions).
 - a. The Walk-and-Turn test must be administered and interpreted in a standardized fashion. Specifically, officers administering Walk-and-Turn carefully observe the suspect's performance for eight cues:

- 1) Can't balance during instructions.
 - 2) Starts too soon.
 - 3) Stops while walking.
 - 4) Doesn't touch heel-to-toe.
 - 5) Steps off line.
 - 6) Uses arms to balance.
 - 7) Loses balance on turn or turns incorrectly.
 - 8) Takes the wrong number of steps.
- b. Sometimes, suspects cannot complete the test. Inability to complete the test occurs when the suspect:
- 1) Steps off the line three or more times.
 - 2) Is in danger of falling.
 - 3) Cannot do the test.
- C. The One Leg Stand:
1. Instruction Stage. The offender must stand with feet together, keep arms at sides, and listen to instructions. This divides the offender's attention between a balancing task (maintaining a stance) and an information-processing task (listening to and remembering instructions.)
 2. Balancing and Counting Stage. The offender must raise one leg, either leg, approximately six inches off the ground, toes pointed out, keeping both legs straight. While looking at the elevated foot, count out loud for 30 seconds in the following manner: "one thousand and one", "one thousand and two", until told to stop. This divides the subject's attention between balancing (standing on one foot and small muscle control (counting out loud).
- The count for thirty-second period is an important part of the One-Leg stand test. Research has shown that many impaired subjects are able to maintain one leg balance for up to 25 seconds, but relatively few can do so for 30 seconds. The Officer must use a watch to time 30 seconds and not the subjects count to determine prier time.
3. The One-Leg Stand is also administered and interpreted in standardized fashion. Officers carefully observe the offender's performance and look for four specific clues:
 - a. Sway while balancing.
 - b. Uses arms to balance.
 - c. Hops.
 - d. Puts foot down.
 4. Sometimes the suspect cannot complete the test. Inability to complete One-Leg Stand occurs when the offender.
 - a. Puts the foot down three or more times, during the 30 second count.
 - b. Cannot do the test.

17.6 REPORT WRITING

- A. DWI reports that do not need to have supplements.
1. When writing your reports be detailed from the initial point of observation to the time you book the offender into the County Jail. This cannot be emphasized enough. More cases are lost due to lack of information than nearly any other reason.
 - a. Detailed observations and factual statements are the key to successful prosecution.
 - b. Make sure to distinguish fact from opinion.
 - c. Use plain English.

- d. Use short sentences not long, complicated ones.
- e. Use paragraphs as thought organizers

17.7 FORMS

The below DWI forms should be submitted in the event of an arrest. These forms are printed in English or Spanish. Use the appropriate form depending on language preference.

- A. DIC – 24, Statutory Warning.
- B. DIC - 25, Temporary Drivers.
- C. DIC – 23, Peace Officers Sworn Report.
 - 1. DIC – 23a, Specimen Routing Report, a TLE-51 “Statutory Authorization – Mandatory Blood Specimen”, in case of an accident.
- D. Miranda Cards.
- E. Hardcopy of DWI Interview Questions.

17.8 DEDICATION

The only tools that an El Paso Police Officer needs to stop impaired driving are commitment, attitude, knowledge and evidence.

APPENDIX A

**CENTRAL REGIONAL COMMAND
EMERGENCY RESPONSE SITES**

DISTRICT	ADDRESS	LOCATION	PHONE
31	1949 W. Paisano Dr.	Rescue Mission of El Paso	532-2575
31	101 S. El Paso St.	Camino Real Hotel	534-3000
32	1000 S. El Paso St.	PDN Bridge	872-5700
33	200 S. Campbell St.	C.R.C.C.	577-5000
33	300 S. St. Vrain St.	Diamond Shamrock	544-0675
33	47 Dallas St.	Fire Station #9	532-8544
34	1733 Brown St.	Seven Eleven	544-1071
35	1400 W. Yandell Dr.	Circle K	532-8143
52	4240 Alameda Av.	Fire Station #5	533-8513
53	428 Frederick Rd.	El Paso Towing	544-8697
53	6400 Delta Dr.	JPD	849-2570
55	5414 Trowbridge Av.	Fire Station #13	562-6798
55	3815 Pershing Dr.	Diamond Shamrock	562-3411
56	911 N. Raynor St.	Police Headquarters	564-7000

APPENDIX B**MISSION VALLEY REGIONAL COMMAND CENTER
EMERGENCY RESPONSE SITES**

DISTRICT	ADDRESS	LOCATION	PHONE
81	6700 Gateway East Bl.	Chevron	781-7040
82	7400 Alameda Av.	Seven Eleven	779-0799
83	8701 Alameda Av.	Seven Eleven	858-1098
83	8115 North Loop Dr.	Wal-Mart Neighborhood Market	629-0048
85	7960 Gateway East Bl.	Diamond Shamrock	590-2956
86	9441 Alameda Av.	Wal-Mart Super Center	860-7171
87	840 N. Zaragoza Rd.	Diamond Shamrock	858-5413

APPENDIX C**NORTHEAST REGIONAL COMMAND CENTER
EMERGENCY RESPONSE SITES**

DISTRICT	ADDRESS	LOCATION	PHONE
61	4413 Dyer St.	Seven Eleven	565-1085
61	5830 Dyer St.	Seven Eleven	566-6344
63	9061 Dyer St.	Seven Eleven	751-6006
64	8300 Dyer St.	Seven Eleven	755- 5092
64	5710 Hondo Pass Dr.	Seven Eleven	755-2013
65	9635 McCombs St.	Seven Eleven	751-5278
66	5201 Fairbanks Dr.	Seven Eleven	755-4956
66	10418 Rushing Rd.	Seven Eleven	821-8082
68	10300 McCombs St.	Seven Eleven	821-7370

APPENDIX D

**PEBBLE HILLS REGIONAL COMMAND CENTER
EMERGENCY RESPONSE SITES**

DISTRICT	ADDRESS	LOCATION	PHONE
71	1250 Airway Bl.	Diamond Shamrock	799-0779
72	8867 Gateway West Bl.	Diamond Shamrock	595-0851
73	10744 Vista Del Sol Dr.	Circle K	592-0885
74	2101 Wedgewood Dr.	Diamond Shamrock	592-8814
75	3020 N. Lee Trevino Dr.	Seven Eleven	592-6014
76	1515 N. Lee Trevino Dr.	Valero Corner Store	633-1495
77	1500 George Dieter Dr.	Circle K	855-2409
77	1330 N. Zaragoza Rd.	Seven Eleven	855-9766
78	11101 Montwood Dr.	Circle K	593-1087
79	1798 George Dieter Dr.	Circle K	855-2433
79	11701 Montwood Dr.	Circle K	857-9600
92	11680 Montwood Dr.	Diamond Shamrock	855-3598
93	12900 Edgemere Bl.	Good Time	849-8553


**WESTSIDE REGIONAL COMMAND CENTER
EMERGENCY RESPONSE SITES**

DISTRICT	ADDRESS	LOCATION	PHONE
41	2200 N. Mesa St.	Circle K	532-4705
41	4140 N. Mesa	Seven Eleven	544-0329
42	660 Sunland Park Dr.	Valero Corner Store	581-5890
42	400 S. Mesa Hills Dr.	Seven Eleven	581-9469
42	5385 N. Mesa St.	Seven Eleven	584-1175
43	6200 N. Mesa St.	Circle K	584-1311
44	900 E. Redd Rd.	Circle K	833-1481
44	6500 Escondido Dr.	Seven Eleven	581-3113
45	7555 N. Mesa St.	Wal-Mart	833-1335
45	655 Sunland Park Dr.	IHOP	845-1700
46	951 N. Resler Dr.	Wal-Mart Neighborhood Market	857-9600
46	680 E. Redd Rd.	Circle K	581-1543
47	4801 Osborne	WSRCC	585-6100
47	1073 Country Club	Circle K	833-6104
48	6185 S. Desert Blvd.	Microtel Inn	584-2026
48	5665 S. Desert Blvd.	Circle K	581-5445



**EL PASO POLICE DEPARTMENT SMALL UNMANNED AIRCRAFT SYSTEM (SUAS) PROGRAMS
OPERATIONS MANUAL**

(Revised 08/11/2023)

 El Paso Police Department sUAS Programs Operation Manual	Chapter 1
1.0 Standards for Small Unmanned Aircraft Systems (sUAS) Programs	Policy Effective: 08/11/2023 Previous Version: 05/26/2020

1.0 STANDARDS FOR SMALL UNMANNED AIRCRAFT SYSTEMS (SUAS) PROGRAMS

1.1 ADMINISTRATIVE STANDARDS

- A. Mission Statement
 - 1. The El Paso Police Department (EPPD) Unmanned Aircraft Systems Unit (sUAS) shall support other elements of the El Paso Police Department, other law enforcement and first responder agencies, by providing a safe and efficient aerial observation perspective on law enforcement and other public safety incidents. Missions will be accomplished efficiently and safely while respecting the law and the privacy of the citizens we serve.
- B. sUAS Program Philosophy
 - 1. It shall be the mission of the personnel who are trained in the use of sUAS, to use this resource to assist first responders in command and control of an incident, search and rescue, crime scene documentation, and accident reconstruction.
 - 2. It shall be the intent of every sUAS operator to make reasonable effort to not invade a person’s reasonable expectation of privacy when operating the sUAS. When operating the sUAS, the El Paso Police Department operators will abide by all FAA Regulations for flight and receive the proper authorization for flight.
- C. sUAS Chain of Command
 - 1. The Unmanned Aircraft Systems Unit operations are under the command of the Chief of Police.
 - 2. Control and supervision of the flight operations are delegated to the sUAS Director.
 - 3. The sUAS Director may delegate responsibilities if not specifically prohibited by this document.
 - 4. The sUAS unit will be comprised of officers who are specially trained in operations through department-approved training and will be licensed under 14 CFR 107 prior to operating a sUAS.
- D. Transparency
 - 1. EPPD is committed to operating the Unmanned Aircraft Systems Unit in an open and transparent manner. All aspects of all missions are documented and are available through the Texas Public Information Act. Request for Open Records can be made via the City of El Paso’s website.
 - 2. Relations with the local media will be maintained through the EPPD’s PIO office.
 - 3. Open records request may be made in accordance to the Freedom of Information Act for sUAS drone operations will only contain the number of flights.
- E. Authority of Manual
 - 1. The policies and procedures contained in this manual are issued by authority of the Chief of Police. As such, it is an official document of the El Paso Police Department.

2. This manual is not intended to be all-inclusive, but as a supplement to other Department guidelines, FAA regulations, pre-flight safety checklist, aircraft manufacturers' approved flight manual, etc.

F. Review/Amending of Manual

1. This manual has been written to address sUAS operations for the El Paso Police Department as they existed when it was drafted.
2. Equipment, personnel, environment (internal and external), etc., change over time.
3. The management of change involves a systematic approach to monitoring organizational change and is a critical part of the risk management process.
4. This manual will be continually updated as necessary.
5. The entire manual will be reviewed by sUAS Administrator, at a minimum, every two years to assure it is up to date.
6. Any changes to the manual will be communicated as currently dictated by department policy.
7. A change management process is established in order to monitor changes in operational procedures, processes, training, documentation, equipment, laws, or any other significant change impacting the sUAS program. At a minimum, the process will require:
 - a. Use a change management form/log, a copy of which shall be included with every copy of the operations manual to show that it is up to date.
 - b. Include all individuals affected by the change and ensure they have an opportunity to review the change and provide their comments.
 - c. Conduct appropriate risk assessments of the recommended changes.
 - d. Determine who is responsible for approving the change and put the change into effect.
8. A review of the operations, procedures, maintenance, training, and safety guidelines will be reviewed once every two years.
9. Reviewing changes to the manuals can occur at an earlier interval, based on the release of new laws, OEM specifications, or changes in FAA regulations.

G. Distribution of Manual

1. A copy of this manual will:
 - a. Be issued to every member having unmanned aircraft responsibilities.
 - b. Be present during all sUAS operations.
 - c. A copy of this document will be placed on the PD Public drive.

H. Record Keeping and Retention

1. All Digital Multimedia Evidence (DME) shall be handled in accordance with the existing City of El Paso policy on data and records retention, where applicable.
2. All Non-DME shall be handled in accordance with the City of El Paso/El Paso Police Department policy on data and record retention.

I. Data Collection Minimization

1. All sUAS data collection activities will be performed in a manner consistent with the U.S. Constitution, applicable state and local laws and regulations in order to protect the privacy rights of citizens.
2. In order to safeguard the privacy of the citizens we serve, collection of data to include, but not limited to, digital photographs, digital video, infrared images, and

- sound recordings will be limited to the extent absolutely necessary to accomplish the current mission.
3. Data for the sUAS is not retained or shared for any flights. However, if the recordings are made, the storage device is removed and turned in as evidence in accordance to the El Paso Police Department Policy 622 Property Control and Evidence.
- J. sUAS data collected or recorded by the sUAS will only be transmitted to department-authorized devices under the exclusive control of the El Paso Police Department. “Real Time” broadcasting to any auxiliary display screen not under the exclusive control of the sUAS operator may only be accomplished with the approval of the sUAS Director. The sUAS Director shall retain administrative access to any system employed.
 - K. Privacy Protections: The El Paso Police Department sUAS unit will comply with the Privacy Act of 1974 (5 U.S.C. 552a) in applicable circumstance.
 - L. Collected information that is not maintained in a system of records covered by the Privacy Act shall not be disseminated outside of the agency unless dissemination is required by law, or fulfills an authorized purpose and complies with agency requirements.
 - M. Civil Rights and Civil Liberties Protections: sUAS-recorded data will not be collected, disseminated, or retained solely for the purpose monitoring activities protected by the U.S. Constitution, such as the First Amendment’s protections of religion, speech, press, assembly, and redress of grievances (e.g., protests, demonstrations).
 1. Adequate procedures are in place to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints in accordance with EPPD policies and procedures.
 2. Collections, use, dissemination, or retention of sUAS-recorded data should not be based solely on individual characteristics (e.g. race, ethnicity, national origin, sexual orientation, gender identity, religion, age, or gender), which is a violation of law.
 - N. Personal Identifiable Information (PII)
 1. All PII shall be handled in accordance with the City of El Paso/El Paso Police Department policy on data and record retention. Any applicable Criminal Justice Information Services (CJIS) rules will also apply. Information collected using a sUAS that may contain personally identifiable information (PII) shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission of the retaining agency, is maintained in a system of records covered by the Privacy Act, or is required to be retained for a longer periods by any other applicable law or regulation. Meaningful oversight of individuals who have access to sensitive information (including PII) collected using a sUAS.

1.2 DEFINITIONS

- A. 1.3 Person sUAS: Small Unmanned Aircraft System
- B. sUAS Director: Commander Organized Crime Division (OCD)
- C. sUAS Administrator: Department Supervisor with the minimum certifications and training

- D. Pilot In Command(PIC): Any rank officer with minimum certifications and training
- E. Flight crew: Any rank officer with minimum certifications and training
 - 1. Visual Observers (VO)
 - 2. Sensor operators (SO)
- F. Pilot Trainee: Personnel selected for training, but does not have the remote pilot license.
- G. Initial Qualification (IQ) Pilot: Part 107 pilot who has not yet finished initial flight qualification training. Can perform VO duties.
- H. Mission Qualification (MQ) Pilot: IQ pilot who has not yet finished mission qualification training. Can perform VO duties.
- I. Mission Ready (MR) Pilot: Line pilot. Has completed MQ training. Can perform PIC and SO duties.
- J. Instructor Pilot (IP): Pilot, designated by Operations Officer, to train pilots. Can perform PIC and SO duties.
- K. Standardization Evaluation and Flight Evaluation (SEFE): Pilot, designated by Administrator to evaluate unit instructor pilots. Can perform PIC and SO duties.
- L. Maintenance technician: Any rank officer with the required training
- M. National Air Space (NAS)
- N. Federal Aviation Administration (FAA)

1.3 PERSONNEL RESPONSIBILITIES

- A. sUAS Director
 - 1. Exercises, command and control over the sUAS, under the command of the Chief of Police.
 - 2. Shall conduct an audit of mission reports every calendar month.
 - a. Audit reports shall be forwarded to the Chief of Police or his/her designee.
 - b. Inappropriate use or undocumented flight time will be investigated per agency policy.
 - c. The sUAS Director shall manage all funding for sUAS unit including but not limited to maintenance, parts or additional equipment will be through the Special Investigations unit Section
 - d. The sUAS Director shall publish an annual report per Texas Government Code, §423.008.
- B. sUAS Administrator
 - 1. The sUAS Administrator is responsible for timely notification to all members of the unit on changes to laws pertaining to sUAS operations. This will be done through email notifications or through regularly scheduled sUAS training, via the department Training Academy bulletin. Documentation of this communication will be maintained by the Administrator/Administrator and the EPPD Academy.
 - 2. The sUAS Administrator is responsible for maintaining a liaison with all air traffic control facilities. This includes, but is not limited to the El Paso International Airport and Biggs Army Airfield.
- C. Liaisons will also be maintained with other identified agencies that also utilize the NAS.
 - 1. The sUAS Administrator shall maintain a file for each pilot which shall include training records, flight incidents, and disciplinary actions. This file is reviewed in accordance with the current EPPD policy and procedures.
- D. Removal from flight status.

1. PICs, SOs, or VOs may be temporarily removed from flight status at any time by the sUAS Administrator, for reasons including performance, proficiency, physical condition, etc.
 2. Should this become necessary, the operator will be notified verbally and in writing of the reason, further action to be taken and expected duration of such removal.
 3. The sUAS Administrator shall monitor operational data to ensure the effectiveness of safety risk controls and assess system performance. A bi-annual evaluation of the effectiveness of the safety program shall be conducted.
- E. Supervisors and Instructors
1. Flight Instructor duties will include:
 - a. Developing training courses
 - b. Provide training
 - c. Student evaluation and documentation
- F. Duties of instructing new members shall fall upon those who have the most flight time and knowledge of sUAS operations.
- G. Instructors are designated by those within the unit and approved by the sUAS Director.

PIC

- A. Qualifications
1. To be considered for selection as a PIC, personnel must be in good standing with EPPD and meet minimum qualifications.
 2. A PIC must remain knowledgeable of all pertinent FAA regulations, aircraft manufacturer's flight manual, as well as all department policies and procedures pertaining to the operation of a sUAS. The PIC will be trained in communications with Air Traffic Control.
 3. In order to fly a mission (other than flights required for training or certifications), the PIC must successfully pass a department approved sUAS training course.
 4. A remote pilot-in-command shall hold a current FAA remote Pilot Certification with a small-unmanned aircraft systems class rating, be appropriately trained per department requirements, and qualified and current in the system being flown.
 5. A PIC will also be trained in the duties of the other sUAS crewmembers.
- B. Duties as defined by 14 CFR Part 107.
1. PIC's primary duty is the safe and effective operation of the sUAS in accordance with this instruction, the manufacturers' approved flight manual (if published), FAA regulations, and the El Paso Police Department policy and procedures.
 2. PIC has absolute authority to reject a flight based on personnel safety or violation of FAA regulations. No member of the El Paso Police Department, regardless of status, shall order a PIC to make a flight when, in the opinion of the PIC, it poses a risk to personnel or is in violation of FAA regulations.
 3. PIC shall be responsive to the requests of the SO in order to accomplish the mission.
 4. PIC shall be responsible for post-mission documentation, including the flight logs. The PIC can delegate this task but must ensure it is completed correctly.
- C. Responsible for all unit training and training records.
- D. Responsible for unit daily operations, including scheduling
- E. The PIC of the sUAS mission is required to complete an after action review of any significant incident where sUAS was deployed.
- F. The report will document any significant incident that occurred during the event that involves a violent encounter between agency members and others, use of force that causes death or serious injury, public demonstrations, crowd control events, etc.

- G. An after-action critique of a major incident is a routine public safety practice. By specifically evaluating the role of the sUAS, the effectiveness and appropriateness of its use can be evaluated.

Flight Crew

A. Qualifications

1. Pilots, VO, SO, etc. must be in good standing with EPPD and meet any other requirements imposed by the department.
2. Must remain knowledgeable of all pertinent FAA regulations, aircraft manufacturer's flight manual, as well as all department policies and procedures pertaining to the operation of a sUAS.
3. Must hold a current FAA remote Pilot Certification with a small-unmanned aircraft systems class rating, be appropriately trained per department requirements, and qualified and current in the system being flown.
4. Must receive training in working with all specialized equipment assigned to the unit, such as night vision scope, laser range finder as well and the charging and handling of lithium polymer batteries.
5. Must receive training in operation of all cameras/video devices associated with a sUAS.

B. VO

1. Duties as defined by 14 CFR Part 107.
2. VO shall aid PIC responsibility to see-and-avoid any airborne or ground-based obstacle that will lessen safety during the mission.
3. VO shall support the PIC as briefed in the mission briefing.
4. VO shall remain alert for suspicious persons or activities on the ground and coordinate response by other sUAS flight crew.

C. SO

1. SO will be responsible for the operation of the sUAS sensors, allowing the PIC to maintain complete focus on the flight operation of the sUAS.
2. SO request the PIC reposition the sUAS during mission employment in order to maximize sensor effectiveness depending on mission requirements.

Maintenance Officer/Technicians/Engineers

- A. Although there are few parts on the sUAS that need servicing, it is necessary that the manufacturer's maintenance schedule is followed and properly documented. When possible, technicians will receive training from the manufacturer.
- B. Maintenance technician shall meet the following minimum requirements:
 1. Be trained to install, maintain upgrade, remove and replace any system part, software, firmware, etc. in accordance with the manufacturer's maintenance standards.
- C. Any issues that arise during maintenance that cannot be resolved by routine methods shall be forwarded to the manufacturer for further technical support.
- D. When possible maintenance technicians/engineers should be factory trained (or equivalent) in an approved program on each type of sUAS they are required to maintain.

Unit Personnel Responsibilities

- A. All employees are required to immediately report suspected cases of misuse of the sUAS. Any complaint alleging a violation of a person's civil rights by the sUAS shall result in a formal, documented investigation.
- B. All members of a Flight Crew are responsible for safety at any sUAS deployment. Any safety violation will be brought immediately to the Pilot in Command. The PIC will have final authority whether to proceed with the mission.

- C. EPPD officers operating a sUAS mission will be required to wear the uniform assigned to their designated section.

1.4 OPERATIONS

- A. Aviation Regulatory Compliance
 - 1. Public safety sUAS programs shall comply with those regulations established by the U.S. FAA. These regulations include:
 - 2. For U.S. civil operations, 14 Code of Federal Regulations (CFR), Part 107.
 - 3. Operations shall comply with any state or local laws or regulations that apply to sUAS.
- B. Authorized Uses Of Unmanned Aircraft Systems
 - 1. This policy lists all authorized uses under Texas Government Code Ch. 423 (Use of Unmanned Aircraft). The sUAS unit Director/PIC must assure that sUAS operations are legal, appropriate to support the agency mission and are an ethical use of this technology.
 - 2. The following shall apply to all missions performed by the sUAS program:
 - a. Missions shall be specifically defined, documented, and approved by the public safety agency.
 - b. Any deviation from the established list of authorized missions shall require supervisory approval and review by the sUAS unit Director.
 - c. Policy shall require that every use of the sUAS will be carried out in a manner consistent with the requirements of the U.S. Constitution, federal, state, and local laws.
 - 3. For any and all missions flight crew are authorized to perform, they shall be trained and equipped in accordance with the standards set forth in this document.
- C. Mission Authorization
 - 1. Supervisory approval is required for every sUAS operation.
 - a. Every sUAS operation shall be subject to pre-mission review and authorization by that supervisor.
 - b. The sUAS unit Administrator or PIC shall ensure that all aviation regulations and the use of the sUAS complies with all department policies and procedures.
 - 2. The sUAS unit Administrator has primary responsibility for all sUAS missions.
- D. Minimum Personnel Requirements
 - 1. The minimum crew shall consist of a remote PIC and at least two other flight crew performing the duties of VO and SO. The composition of the sUAS crew will be complete prior to preparation and pre-flight testing of a sUAS mission.
 - 2. Due to the nature of the mission, the minimum personnel required on ALL missions will be one operator and two flight crew members. Under no circumstances, will an operator attempt to complete a deployment alone.
- E. Communications
 - 1. Regardless of the number of personnel used, all members of the flight crew must maintain effective communication with each other at all times.
 - 2. They are required to maintain the aviation equivalent of a “sterile cockpit” during launch and recovery, where non-essential communications are prohibited to avoid distracting the crew.
 - 3. The use of any personal electronic devices for non-mission related communications shall be prohibited during any phase of flight operations by any member of the sUAS crew.

- a. Distraction caused by personal electronic devices has proven to be a factor in many types of transportation accidents.
- F. Medical Factors
1. Operator and observers shall only deploy the sUAS when rested and emotionally prepared for the tasks at hand.
 2. Physical illness, exhaustion, emotional problems, etc., can seriously impair judgment, memory, and alertness. The safest rule is not to act as an operator or observer when suffering from any of the above.
 3. Members are expected to "stand down" when these problems could reasonably be expected to affect their ability to perform flight duties.
 4. A self-assessment of physical condition shall be made by all members during pre-flight activities.
 5. Performance can be seriously hampered by prescription and over-the-counter drugs. The sUAS Administrator must be advised anytime such drugs are being taken. If it is determined that the medication being taken could hamper an operator or observer, that member shall be prohibited from the deployment or exercise.
 6. Any incident that requires reporting of that incident to the FAA will also require Mandatory Drug Testing of all flight crew and pilots assigned to that mission.
- G. Crew Rest Policy
1. During any duty period, the total flight time of any PIC may not exceed 8 hours, which shall include all unmanned or manned aircraft flying by that pilot.
 2. Duty period less than 10 hours: 8 hours crew rest.
 3. Duty period greater than 10 but less than 12 hours: 10 hours crew rest.
 4. Duty period greater than 12 hours: 12 hours crew rest.
 5. In NO case may a duty day exceed 16 hours unless authorized by the PIC.
 6. A flight crew may terminate or decline a mission if, in the member's determination, they would be unsafe to perform the flight due to fatigue.
- H. Request For sUAS Support
1. Requests for sUAS support shall be made through communications who will have the most current list of sUAS flight crew to contact. Requests for sUAS support can be made at any time during the day or night. If a request is made for sUAS support after-hours, communications will contact the PIC with the phone number provided.
 2. The PIC will then notify the sUAS Administrator who will screen all initial requests to use a sUAS from patrol or investigation units.
 3. The PIC will then contact the Flight Crew for deployment of the sUAS.
 4. The sUAS Administrator will contact the sUAS Director, who will approve the request to proceed with the call out request, only after receiving confirmation the following factors are within policy compliance:
 - a. Is the proposed use of sUAS within the capabilities of the sUAS equipment and personnel to perform?
 - b. Does the proposed use of the sUAS fall within the FAA and department policies and regulations for sUAS usage?
 - c. Can the sUAS be deployed safely given current weather conditions?
 - d. If the sUAS deployment requires a warrant, has one been requested and approved?
 - e. Are sufficient trained and qualified personnel available to safely operate the sUAS?
 5. The PIC will either accept or decline the request for sUAS support. If the request is denied, the PIC will provide a reason for declining the support request to the supervisor requesting

support. If the PIC accepts the support request, they will contact a sUAS operator who will be provided all available mission information.

6. The sUAS operator will either contact a certified observer from the list of available trained observers or request through the dispatcher that a broadcast be made requesting a sUAS observer to meet the sUAS operator at the scene. The sUAS operator is responsible for transporting the sUAS and all required equipment to the scene. Upon arriving at the requested location, the sUAS operator will contact the on-scene Incident Commander and will check in and receive a briefing on the mission requested. The sUAS operator will make an on-scene determination of the ability of the sUAS to perform the requested mission safely and within department and FAA policies and procedures.
 7. If the sUAS operator determines that the use of the sUAS would violate department policy or directives, then the sUAS operator will inform the Incident Commander of the potential conflict along with recommendations for modifying the requested mission to conform to the department policies and procedures. As this is a change from the original approved mission, the sUAS operator will contact the PIC for direction on how to proceed. As soon as possible after the completion of the mission, the sUAS operator will make a full report of the circumstances and their concern through the chain of command.
 8. sUAS operators will have sole discretion for declaring safety or violation of FAA rules. If the sUAS operator determines that a requested mission would violate FAA rules, endanger civilians, or potentially damage the sUAS or its equipment, then the sUAS operator will respectfully inform the Incident Commander of the reasons for refusing to operate the sUAS and contact the PIC immediately. The sUAS will not be flown in this circumstance and the authority of the sUAS operator is absolute.
 9. Deployment Priorities
 10. The sUAS shall not be used for the purpose of random surveillance.
 11. If several separate requests for sUAS support are received simultaneously, they shall be prioritized.
 12. In general terms, requests for sUAS support are prioritized as:
 - a. Threat to the safety of any person
 - b. Search and Rescue
 - c. Request to support other government agencies
 - d. Evidence documentation/Damage assessment
 - e. Training
 - f. Public presentations
- I. Inspections
1. At the beginning of each tour of duty, the pilot shall conduct a thorough preflight inspection of the sUAS in accordance with the instructions contained in the unmanned aircraft flight checklist.
 2. All mission equipment will be tested prior to the flight by the Pilot in Command
 3. It is widely recognized that the use of checklists is a major factor in reducing aviation accidents. Checklists are provided and shall be utilized.
 4. If during the course of the preflight any mechanical discrepancy is found, the PIC will have final authority on the use of that xUAS on the mission.
- J. Pre-Flight Actions
1. Thorough preflight planning and inspections are critical to safe operation.
 - a. Checklists are provided and shall be utilized.
 - b. Preflight begins with the aircrew making a self-assessment of their physical condition.

- c. If unable to perform flight duties, the flight crew will decline such activity.
 - d. At the beginning of each mission, the PIC shall conduct a thorough preflight inspection of the sUAS in accordance with the instructions contained in the unmanned aircraft flight checklist.
 - e. All mission equipment will be tested prior to the flight by the VO/SO or Pilot in Command.
 - f. If during the course of the preflight any mechanical discrepancy is found, the PIC will make determination on performing maintenance or continuing the mission.
- K. Operational Flight Check
- 1. Operational flight checks, when required, are intended to ensure that maintenance performed has been properly completed and the aircraft is ready to be returned to service.
 - 2. An operational flight check or return to service test flight shall be performed by a remote PIC designated by the xUAS Administrator to validate the maintenance that was performed and ensure that the results of the test flight are documented in the appropriate maintenance records.
 - 3. The following tasks must be completed prior to initiating flight activities:
 - a. Determination of the classification of the airspace in which the flight will be conducted.
 - b. A comprehensive flight risk assessment, to include, a standard weather briefing and a visual assessment of the flight operations area to identify hazards, such as man-made obstacles and terrain.
 - c. A thorough pre-flight inspection of the sUAS, utilizing, at a minimum, the sUAS manufacturer's checklist.
 - d. A pre-mission briefing to all sUAS flight crew.
- L. Minimum Standoff Distances And Maximum Altitudes
- 1. A minimum standoff distances and maximum altitudes will follow FAA laws and regulations as set by Part 107.
- M. Flight Boundaries
- 1. Flights will be conducted within requirements of Part 107 and follow all FAA regulations on boundaries.
 - 2. When practical, the operator will obtain the consent of all persons involved in the mission and ensure that only consenting persons will be allowed within 100 feet of the flight operation, and this radius may be reduced to 30 feet based upon an equivalent level of safety determination.
- N. Weather
- 1. Flight into instrument meteorological conditions, thunderstorms, or other severe weather is prohibited.
 - 2. No operations will be conducted when the flight visibility is less than 3 statute miles (measured from the sUAS control station).
 - 3. Weather Minimums
 - a. Prior to initiating a flight, the PIC shall obtain a full weather briefing.
 - b. The PIC will ensure that he/she gathers enough information to make themselves familiar with the weather situation existing throughout the area of operation.
 - c. Subsequent to the original weather briefing, PICs will obtain, as necessary, sufficient weather information to ensure that the flight(s) may continue safely.
 - d. The frequency of these additional weather checks will be determined by the speed at which weather conditions are changing.
 - e. Rapidly changing conditions require more frequent weather updates.

- f. Weather minimums are not applicable to indoor operations.
- 4. Wind Limitations
 - a. Maximum wind limitations shall be established pursuant to the sUAS manufacturer's recommendations.
 - b. Additional to system recommendations, consideration should be given to establishing tiered maximum wind limitations based upon the individual remote pilot's level of experience.
- O. Over Water Operations
 - 1. Although it is not anticipated, flight crew should limit sUAS flights over large bodies of water.
 - 2. The PIC should consider the value of actually flying over bodies of water versus flying offset of the water source and taking advantage of the camera's zoom optics.
 - 3. Regardless of the type of operation, all take offs and landings shall be on dry-land.
- P. Special Operations
 - 1. All request for a special operation deployment of a sUAS will be made via the chain of command to the sUAS Administrator.
 - 2. Special operations are defined as missions not conducted on a routine basis.
 - a. Each request must be identified and thoroughly evaluated to ensure that the operation does not exceed the capabilities of the sUAS program and do not exceed the scope of the intended use of a sUAS.
 - b. Each special operations mission should be evaluated to determine if specific procedures, training and/or equipment are in place to accomplish the mission.
 - c. Special operations missions shall not be authorized until all of these requirements have been met.
- Q. Mission Reporting Requirements per Texas Government Code, §423.008.
 - 1. The following policy requires the reporting of all sUAS operations. As with most public safety operations, documentation is required to assure proper use, accountability, the effectiveness of the processes and procedures used and technology itself. At a minimum, this policy shall require:
 - a. That reports be posted on PD website , and
 - b. That all flights are documented in an agency report or database. The documentation shall include:
 - i. Date
 - ii. Time
 - iii. Location of the flight
 - iv. Purpose of flight
 - v. Supervisor approving flight
 - vi. Duration of flight
 - vii. Pre/post flight time meter/calculator readings
 - viii. Disposition of digital media evidence, or other data gathered during flight
 - ix. Flight crew assigned
 - x. Summary of activities
 - xi. Outcome of deployment
 - xii. Supervisor approving the report
 - xiii. Hazards or Incidents to report
- R. Post Flight Actions

1. The following task shall be completed upon the conclusion of flight activities. At a minimum:
2. Completion of notifications of air traffic control that flight activities have ended.
3. Removal of NOTAM from the NOTAM system.
4. Downloading and transfer of any digital media evidence (video, photographs, etc.) in accordance with the agency's digital media evidence policies.
5. A thorough post-flight inspection of the sUAS, including the recording of any discrepancies.
6. A post-flight mission debriefing, to include an emphasis on lessons learned

1.5 SAFETY POLICY AND OBJECTIVES

A. Safety Policy

1. The El Paso Police Department is committed to having a safe and healthy workplace, including:
 - a. The ongoing pursuit of an accident-free workplace, including no harm to people, no damage to equipment, the environment, and property.
 - b. Reporting damage to property or injury to persons will follow established department policy.
 - c. Support for safety training and awareness programs.
 - d. Conducting regular audits of safety policies, procedures, and practices.
 - e. Monitoring the sUAS community to ensure the best safety practices are incorporated into the organization.

B. The sUAS Director shall recognize safety as the program's highest priority. He/she shall articulate that management is committed to providing safe, healthy, secure working conditions, and attitudes with the objective of having an accident free work environment.

1. This policy shall also embrace the following safety principles:
 - a. Always operate in the safest manner possible
 - b. Never take unnecessary risks
 - c. Recognize that safe does not mean risk-free
 - d. Hold everyone accountable and responsible for the identification and management of risk

C. Safety Management System (SMS)

1. The principles of a SMS must be integrated into every facet of sUAS operations. It defines the safety culture to include every member of the sUAS program and their responsibility to operate in the safest manner possible in day-to-day operations.
2. The sUAS safety program shall be based on the principles of a SMS and shall be incorporated into the operations manual.
3. SMS is the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of safety risk controls.
4. It includes systematic procedures, practices, and policies for the management of safety risk (FAA). The four components of a SMS program include Safety Policy and Objectives; Safety Risk Management; Safety Assurance and Safety Promotion and Training.

D. Safety Information

1. A system shall be established, by the sUAS Administrator , to ensure that members of the sUAS program receive timely information on safety-related issues. They can be maintained in physical form in a fixed location or electronically, accessible from remote locations.

2. The sUAS program should provide safety-related information, which shall be accessible to all personnel. Types of information that could be provided include, but not be limited to the following:
 - a. Safety bulleting
 - b. SMS library
 - c. Hazard information
 - d. Hazardous material lists
 - e. Regulatory updates
 - f. Technology updates
- E. Emergency Response Plan (ERP)
 1. During sUAS operations, emergency situations may develop at any time.
 - a. An emergency response plan will be in place that follows all the rules and regulations of the FAA. To include all reporting and investigations.
 2. Documentation and notifications shall also include any other information that are required by department policy or procedures.
- F. If any member observes or has knowledge of an unsafe or dangerous act committed by another member, the PIC is to be notified immediately so that corrective action may be taken.
 1. It is the duty of every member within the sUAS flight crew to contribute to the goal of continued safe operations. This contribution comes in many forms and includes always operating in the safest manner practicable and never taking unnecessary risks. Any safety hazard, whether procedural, operational, or maintenance related must be identified as soon as possible. Any suggestions in the interest of safety will be made to the PIC.
- G. Operational Hazard And Occurrence Report (OHOR) and Investigations
 1. Occurrences are unplanned safety-related events, including accidents and incidents that could impact safety. A hazard is something that has the potential to cause harm. The systematic identification and control of all major hazards are foundational to safety.
 2. The OHOR concept provides a mechanism to report hazards and occurrences, real and perceived, to those responsible for sUAS operations.
 3. There is no specific format for the OHOR as the information provided is what is important, not the format and should be used without hesitation to report any anticipated, current, or experienced safety hazard, or occurrence. Further, the OHOR can be submitted to any level in the chain of command, to get the matter proper attention.
 4. Written memorandums fully explaining the problem will be given to the PIC for investigation.
 5. Every hazard and/or occurrence is investigated, with the results and corrective action taken communicated to all members. The investigation will be conducted by the sUAS Administrator or any other member of the department who has the technical skill necessary to do it. The services of an independent subject matter expert may be necessary in some cases to assure a thorough and complete investigation.
 6. Hazards requiring immediate attention will be brought to the attention of the PIC, verbally, without delay.
- H. All members of the sUAS flight crew are responsible for the following:
 1. Ensuring all flight operations personnel understand applicable regulatory requirements, standards and organizational safety policies and procedures.
 2. Observe and control safety systems by monitoring all operations.
 3. Review standards and the practices of company personnel as they impact operational safety.

4. Communicate all reported safety-related problems and the corrective action taken. If there were any in-flight problems (or learned experiences), the proper procedures for handling that problem should be discussed.
 5. Copy and circulate pertinent safety information.
 6. Copy and circulate emergency safety bulletins.
 7. Place any electronic copies of safety information or bulletins in a conspicuous location for all employees to access.
 8. It is emphasized again that safety is the responsibility of ALL members of the sUAS unit.
 9. All members are authorized to take action to correct a hazard, if in that member's opinion delay will result in accident or injury. The PIC will be notified immediately in such situations.
- I. Personal Equipment
1. sUAS team members shall wear eye protection when within 25' of the sUAS during takeoff and landing operations.
 2. All personnel operating on a mission shall wear the specific uniform for their assigned section. Personnel will also wear Hi-Visible vests when appropriate and take into consideration that all deployments are subject to media requests.
 3. sUAS team will take into consideration the current weather conditions when planning to deploy and wear appropriate clothing to operate safely, especially in extreme conditions.
- J. Hazard Identification and Analysis
1. Members of the sUAS program must understand their role in identifying, reporting and mitigating hazards.
 2. The reporting system must process hazard reports in a timely manner in order to communicate hazard information to all concerned members.
 3. The PIC shall collect data and investigate hazards, incidents, accidents, and instances of potential non-compliance with regulatory requirements, policies or procedures, to identify the root cause and recommend risk control measures.
- K. Fire Extinguishers
1. Fire extinguishers, appropriate for the types of hazards encountered, shall be readily available, consistent with laws and regulations.
 2. All personnel shall be properly trained (including recurrent training) on the proper use of the equipment.
 3. Aircraft that are powered by lithium-polymer batteries present threat of fire, thus flight crew must be equipped and trained to respond to a fire emergency.

1.6 sUAS GENERAL MAINTENANCE REQUIREMENTS

- A. sUAS Maintenance Standards
1. The FAA neither certifies the design, or manufacture of sUAS nor do they have regulations for ongoing maintenance. Further, some manufacturers of sUAS do not have maintenance programs established for the systems they sell. The airworthiness of sUAS must be assured and is dependent upon scheduled maintenance, thorough inspections and timely correction of discrepancies. It is incumbent on the agency operating to ensure their sUAS system(s) are airworthy at all times and will establish a maintenance program of their own design.
- B. sUAS programs shall maintain their systems in compliance with requirements of the FAA.
1. Properly maintained sUAS are essential to safe operations.

2. Compliance with manufacturer's scheduled maintenance, preflight inspections and immediate repair of mechanical problems ensure the availability and safety of unmanned aircraft.
- C. One sUAS unit member will be designated as the Maintenance Officer by the sUAS Administrator.
 1. The Maintenance Officer shall coordinate maintenance for the agency's unmanned aircraft.
 - a. This assignment will be in addition to other duties.
 2. The Maintenance Officer/sUAS Administrator shall prepare the annual budget request for maintenance related needs.
 - a. Accurately project which life-limited parts or calendar-life components will need to be replaced, which systems require certification, required inspections, etc.
 3. The Maintenance Officer is responsible for written documentation reporting of sUAS maintenance discrepancies, taking a sUAS out of service, tracking repairs, and providing feedback to reporting parties.
- D. Personnel Authorized To Perform Maintenance
 1. It is essential that the sUAS program identify who is authorized to perform maintenance on any system component. The sUAS Administrator shall designate who is authorized to perform maintenance on agency's sUAS.
- E. sUAS Maintenance Records
 1. The maintenance officer shall maintain the aircraft maintenance records for each unmanned aircraft.
 2. The maintenance officer will record all scheduled and non-scheduled maintenance. All scheduled maintenance will be in accordance with the sUAS manufacturer's maintenance requirements.
 3. Details of maintenance and repair will be documented in the maintenance record for that sUAS unit. Replacement of parts will also be documented in the maintenance record.
 4. Logbook entries shall be made in accordance with the FAA, if applicable, OEM instructions, or agency policy.
 5. Documenting maintenance is essential to assuring airworthiness. When documenting maintenance, logbook entries will, at a minimum, include the date the maintenance was performed, a description of the maintenance performed, and the signature of the person performing and making the logbook entry.
- F. Maintenance Discrepancy Reporting
 1. Often a pilot verbally reports a discrepancy to a maintenance technician and it is overlooked. The discrepancy, along with the corrective action taken, must be recorded in the aircraft's maintenance records. A status board available to all pilots is an additional method of providing system status information.
- G. Maintenance Requirements For Specialized Mission Equipment
 1. The maintenance officer will be required to document all scheduled and non-scheduled maintenance on accessories that are associated with the sUAS. This includes, but not limited to, gimbals, cameras, batteries, communication equipment, etc.
- H. Specialized Mission Equipment Maintenance
 1. Inspection and maintenance of specialized equipment are critical to safe and effective operations. Records will be kept on any maintenance to ensure compliance with OEM and regulatory requirements. The following are examples of special mission equipment:
 - a. Laser Range Finder
 - b. sUAS Payloads

- c. Night Vision Devices
- d. Communication Equipment (Radios)
- I. Pilot Authorized Maintenance
 1. Only personnel trained in routine and preventative maintenance are authorized to perform maintenance on any department sUAS.
 2. If there is a concern with the safe operation of a sUAS, the pilot will immediately notify the maintenance officer.
 3. The pilot will be responsible for documenting the maintenance required in the maintenance logbook.
- J. Battery Recharging/Storage Procedures
 1. Batteries shall be recharged in accordance with the manufacturer's recommendations. Lithium-polymer (Li-Po) batteries shall not remain in a charger unattended, due to the risk of fire.
 2. Lithium-Polymer batteries have proven to be volatile when charged incorrectly. They shall be allowed to cool prior to charging; not left unattended when charging; and removed promptly from the battery charger when charging is complete. The following procedures will be followed when handling lithium batteries:
 - a. Store, and charge, in a fireproof container; never in the model.
 - b. Charge in a protected area devoid of combustibles. Always stand watch over the charging process.
 - c. Never leave the charging process unattended.
 3. In the event of damage from crashes, etc., carefully remove to a safe place for at least a half hour to observe. Physically damaged cells could erupt into flame and after sufficient time to ensure safety, should be discarded in accordance with the instructions that came with the batteries. Never attempt to charge a cell with physical damage, regardless of how slight.
 4. Always use chargers designed for the specific purpose, preferably having a fixed setting for your particular pack. Many fires occur in using selectable/adjustable chargers improperly set. Never attempt to charge lithium cells with a charger, which is not specifically designed for charging lithium cells. Never use chargers designed for nickel cadmium batteries.
 5. Use charging systems that monitor and control the charge state of each cell in the pack. Unbalanced cells can lead to disaster if it permits overcharge of a single cell in the pack. If the batteries show any sign of swelling, discontinue charging and remove them to a safe place outside as they could erupt into flames.
 6. Most important: NEVER PLUG IN A BATTERY AND LEAVE IT TO CHARGE UNATTENDED OVERNIGHT. Serious fires have resulted from this practice.
 7. Do not attempt to make your own battery packs from individual cells

1.7 TRAINING

- A. Training and Education
 1. Management/supervisory personnel assigned to any aviation operation must receive appropriate training as soon as possible after assignment.
 2. The administrator and supervisor's training shall be completed within one year after being assigned to the sUAS program.
 3. Management/supervisory personnel assigned to any aviation operation must receive appropriate training

- B. All members shall have a training plan on file that outlines training objectives for the upcoming year.
 - 1. This training plan will be held in conjunction with the member's normal training file per department policy.
 - 2. The approved training plan is developed by the sUAS Administrator.
 - 3. All deployments or exercises are documented and count toward a member's training.
 - 4. It is the member's responsibility to verify their training file contains all pertinent information.
- C. Recurring training
 - 1. All members shall maintain proficiency in their abilities.
 - 2. Members who do not have any documented training or flight time within a span of 90 days will have to show proficiency before being assigned to any role during a live situation.
 - 3. Recurrent training is not limited to actual operating/observer skills but includes knowledge of all pertinent sUAS/aviation matters per 14 CFR Part 107.
 - 4. Failure to prove proficiency can result in removal from sUAS responsibilities and may include removal from the sUAS unit.
- D. Safety Training
 - 1. Safety training and education are essential for the SMS program to achieve its goals.
 - 2. SMS Indoctrination Training and Safety Orientation Training for new personnel are intended to familiarize new personnel with the purpose and process of SMS as well as hazards associated with unit operations.
 - 3. At a minimum, the following safety associated training shall be conducted for new hires and every two years after, or as needed based on the assignment of personnel:
 - a. Risk Control Measures: The sUAS Administrator shall develop a training component to instruct sUAS aircrew on risk control measures (interventions) that are developed during the Risk Management Process. This will ensure flight crew are familiar with those mitigations.
 - b. SMS Indoctrination Training: Safety Indoctrination Training shall be provided to all members of the sUAS program and shall address the purpose of the SMS, individual responsibilities, and general hazards associated with sUAS operations. Initial safety training shall be completed prior to assuming sUAS duties. All training shall be documented.
 - 4. All members shall receive training in the following subjects prior to operating the sUAS:
 - a. The El Paso Police Departments' policy
 - b. sUAS member's role in safety
 - c. Emergency safety procedures
- E. Night Vision Devices (NVD)
 - 1. All sUAS flight crew shall be trained in the use of Night Vision Devices (NVD). Training shall include, but is not limited to the following:
 - 2. Regular training in night operations for all flight crew
 - 3. NVD applications and limitations
 - 4. NVD emergencies (device failures)
 - 5. Physiological factors
 - 6. Mission specific requirements for all flight crew on at least an annual basis
 - 7. Care, maintenance, inspection and security requirements of NVDs.
- F. Continuing Education: Continuing professional development in aviation subjects should be provided and documented for program administrators and supervisors. At a minimum, there

should be bi-annual specific training appropriate to the sUAS program's mission statement and scope of service. This is particularly true for administrators and supervisors of sUAS programs given the evolving nature of the technology, legal and regulatory environment.

G. Flight Crew

1. PIC/Flight Crew Initial Training

H. In addition to the certification requirements of the FAA, before an officer may act as a PIC or flight crew, they shall receive training and demonstrate proficiency in the following areas:

1. Program policies and procedures
2. Requirements of the program's FAA Certificate of Authorization, and/or Part 107 waiver(s) and basic 107 (if applicable)
3. Weather considerations specific to the unit's geographical area
4. Orientation to airports, heliports, heli-spots or any approved landing zones in the local operating area
5. Orientation to the controlled airspace in the local operating area
6. Program flight risk assessment and hazard mitigation
7. Crew resource management policies
8. System specific fire safety and response
9. Pilots and flight crew shall successfully complete a training program on safe and effective flight profiles while performing missions that are relevant to the unit's mission statement on the system(s) being operated by the sUAS program
 - a. In all cases, the following shall apply:
 - i. The safe operation of the aircraft throughout all phases of flight shall be the primary concern of the PIC during all missions. All other mission requirements shall be secondary in priority.
 - ii. An in-house training program should be coordinated with an external training program, if available, to ensure, to the greatest possible extent, the most up-to-date training.

10. In the course of their duties, the public safety PIC will be exposed to missions that require specific training to be as safe and effective as possible. Many of the training anchors listed in this section are essentially part of a Crew Resource Management program unique to public safety aviation. Additionally, specialized equipment requires specialized training. Public Safety PIC should receive internal and external training for the missions they perform.

I. PIC and Flight Crew Recurrent Training

1. There shall be a program to evaluate the practical skills of pilots in the performance of unit missions. This evaluation shall be conducted annually and the results documented.
2. Further, there shall be objective performance standards relevant to the duties of the pilot, the unit's mission statement and scope of service. The following shall apply:
 - a. The safe operation of the aircraft throughout all phases of flight.
 - b. Pilots shall demonstrate proficiency by successfully completing a recurrent flight evaluation at least once each year administered by a designated evaluator within the sUAS program.
 - c. The recurrent flight evaluation will include, but not limited to, the following:
 - d. The proper and effective use of aircraft checklists
 - e. Effective crew coordination
 - f. Demonstrated proficiency of tasks associated with the missions performed by the unit for which they are qualified

- g. Safe and effective mission planning, including launch/recovery location (for each type of system operated)
 - h. Program policies and procedures
 - i. Legal and regulatory update
 - j. Demonstrated pilot proficiency in the operation of the aircraft in accordance with the applicable OEM manual
3. Hazard identification & risk management, which includes:
 - a. Judgment and decision-making
 - a. Human factors
 - b. Stress management in all phases of flight
 - c. Interpersonal communications between flight crew, to include prioritization and crew coordination
 - d. Workload management
 - e. Ground control station distractions
 4. Situational awareness
 5. Emergency Procedures/Recurrent Training:
 - a. Shall be conducted annually
 - b. Includes an oral exam on the aircraft limitations and emergency sections of the aircraft's flight manual
- J. SO Training
1. All flight crew shall receive training and demonstrate proficiency in the following areas:
 2. Aircraft and sensor preflight procedures
 3. Aircraft launch and recovery procedures
 4. Battery change procedures
 5. Proper use of relevant aircraft/sensor checklists
 6. Sterile cockpit procedures
 7. Program policies and procedures
 8. Digital Media Evidence (DME) chain of custody policy
 9. Non-DME data handling procedures
 10. Crew resource management (CRM)
 11. Fire safety and response
 12. Emergency procedures
 13. Legal and regulatory issues
- K. VO Training
1. All flight crew shall be sufficiently briefed prior to flight with emphasis on:
 2. Maintaining effective communication with the PIC
 3. Clear definition of launch and recovery location
 4. Scanning airspace for potential collision hazards and maintain awareness of the position of the aircraft through direct visual observation
 5. It is critical that the PIC brief the VO of their role in the operation, and make an assessment to determine their capability to perform the role.
- L. Training Records
1. Training records shall be maintained for all agency personnel with sUAS responsibilities and document all required training. Records can be kept in written or electronic form. Records shall include the following information at a minimum:
 - a. Name, pilot certificate number and a listing of all ratings, if applicable;

- b. Documentation showing the date of successful completion of initial and recurrent training for all personnel required to receive such training and shall include copies of certificates of training, or other proofs of compliance;
- c. For pilot proficiency, the documentation or checklist used to record at a minimum the last three pilot proficiency check flights or examinations. For non-pilot crew, evaluations, and certifications, where applicable;
- d. Documentation related to any training failures or inability to successfully complete any required training, including check flights, and what remedial action was taken to satisfactorily complete the required training;
- e. The make, model and type of aircraft or flight training equipment used to conduct the training.
- f. The unit shall retain these records and copies of all pilot proficiency check flights, flight crew evaluations and certifications for a minimum of five years after the individual leaves the agency or longer if required by law or policy.


1.8 PROHIBITED ACTS

- A. Any modifications or alterations to complex technology could affect its ability to operate safely and effectively. Such actions must be done in accordance with regulatory, OEM or agency standards and performed by authorized personnel.
- B. Alterations or modifications to any of the department's sUAS in any manner, without authorization from the sUAS Administrator is prohibited.
- C. Attachment or deployment of any type of projectile, chemical agent, electrical current weapon, or weapon of any kind from an EPPD sUAS is PROHIBITED.



SPECIAL SERVICES DIVISION OPERATIONS MANUAL

(Effective 6/9/2021)

 El Paso Police Department Special Services Division Operations Manual	Chapter 1
Chapter 1: Driving While Intoxicated Task Force	Policy Effective: 06/09/2021 Previous Version: 10/24/2006

CHAPTER 1: DRIVING WHILE INTOXICATED TASK FORCE

The purpose of this chapter is to establish guidelines for the detention, enforcement, and processing of individuals suspected of or arrested for operating a motor vehicle on a public roadway, while intoxicated as cited by Texas Penal Code Chapter 49 and Alcohol Beverage Code section 106.041.

1.1 MISSION


It is the mission of the El Paso Police Department’s DWI Task Force to locate drivers on the public roadways and highways within the City of El Paso who are operating vehicles while intoxicated or impaired in an effort to keep the highways and roadways safe for all citizens to travel.

1.2 RESPONSIBILITIES

- A. In an effort to reduce alcohol and/or drug related traffic collisions or offenses, officers will make every effort to detect, apprehend and arrest all persons suspected of operating a motor vehicle under the influence of drugs or alcohol.
- B. Officers assigned to the DWI Task Force will give their full attention to the apprehension of traffic violators and those drivers who are operating vehicles while intoxicated and/or under the influence of drugs, and/or minors who are operating a motor vehicle under the influence of alcohol and/or drugs.
- C. Officers selected and assigned to the DWI Task Force will receive and will maintain the following certifications, as soon as is practical after assignment to the unit:
 - 1. Standardized Field Sobriety Testing
 - 2. Radar Certification
 - 3. Intoxilyzer Operator

1.3 PROCEDURES

Officers will follow all DWI procedures outlined in the General Procedures Manual. Officers will follow all training and procedural guidelines regarding the use of the SFST and breathalyzer, to ensure the admissibility of DWI evidence.

 El Paso Police Department Special Services Division Operations Manual	Chapter 2
Chapter 2: Special Traffic Investigations (STI)	Policy Effective: 06/09/2021 Previous Version: 10/24/2006

CHAPTER 2: SPECIAL TRAFFIC INVESTIGATIONS (STI)

The Special Traffic Investigations (STI) section investigates all traffic-related deaths and conducts follow up investigations in hit and run cases. The STI unit, when requested, will assist the Department and the City with traffic related study data for special research studies. The STI unit, when requested, will assist other Department sections with special equipment at crime scenes.

2.1 STI INVESTIGATIONS

STI investigators and their supervisors are bound by the Criminal Investigation Manual and shall follow all investigative procedures established in the manual.

2.2 STI OPERATIONS

- A. Safety
 - 1. Officers assigned to the STI section will wear reflective vests when investigating crime/accident scenes.
 - 2. Cones, barrier tape, and flares may be used to protect crime and accident scenes.
 - 3. STI officers will not respond “Code 3” to the scene of a call-out.
 - 4. STI officers will maintain radio contact with dispatchers when conducting follow up investigations.
 - 5. STI officers will not perform traffic stops while operating an unmarked unit except in cases of serious felonies that require immediate police action.
- B. Investigations General Procedures
 - 1. STI officers will investigate traffic collisions that they encounter in the field. These accidents are handled in accordance with established Department policy.
 - 2. Call-out cases to traffic fatalities or expected fatalities receive priority over cases received through the current records management system.
 - 3. STI officers will follow the guidelines for conducting preliminary and follow up investigations as outlined in the Criminal Investigation Manual.
 - 4. Drivers and witnesses will be interviewed as soon as possible after the collision if not interviewed at the scene.
 - 5. Confessions taken from a driver will follow Departmental policy and State Law.
 - 6. Every fatality accident will be subject to a reconstruction.
 - 7. Results of the reconstruction will be kept with the case file. Copies will be sent to records for the master file.
 - 8. STI investigators will attend the autopsies of accident victims to ensure injuries are properly documented, evidence is collected, and to render assistance to the Medical Examiner.

- C. Hit and Run Investigations
 - 1. STI Supervisors screen and assign cases in accordance with the Criminal Investigation Manual.
 - 2. Cases are generally not assigned unless there is workable information. Examples of cases that will be assigned: All felonies, Hit and Run cases with injuries, a vehicle was impounded with a police hold, and cases where the victim requests that the case be assigned.
 - 3. Supervisors may assign cases without workable information as deemed necessary.
 - 4. Hit and Run cases are documented and tracked using the current records management system.
 - 5. STI investigators shall follow all the rules and regulations regarding criminal investigation outlined in this manual and in the Department's General Procedures Manual.
- D. Intoxicated Drivers/Deaths. The following procedures apply to investigations of intoxicated drivers resulting in actual or imminent death.
 - 1. The impaired driver is given the opportunity to voluntarily provide a breath and/or blood sample.
 - 2. If the impaired driver refuses or is unable to voluntarily provide a sample of the requested specimen, a search warrant will be obtained for the blood sample.
 - 3. Resisting suspects will be restrained within the Department's use of force policy to facilitate the blood draw unless medically inadvisable due to the suspect's injuries as determined by the attending physician.
 - 4. Additional officers may be summoned to the hospital if the suspect cannot be sufficiently restrained for the blood draw with the available personnel. Less-lethal weapons such as tasers or chemical agents will not be used.
 - 5. In cases where the level of intoxication of the driver cannot be established at the time of the accident, but it appears likely that the driver was intoxicated, the STI investigator may present a non-arrest case to the District Attorney's Office.

2.3 STI SECTION GENERAL ENFORCEMENT PROCEDURES

- A. Traffic laws and Municipal ordinances will be fairly and impartially enforced.
- B. STI officers will comply with Policy 310 Traffic Enforcement of the Procedures Manual regarding traffic law enforcement and will refer to that Section for all situations not delineated below.
- C. CPL check results will be written on the back of the citation.
- D. Parent/Guardian name, address and phone number shall be obtained and written on the citation (Juvenile Violators).
- E. Applicable case numbers are written in the upper left hand corner of the citation.
- F. Traffic stops in unmarked vehicles are not to issue a citation. For serious cases, a marked unit is summoned to assist.
- G. STI officers follow standard procedures for violators wishing to post bond on violations.

2.4 EVIDENCE


- A. STI officers will follow all Department regulations regarding the collection and preservation of evidence.
- B. Evidence will be turned in to the Property Office as soon as possible.

- C. Evidence checked out from the Property Office or kept at the STI office for investigative purposes shall be kept in evidence lockers with individual keys. This ensures only the STI investigator that checked out or collected the evidence has access and control of the evidence. This is critical to ensure a proper chain of evidence and to protect the admissibility of such evidence in court.

2.5 CRASH DATA RECOVERY SYSTEM

- A. The Crash Data Recovery (CDR) unit is used in both fleet collision and STI related investigations. The data collected will be used to verify any reconstruction done in a collision. The data may be used to confirm a driver's statement as to the sequence of events leading to a collision, verify the use of a seatbelt, braking, or other questions that may arise that can be answered through the use of the CDR.
- B. The CDR unit will not be stored in the call out vehicles. If the CDR unit is needed at the scene of a collision, an investigator or the STI sergeant will pick up the device from the office and take it to the location where it is needed.
- C. It is not necessary for the CDR unit to be used at the scene of the collision. It is often more effectively used after the vehicle has been removed from the scene and taken to a secure location where tools and an alternate power supply may be more readily available.
- D. The data collected by the CDR unit will be saved onto the CDR laptop in the form of a CDRx file format and a PDF file format. A copy of both files will also be saved under the CDR Reports folder in the STI drive. Both files will then be burned onto a recordable CD or DVD. A CD label should be attached to the CD or DVD and the case number, VIN, and any other relevant case information should be documented on that label. The CD or DVD will be submitted as evidence.
- E. The CDR report will be printed out and a copy should be sent to Records for inclusion in the Master Case file and another copy should be attached to the case in the current records management system.
- F. Removal of the ACM (airbag control module), PCM (powertrain control module), or ROS (rollover sensor), from the vehicle should not be done unless absolutely necessary. Every attempt should be made to obtain the data via the vehicle's Diagnostic Link Connector (DLC) port. Back powering should be attempted prior to removing the modules. A Direct to Module connection in the vehicle should also be attempted unless hazards exist in the vehicle to prevent this from being done. Removal of the module should only be done as a last resort.
- G. In order to obtain data using the CDR, the owner must grant written permission. The owner should be notified that the vehicle may be damaged as a result of removing the modules but all attempts will be made to access the data via the vehicle's DLC port prior to the modules being removed.
- H. If permission is not granted, a search warrant will be required in order to obtain data using the CDR from the vehicle.
- I. If the modules have been removed from the vehicle, the modules will be placed in a padded envelope, tagged and turned in to the property office as evidence after the data has been downloaded.
- J. In the event that the vehicle has been repaired, the body shop may be contacted in an effort to obtain the ACM.

- K. If a bench top connection is conducted on the module, the module should be secured prior to powering the CDR. Once the download is completed, the CDR system should be powered off and the module not moved for 15 minutes.

 El Paso Police Department Special Services Division Operations Manual	Chapter 3
Chapter 3: Traffic Grants Education	Policy Effective: 06/09/2021 Previous Version: 10/24/2006

CHAPTER 3: TRAFFIC GRANTS EDUCATION

The purpose of this chapter is to obtain monetary assistance from outside sources to assist the El Paso Police Department with achieving its goal of increasing traffic and roadway safety by supplementing patrol’s traffic enforcement efforts.


3.1 MAIN FUNDING SOURCE

Texas Department of Transportation (TxDOT).

3.2 TXDOT GRANT PROCEDURES

- A. Submission. Any traffic related grants that are being pursued by the Department are prepared by the Special Services Division’s Traffic grant sergeant and reviewed by the Special Services Division (SSD) lieutenant. The Department’s Grants Office must review the grant application. It will be the responsibility of the Traffic Grant sergeant to submit the completed grant application in a timely manner. The Grants Office will provide oversight and assist with any budgetary matters concerning these grants. Any award notification will be sent back to the Traffic Grant sergeant from TxDOT via email or from the TxDOT Traffic Safety Specialist.
- B. Award. If the Department is awarded funding, the Traffic Grant sergeant will be responsible for obtaining the award paperwork from TxDOT and forwarding these documents through the chain of command for required signatures. These documents will require signatures in the following order:
 - 1. EPPD Chief’s signature
 - 2. City Manager’s or Mayor’s signature as required by a particular grant
 - 3. TxDOT Representative’s signature
- C. Per TxDOT, the grant award is presumed to have started on the date of the Department’s initial signature. However, grant funds will not be available for use until TxDOT’s final signature. The Grants Office will advise the Traffic Grant sergeant when these funds are available for use.
 - 1. A copy of the TxDOT signed grant is retained by the Traffic Grant sergeant, the Grants Office and the City Comptroller’s Office. These final signed copies will be printed by the Traffic Grants sergeant who will then be responsible for giving the Grants Office and the Comptroller’s office a copy. The Department’s Grants Office will be responsible for tracking monies spent and for guidance on proper fiscal adherence to the terms of the grant.
 - 2. The Grants Office will notify the Traffic Grant sergeant when the grant monies are available and that operations may begin or cease. This will be done via email.
 - 3. The Grants Office will also be responsible for notifying the Traffic Grants sergeant of how much monies are available each month. This will be done via email.

4. The Traffic Grant sergeant is responsible for the timely submission of all reports required by the grant. The Traffic Grants sergeant is responsible for uploading the Performance Report into e-Grants every month. The Grants Office is responsible for uploading the outlays into e-Grants. Prior to final report submissions, the SSD lieutenant will review all performance reports for accuracy and completeness.
5. If the grant includes presentations or other non-traffic enforcement issues, proper forms are completed and kept on file, as required by the grant, which includes Daily Activity Reports (DAR). The DAR shall include the total number of attendees, the nature of the audience and the location and time of the event. A copy of this log sheet will be filed and maintained in the Traffic Grants Section. Proper required documentation includes, as applicable, but is not limited to, agendas, lesson plans, attendee sign-in rosters, course/presentation evaluations, etc.
6. The Traffic Grant sergeant schedules enforcement efforts to fulfill the goals of the grant, while compiling statistical information (schedules, log sheets, overtime data, enforcement data, etc.) for monthly reporting to TxDOT. Reporting to TxDOT is done via e-Grants.

 El Paso Police Department Special Services Division Operations Manual	Chapter 4
Chapter 4: Commercial Vehicle Safety Alliance (CVSA)	Policy Effective: 06/09/2021 Previous Version: 10/24/2021

CHAPTER 4: COMMERCIAL VEHICLE SAFETY ALLIANCE (CVSA)

The purpose of this chapter is to provide guidance and procedures for driver-vehicle inspection using the recommended North American Standard Driver-Vehicle Inspection procedure and to establish out-of-service criteria for drivers and vehicles. To educate, regulate and inspect commercial vehicle drivers and their vehicles about matters relating to safe operation. To work towards voluntary compliance from industry in regards to commercial vehicle safety.

4.1 OBJECTIVES

- A. Remove unsafe drivers and vehicles presenting an imminent hazard from the streets and highways of El Paso.
- B. Direct attention to the provisions of the Federal Motor Carrier Safety Regulations (FMCSR), the Federal Hazardous Materials Regulations (FHMR), and the laws of the State of Texas by requiring repairs of vehicle defects and appropriate remedial action for vehicle and/or driver violations.
- C. Document violations that might be subsequent enforcement actions.
- D. Obtain information regarding carriers, drivers, vehicles, and cargo relative to safety and compliance and overall program direction and evaluation.

4.2 SAFETY CONSIDERATIONS


- A. Level 1 inspections will not be done by a solo officer.
- B. Inspecting officers shall maintain awareness of possible hazmat threats carried by the vehicle and shall avoid exposure. When in doubt as to the safety of the cargo, the FMS HAZMAT Team shall be called.
- C. The inspection site must be level and able to support the weight of the vehicle. Driveways and private parking lots must not be blocked during inspections.
- D. Inspectors shall not inspect underneath a vehicle while the vehicle's engine is running.
- E. Chock blocks shall be utilized to prevent unintentional vehicle movement.
- F. The driver shall be advised to place the vehicle in neutral and release all brakes after the chock blocks have been placed.
- G. Extreme caution shall be utilized when inspecting between tandem axles, when checking tires, inside wheels, suspension components, or between front fender well and front tires when checking steering components.
- H. Inspectors checking the undercarriage of the vehicle will advise the driver and their safety officer of their intent to go under the vehicle. Inspectors may remove their weapon as long as their partner safety officer remains armed. Special precautions include:
 1. Remaining parallel with the frame rail

2. Avoiding positions directly in front of or behind a tire
3. Avoiding positioning behind the spring brake chamber
4. Avoid the undercarriage while brakes are being set for measurement.

4.3 PLANNING A ROADSIDE INSPECTION

- A. As a general rule, a check site should have enough volume of commercial vehicle traffic to support the work activity of the assigned inspectors. Trained and certified inspectors will conduct commercial motor vehicle inspections. Non-certified officers may assist.
- B. Select sites that will provide safe working conditions for inspectors and other authorized personnel.
- C. Each location selected should have sufficient space available for the safe parking of vehicles placed out-of-service.
- D. Communications will be notified of the location site and the officers assigned and the proposed duration of the operation.
- E. Inspectors should report to the site properly equipped to perform inspections. Equipment should include the creeper, wheel chocks, and the appropriate uniform.
- F. Inspectors should also have the appropriate forms to properly document their inspections.
 1. The EPPD Commercial Vehicle Inspection report is the primary form used to report the results of the driver, vehicle, and cargo examinations. It is prepared even when no defects are discovered. A copy is given to the driver regardless of whether or not the driver signs the form. The completed forms are distributed as follows:
 - a. The Records and MCSS copy are sent via Departmental mail to the Headquarters Traffic Section.
 - b. The Driver's copy will be given to the driver.
 - c. The Court copy will be stapled to the white copy of any citation(s) issued during the inspection and forwarded to Municipal Court with the citation(s).
 2. The EPPD Commercial Vehicle Inspection Supplement will be used to document additional violations that will not fit on the Commercial Vehicle Inspection (CVI) Report. Distribution will be the same as the CVI report.
 3. Out-of-service stickers will be placed on the lower right corner of the windshield of vehicles. On trailers the stickers will be placed on the left front corner of the unit. Vehicles will only be placed out-of-service for violations that are enumerated in the current CVSA Out-Of-Service Criteria.
 4. El Paso Police Department Traffic Citations will be the charging instrument for the enforcement effort of this program. All existing procedures for the issuance of citations will be followed.
 5. The North American Standard Level 1 and Level 5 are the only inspections that may result in the issuance of a CVSA decal. To qualify for the decal, a vehicle must not have any violations of the items contained in the Critical Vehicle Inspection list, in accordance with the Code of Federal Regulations (Title 49, parts 40, 325, 350 and parts 355 to 399). CVSA decals are to be affixed to a vehicle that passes inspection. The decal will be affixed in the same area as an out-of-service sticker.
 6. The decal criteria apply only to the condition of the vehicle, not the driver. It is possible for a driver to be out-of-service and still have the vehicle(s) qualify for a decal. If each vehicle,

whether used singly or in a combination, passes inspection a current CVSA decal shall be affixed and no other CVSA decals shall be visible.

 El Paso Police Department Special Services Division Operations Manual	Chapter 5
Chapter 5: Vehicle for Hire	Policy Effective: 06/09/2021 Previous Version: 10/24/2006

CHAPTER 5: VEHICLE FOR HIRE

To provide service to the community by ensuring all Vehicle for Hire operations, which do business in the City of El Paso, conduct business legally and as required through Titles 6, 12, and 14 of the City’s Municipal Ordinance. The Vehicle for Hire Unit will also ensure that those that fail to properly register with the City of El Paso as a Vehicle for Hire business will be taken out of service until full compliance is met.

5.1 DEFINITIONS

- A. Vehicle for Hire. Any company that operates in the City of El Paso, which requires a fee for services provided that may involve either the transportation of a person or the rental of a vehicle. This doesn’t include TNC (Transportation Network Companies) which are regulated by the State of Texas.
- B. Chief of Police. In Title 6 of Municipal Ordinance (Transportation for Hire) the code defines this as either the Chief of Police or designee.

5.2 ENFORCEMENT AUTHORITY

The Vehicle for Hire Unit is incorporated with the Headquarters Traffic Section through their lawful duties of enforcement powers. Civilian personnel, Inspectors and their assigned supervisor, have the authority to issue class “C” citations for Vehicle for Hire offenses, per definition as designees for the Chief of Police.

5.3 PROCEDURES

The Vehicle for Hire Unit is the focal point for all Vehicle for Hire companies in the City of El Paso.

- A. Fees, which accompany documents submitted to the Vehicle for Hire Unit through the Citizen Access Portal, must be paid on-line or at the City of El Paso’s One-Stop Shop. Only receipts will be accepted for proof of payment.
- B. The Vehicle for Hire Supervisor and his Inspectors will regularly inspect all aspects and functions of Vehicle for Hire Companies, to include the company fleet, under such circumstances when they are granted the authority given to them by the Municipal Code. They will keep accurate files, which will reflect the companies and their employees. All transportation-for-hire permit applications must be submitted through the Citizen Access Portal. Any licensing or permits will be approved at the Vehicle for Hire Unit Office, archived on Accela, and will be issued at the One-Stop Shop. Whenever possible, the Vehicle for Hire Unit will be available for instruction and

presentations to local companies and any region or section within the El Paso Police Department.

5.4 ENFORCEMENT


The Vehicle for Hire Unit will conduct enforcement efforts at the El Paso International Airport and throughout the City of El Paso. When serious or repeat violations occur, Inspectors at their discretion may issue a class "C" citation. The Vehicle for Hire Unit will protect Vehicle for Hire businesses by enforcing violations for those that do not properly register with the City of El Paso to conduct lawful business.

- A. Any serious violations that involve police enforcement will be reviewed by the Headquarters' Traffic sergeant and then forwarded as necessary to the appropriate section for further investigation. Such violations may involve fictitious insurance or criminal allegations by either the company or their employees.



TACTICAL SUPPORT SERVICES OPERATIONS MANUAL

(Revised 06/06/2010)

 El Paso Police Department Tactical Support Services Operations Manual	Chapter 1
Chapter 1: SWAT	Effective Date: 06/11/2010 Previous Version:

1.0 SWAT

1.1 STATEMENT OF PURPOSE

This Manual provides the guidance and information necessary for the operational support of the SWAT team and its members in terms of Decision Making, Tactics, Assignments, Training, Equipment, and Operational Deployment Philosophy.

- A. The Operational checklists are not meant to be a step by step set of instructions but rather a set of guidelines to assist the Commander and officers in managing a Critical Incident or High Risk Warrant Service. The unique characteristics of a crisis make it impossible to project exact written guidelines as solutions or tactical resolutions. The material in this manual is to be used as guidance and is not meant to limit or inhibit flexibility of thought or action of supervisors and the officers of the El Paso's Police Department.

1.2 MISSION STATEMENT

It is the mission of the El Paso Police Department SWAT Team to provide the citizens of El Paso with the most professional and dedicated service possible during hazardous situations. The Department recognizes that a well-managed response to critical incidents, undertaken by a highly trained and highly skilled Police SWAT Team, has shown to substantially reduce the risk of injury and loss of life to citizens, police officers and suspects.

- A. **MISSION.** The mission of the El Paso Police SWAT Team is to support the El Paso Police Department with a managed tactical response to critical incidents.
- B. **COMMAND RESPONSIBILITIES**
 1. The El Paso Police Department SWAT team utilizes the Incident Command system. A trained lieutenant becomes the Incident Commander and the SWAT Team commander becomes the Tactical Operations Commander. However, in terms of tactical issues, the SWAT Team commander is responsible for deployment, decision making, and tactical resolution of the incident.
 2. The Incident Commander manages the overall incident, which includes: ensuring that patrol personnel needs are being met, assisting with outer perimeter manpower and personnel needs, media liaison and assisting SWAT Team commander with relief and the operational needs of the SWAT officers. The SWAT Team commander manages the tactical portion of the incident.
 3. The Incident Commander establishes a Command Post (CP) in accordance with Incident Command Systems (ICS) policy. The SWAT Team commander operates out of a separate satellite Tactical Operation Command (TOC) post.
 4. The SWAT Team commander will ensure adequate liaison occurs with the CP Crisis Management Team (CMT) and team leaders during the following types of SWAT operations:

- a. Hostage Situations: The holding of any person(s) against their will by a criminal who has the means to injure or kill the victims.
 - b. Barricaded Person Situations: The standoff created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with legal police demands for surrender.
 - c. High-Risk Warrant Service: The service of search or arrest warrants where the warrant service matrix recommends or requires the use of the SWAT Team.
 - d. High-Risk Apprehension: The arrest or apprehension of armed or potentially armed suspects where the likelihood of armed resistance is high.
 - e. Criminal Sniper / Active Shooter Situations: The firing upon of citizens and/or police by an armed suspect, whether stationary or mobile. Where there is on-going killing and / or S.B.I. being inflicted upon any person by one or more subjects or terrorists.
 - f. Personal Protection Situations: The security of special persons, such VIPs, witnesses, or suspects, based on threat or potential threat to the well being of those persons.
 - g. Special Assignments: Any assignment approved by the Chief of Police or the Special Operations Bureau Chief, that reasonably requires special training, weapons, and/or tactics personnel.
 - h. Suicide by Cop / Emotionally Disturbed Suspects: Usually a stand-off / barricade event involving a suspect who presents a threat of injury or death to citizens and / or themselves. When a crime has been committed, such as an armed assault or threat to assault, the crime takes precedence over the emotional or mental factors exhibited by the suspect.
- C. TACTICAL DECISION MAKING
- 1. Priority of Life:
 - a. Recognizing that SWAT operations are hazardous undertakings, and realizing that the successful management and resolution of an incident often involves the need for decisions that may affect the life and safety of all persons involved, the following shall be the method by which priority of life is established:
 - 1) Hostages
 - 2) Citizens/Civilians in the area
 - 3) Police Officers
 - 4) Suspect(s)
 - b. No violation of the suspect's constitutional rights will occur
 - c. The El Paso Police Department's mission is to protect and serve the community. Therefore, where possible, the life safety of suspects will be a serious consideration, however, the life of a suspect will not take precedence over the life of hostages, citizen/civilians, or police officers, regardless of the state of negotiations or any other activity designed to take a suspect into custody.
 - d. In hostage or barricade operations, negotiation will be the main activity to attempt to resolve the situation; but the SWAT Team will also be prepared, throughout the operation, to execute a tactical option if it becomes necessary.
 - 2. Decision Making Process for Commander/Team Leader/Scouts:

Note: Active shooter events will eliminate steps 2 through 4.

 - a. Understand the mission
 - b. Gather all available information, convert to intelligence
 - c. Analyze intelligence, develop courses of action (options)
 - d. Weigh courses of action against Mission Goal

- e. Choose/implement course of action
- f. Conduct a critique
- 3. While engaged in the planning process, the team leaders must constantly weigh their options against whether or not they have the capability to accomplish the operation. This includes whether manpower and equipment needs have been met, and whether or not the required expertise level exists. Individual squad leaders must also weigh their areas of responsibility against the same factors. Requests for assistance and/or support from the El Paso County Sheriff's Department or other appropriate agencies maybe considered.
- 4. It is important that team leaders remember that they can delegate their authority but not their responsibility. When Team leaders keep these factors in mind and use the SWAT Decision Making Process, chances are that they will be able to effectively plan an operation that provides for a viable response to a tactical situation.
- 5. Decision Making Guidelines:
 - a. When to negotiate:
 - 1) Always, unless suspect will not; however, keep trying to establish negotiations.
 - 2) Keep negotiating up to the tactical option. It may be an advantage to negotiate during the tactical option.
 - b. When to initiate a rescue:
 - 1) When loss of life appears to be imminent
 - 2) When, based on law and ethics, the El Paso Police Department must conform to its mission and intervene
 - 3) When you know your team is capable of accomplishing a successful intervention and action must be immediate
 - c. When to expel the suspect:
 - 1) When team is trained and prepared to utilize chemical agents
 - 2) When time conditions are placing an undue hardship on citizens
 - 3) When reasonable efforts to cause the suspect to surrender have been exhausted and the suspect has not surrendered, and the deployed SWAT officers could be at risk of being assaulted. (Suspect by word or act has indicated he/she may assault officers.)
 - d. When to make crisis entry:
 - 1) When other options have failed or conditions have not permitted other options
 - 2) When team is trained and capable of performing
 - 3) To rescue hostages when their safety is at serious risk
 - 4) Consider the value of a search warrant
 - 5) Consider stealth instead of dynamic
 - 6) Consider less lethal options when dealing with threatened suicide
 - 7) When confronted with a suicidal suspect, attempt to avoid initiating confrontation
 - 8) Dynamic entry should be accomplished only when speed, surprise, and distraction can be obtained.

1.3 COMPOSITION AND STRUCTURE

The El Paso Police Department SWAT Team is under the command of the SWAT Commander, who will hold the rank of Lieutenant in Tactical Support Services Division. The Tactical Support Services Division falls under the Training and Special Operations Bureau, which is commanded by an Assistant Chief.

The following describes the composition of the SWAT Team:

- A. The SWAT Team authorized personnel strength is determined by the Chief of Police.
 - 1. The SWAT Team is comprised of (1) SWAT Commander.
 - 2. Sergeants.
 - 3. Assistant Team Leaders.
 - 4. SWAT operators.
 - 5. Marksmen.

NOTE: When staffing or incidents permit, operators may be “dual tasked” as marksman/spotter.

- B. POSITION, DUTIES AND RESPONSIBILITIES.
 - 1. SWAT COMMANDER. Lieutenant.
 - a. Appointed by the Chief of Police.
 - b. Manages the total operations of the Special Operations Division.
 - c. Has direct command responsibility over the SWAT Unit.
 - d. Approves all tactical operations.
 - e. Maintains a working knowledge of the SWAT Team abilities.
 - f. Will have current information on changes and updates in technology that affect the overall tactical function.
 - g. Maintains good working relationships with other commanders to meet department goals.
 - h. Will keep the Training and Special Operations Bureau Assistant Chief informed of all pertinent information concerning the SWAT Unit.
 - i. Ensures that team members are properly trained and equipped for tactical operations. Operational plans, procedures and equipment are reviewed annually and modified as needed.
 - 2. TEAM LEADER. The Team Leader, a sergeant, is responsible for deployment and tactical mission planning of the operation.
 - a. Prepares and briefs the tactical plan on a SWAT call-out
 - b. Coordinates all SWAT Team members operating in a support role based on the tactical plan
 - c. Plans Team training and submits training briefs and schedules to the SWAT Commander for approval
 - d. Ensures that all Team equipment is accounted for and maintained properly by appropriate Team members
 - e. Acts as the Team Commander in the Commander’s absence
 - f. A Team Leader may also be responsible to act as the Operations Sergeant. The Operations Sergeant is responsible for scheduling team training, Proposing training lesson plans, record maintenance, completion of the officer skills checklist, and maintenance of the SWAT Tactics and Considerations file. Some or all of these responsibilities may be delegated to other team members.
 - g. Plans, leads, and participates in tactical operations.
 - h. Plans and schedules all tactical training.
 - i. Documents all tactical training and forwards records to Department Training Coordinator.
 - j. Ensures that all team members receive proper training and evaluates tactical personnel.
 - k. Completes the “After Action” report (AAR) subsequent to all tactical operations.

- l. Ensures that all team members are properly equipped and briefed on assignments during tactical operations.
 - m. Conducts monthly inspections of personnel, equipment, and vehicles to insure serviceability.
 - n. Performs all duties inherent of first line supervisors: use of force reports, injury reports, discipline, etc.
 - o. Remains in good physical condition.
 - p. Maintains weapons proficiency.
3. ASSISTANT TEAM LEADER. Police Officer / Scout - A senior team member position. Assists in the actual entry of his/her entry team during the operation.
- a. Assists the Team Leader in the tactical planning process and scouts the location
 - b. Ensures containment is complete when team is assigned as containment/emergency action on scene
 - c. Locates and arranges preparation of rehearsal area when assigned as deliberate action team
 - d. Ensures that entry team members are properly equipped for the specific mission
 - e. Ensures that all team equipment is properly cared for and accounted for by holding regular inspections
 - f. May act as the Team Leader in the Team Leader's absence
 - g. Assists in conception and planning of tactical training.
 - h. Will participate and lead in tactical operations and scheduled training.
 - i. Maintains current knowledge of laws and ordinances.
 - j. Maintains physical requirements and weapons proficiency.
 - k. Assists in the evaluation of SWAT Operators.
 - l. Assist in conducting monthly inspections of personnel, equipment, and vehicles.
4. SWAT MARKSMEN. Police Officer trained as Marksmen/Observers. All members of this team are equally capable of long and short range target interdiction.
- a. Engages selected targets when authorized to do so by law, policy, or by the Team Commander or a Team Leader. Provides cover and protection for other team members.
 - b. Deploys his/her team in accordance with mission directives
 - c. Provides timely information about on-scene activity
 - d. Assists in scouting assignments as necessary
 - e. Participates in tactical operations.
 - f. Participates in all scheduled tactical training.
 - g. Maintains current knowledge of laws and ordinances.
 - h. Maintains good working relationships with other Team members.
 - i. Maintains physical requirements and weapons proficiency.
 - j. Will always maintain a high level of professionalism.
5. SWAT Team Officer.
- a. Follow directions
 - b. Team player
 - c. Maintain excellent physical condition
 - d. Participate in required training courses
 - e. Maintain a good working relationship with fellow team members
 - f. Be diligent in the performance of SWAT Team duties and in overall performance as a law enforcement officer.

- g. Maintain all weapons and equipment certifications.
 - h. Maintain all weapons and equipment qualifications.
 - i. Immediately notify a supervisor when unable to perform SWAT duties.
6. Primary Negotiator.
 - a. Obtain a briefing from the SWAT Team Commander or his designee
 - b. Select a safe location for establishment of negotiations, to be approved by negotiations supervisor and the SWAT Team Commander
 - c. Prepare the communications equipment for operation
 - d. Contact with the suspect
 - e. Begin the rapport building and intelligence gathering process with the suspect
 - f. Assist any patrol officer or detective who may have initiated conversations and developed rapport
 - g. Tape record the proceedings when possible
 - h. Clear all concessions or decisions affecting the tactical operations or negotiations strategy through the Negotiations Supervisor and the SWAT Team Commander
 - i. Keep the Negotiations Supervisor advised of any significant developments
 7. Secondary Negotiator.
 - a. Obtain a briefing from the one scene SWAT Team Commander or his designee
 - b. Assist the primary negotiator with his assigned duties
 - c. Maintain a log of significant events
 - d. Maintain notes of developments and profiles of suspect(s) and/or hostages
 - e. Monitor the primary negotiator to assure goals are not compromised
 - f. Assist in drafting responses to suspect demands and give new ideas to the primary negotiator
 - g. Keep the supervisor briefed on status of the negotiations
 8. Negotiations Supervisor:
 - a. Assure the necessary personnel respond
 - b. Assure the necessary equipment is transported to the scene
 - c. Obtain a briefing and select a site for negotiations free from unnecessary distractions with approval of the SWAT Team Commander
 - d. Keep the SWAT Commander and I.C. notified of significant developments and periodic updates
 - e. Monitor performance and effectiveness of negotiations
 - f. Assure all witnesses/released hostages are debriefed

1.4 COMMAND AND CONTROL STRUCTURE

The SWAT Commander, who holds the rank of Lieutenant, commands the El Paso Police Department SWAT Team. When the SWAT Team is activated for an operation, the SWAT Commander (or Acting SWAT Commander) will be the Tactical Operation Commander. The Tactical Operation Commander is responsible for deployment of the SWAT Team, tactical decision-making and tactical resolution of the incident. Unless the Tactical Operation Commander relinquishes his control to another person outside the SWAT Team, no other person, who is not in a leadership position within the SWAT Team, will attempt to direct, supervise, or control any element or member of the SWAT Team.

1.5 TEAM RULES /GUIDELINES/COMMUNICATION (AMENDED 2-15-12)

A. Guidelines:

1. Training Sessions: Training is mandatory. Team members may be excused from training. The SWAT Commander may approve absence. Missed training may result in removal from the team.
2. Incidents: Team members are expected to respond to all incidents unless on vacation, out of the city, family crisis, health issues or alcohol consumption. Should a team member be planning an event that makes him/her unavailable, the team member shall notify the SWAT Commander as soon as possible. Team member will also need to advise communications to put him/her on unavailable status. Excessive unavailability may result in removal from the team.
3. Participation: Team members are expected to participate in the betterment of the team and its quality by participating in projects that assist with improving equipment, training or other factors of the team.
4. Duties and Functions: Each team member is assigned specialized weapons and duties that are necessary elements of the team functions. It is each team member's duty to maintain proficiency with his/her assignment and carry out the obligations as assigned. Team members are responsible for care and maintenance of all equipment they are issued.
 - a. Accidental Discharge of a Firearm - Any SWAT officer who is the involved employee of an accidental discharge of a firearm, either duty weapon or personal weapon, will immediately be placed on in-active status with the SWAT Team, pending the results of the administrative Investigation of such event. If the administrative investigation concludes that the discharge is outside policy, the SWAT officer will be subject to departmental discipline as prescribed by the Chief of Police. In addition to the departmental discipline for an accidental discharge, the officer may be removed from the SWAT Team based on the totality of the circumstance and the investigation.
5. Fitness: Each team member is expected to pass the Bi-Annual fitness test. When a particular fitness test is failed, the team member has thirty days to retest and pass the test. A written physician's explanation is necessary to excuse any testing. Continued failures may result in removal from the team.
6. Firearms: All firearm qualifications must be passed with a score of 90% or above. All precision rifle scores must be 95% or above.

B. Communication:

1. Events: It is the team member's duty to notify his/her supervisor of upcoming events such as practices or planned team usage as soon as possible to allow for shift coverage.
2. Incident: In most situations, a debriefing is held immediately following an incident. The purpose of these is to better the team, so member's participation is important. The debriefings are without rank so that any member can voice a concern that is for the improvement of the team. If an officer-involved shooting occurs, the O.I.S. investigation shall be the debriefing.
3. Off-Duty Involvement: Any off-duty involvement in incidents that bring unfavorable attention to the department and/or the SWAT Team may result in the member's dismissal from the team. Examples could be, but are not limited to, incidents of driving while under the influence, failure to cooperate with another police agency during an investigation or field situation, or spousal problems. The Department will evaluate such incidents and the decision of the Chief of Police is final.

1.6 ACTIVATION PROCESS

Once activated, assignment to the El Paso Police SWAT Team will take precedence over all other assignments within the Department. SWAT Team members become subordinate to the SWAT Commander or his designee until such time as the critical incident is over and the SWAT Team is no longer needed.

- A. Officers have the authority to request the activation of the SWAT Team for any critical incident within jurisdictional boundaries (Procedures Manual 3-504). The activation will commence when the responsible officer contacts Communications. Communications is responsible for activating the SWAT page bridge, and furnishing SWAT team members with the pertinent information regarding the incident.
- B. Once SWAT Team Members receive notification of the call for activation, they must in turn contact dispatch on the radio, acknowledging that they have in fact received the notification. At the point the Team Member is enroute to the designated location it is incumbent that he/she notifies dispatch.
- C. The Dispatch Supervisor will document Team Members receipt of the notification on a "Special Operations Call Out Check List" sheet. Once the incident is concluded, this sheet will be forwarded to the Team Leader, and he/she will include this information in the Operation Report.
- D. The El Paso Police SWAT Team is available, with the approval of the Chief of Police, for any requests by other law enforcement agencies. When the request for the SWAT Team is received, it shall be immediately forwarded to the Chief of Police or the next person in the chain-of-command, if the Chief is unavailable. The Chief or his designee will determine if in fact the situation warrants the activation of the Team. If the situation warrants the activation of the team, the Chief will notify the SWAT Commander. The SWAT Commander will follow the above guidelines for notification.
- E. Any Division or Bureau within the El Paso Police Department may request the assistance of the SWAT Team in planning or conducting appropriate operations. The Division Commander or his representative will contact the SWAT Commander. In regards to Warrant Service, there are certain criteria that must be present before the SWAT Team can be utilized. Any one of the following must exist:
 1. A Potential for armed suspects.
 2. Potential for violence.
 3. Fortified locations.
 4. Investigation involving suspects with violent criminal history.
 5. When the situation is beyond the normal capability of the requesting unit.
 6. At the direction of the Chief of Police.

1.7 CALL OUT PROCEDURES ON-SCENE ARRIVAL OF SWAT PERSONNEL

In response to a call-out, recognizing that a speedy response is required and that less trained and equipped uniform officers are currently managing the scene, the following shall be the response procedure for the El Paso SWAT Team:

- A. Start Movement: The first SWAT Team member that arrives at the scene establishes the location for the TOC. The Team should go to the staging area where the Team members should be assembling by this time. The SWAT Commander should go to the senior patrol person and begin communicating with patrol to gain information regarding the situation.

- B. Conduct Leader's Reconnaissance: As quickly as possible the team Leader and assistant team leader/scout (ATL) begin a reconnaissance of the location. From this recon, necessary details are gained which allow for in-depth planning and completion of a resolution strategy. During the recon, the precision riflemen provide cover for the movement. The Emergency Team and the Reaction/Action Team are designated, if necessary.
- C. Complete the Plan: The Team Leader provides the strategy to the SWAT Commander, who then documents the tactical plan and begins operations to support the strategy. Coordination with any other support personnel takes place at this time. The SWAT Commander will approve the plan and inform the Incident Commander on the approved plan. In general, the plan will have tactical resolution that includes and covers the approach, breach, clearing, control (suspect/victims/hostages), stand down, and contingency plans.
- D. Brief the Plan: The plan, including the resolution strategy, is briefed to all members participating in the operation. This can be done by either briefing all Team members and support personnel at one time, or briefing subordinate leaders and having them brief their personnel. Personnel who have not received the briefing will not participate.
- E. Supervise and Refine: During this phase, the plan is measured against all changes to the tactical situation on an ongoing basis. Rehearsals and inspections occur and mission readiness is maintained.
- F. Emergency Action may be required that eliminates steps one through eight in whole or in part. For example, a massive shooting incident involving the necessity of immediate interdiction by one or more officers could make it impossible to adhere to a set format of response.

1.8 SELECTION PROCESS

The El Paso Police SWAT Team selections are made as vacancies become available and by approval of the SWAT Commander. The SWAT Try-Outs notification is distributed department-wide via Department email by Planning and Research listing the following basic requirements. This is subject to change at the discretion of the Chief of Police:

- A. Applicant testing will be task oriented to the mission of tactical operations. The SWAT Commander and / or Team Leader will determine all physical and Shooting requirements, as validated through the use of statistical data, team history, and any other factor that can be evaluated.
- B. Assignment to the El Paso Police SWAT Team is voluntary and open to all officers that meet and comply with the following criteria and requirements.
- C. Prior to entering the selection process, an El Paso Police Officer must meet the following basic requirements:
 1. Five (5) years Sworn Police experience with El Paso Police Department or a Lateral Officers with 2 years of experience with the El Paso Police Department and 3 years of previous law enforcement experience with another law enforcement department.
 2. Received an overall minimum of "Exceeds" rating on the last two scheduled annual performance evaluations.
 3. Complete a Transfer Request Form.
 4. Applicant's immediate supervisor must recommend the applicant for the position.
 5. Applicant must be able to successfully pass a physical assessment.
 6. Applicant must be able to successfully pass the Departmental qualification course with his / her handgun, rifle and shotgun. The applicant will then be exposed to several tactical

ooting courses. The applicants will then be placed on a ranking list, according to their proficiency.

7. Applicant must meet physical requirements.
- D. Once an applicant has successfully completed the aforementioned requirements he/she will be invited to an Oral Review Board. The Oral Review Board will consist of the SWAT Commander, Team Leader(s), and Assistant Team Leader(s). If the applicant successfully passes the Oral Review Board, the applicant's scores will be averaged out, in accordance with their ranking from each phase of testing process. Their scores, along with teamwork and leadership abilities will determine the final ranking list.

1.9 TRAINING STANDARDS

The training for the El Paso Police Department SWAT Team will center on the mission statement as contained in policy. The team leadership will create a skills list that will delineate the individual group and team level skills required for the team to successfully conduct operations. Those skills will create the basis for the training of the El Paso Police Department SWAT Team.

- A. The Team Commander, assisted by the Team Supervision, will be responsible for keeping the training content current and in keeping with the standards and practices of the team. A certification list will be created and each team member will be “certified” by the Team Commander.
- B. Training will also include certification of team members to utilize specific items of SWAT equipment in the performance of their duties. Only those SWAT officers certified to use specific items of equipment will be allowed to utilize them during operations.
- C. All training will be documented and training records will be kept in team files for a period of ten years.
- D. Failure to maintain certification may lead to removal from the team as per procedures set forth in the Tactical Support Services Manual.
- E. The El Paso Police SWAT Team operators will conduct training a minimum as directed by the Chief of Police. The SWAT Team will train on appropriate subjects related to the mission of the SWAT Team.
- F. All training will be documented and the Academy will maintain training records. All training will be performance oriented and SWAT Team task specific. Individual team members will be re-certified quarterly on firearms skills. Failure to re-certify, at either level, will result in an immediate focus on remedial training of basic skills. Continued failure to re-certify, after appropriate remedial training, will be dealt with as a failure to meet minimum standards requiring removal of the Operator from the Team. Deadly force policy and legal issues will be a regular part of firearms training.
- G. Once accepted and assigned to the El Paso Police SWAT Team, all operational team members must maintain acceptable standards of performance as delineated in the “Justification for Tactical Physical Assessment” which details current minimum physical standards. Failure to meet the minimum acceptable standards will result in the Operator being placed on probation. All operational team members will be required to pass a physical assessment biannually.
- H. If an Operator fails to pass the physical assessment; he will be placed on probation for a period sixty days (60). On or before sixth day after the original assessment date, the Operator must pass the physical assessment. On or before the sixtieth day of this probation period the Operator must be able to pass the physical assessment. If on this date the Operator cannot successfully complete the assessment he will be removed from the SWAT Team.

- I. If at the time of the physical assessment an Operator is injured or on light duty he will be exempted from the assessment, until he has been released from medical care and rehabilitated from his injury. If the Operator misses two physical assessment cycles (One-year period) due to the injury he may be removed from the Team.
- J. All Tactical Team members will complete required training and readiness exercises.
- K. A SWAT Operator may voluntarily withdraw from the Team at any time for any reason. A SWAT Operator may be removed from the Team without cause when deemed necessary for the good of the team by a consensus of the leadership element of the Team and when approved by the Chief of Police.

**El Paso POLICE DEPARTMENT
S.W.A.T.
Qualifications/Skills Performance Record**

Team Member: _____

	QUALIFICATIONS/SKILLS	DATE	INSTRUCTOR	PASS	FAIL
1	Policies and Procedures/Rules of Conduct				
2	Team Organization Responsibilities				
3	Vehicle Operation/Maintenance				
	SWAT Van/SWAT Suburban				
	Victim/Officer Vehicle Rescue				
4	SWAT Uniforms/Equipment				
5	Response to Calls - Availability/Procedure				
6	Firearms Qualification - Handgun				
	Firearms Qualification - Assault Rifle				
	Firearms Qualification - Shotgun				
	Firearms Qualification - Submachine Gun				
	Firearms Qualification - 37 mm Gas Gun				
	Less Lethal Qualification				
7	Diversionsary Devices - Written/Practical				
8	Chemical Agents/Gas Mask				
9	Warrant Service Planning				
10	Perimeter/Containment				
11	Cover/Concealment/Team Movement				
12	Officer/Victim Rescue/Field Emergency Medical				
13	Tactical Ops Operating Concepts				
14	Hostage Negotiation - Basic Crisis Negotiation				
15	Barricaded Gunman Operations				
16	High-Risk Building Entries				
17	High Risk Warrant Service				
18	Vehicle Assaults				
19	Forcible Entry Tools/Breaching				
20	Precision Rifle Qualifications				
21	Scouting				
22	Hostage Rescue				
23	Open Area/Field/Team Movement				
24	Arrest Control/Defensive Tactics				
25	Current Case Law				

Qualifications/Skills Conditions and Standards

Qualification/Skill: Policies & Procedures/Rules of Conduct

Conditions: The operator will have a working knowledge of the policies and procedures/rules of conduct.

Standards: The operator will demonstrate a working knowledge of the policies and procedures/rules of conduct by their behavior and conduct. A written test may also be given during the year to include this skill area.

Qualifications/Skill: Team Organization Responsibilities

Conditions: The operator will have a working knowledge and understanding of the team organization, individual and team responsibilities.

Standards: The operator will demonstrate a working knowledge of the team organization and individual responsibilities by performing during operations, practice and other officer duties.

Qualifications/Skills: Vehicle Operation/Maintenance

SWAT Van
SWAT Suburban
Victim-Officer Rescue Vehicle, ex: Bear Cat

Conditions: The operator will have an understanding of SWAT vehicles' operation and maintenance.

Standards: The operator will demonstrate the understanding of vehicle operation and maintenance by successfully using the SWAT van and Suburban during practice and call-outs. The operator will also be familiar with its contents and equipment.

The operator will have an understanding of the techniques and tactics applied during a victim-officer rescue using police vehicles.

Qualification/Skill: SWAT Uniforms/Equipment

Conditions: The operator will have an understanding of SWAT uniforms and equipment.

Standards: The operator will demonstrate an understanding of SWAT uniforms and the purpose and use of SWAT equipment. This skill will be demonstrated during operations and training.

Qualification/Skill: Response to Calls - Availability Procedure

Conditions: The operator will have an understanding of the team rules with regard to calls and availability.

Standards: The operator will demonstrate the understanding of response to calls and procedures by conduct and performance during the year.

Qualification/Skill: Firearms Qualification
Handgun
Assault Rifle
Shotgun
Submachine Gun
37/40mm Gas Gun
Less Lethal Qualification

Conditions: The operator will engage selected targets and properly operate all assigned weapons related to their assignment.

Standards: The operator will utilize appropriate firing methods and the operator will properly and safely clear any malfunction, disassemble, clean, function check and reload each weapon. The operator will demonstrate skills during appropriate range qualifications, training and maintenance.

Qualification/Skill: Diversionary Devices - Written & Practical

Conditions: The operator will demonstrate an understanding of the use and deployment of diversionary devices, as well as the proper placement of the device.

Standards: The operator will demonstrate an understanding that diversionary devices prevent shootings and create lag time. This skill will be demonstrated during practices and operations during the year. It may also include a written and practical test.

Qualification/Skill: Chemical Agents/Gas Mask

Conditions: The operator will demonstrate a working knowledge of the use and deployment of chemical agents and their assigned gas mask.

Standards: The operator will demonstrate an understanding through practical applications, training, and both verbal and written applications, training, and both verbal and written testing. The operator will deliver a proper

amount and type of gas based on the tactical plan.

Qualification/Skill: Warrant Service Planning

Conditions: The operator will have an understanding of warrant service planning and operation.

Standards: The operator will demonstrate an understanding of warrant service planning by completing a scouting mission, a briefing sheet and participating in search/arrest warrant execution. This skill will be tested both in training and in practical deployment.

Qualification/Skill: Perimeter/Containment

Conditions: The operator will have an understanding of appropriate and effective perimeter and containment.

Standards: The operator will demonstrate an understanding of proper and appropriate perimeter and containment positions by their deployment during training and actual missions.

Qualification/Skill: Cover/Concealment/Team Movement

Conditions: The operator will have an understanding of cover, concealment and team movement during tactical operations.

Standards: The operator will demonstrate an understanding of cover and concealment through practical applications. The operator will also demonstrate an understanding of team movement, tactics, and techniques by performing these skills during training scenarios and actual deployments.

Qualification/Skill: Officer/Victim Rescue

Field Medical Assessment

Conditions: The operator will have an understanding of the importance of officer/victim rescue.

Standards: The operator will demonstrate the ability to perform officer/victim rescue during live-fire exercises and practices on the range.

Qualification/Skill: Tactical Ops Coordinator - Operating Concept

Conditions: The operator will have a basic understanding of the role of the Tactical Operations Coordinator.

Standards: The operator will demonstrate an understanding of the incident management system and be capable of giving basic deployment orders to assisting officers.

Qualification/Skill: Hostage Negotiation - Basic Crisis Negotiation

Conditions: The operator will have an understanding of basic hostage negotiation techniques

and tactics.

Standards: The operator will demonstrate an understanding of basic hostage negotiation techniques and tactics by performing these skills during practical exercises and actual missions.

Qualification/Skill: Barricaded Gunman/Marksman Operations

Conditions: The operator will have a basic understanding of barricade/marksman operations and tactics.

Standards: The operator will demonstrate with the team proper techniques and tactics used on a given location to attempt to safely apprehend the suspect(s). The operator will have a basic understanding as to how to stabilize a situation and deploy an emergency team.

Qualifications/Skills: High-Risk Building Entries

Conditions: The operator will have an understanding of techniques and tactics used during high-risk building entries, and high rise entries and movement.

Standards: The operator will be able to demonstrate and perform high-risk building entries using appropriate tactics. The operator will also have an understanding of the importance of speed, diversion, surprise, accuracy and shock action. The operator will be able to perform breach and delay tactics, stealth entry tactics, and entry arrest techniques. High rise entry and elevator shaft operations are included.

Qualification/Skill: Hand & Arm Signals

Conditions: The operator will have an understanding of basic hand and arm signals used during team and individual movements.

Standard: The operator will demonstrate appropriate hand and arm signals during practices and actual missions.

Qualification/Skill: Vehicle Assaults

Conditions: The operator will have an understanding of appropriate tactics and techniques to be used during vehicle assaults.

Standards: The operator will demonstrate appropriate vehicle assault techniques during practices, scenarios and actual missions. The operator will understand the importance of shot placement, fields of fire and proper positioning.

Qualification/Skill: Forcible Entry Tools/Breaching/ Explosive Breaching

Conditions: The operator will have an understanding of forcible entry tools, breaching tactics

and techniques.

Standards: The operator will demonstrate and select the appropriate breaching tool to effectively breach the entry point.

Qualification/Skill: Precision Rifle Officer Qualifications

Conditions: The operator will have an understanding of the role of Precision Rifle Officers and accurately engage targets during qualifications.

Standards: The operator will demonstrate proper weapons handling, cleaning, maintenance and shooting techniques during range qualifications and training.

Qualification/Skill: Scouting

Conditions: The operator will have an understanding of basic scouting techniques and tactics.

Standards: The operator will demonstrate scouting target locations by completing and preparing information on a target. The operator will demonstrate this skill during practices and actual missions.

Qualification/Skill: Hostage Rescue

Conditions: The operator will have an understanding of the techniques and tactics used during hostage rescue.

Standards: The operator will demonstrate an understanding of the safety priorities, importance of mission and purpose of the tactics used. The operator will demonstrate skills in the areas of speed, diversion, surprise and accuracy.

Qualification/Skill: Open Area/Field/Team Movements

Conditions: The operator will have an understanding of team movements used to conduct searches.

Standards: The operator will demonstrate open area team movements by conducting a search using a search pattern, each element covering the other element's movements. The operator will demonstrate these skills during practices and actual missions.

Qualification/Skill: Arrest Control/Defensive Tactics

Conditions: The operator will perform appropriate arrest control techniques and have an understanding of the importance of defensive tactics.

Standards: The operator will demonstrate proper arrest control techniques given the tactical situation and the amount of resistance encountered. The operator will subdue and take physical custody of the suspect utilizing proper arrest control techniques. The operator will have knowledge of advanced techniques, rapid take-downs, two-officer and three-officer tactics.

Qualification/Skill: Tactical Neutralization Team/Immediate Action

Conditions: The operator will have an understanding of the tactics and techniques used to overwhelm suspects immediately.

Standards: The operator will demonstrate and perform immediate action drills that effectively stop a suspect's actions. The operator will understand that action is necessary to save lives.

1.10 CODE OF CONDUCT

SWAT Team members will conduct themselves in a professional manner both on and off duty. Any behavior that discredits the department, team or the member himself and diminishes the effectiveness of either, are grounds for removal.

- A. Service with the El Paso Police SWAT Team is a privilege. Accordingly, issues concerning conduct will be decided on behalf of the Team, as well as the impact such conduct has on the following Team priorities:
1. Unquestioned integrity.
 2. Discipline.
 3. Professionalism.
 4. Tactical readiness.
 5. Physical condition.

1.11 EQUIPMENT STANDARDS

SWAT Team members will utilize appropriate utility type uniforms of an approved color/pattern. Uniforms will utilize clearly visible and identifiable police insignia that identifies the wearer of the uniform as a law enforcement officer. SWAT Operators are responsible for the care and maintenance of their issued equipment. Failure to appropriately care for or maintain the equipment in full mission readiness will be grounds for removal from the Team. The El Paso Police SWAT Team will supply their team members with at least the following safety equipment:

- A. Ballistic Helmet.
- B. Safety goggles.
- C. Tactical kneepads and elbow pads.
- D. Tactical Vests with Level 3 Ballistic Capabilities
- E. Portable Radio.
- F. Special weapons as authorized.
- G. Appropriate amount of ammunition for weapons training and qualification.
- H. Nomex tactical hood and gloves.

1.12 SPECIAL EQUIPMENT

Recognizing that the missions of the El Paso Police SWAT Team are performed in a hazardous environment and recognizing that the safety of innocent citizens, officers, and suspects is often jeopardized by the hazardous conditions. It shall be the intent of the El Paso Police SWAT Team to utilize special equipment to mitigate risk during the performance of a tactical operation. The SWAT Team Leader will ensure that only those Team members properly trained in the uses of the special equipment will utilize the equipment. The SWAT Team Leader will be responsible for establishing the certification standards and criteria for the team. The El Paso Police Department's SWAT Team recognizes that the use of the special equipment in no way implies or guarantees that injury will not occur during a SWAT operation.

- A. PRIMARY ENTRY WEAPONS. Entry shotguns, fully automatic weapons, submachine guns, or another short-barreled weapon, which enables the team member to acquire rapid target acquisition, enhances high levels of accuracy, and provides reliability, maneuverability, stopping power, and sustained fire capability. SWAT Team Leaders may issue these weapons to individual operators. Operators will be responsible for the maintenance of these weapons. Tactical operators will be allowed to carry said weapons during the course of their primary duties. This weapon, as well as all entry weapons, shall be light mounted.
- B. MARKSMAN RIFLES - Commonly referred to as counter-sniper rifles, these weapons allow the team member to place highly accurate rounds where needed and when necessary, to help resolve live-threatening incidents. To be used in accordance with the Department Use of Force Policy.
- C. LESS LETHAL WEAPONS OR AMMUNITION. Weapons or ammunition, which propel a round or device that is not normally lethal in nature. Designed to offer an alternative to the use of deadly force when appropriate. To be used in accordance with the Department Use of Force Policy.
- D. NOISE/FLASH DIVERSIONARY DEVICES. Designed to save lives and reduce the potential for shooting situations by providing a diversion for the entry of SWAT Team members into a hazardous area. Utilizes a bright flash of light followed immediately by a loud noise.
- E. BREACHING TOOLS AND AMMUNITION. Items such as rams, pry bars, hydraulic or electronic machines, special frangible shotgun rounds, etc. which are designed to force entry into barricaded or secured areas.
- F. EXPLOSIVES. Tactical explosives used to force entry into barricaded or secured areas or to create an entry point for tactical teams where appropriate speed and surprise can only be accomplished through the use of the explosive. Also used to create large exterior distractions.

1.13 MISSION PLANNING

The El Paso Police SWAT Team will utilize Incident Command System standards, a written planning process for all operations that are proactive or anticipatory in nature, such as warrant service. All operation plans will be stored and maintained according to the Local Retention Schedule. The SWAT Team Leader will prepare a log of events to be recorded on all tactical operations, and will record all planning or decision-making documents. These documents will be stored and maintained in a file according to the Local Retention Schedule. The written process will include a format that will document how the operation is to be:

- A. Conducted.
- B. Commanded.
- C. Controlled.

- D. Communicated.
- E. Support Required.

1.14 DOCUMENTATION OF ACTIVATION

The El Paso Police SWAT Team Leader will create a Special Operations report detailing the activation and use of the team. This report will detail the operation and pertinent information required for follow-up by investigators, prosecutors, etc.

1.15 AFTER ACTION CRITIQUE

At the completion of all operations and significant training events the Team Leader will conduct an after action review. It will be completed within 2 working days and forward through the chain of command to the Bureau Commander. The review will create a forum for team members to offer information for the improvement of the Team. The after action review will be formatted to develop the following information:

NOTE: After Action Critiques can also serve as documentation of activation and mission planning.

- A. Positive factors.
- B. Negative factors.
- C. Solutions for the negative factors.

1.16 PERIODIC POLICY REVIEW

The El Paso Police SWAT Team leadership will review and update this policy annually. The SWAT Commander will review and approve the updated policy.

1.17 HIGH RISK WARRANT

- A. PURPOSE. It is the purpose of this policy to provide general guidelines for handling high risk warrant service.
- B. POLICY. When serving search or arrest warrants El Paso Police Officers should always exercise due caution. The circumstances enumerated below are representative of those warranting a request for the SWAT Team's assistance. There are undoubtedly others that may exist, and Department personnel should not hesitate to contact a SWAT supervisor for advice relative to said assistance. When one or more of the following circumstance exist, officers are warranted in requesting assistance from the SWAT Team:
 1. When there is no possibility of arresting the suspect(s) outside of the target premises. When the suspect and not the structure is the precipitating factor for the high risk warrant service, the location of the subject(s) inside the structure or outside of the structure, require SWAT assistance.
 2. When the warrant service is beyond the normal capabilities of the particular unit requesting assistance.
 3. When information has been developed that the location will be heavily barricaded against entry.

4. When information has been developed that the suspect(s) have a history of assaults or violence.
 5. When information has been developed that there are weapons present at the target location.
 6. When information has been developed that suspect(s) are particularly violent.
 7. When information has been developed that suspect(s) are members of a "Criminal Street Gang" or militant group.
- C. PLANNING. The Planning phase can be broken into three sections: Intelligence Briefing, Recon, Risk Management and Operational Plan
1. INTELLIGENCE BRIEFING. The Lead Investigator who is requesting the warrant service should brief the SWAT Team Leader or Assistant Team Leader. During that briefing all pertinent information should be relayed to the Team Leader or Assistant Team Leader. That pertinent information should include, but is not limited to:
 - a. What type of warrant: Arrest, Search, or both.
 - b. Address of the target location, including the physical description of said location. For example, single story family residence, apartment building, etc.
 - c. Description of the suspect(s), including physical characteristics, clothing, oddities, scars, tattoos, criminal background, gang affiliation, and propensity towards violence when confronted with arrest.
 - d. Nearest medical facility.
 2. RECON. Once the Team Leader or Assistant Team Leader has been briefed and the decision has been made that the request does warrant a tactical response the next step in the planning phase is the RECON. The Team Leader or Assistant Team Leader should attempt to always include the "Point" and Driver on the RECON of the target location. The "target" location is that location which has been specifically described in an arrest/search warrant, or a location where the police have been called to in an attempt to resolve a critical incident.

During the RECON the TEAM LEADER or ASSISTANT TEAM LEADER should attempt to obtain the following intelligence:

- a. Fences/Walls.
 - b. Cover/Concealment: What type of cover exists around the location?
 - c. Animals.
 - d. Neighbors: Are they friend or foe?
 - e. Route to target location.
 - f. Drop off point.
 - g. Doors: Which direction do they open? What type of lock?
 - h. Windows: How big are they? Are they open?
 - i. Fortification: Are there decorative bars?
 - j. The Team Leader or Assistant Team Leader will use this information to decide what time of day the operation will be carried out. For safety reasons the Team Leader/Assistant Team Leader will have sole control of when the operation will take place.
3. RISK MANAGEMENT FOR HIGH-RISK WARRANTS
 - a. Target/Subject analysis: This analysis should center around the threat level of the suspect, the suspect's capabilities and the type and nature of the structure and surroundings.

- b. Operations security: In dealing with multi-agency task forces or other members of another agency, commanders need to be aware of operational leaks because advance warning of the raid could lead to destruction of evidence or a prepared suspect.
- c. Public exposure: While planning high-risk warrant service, assuring the safety of citizens and innocent persons always needs to be high priority.
- d. Public perception: Officers must use reasonable and appropriate means to secure the premises. The warrant service plan should include the selection of tools, distraction devices, breaching methods and the number of personnel that would be reasonable and appropriate.
- e. Key personnel: The Team Leaders should analyze and evaluate the skills and competency of those individuals requesting the warrant service and personnel profile their own officers for this type of operation.
- f. Personnel/Equipment to carry out the task: The SWAT Team Leader should evaluate the training, personnel and equipment of the team and determine if the selected techniques can be implemented with a high probability for success.
- g. Intelligence analysis: The SWAT Team Leader should examine the quality of intelligence being used to make plans for the operation.
- h. Tactical options for high-risk/pre-planned events:
 - 1) Dynamic Entry Pros:
 - a) Event contained at single location
 - b) Lack of mobility for suspect
 - c) If surprise achieved, subject(s) rapidly secured
 - d) Best option for protection of destructible evidence or rescue of hostage(s)
 - e) Prevents involvement of innocent civilians
 - 2) Dynamic Entry Cons:
 - a) Difficult to move to contingency
 - b) Higher level of danger to SWAT Team members
 - c) High propensity for property damage
 - d) Loss of distance
 - e) Loss of cover
 - 3) Surround and Call Out or Breach and Hold Pros:
 - a) Safer for SWAT Team members as it allows for better use of cover
 - b) Allows the Team to determine suspect(s)' intentions prior to being confronted
 - c) Best containment of site
 - d) Allows for controlled evacuation of area
 - e) Best application of supporting weapons, and rapid application of pre-planned contingencies
 - f) Lack of mobility of suspect(s)
 - 4) Surround and Call Out or Breach and Hold Cons:
 - a) High probability of evidence destruction
 - b) Allows suspect time to prepare to defend
 - c) Gives suspect initiative, team becomes reactive
 - d) May be subject to changing conditions such as traffic congestion, schools letting out and high media activity
 - 5) Take-down away Pros

- a) Takes support group away from suspect
 - b) Limits numbers of suspects to be dealt with
 - c) Generally limits amount of weapons and ammunition immediately available to suspect at time of confrontation
 - d) If applied properly is a rapid capture of key suspect(s).
- 6) Take-down away Cons:
- a) High mobility often causes extreme risk to innocent civilians
 - b) May create greater incident (hostage situation) if take-down is not accomplished
 - c) Requires extensive planning, training, and rehearsals
 - d) Counter-surveillance may notify suspect(s) of impending operation
 - e) May result in loss of evidence, such as items thrown of fleeing vehicle
4. OPERATIONAL PLAN: An operational plan is a set of assignments to be carried out by each Operator during the course of the warrant service. All officers must know the mission and their job assignment. Officers must maintain command, control, and operational security. Assignments are suggested courses of action to be taken at the time of the warrant by each Operator. Due to the fact that specific intelligence may not be known prior to the operation, each assignment could change during the course of the operation. In these cases it is imperative that each Operator relies on his prior tactical training and experience.
- a. When warrants are characterized as overly complex and there is specific intelligence about the target location it may be prudent for the entry team to rehearse the operation.
 - b. Once the tactical operational plan has been completed the Team Leader or Assistant Team Leader will administer a briefing. Present at this briefing should be all members involved in the operation. This should include the following: The entire Entry Team, members of the requesting unit, and any other person directly involved in the operation. The briefing should be made up of two distinctive parts. The first should be an intelligence briefing, which should be administered by the lead investigator. The lead investigator will give information about the investigation. The Team Leader or Assistant Team Leader will conduct the secondary portion of the briefing. This part of the briefing will detail all tactical aspects of the operation.
 - c. When the target location is within the City limits of El Paso, Texas, the Team Leader/Assistant Team Leader will request that dispatch personnel monitor and record all radio traffic heard on the designated radio channel. When the target location is outside of the City limits the team will communicate with each other on a designated "talk-around" channel.
5. High Risk Warrant Service - Commander's Guidelines:
- a. Identify the mission statement for the warrant service. Read the warrant.
 - b. Ensure proper training and the preparedness of officers. Officers have proper equipment.
 - c. Tactical scouting/recon of location.
 - d. Supervise a detailed plan.
 - e. Supervise a detailed briefing (Record briefing).
 - f. Supervise a detailed rehearsal (Record rehearsal).
- D. DEPLOYMENT. The Team will start their approach to the target location from the "Drop Off" point. The "Drop Off" is a position of safety that has been predetermined by the Team

Leader/Assistant Team Leader during the scouting process. The Team should approach the target location in a surreptitious manner.

1. Once at the designated entry point and prior to entering the location (unless the requesting unit has obtained a “no knock” warrant), a designated Operator must announce the Team’s presence and intentions. For example an Operator must state in a loud tone of voice “Police Department, Search Warrant”.
 2. The Team will then enter into the location, each Operator carrying out his specific predetermined assignment.
 3. Only when the target location has been cleared and secured by the entry team, then non-tactical personnel may enter. This will be specifically detailed during the general briefing to all personnel. When the location has been made secure the SWAT Team Leader or Assistant Team Leader will advise over the radio that the location is “TOUCHDOWN”. At that time and not before, non-tactical personnel may approach. Once the location has been declared secure, all tactical personnel will leave the target location so that the requesting unit may start their search. Unless special circumstances permit tactical operators will not routinely participate in the search.
- E. ASSESSMENT. After the operation has been completed the Team Leader or Assistant Team Leader should attempt to diagram the inside of the target location. This diagram will serve as a guide for future operations at the target location (current Intelligence collection and retention policy must be adhered to) and as a source of reference for the after action critique.
1. Whenever necessary the Team Leader or Assistant Team Leader will call the Crime Scene Unit to the target location when there are extraordinary circumstances, such as a major crime, a deadly force issue, or major damage.
 2. Shortly after the operation there will be a “Debriefing”. This debriefing will be a comprehensive post-operation critique. All team members are required to participate. Team members will discuss their specific actions, actions of others, positive factors, negative factors, and potential solutions for the negative factors.

1.18 CLANDESTINE LAB WARRANT SERVICE

- A. SWAT ROLE AND RESPONSIBILITIES (Consider Surround and Call Out)
 1. To safely enter and secure the residence for the Lab Assessment Team
 2. Control, secure and debrief any suspects
 3. Discovery and marking of any potential “booby traps”
 4. If possible determination of type of lab and its stage (i.e. active, inactive or boxed)
- B. HAZARDS
 1. Suspects
 2. Explosions
 3. Fire
 4. Weapons/”booby traps”
 5. Chemicals
- C. Assist lab personnel with any lab investigation procedures

1.19 HOSTAGE / BARRICADED PERSONS INCIDENTS

- A. PURPOSE. It is the purpose of this policy to provide general guidelines for handling hostage/barricaded person’s situations.

B. DEFINITIONS:

1. Barricaded Subject: Any individual who is reasonably believed to be a threat or capable of causing serious bodily injury or death to himself, hostages, officers, or others in the community, and who is in a stronghold position.
2. Hostage: Any person held against their will by another using force or threat of force, whether it is expressed or implied.

C. PROCEDURES.

1. SWAT Commander. The SWAT Commander should ensure that the SWAT Team Leaders or Assistant Team Leaders are causing the following to take place:
 - a. Assist the Patrol OIC Incident Commander in assessing the situation, and provide the Patrol OIC Incident Commander with recommended tactical alternatives to his respective duties.
 - b. Determine equipment needs and assign personnel to control and contain the inner perimeter.
 - c. Designate marksmen and entry teams as necessary.
 - d. Ensure that personnel staffing the inner perimeter maintain firearms discipline and are provided with periodic relief by appropriate tactical response team members.
 - e. Prepare appropriate logistical plans to include diagrams of the location in question.
 - f. Maintain contact with, and keep the command post informed of developments and operations when reasonably feasible.
 - g. Request assistance from inside or outside the Department for additional assistance, i.e. Canine teams, Bomb Squad, if needed.
 - h. Establish communications with outside agencies, if necessary,
 - i. Determine if there are injured to be evacuated. If so, prepare an immediate rescue plan., set up command post and choose a staging area for tactical personnel.
 - j. Make sure command post is not in danger area
 - k. Tactical staging area should be separate from the command post
 - l. Assign officer to act as recorder. He/she will keep all police actions chronologically documented in written form.
 - m. Assign tactical personnel to the inner perimeter for "containment."
 - 1) Accomplished by rapid deployment
 - 2) Includes snipers
 - 3) These people will gather intelligence
 - n. Ensure negotiations process has begun
 - o. Deploy personnel for immediate emergency assault to rescue in case suspect forces action.
 - 1) Involves quick plan based on available intelligence - Involves primary and secondary entry points
 - 2) Personnel also act as an arrest team, if needed
 - p. Evacuate surrounding areas of civilians
 - 1) Direct evacuees to a designated area until the operation is concluded, i.e. all night business.
 - 2) Once operation is concluded assist evacuees so they can return to their homes.
 - q. Designate an area for the media and assign officer who will give updates on regular basis.
 - 1) Allows for control of the media
 - 2) Keeps media from disturbing command personnel

- 3) Facilitates media in gathering news
- r. Obtain floor plans or sketch of interior of the suspect(s) and hostage(s) location(s) - this will be needed for detailed rescue plan
- s. Obtain intelligence on suspect and hostages
 - 1) Family and friends
 - 2) Police records
 - 3) Photographs and physical descriptions (including clothing)
 - 4) Weapons
 - 5) Location within the structure
- t. Scout and Team Leader recon location and decide on entry point and method of entry to be used.
 - 1) Breaching
 - 2) Covert entry
- u. Determine what type of equipment will be needed by the rescue team
 - 1) Weapons with light mounts
 - 2) Noise Flash Diversion Devices
 - 3) Eye protection
 - 4) Communication
 - 5) Medical standby and assistance
- 2. If not already on scene, request ambulance and fire department units.
- 3. A deliberate assault rescue team will be assigned using the required number of team members. The team will be given a detailed briefing on additional intelligence, assignment of areas of responsibilities and methods used on the rescue operation.
- 4. If the time and personnel dictate, a relief factor will be initiated.
- 5. Before initiating a rescue, the marksman and containment team members will be notified. The Commander's responsibilities are as follows:
 - a. Delegate supervisory missions to:
 - 1) Develop emergency assault plan for a sergeant
 - 2) Develop deliberate assault/mobile assault plan to a sergeant
 - 3) Develop negotiations (CMT) to the negotiation's sergeant
 - 4) Develop tactical operation center to the T.O.C. coordinator
- 6. Determine deliberate assault plan. The deliberate assault plan could be executed very much like the emergency assault plan. This will involve the following:
 - a. Open Air Option
 - b. Mobile Option
 - c. Stronghold Option
 - d. Combination
- 7. If necessary, determine what type of rescue resolution method to be used. Options would include:
 - a. Open Air Option
 - 1) Obtain total coverage of the target site
 - 2) Field of view
 - 3) Field of fire
 - 4) Choice of weapons
 - 5) Multiple suspects - "Coordinated target solution"
 - a) Predictable target area
 - b) Two marksmen per target

- c) Marksmen should deploy to cover controlled overlapping fields of fire (360 degrees) - "L" shape configuration
- d) Precision rifle sergeant makes the "fire" call
- 6) Environment dictates deployment
- 7) Commands:
 - a) stand-by (no time limit)
 - b) Ready (3 - 5 seconds)
 - c) Fire!
 - d) DOWN. Not a command!! Shooters will automatically come to the down mode, if the command "Fire" is not given within the 3 – 5 second time period after the command, "Ready.
- b. Mobile Option.

The mobile option is considered to be the second best option when confronted with a hostage rescue scenario. Like the open-air option, it places the hostage-taker in an accessible position. It will probably place the hostages(s) and hostage-taker in a position where they can be observed. When a hostage and hostage-taker is secreted inside of a structure (stronghold), it is difficult or impossible to observe movement.

 - 1) Consider how many suspects/hostages are involved.
 - 2) Obtain a vehicle to accommodate all suspects / hostages.
 - 3) Have negotiators talk vehicle size down, i.e. bus to sedan. A crowded environment makes the hostage-taker less mobile within the vehicle. The negotiator should use his/her communicative skills to deliver the type of vehicle that improves tactical resolution.
 - 4) Duplicate vehicle to be used and rehearsal of every conceivable assault scenario.
 - 5) Measure and / or approximate distance that must be traveled from the last cover and concealment location to the predicted assault point. This should be no more than 50 feet or so. Geography and other variables will dictate the actual distance.
 - 6) Time the distance from the rehearsal sight to the last cover and concealment site. The hostage-taker may exit unannounced . . . be ready.
- c. Stronghold Option
 - 1) Stronghold options considerations prior to execution
 - a) Obtain all available intelligence from the negotiators/marksmen and other sources. Depending on the length of the incident, maintain a liaison with witnesses and released hostages.
 - b) Obtain diagrams and photos of the target site. Once diagrams are obtained, lay them out in secure areas for rehearsal.
 - c) Rehearse anticipated options to the last detail and include all entry points.
 - d) Consider the use of a stealth probe:
 - (1) Determine suspect/hostage location
 - (2) Emergency assault team should be in place during probe
 - (3) Probe should be coordinated with negotiations, SWAT Commander and Marksmen.
 - 2) Execution of Stronghold Option. The option plan should be completed in seconds once execution of the plan occurs. Prolonged clearance without control creates opportunities for the hostage-taker to injure hostages and rescuers.
 - 3) Plan for support personnel and area security: Control element for hostages and rescue, control and handcuff suspects, complete search, and secure area. Entry

officers must quickly dominate, deliver accurate and necessary fire, must follow the plan, but remain flexible to change in the event.

a) Tactical Options:

- (1) Covert entry - Stealth probe
- (2) Dynamic (controlled entry) – Hostage location known, hostage location unknown

b) In order to be successful the following listed components must exist:

- (1) Speed (controlled)
- (2) Diversion
- (3) Surprise
- (4) Accuracy

8. Upon securing the suspect(s), the team will secure and preserve evidence for investigators.
9. Once relieved, all personnel will attend an in-depth debriefing.
10. If an officer-involved shooting does occur, the SWAT Team will secure the scene, preserve evidence, remove hostages from danger area, request medical support for the injured, and stabilize the incident scene for arrival of investigators.

D. TACTICAL CONSIDERATIONS.

1. Determine probable location of suspect within the structure.
2. Determine access routes & advise concerned units.
3. Determine the location of all personnel assigned to the operation and maintain a roster.
4. Upon arrival of the SWAT Team, ensure those inner perimeter patrol elements are relieved as soon as reasonably possible.

E. MAINTAIN CONTROL OF RESPONDING PERSONNEL AND ENSURE.

1. All personnel report to the Command Post prior to deployment. This is to ensure accountability of all officers.
2. All personnel are adequately briefed regarding tactical situation, assignment and unit designation.
3. Assigned personnel have communications capability.
4. Weapons fire control is maintained.
5. Establish alternate routes for civilian traffic.
6. Establish telephonic communications with suspect. Every effort must be expended to obtain the voluntary surrender of the suspect.
7. Determine identity and objective of suspects.
8. If suspect's identity can be ascertained, it is checked through departmental records and intelligence resources.
9. Attempt to contact all persons who can supply pertinent information, i.e., relatives, friends, witnesses, and ensure their safety. Do not locate them in the command post.
10. Thoroughly brief all relief personnel.

1.20 MARKSMAN / SPOTTER

- A. SELECTION/REQUIREMENTS. The El Paso Police SWAT Team long rifle marksman must be selected and trained with the greatest attention to detail and development of skills due to the complex, difficult, and sensitive nature of the assignment. It is not enough that the marksman is capable of precision shooting from extended distances with the assigned weaponry. The marksman must also have a good working knowledge of all aspects of the SWAT Team mission,

be highly skilled in observation, intelligence gathering and reporting, and be capable of delivering precision fire on selected targets from extended range.

1. In addition to the other assets the marksman must possess great patience, be capable of spending long hours in a position of relative isolation while maintaining a state of constant alertness and be ready to take appropriate effective action.
2. The marksman must maintain a high degree of technical knowledge about his weaponry, tools, environmental conditions and their effects.
3. When staffing permits police marksman should be trained and deployed as two person teams. The nature of the required tasks dictates that the team is self-supporting and sustaining when deployed. Their mission can be physically taxing, and requires intense concentration for extended periods of time. Conducting surveillance using handheld and weapons mounted optical devices requires a built in relief factor to maintain alertness and effectiveness. The role of the marksman team is to deploy in isolated positions, therefore, when possible they will be deployed in two person teams.

B. REQUIREMENTS:

1. Must have attended a Basic Tactical/SWAT School, recognized by TCOLE or equivalent entity.
2. Must be capable of passing physical assessment.
3. Must demonstrate proficiency with Open-sight rifle.

C. DEPLOYMENT GUIDELINES. Typically, marksman teams are among the first elements of the SWAT Team to deploy at an incident. Their mission is usually to deploy to an advantageous position where they can have clear fields of view and fields of fire on the predictable target areas of the crisis site or from where they can at least observe the area of concern.

1. Once they have established a position they may be required to perform multiple roles of intelligence collection, containment, and cover for other team members and threat neutralization.
2. Because their deployment must be rapid they may receive minimal information at the initial stages of the incident. Marksmen will deploy with two rifles, a bolt action and magazine feed scoped rifle, as prescribed by the SWAT Commander or his designee.
3. The initial information may be minimal and incomplete because there is limited information available at the time they are deployed. The commander must provide the marksman with more complete information on the adversary, hostages, and location, mission guidelines and the use of force as soon as it is developed.

1.21 MARKSMAN OPERATING DIRECTIVES

A communications link should be established before the marksman teams leave the staging area and should be maintained continuously until the conclusion of the incident. Changes in the situation and any additional information relevant to the marksman teams should be communicated as soon as feasible.

- A. The Supervisor deploying the marksman teams should brief the teams with the following minimum information:
1. Description/identity of suspects.
 2. Crimes committed.
 3. Weapons used.
 4. Injuries/deaths.

5. Description/identity of hostages/persons present.
 6. Clearly defined use of force guidelines.
 7. Mission specific actions to be taken in the event of known or suspected compromise of their position that could affect deployment.
- A. Many times it is necessary for the marksman team to determine approach routes; move through existing containment personnel; perform area and/or building searches; and choose a position based upon the dictates of the incident and the environment. During this activity it may be necessary for the marksman to move into or through an area where they are vulnerable to being detected or fired upon by the subject, providing their own cover as they move. Their task is made more difficult and dangerous if they are not certain of the exact location of the adversary, how much of the location or area the subject controls, or the subject's fields of view and fields of fire.
 - B. In the preliminary stage of their deployment the marksman team should be briefed on the type of crime, the description and weaponry of the subject (if known), and the probable location of the subject. The marksman team is restricted to Defense of Self and Defense of Others Deadly Force Guidelines. Unless the commander has given specific orders to engage a target the marksman teams will comply with the El Paso Police Departments use of force continuum.

1.22 TRAINING REQUIREMENTS

- A. Attend and successfully complete a Basic Marksman course.
- B. Insure accuracy of assigned weapons on a monthly basis.
- C. Qualification will be conducted quarterly, including one low-light/no light qualification annually.

1.23 FAILURE TO MEET REQUIREMENTS

- A. Two unexcused absences from bi-weekly training sessions within a six-month period will result in a month long deactivation status.
- B. Failed qualification will result in remedial training.
- C. Failed qualification after remedial training will result in removal from the marksman element.

1.24 TRAINING RECORDS

Training reports should be utilized to document all training. Individual marksmen must also keep a record in their rifle data books anytime they fire their rifles. Data books will be subject to periodic review by the Marksman Team Leader.

1.25 MARKSMAN WEAPONS AND EQUIPMENT

- A. SCOPED WEAPON. Bolt action or semi-automatic rifle with the following minimum capabilities / specifications:
 1. Accurate to one minute of angle at 100 yards.
 2. Minimum magazine capacity of four rounds.
 3. Riflescope designed to police/military specifications with a minimum of 4-power magnification, variable or fixed power.
 4. Front and rear sling attachments and sling.

5. Approved Match/Tactical grade factory loaded ammunition capable of one minute of angle 3 shot groups in the duty weapon at 100 yards.
 6. If the rifle is equipped with a bipod or tripod it should be detachable and not mounted to the barrel of the weapon.
- B. OPEN SIGHT WEAPON/RIFLE:
1. Semi automatic rifle with minimum caliber of .223.
 2. May be equipped with scope/sighting system.
 3. May be equipped with a bipod or tripod.
- C. MARKSMAN UNIFORM: Camouflage uniform/system that will allow adequate concealment, including subdued El Paso Police SWAT patch.

1.26 USE OF NOISE FLASH DIVERSIONARY DEVICES (NFDD)

The use of Noise Flash Diversionary Devices (NFDD), also referred to as "flash bangs", has saved the lives of many police officers and innocent civilians as well as suspects. However, to reduce the potential for injury these lifesaving less-lethal devices must be properly deployed and their use supervised.

The purpose of this document is to establish policy regarding the use of NFDD.

- A. PERSONS AUTHORIZED TO UTILIZE NOISE FLASH DIVERSIONARY DEVICES. Only personnel who have successfully completed a training course in the proper use and deployment of NFDD shall be certified and authorized to carry and deploy them during actual operations. Because of the specialized nature of these devices and the training required to properly deploy them their use shall be restricted to trained personnel from the El Paso Police SWAT Team.
- B. AUTHORIZATION FOR USE. Except in extreme emergencies (i.e., life-threatening situations and loss of surprise situations), NFDD shall not be used without prior authorization of the SWAT Team Leader.
- C. JUSTIFICATION FOR USE. Generally, NFDD may be considered whenever the use of a less-lethal diversion would facilitate entry, enable arrest and potentially reduce the risk of injury. Circumstances justifying the use of NFDD shall include, but not be limited to:
1. Barricaded suspect and/or hostage situations.
 2. High-risk warrant services.
 3. Circumstances wherein distraction of violent mentally deranged persons or those under the influence of alcohol/drugs is believed necessary in order to facilitate apprehension.
 4. Situations wherein the authorizing person deems the use necessary to safely resolve the incident.
- D. DEPLOYMENT CONSIDERATIONS. Prior to deploying NFDD, SWAT personnel shall consider all available intelligence information and circumstances (i.e., the presence of children, elderly persons, hazardous chemicals, etc). Circumstances may dictate that exterior deployment is preferable to deployment on the interior of a structure. If the decision is made to deploy NFDD's into a location this may be done via a "bang pole" or by hand. A "bang pole" is a device whereby a NFDD can be deployed in a manner that dictates the exact placement of the device. Whenever possible, devices shall be deployed to an area visible to the deploying officer. Because NFDD have the potential to ignite flammable materials a portable fire extinguisher shall be readily accessible whenever devices are to be deployed. The portable fire extinguisher shall be staged in an accessible manner in the SWAT equipment van.
- E. REVIEW PROCESS. The SWAT Team Leader shall review the use of NFDD as soon as practical following each incident or operation to ensure the devices was used in accordance with this policy and that the devices functioned properly. The Team Leader will log each NFDD in a log

upon delivery of the device. Once a particular device is used, the Team Leader will log its serial number, date of use, an incident in which it was used. Information obtained shall also be utilized for training and statistical reports available for review by the Alcohol, Tobacco and Firearm (ATF) federal agency.

1.27 LESS LETHAL IMPACT PROJECTILES

- A. **DEFINITION.** For the purposes of this policy less lethal impact projectiles are defined as those munitions, which can be fired, launched or otherwise propelled for the purpose of encouraging compliance, overcoming resistance or preventing serious injury without posing a significant potential of causing death. Examples of less lethal impact projectiles include beanbags, launchable wooden, foam or rubber batons, rubber pellets and other similar items.
- B. **PERSONS AUTHORIZED TO USE LESS-LETHAL IMPACT PROJECTILES.** Only personnel who have successfully completed a training course in the proper use and deployment of less lethal impact projectiles shall be authorized to use them during actual operations. Operators shall be retrained annually on uses of less lethal munitions as per Mandatory In-Service Training (MIST).
- C. **JUSTIFICATION FOR USE.** The employment and use of these devices are decisive actions that can assist in achieving the goal of protection of life and property and/or the restoration of order. They should be considered whenever the use of less lethal options would assist in enabling an arrest, restoring order, and/or reducing the risk of more serious injury. Circumstances justifying the use of these munitions include, but are not limited to, as per use of force policy:
 - 1. Restoration or maintenance of order during jail or civil disturbances.
 - 2. Safely controlling violent person(s).
 - 3. Subduing vicious animals.
 - 4. Situations wherein the authorizing person deems there use necessary to safely resolve the incident.
- D. **REPORTING.** The use of less lethal impact munitions constitutes a use of force and must be reported in accordance with departmental policy 3.101.04.
- E. **STORAGE, TRANSPORTATION AND HANDLING.** Storage of less lethal munitions should conform to manufacturer's recommendations. Generally, they should be stored in their original container in a cool, dry place. Munitions which have been removed from their original container shall be clearly and conspicuously identified as "less lethal" to prevent confusion with lethal munitions. Under no circumstances shall less lethal impact projectiles be kept in a manner, which might lead to confusing them with lethal munitions. Generally, they should be stored in a separate container or cabinet or on a separate shelf, which shall be clearly marked. Under no circumstances shall any person be authorized to tamper with or alter in any manner any less lethal impact projectiles. Misfires and duds shall be recovered, rendered safe and removed from service. Appropriate notifications shall be made and munitions that have malfunctioned or are damaged shall be disposed of properly. The person receiving and employing the munitions is ultimately responsible for ensuring that the munitions are "less lethal".
- F. **PROCUREMENT AND INVENTORY CONTROL.** These munitions shall be procured in accordance with normal departmental purchasing procedures. Inventory, serviceability, and tracking shall be the responsibility of the SWAT Team Leaders. All property will on file with Central Supply.
- G. **REVIEW.** The Special Services Division Commander shall review and update this policy as needed. Modifications to this policy shall be incorporated depending upon circumstances, technology, and/or experience, upon approval.

1.28 EXPLOSIVE BREACHING

- A. **PURPOSE AND OBJECTIVES:** The El Paso Police Department recognizes the fact that certain critical incidents require a response beyond the scope of normal operational control. Because of this, the El Paso Police Department has developed, trained, and equipped the Special Weapons and Tactics Unit with an explosives breaching team.
1. One of the Special Weapons and Tactics Unit's duties is to provide specialized tactical support in situations where a crisis escalates beyond the capabilities of field or investigative personnel. This support may also be provided to other law enforcement agencies, upon formal request.
 2. During these crisis situations, it may become necessary for the Special Weapons and Tactics Unit to execute an entry into a hostile environment. Special Weapons and Tactics Unit situations include, but are not limited to, barricaded subjects, suicidal subjects, hostage takers, snipers, terrorist activity, hazardous warrant services, or any other situation with potential for violent confrontation which cannot be readily or effectively handled by the on-duty patrol shift. It is critical that the point of entry be breached as quickly and safely as possible. A quick and effective breach is essential to a successful tactical mission.
 3. Explosive breaching (the use of explosive materials to effect an entry) can be a useful tactical option. An explosive breaching charge should not be viewed as a "bomb", but rather, as a forced entry tool. Like many other trained and practiced forced entry options, explosive breaching is designed to serve as a life-saving tool for tactical professionals. An effective breach is a design where the most efficient use of the minimum amount of explosives is used to achieve 100% successful penetration, 100% of the time. Effective breaching techniques allow immediate entry with minimal risk to the victims, tactical officers, and the suspects. This technique enhances the speed, surprise, and distraction effect critical of dynamic rescue or entry operations. The objective of the Explosive Breaching Policy is to provide guidelines for the establishment, implementation, and use of the El Paso Police Department's Explosive Breaching Unit.
- B. **DEFINITIONS.**
1. **Explosive Breach:** A technique of employing explosive materials to create an opening through a door, window, ceiling, wall, or other barrier to allow access by a tactical team.
 2. **Explosive Breacher:** A current member of the El Paso Police Department's Explosive Breaching team who has been trained in the construction, placement, and initiation of explosive breaching devices.
 3. **Explosive Breaching Device:** A target-specific device constructed with explosive and non-explosive materials for the purpose of gaining entry into a structure.
 4. **Breacher's Report:** A detailed form used to document the use of explosive breaching charges during training and actual operations.
 5. **Breacher's Brief:** A detailed information exchange from the explosive breacher to the Special Weapons and Tactics Unit with regard to actions necessary before, during, and after an operational or training explosive breach.
 6. **Mechanical Breach:** A technique of employing physical force and possibly the aid of tools to ram, pry, push, pull, or cut to gain entry into an objective or create an opening to allow access by a tactical team. Tools may include but are not limited to door rams, hammers, pry bars, hooks, specialty impact munitions, saws, and vehicle(s). In addition, tools may be electric, pneumatic, hydraulic, or gas operated.

7. Shotgun Breach: A technique of employing a shotgun(s) with tactical and/or special frangible munitions to defeat various door/window mechanisms or locks to allow entry and access by a tactical team.
 8. Exothermic Breach: A technique of using exothermic torch technology to perform precision cutting to either breach a space or to clear metal/steel obstacles.
 9. Special Weapons and Tactics: The Special Weapons and Tactics Unit (S.W.A.T.) has a full-time group, but is mainly comprised of individuals with various permanent duty assignments who have received special training and have been assigned duties within the Special Weapons and Tactics Unit. The Unit shall be activated whenever necessary to accomplish the goals of the El Paso Police Department while attempting to ensure the maximum safety of the citizens served by the El Paso Police Department.
 10. Special Weapons and Tactics Team Leaders: The members of the Special Weapons and Tactics team that are designated as the team's Team Leaders.
 11. S.W.A.T. Situation: Any situation, including but not limited to, barricaded subjects, suicidal subjects, hostage takers, snipers, terrorist activity, hazardous warrant service, or any situation with potential for violent confrontation which cannot be readily or effectively handled by the on-duty patrol shift.
- C. GENERAL RULES AND GUIDELINES. The Special Weapons and Tactics Unit is faced with a variety of situations that may warrant the use of explosive breaching. Explosive breaching is a rapid, effective, and useful forced entry tool however, it may not be appropriate in all breaching situations. An explosive breach would not likely be employed when other means of breaching techniques might be easier, safer, more effective, or more tactically feasible. If warranted, explosive breaching may be used in conjunction with other tactical breaching techniques to achieve successful and rapid entry.
- D. PROCEDURES: Parameters for the use of explosive breaching.
1. Explosive breaching is a Special Weapons and Tactics Unit tactical option which can be employed when a rapid entry is critical to the success of the mission. Considerations to utilize an explosive breach will be at the discretion of the S.W.A.T. team leaders and will follow S.W.A.T. Standard Operating Procedures and training. Authorization for use will derive from the SWAT Commander or his/her designee.
 2. Scouting and target analysis is a pre-breach responsibility of the explosive breacher(s), or designee.
 3. The construction of all explosive breaching devices shall be conducted by the designated explosive breachers. Construction of the explosive breaching device varies upon completing a target analysis. Each device is designed, in composition and construction, based on the breaching needs and past training and experiences of the explosive breachers. A selection of certain pre-made explosive breaching devices will be on hand at all times and available for immediate deployment.
 4. Prior to setting the explosive breaching device, the explosive breachers will present a "Breacher's Brief" to the Special Weapons and Tactics team leaders and members regarding the actions necessary before, during, and after an operational or training explosive breach.
 5. Placement of all explosive breaching devices shall be performed by the explosive breachers.
 6. The safe and tactically sound location of the entry team's "stack" will be determined by the Special Weapons and Tactics team leaders upon consultation with the explosive breachers. For all explosive breaching devices constructed, a net explosive weight and "safe stacking distance" calculation will be conducted.
 7. For all interior explosive breaching devices, an overpressure calculation will be conducted.

8. Once the explosive breaching device is constructed and the entry team is at the forming-up position (FUP), the firing device will be readied.
 9. The Special Weapons and Tactics team leader(s) will direct the explosive breachers when to initiate the explosive breaching device(s). The SWAT team leader(s) or explosive breacher(s) may elect to abort the use the explosive breaching device(s) upon receiving or observing any pertinent information after leaving the forming up position (FUP) or area of last cover and concealment (LCC).
 10. At the completion of operational or training breaches, the explosive breacher is responsible for submitting a "Breacher's Report", which details target composition, the specific composition of the explosive breaching device(s) used and their performance. The "Breacher's Report" will be submitted monthly for training and immediately upon completion of operational breach with the After Action Report to the SWAT Commander.
 11. When practicable - barricades, doors, or other items breached will be removed and booked into evidence and/or photographed.
- E. SAFETY CONSIDERATIONS.
1. All explosives will remain in control of the explosive breacher and be stored as appropriate to ensure their security.
 2. Medics shall be staged or present during missions where explosive breaching techniques are performed.
 3. The explosive breacher will be in control of the firing device at all times to prevent an unintentional detonation by other persons.
 4. Single or dual priming systems will be the standard procedure used to ensure positive detonation of explosive breaching devices. Shock-tube initiation systems shall be used in operational breaches.
 5. Any misfires and non-functioning explosive breaching devices are the responsibility of the explosive breacher. The explosive breacher will follow established procedures that may include the following:
 - a. In the event of a misfire, the explosive breacher will re-cock the initiator and fire the device again.
 - b. In the event of a second misfire, the explosive breacher will call for a secondary breach.
 - c. Upon calling for a secondary breach, the explosive breacher will remove the explosive breaching device and place it safely away from the team members. The lead line will be disconnected from the explosive breaching device, the explosive breaching device will be removed and other trained breaching techniques will be used at the primary entry point if necessary.
 - d. In the event that an explosive breach is aborted by decision of a SWAT team leader or explosive breacher, the lead line will be disconnected from the explosive breaching device and alternate breaching contingencies will be employed.
 - e. If the explosive breaching device cannot be rendered safe by the explosive breacher, an explosive device disposal member from the El Paso Police Department bomb squad will be requested to dispose of it.
 - f. Safety clothing and equipment will be worn by all members of the Special Weapons and Tactics Unit during explosive entry training and operations. This will include, but not limited to, balaclavas, gloves, eye protection, hearing protection, helmet, ballistic/load bearing vest, and boots.
 - g. A functioning fire extinguisher will be present on site during any training or operational use of explosive (or exothermic) breaching.

F. TRAINING AND DOCUMENTATION.

1. All explosive breachers will attend a 40-hour minimum basic explosive breaching course prior to performing operational explosive breaches.
2. All efforts will be made for qualified explosive breachers to supplement their training by attending advanced explosive breaching courses or seminars.
3. Explosive breaching training is perpetual. It will be coordinated and conducted at least once every two months by the explosive breaching unit. Explosive breaching training will be conducted with all members of the Special Weapons and Tactics Unit at least three times a year, but additional ongoing training to test and evaluate the types of charges best suitable for various targets will be conducted as suitable training sites are provided.
4. An Explosive Breaching Log will be maintained to document explosive breaching training and operations. This log may be used as a database for future use when determining the most appropriate charge to be selected. A Breacher's Report will be completed and filed in the Explosive Breaching Log for each explosive breaching device constructed and initiated for training or operational use.

G. STORAGE.

1. An Explosive Inventory Log will be maintained for all explosives received and ultimately used by the explosive breaching unit.
2. Blasting caps and initiating systems will be stored in a separate magazine from the explosive materials.
3. Explosive breachers must maintain an "Access Log" for each explosive storage magazine.
4. Access to the explosive storage magazines will be limited to the explosive breachers.
5. The explosive storage magazines will be inspected for inventory and housekeeping by the explosive breachers on a quarterly basis.
6. The explosive inventory will be stored in accordance with the Bureau of Alcohol, Tobacco and Firearms publication ATF P5400.7, Federal Explosive Law and Regulations and OSHA regulations (Standards 29CFR), Storage of Explosive and Blasting Agents, 1926, 904.

1.29 OPERATIONAL GUIDELINES QUICK REFERENCE GLOSSARY

Note: The following guidelines are not intended to be accomplished in any order or at all. Each crisis will require a tailor-made approach.

A. ARMED AND BARRICADED SITUATION.

1. Report to Operations (Field Commander or person in charge at the incident site and obtain situational information)
2. Determine if there are injured to be evacuated. If so, prepare an immediate rescue plan. The rescue will be initiated when sufficient personnel are on location and a quick briefing of the plan given.
3. Assign an officer as incident recorder. This officer will document all police actions in chronological written form.
4. Select a site for the command post and staging areas for tactical personnel.
5. Brief team members regarding the situation. Determine need to request El Paso Sheriff's Department assistance and/or mutual aid.
6. Assign tactical personnel to the inner perimeter for containment.
 - a. Accomplished by rapid deployment emergency team. Includes marksmen, personnel with chemical agents and arrest/rescue capabilities.

- b. Ensure a tactical resolution is in place.
 - 7. Initiate negotiation process.
 - 8. Ensure outer perimeter has been established for traffic control and evacuate any civilians from the danger area.
 - a. Direct evacuees to a designated area until the operation is concluded. Consider use of Red Cross neighborhood churches or schools for evacuated citizens.
 - 9. Designate an area for the media and assign a media officer (PIO). This will assist in control of the media and provide them with an opportunity to gather news.
 - 10. If not already on the scene, request ambulance and fire department units. Assign personnel to meet these units at a designated area outside the danger area.
 - 11. Obtain floor plans of interior of the target location, if possible. This will assist in planning a deliberate search if entry is necessary.
 - 12. Obtain intelligence on suspect(s). Sources of information can include persons previously inside the target location, family, friends, and police records
 - a. Photographs and physical descriptions
 - b. Weapons
 - c. Location within target location
 - 13. Scout and team leader recon location and decide on point of entry and method of entry to be used. This includes primary and secondary entry points. Make assignment for entry personnel and rescue procedure for down officer(s) and hostages (officers and citizens).
 - a. Breaching
 - b. Covert entry
 - 14. Determine what type of equipment will be needed by the team.
 - a. Breaching tools
 - b. Equipment for entry
 - c. Weapons with light mounts
 - d. Diversionary devices
 - e. Ballistic entry vests
 - f. Eye protection
 - g. Less-lethal weapons
 - h. K-9 support
 - 15. If time and personnel dictated, relief will be implemented for containment personnel.
 - 16. Introduction of chemical agents into location.
 - a. If negotiations or announcements have failed.
 - b. Enter and arrest if no response after a reasonable time.
 - 17. In most cases, entry should be made only after other attempts have been exhausted. Advise team members assigned to containment when entry is to be made.
 - 18. Upon securing the suspect(s), the team will secure and preserve evidence for investigators.
 - 19. Once relieved, all personnel will attend an in-depth debriefing.
- B. HOSTAGE SITUATION.
- 1. Determine if there are injured to be evacuated. If so, prepare an immediate rescue plan.
 - 2. Set up command post and choose a staging area for tactical personnel.
 - a. Make sure command post is not in danger area
 - b. Tactical staging area should be separate from the command post
 - 3. Assign officer to act as recorder.
 - a. He/she will keep all police actions documented in written form in chronological order.
 - 4. Assign tactical personnel to the inner perimeter for "containment."


- a. Accomplished by rapid deployment
 - b. Includes snipers
 - c. These people will gather intelligence
5. Ensure negotiations process has begun
6. Deploy personnel for immediate emergency assault to rescue in case suspect forces action.
 - a. Involves quick plan based on available intelligence - Involves primary and secondary entry points
 - b. Personnel also act as an arrest team, if needed
7. Evacuate surrounding areas of civilians.
 - a. Direct evacuees to a designated area until the operation is concluded, ie. all night business.
 - b. Once operation is concluded assist evacuees so they can return to their homes.
8. Designate an area for the media and assign officer who will give updates on regular basis.
 - a. Allows for control of the media
 - b. Keeps media from disturbing command personnel
 - c. Facilitates media in gathering news
9. Obtain floor plans or sketch of interior of the suspect's and hostage's locations - this will be needed for detailed rescue plan
10. Obtain intelligence on suspect and hostages
 - a. Family and friends
 - b. Police records
 - c. Photographs and physical descriptions (including clothing)
 - d. Weapons
 - e. Location within the structure
11. Scout and Team Leader recon location and decide on entry point and method of entry to be used.
 - a. Breaching
 - b. Covert entry
12. Determine what type of equipment will be needed by the rescue team
 - a. Weapons with light mounts
 - b. Noise Flash Diversion Devices
 - c. Eye protection
 - d. Communication
 - e. Medical standby and assistance
13. If not already on scene, request ambulance and fire department units.
14. A deliberate assault to rescue team will be assigned using the required number of team members. The team will be given a detailed briefing on additional intelligence, assignment of areas of responsibilities and methods used on the rescue operation. If diversion is to be used to cover the assault team, decide what type and include this in the briefing.
15. At this time the deliberate assault to rescue team will start rehearsals.
16. If the time and personnel dictate, a relief factor will be initiated.
17. Before initiating a rescue, the marksman and containment team members will be notified. The Commander's responsibilities are as follows:
 - a. Delegate supervisory missions to:
 - 1) Develop emergency assault plan to a sergeant
 - 2) Develop deliberate assault/mobile assault plan to a sergeant

- 3) Develop negotiations (CNT) to the negotiation's sergeant
 - 4) Develop tactical operation center to the T.O.C. coordinator
18. Determine deliberate assault plan. The deliberate assault plan could be executed very much like the emergency assault plan. This will involve the following:
- a. Open Air Option
 - b. Mobile Option
 - c. Stronghold Option
 - d. Combination
19. If necessary, determine what type of rescue resolution method to be used. Options would include:
- a. Open Air Option:
 - 1) Obtain total coverage of the target site, with overlapping fields of fire
 - 2) Field of view
 - 3) Field of fire
 - 4) Choice of weapons
 - 5) Multiple suspects - "Coordinated target solution"
 - a) Predictable target area
 - b) Two marksmen per target
 - c) Marksmen should deploy to cover controlled overlapping fields of fire (360 degrees) - "L" shape configuration
 - d) Precision rifle sergeant makes the "fire" call
 - 6) Environment dictates deployment
 - 7) Commands:
 - a) Shooters stand-by (no time limit)
 - b) Ready (3 - 5 seconds)
 - c) Fire!
 - d) DOWN. Not a command!! Shooters will automatically come to the down mode, if the command "Fire" is not given within the 3 - 5 second time period after the command, "Ready."
 - b. Mobile Option: The mobile option is considered to be the second best option when confronted with a hostage rescue scenario. Like the open-air option, it places the hostage-taker in an accessible position. It will probably place the hostages(s) and hostage-taker in a position where they can be observed. When a hostage(s) and hostage-taker is secreted inside of a structure (stronghold), it is difficult or impossible to observe movement.
 - 1) Consider how many suspects/hostages are involved.
 - 2) Obtain a vehicle to accommodate all suspects/hostages.
 - 3) Have negotiators talk vehicle size down, i.e. bus to sedan. A crowded environment makes the hostage-taker less mobile within the vehicle. The negotiator should use his/her communicative skills to deliver the type of vehicle that improves tactical resolution.
 - 4) Duplicate vehicle to be used and rehearsal of every conceivable assault scenario.
 - 5) Measure and/or approximate distance that must be traveled from the last cover and concealment location to the predicted assault point. This should be no more than 50 feet or so. Geography and other variables will dictate the actual distance.
 - 6) Time the distance from the rehearsal sight to the last cover and concealment site. The hostage-taker may exit unannounced . . . be ready.

- c. Stronghold Option:
 - 1) Stronghold options considerations prior to execution
 - a) Obtain all available intelligence from the negotiators/marksmen, and other sources. Depending on the length of the incident, maintain a liaison with witnesses and released hostages.
 - b) Obtain diagrams and photos of the target site. Once diagrams are obtained, lay them out in secure areas for rehearsal.
 - c) Rehearse anticipated options to the last detail and include all entry points.
 - d) Consider the use of a stealth probe:
 - (1) Determine suspect/hostage location
 - (2) Emergency assault team should be in place during probe
 - (3) Probe should be coordinated with negotiations, SWAT Commander and Marksmen.
 - 2) Execution of Stronghold Option. The option plan should be completed in Seconds once execution of the plan occurs. Prolonged clearance without control creates opportunities for the hostage-taker to injure hostages and rescuers.
 - 3) Plan for support personnel and area security: Control element for hostages and rescue, control and handcuff suspects, complete search, and secure area. Entry officers must quickly dominate, deliver accurate and necessary fire, must follow the plan, but remain flexible to change in the event.
 - a) Tactical Options:
 - (1) Covert entry - Stealth probe
 - (2) Dynamic (controlled entry) - Hostage location known, hostage location unknown
 - b) In order to be successful the following listed components must exist:
 - (1) Speed (controlled)
 - (2) Diversion
 - (3) Surprise
 - (4) Accuracy
 - 20. Upon securing the suspect(s), the team will secure and preserve evidence for investigators.
 - 21. Once relieved, all personnel will attend an in-depth debriefing.
 - 22. If an officer-involved shooting does occur, the SWAT Team will secure the scene, preserve evidence, remove hostages from danger area, request medical support for the injured, and stabilize the incident scene for arrival of investigators.
- C. THREATENED SUICIDE.
1. Contain and control perimeter. Emergency Team is in place with a tactical resolution plan.
 2. Use negotiators to establish verbal contact (build rapport) as soon as possible.
 3. Determine and document crime(s) involved.
 4. Deploy less-lethal options immediately (deadly force options as well).
 5. Evacuate on-lookers and family members immediately. Interview them and tape record their statements.
 6. Isolate the subject.
 7. Anticipate subject may attempt to exit and provoke confrontation.
 8. Construct physical barriers (vehicles, shields, furniture, rope, etc.) between police and suspect.
 9. Tape record your efforts at verbalization. Record his/her "wild/bizarre" actions.
 10. Maintain verbal contact even when subject is saying nothing (resistant subject strategy).

11. Continue to gather intelligence/information. Build a case for your actions.
 12. Attempt to designate only one person to deploy deadly force if and when deadly force is necessary. More than one person may be necessary.
 13. Define an area for subject's movement. Consider any threat to the community.
 14. Prevent subject from seizing hostages or leaving containment and moving into the community.
 15. Do not deploy too close so as to create confrontation.
- D. HIGH RISK WARRANT SERVICE - Commander's responsibilities:
1. Identify the mission statement for the warrant service. Read the warrant
 2. Ensure proper training and the preparedness of officers. Officers have proper equipment.
 3. Tactical scouting/recon of location.
 4. Supervise a detailed plan.
 5. Supervise a detailed briefing (Record briefing)
 6. Supervise a detailed rehearsal (Record rehearsal).
 7. Command and control/operational security. All officers must know the mission and their job assignment.
- E. RISK MANAGEMENT PROCESS FOR HIGH-RISK WARRANTS.
1. Target/Subject analysis. This analysis should center around the threat level of the suspect, the suspect's capabilities and the type and nature of the structure and surroundings.
 2. Operations security. In dealing with multi-agency task forces or other members of another agency, commanders need to be aware of operational leaks because advance warning of the raid could lead to destruction of evidence or a prepared suspect.
 3. Public exposure. While planning high-risk warrant service, assuring the safety of citizens and innocent persons always needs to be high priority.
 4. Public perception. Officers must use reasonable and appropriate means to secure the premises. The warrant service plan should include the selection of tools, distraction devices, breaching methods and the number of personnel that would be reasonable and appropriate.
 5. Key personnel. The Team Leaders should analyze and evaluate the skills and competency of those individuals requesting the warrant service and personnel profile their own officers for this type of operation.
 6. Personnel/Equipment to carry out the task. The SWAT Team Leader should evaluate the training personnel and equipment of the team and determine if the selected techniques can be implemented with a high probability for success.
 7. Intelligence analysis. The SWAT Team Leader should examine the quality of intelligence being used to make plans for the operation.
 8. Tactical options for high-risk/pre-planned events.
 - a. Dynamic Entry Pros:
 - 1) Event contained at single location
 - 2) Lack of mobility for suspect
 - 3) If surprise achieved, subject(s) rapidly secured
 - 4) Best option for protection of destructible evidence or rescue of hostage(s)
 - 5) Prevents involvement of innocent civilians
 - b. Dynamic Entry Cons:
 - 1) Difficult to move to contingency
 - 2) Higher level of danger to SWAT Team members
 - 3) High propensity for property damage

- 4) Loss of distance
 - 5) Loss of cover
 - c. Surround and Call Out Pros:
 - 1) Safer for SWAT Team members as it allows for better use of cover
 - 2) Allows the Team to determine suspect(s)' intentions prior to being confronted
 - 3) Best containment of site
 - 4) Allows for controlled evacuation of area
 - 5) Best application of supporting weapons, and rapid application of pre-planned contingencies
 - 6) Lack of mobility of suspect(s)
 - d. Surround and Call Out Cons:
 - 1) High probability of evidence destruction
 - 2) Allows suspect time to prepare to defend
 - 3) Gives suspect initiative, team becomes reactive
 - 4) May be subject to changing conditions such as traffic congestion, schools letting out, high media activity
 - e. Take-down away Pros:
 - 1) Takes support group away from suspect
 - 2) Limits numbers of suspects to be dealt with
 - 3) Generally limits amount of weapons and ammunition immediately available to suspect at time of confrontation
 - 4) If applied properly is a rapid capture of key suspect(s).
 - f. Take-down away Cons:
 - 1) High mobility often causes extreme risk to innocent civilians
 - 2) May create greater incident (hostage situation) if take-down is not accomplished
 - 3) Requires extensive planning, training, and rehearsals
 - 4) Counter-surveillance may notify suspect(s) of impending operation
 - 5) May result in loss of evidence, such as items thrown of fleeing vehicle
- F. CLANDESTINE LAB WARRANT SERVICE.
1. SWAT role and responsibilities (Consider Surround and Call Out)
 - a. To safely enter and secure the residence for the Lab Assessment Team.
 - b. Control, secure and debrief any suspects
 - c. Discovery and marking of any potential "booby traps"
 - d. Determination of type of lab and its stage if possible (i.e. active, inactive or boxed)
 2. Hazards
 - a. Suspects
 - b. Explosions
 - c. Fire
 - d. Weapons/"booby traps"
 - e. Chemicals
 3. Assist lab personnel with any lab investigation procedures: This information is provided to assist Team Commanders, Team Leaders, Scouts and Officers in the planning and execution of high-risk warrant service as a function of the El Paso Police Department.

 El Paso Police Department Tactical Support Services Operations Manual	Chapter 2
Chapter 2: Dignitary Protection Unit	Effective Date: 06/11/2010 Previous Version:

2.0 DIGNITARY PROTECTION UNIT

2.1 PURPOSE

The SWAT Team is responsible for coordinating the protection of major dignitaries during their stay in El Paso, Texas. It is the mission of the SWAT Team to protect the principal from harm or threats and to ensure the integrity of the principal's schedule. Additional personnel may be assigned to a protection detail from other bureaus, at the direction of an Assistant Chief or the Chief of Police.

2.2 NOTIFICATION

Notification of requests for dignitary security is forwarded to the Chief of Police with information including dates, times and specific locations where the security is needed. The Chief of Police or his designee must approve all assignments.


2.3 PERSONNEL

- A. SWAT Commander will be responsible for the overall supervision and coordination of a dignitary detail.
- B. SWAT Commander will be responsible for:
 - 1. Pre-planning and coordination of operations between bureaus of the El Paso Police Department with outside agencies.
 - 2. Coordinating first aid, ambulance, and medical services with the El Paso Fire Department.
- C. SWAT Sergeant will be responsible for:
 - 1. Planning and reconnoitering travel routes and alternate routes.
 - 2. Advance inspection of sites and facilities.
 - 3. Planning and coordinating route security and dignitary protection detail.
 - 4. Providing specialized equipment from the SWAT Team inventory including ballistic vests, special weaponry, communications equipment and other specialized equipment as needed, i.e., lapel pins for ID, etc.
- D. SWAT Team Officers will be responsible for the security and protection of designated person, property and locations visited.

2.4 CITY COUNCIL ASSIGNMENTS

- A. Dignitary assignments involving escorting the Mayor will be routed through the office of the Chief of Police from the Mayor's office.
 - 1. During City Council meetings the SWAT Team provides two officers to protect the Mayor.
 - 2. By extension of protecting the Mayor's time schedule and business, protection of Council persons and general order maintenance is provided by the team.

3. Assignments into the interior of Mexico will incorporate the use of the Mexico Liaison Officer.

 El Paso Police Department Tactical Support Services Operations Manual	Chapter 3
Chapter 3: Crisis Management Team	Effective Date: 06/11/2010 Previous Version:

3.0 CRISIS MANAGEMENT TEAM

3.1 MISSION STATEMENT

Procedure to establish guidelines for the use of the Crisis Management Team (CMT). The primary objective of this team is to save lives and defuse a high-risk situation with little or no use of force. The team's goal is to defuse the critical incident by communicating and establishing rapport with the subject and bringing the situation to a peaceful end. The Crisis Management Team works in conjunction with SWAT to achieve these goals.

3.2 CHAIN OF COMMAND

- A. The CMT members will follow the Chain of Command, regardless of rank.
 1. Special Operations Division Commander.
 2. Tactical Unit Commander (Lieutenant).
 3. SWAT & CMT Sergeant.
 4. Team Leader, designated by the CMT Sergeant.
 5. Team Members.

3.3 SELECTION CRITERIA

- A. Crisis Management Team.
 1. The Crisis Management Team selections are made as vacancies become available. The CMT Sergeant initiates a request through the chain of command for vacancy to be announced. The notification for selection is distributed through department email by Planning & Research.
 2. Assignment to the CMT is voluntary and open to all officers or detectives that meet and comply with the following criteria and requirements, which may be subject to change as per Chief of Police:
 - a. Submission of a resume citing experience and training along with copies of the Officer's last two evaluations.
 - b. The applicant must have a minimum of five years experience as an officer or Detective of this Department. It is preferred but not necessary that the applicant has taken psychology or suspect profiling related courses.
 - c. The applicant must display the following characteristics:
 - 1) Strong conflict resolution and problem solving skills.
 - 2) Strong interview and interrogation skills.
 - 3) Strong oral and written communication skills.
 - 4) Ability to work well in a team environment and follow directions.

- 5) Good knowledge of arrest, search and seizure laws, as well as the Texas Penal Code and Code of Criminal Procedures.
 - d. The applicant must not be a member of any other emergency response unit or team within this Department.
 - e. The CMT Sergeant will conduct an Internal Affairs background check.
 - f. Applicants will appear before an oral interview board convened by the CMT Supervisor. The applicants will be interviewed on the above criteria (subsection c) and questions regarding the applicant's resume, evaluations or background checks. A practical exercise will also be given to each applicant.
 - g. The CMT Sergeant will submit a memo listing the qualified applicants to the Special Operations Division Commander (via chain of command), based upon the above selection criteria. The memo will state the Interview Board's recommendation of the new team member. The Chief of Police will have the final say of the selection and appointment of the new team member. Qualified applicants not selected to the team are placed on an eligibility list effective for one year from the interview process.
 - h. Once selected to the Crisis Management Team, members must complete and pass the FBI Basic Hostage Negotiation School or equivalent as selected by the Tactical Unit Commander or CMT Sergeant.
 - i. All newly selected team members are placed on a probationary status on the team for a period of one year. The probationary member may be relieved from the team upon the recommendation of the CMT Sergeant and Team Leader.
- B. ATTENDANCE.
1. Team work is the strongest asset of CMT; therefore, it is mandatory that each team member attend every training session and callout. There are few instances when a team member might not be excused from attendance. The following are consider valid excuses:
 - a. Court.
 - b. Sick Leave.
 - c. Vacation (Out of town).
 - d. Conference with Pay.
 - e. Accident with Pay.
 - f. Department approved Training.
 - g. On a case-by-case basis, the CMT Supervisor may excuse other situations.
 2. If a team member is going to be late or miss a training session the team member must notify the CMT Supervisor or Team Leader prior to the beginning of the training session. Notification may be in person, phone or department email. *NOTE: A team member will be considered AWOL if training is missed and notification was not made prior to the start of the training day.
 3. A team member failing to make a callout must submit a memo explaining the absence to the CMT Supervisor within (5) days after the call out. The CMT Supervisor will determine if the absence is valid. If a team member will be taking vacation (out-of-town), he or she will notify the CMT Supervisor or Team Leader before leaving.
 4. In regards to "unexcused absences" the following will apply:
 - a. Three (3) unexcused absences from training during a calendar year will result in automatic dismissal from the team. On the second unexcused absence the member will be placed on "Inactive Status" for (45) days, but will still be required to attend training sessions.

- b. A member missing two (2) consecutive callouts will be placed on "Inactive Status" for (45) days, but will still be required to attend training sessions.
- 5. Team members will not respond to any callout if under the influence of an alcoholic beverage. A team member may be removed from CMT if a pattern develops and it is determined that the member is not dependable or has become a hindrance to the team.

3.4 CMT EQUIPMENT AND VEHICLE

- A. Team members are issued specialized equipment in addition to regularly issued equipment. Each member shall be responsible for the routine maintenance, secure storage, and accessibility of the issued equipment. This equipment may be stored in the assigned agency vehicles or other accessible, but secure locations. The issued equipment is as follows:
 - 1. Utility uniform.
 - 2. Tactical Vest.
 - 3. Kevlar Helmet.
 - 4. Chemical Agent Mask.
 - 5. Headset.
 - 6. Shotgun (as dictated by the assignment of the team member).
 - 7. Pager.
- B. Equipment will be inspected monthly to ensure operational readiness and availability to support emergency operations.
- C. The Mobile Command Post is a 26' recreational vehicle designed and equipped with cellular phones, PA system, communications equipment, a conference room, and other necessary equipment to assist in the emergency situation.
 - 1. This vehicle is stationed at El Paso Police Department Headquarters and must remain available for immediate response to any critical incident even when being used for any other purpose.
 - 2. The Crisis Management Team is responsible for the care and maintenance of the Mobile Command Post. The CMT Supervisor will assign one primary maintenance officer to ensure that it is stocked with the necessary supplies and that the equipment is functioning properly. The maintenance officer must report any damage to the Mobile Command Post or to the CMT Supervisor. The Mobile Command Post will be inspected on a monthly basis to ensure operational readiness. The inspection log will be updated after every inspection.
- D. During a critical incident only authorized personnel are allowed inside the Command Post. Personnel who are not deemed essential in the decision making process will not be allowed inside, especially when negotiations are taking place.
- E. The Police Command Post may also be utilized when it is needed for on scene support at any incident within the City. Utilization of the Command Post includes, but is not limited to; barricaded subject or hostage situations, civil disturbances, natural disasters, or as a support vehicle for training, recruitment or testing. The Mobile Command Post may be used for other Department or City functions with approval from the CMT Supervisor. Should any Regional Command Center need to utilize the Command Post for a regional function a 2 week advance notice must be submitted via department email to the Unit Commander and CMT Supervisor. The request must include the following information:
 - 1. Date.
 - 2. Time.
 - 3. Location.

4. Type of function.
5. Duration of the function.

3.5 TRAINING

- A. CMT Members will receive regular in-service training as determined by the Chief of Police to enhance negotiation techniques and tactics. The in-service training will be conducted at the direction of the CMT Supervisor and Team Leader. Joint training sessions will be coordinated with the SWAT Team Supervisor on an annual basis. An itinerary of the monthly training sessions will be sent to the Tactical Unit Commander.
- B. Designated Command Post drivers must have experience in driving large vehicles or recreational type vehicles. The CMT Supervisor will coordinate for the drivers to attend a one (1) day training session on how to set up and operate the Command Post. The driving portion will consist of at least one (1) hour of hands on driving. A written test will be given on the final day. The designated drivers must attend a yearly one (1) day training session, to include, but not limited to, written material and practical exercise.
- C. Only those employees trained, certified and assigned to CMT are authorized to operate the Command Post. The CMT Supervisor will maintain a list of authorized drivers.
- D. The CMT Supervisor will maintain all training records. Documentation on all training sessions will be forwarded to the Academy.

3.6 TEAM CALL-OUT SITUATIONS & PROCEDURES


Any Patrol Supervisor may approve a CMT only callout and will advise dispatch upon making the request, as per Department manual.

- A. Situation Procedures.
 1. Upon notification of a CMT call-out the CMT Supervisor and team members will respond to a pre-determined staging area designed by the patrol units. Upon arrival team members will meet with patrol officer(s) and the Patrol Supervisor to obtain all pertinent information of the critical incident. A temporary command post will be assembled to include supervisors from the units involved so that information is disseminated amongst all the officers.
 2. The CMT Supervisor will function at the direction of the SWAT Commander. The CMT Supervisor will make assignments and brief arriving CMT members. After receiving their assignments team members will immediately begin setting up the necessary equipment or suiting up for deployment with Public Address (PA) system. The members assigned to the PA team will deploy with SWAT members to approach the subject's location. The PA team will not commence negotiation tactics with the subject until authorized by the CMT Supervisor. Pertinent information observed by the PA team will be relayed to the CMT Supervisor and the command post.
 3. When the Command Post arrives personnel from the temporary command post will move into the vehicle where primary phone negotiations will commence. The front portion of the Command Post will be utilized as the main command planning area. The rear of the Command post will be utilized as the negotiators area where the main telephone negotiations will take place. Regardless of rank, personnel not associated with CMT will not be permitted in this area. The CMT Supervisor is responsible for ensuring that the crisis negotiators are not subjected to any form of undue influence or interference from any person.

4. Upon authorization from the Tactical Unit Commander (Lieutenant) to begin negotiations the designated team members will initiate efforts to establish communications with the involved subject(s). The negotiators will attempt to gain the release of any hostages or the surrender of the suicidal or barricaded subject. All items are negotiable except weapons, illicit drugs, and exchanges of persons for hostages. The negotiator will refrain from making promises that cannot be kept without approval of the Team Supervisor and Tactical Unit Commander.
5. The CMT personnel assigned to the negotiations portion of the Command Post will consist of the team leader, the primary negotiator, secondary negotiator (coach) and logistics person. Three CMT personnel will be assigned to the PA Team. The PA Team will consist of the primary, secondary (coach) and radio operator, which keeps in contact with Command Post. The remaining negotiators will gather intelligence and maintain contact with the Command Post. The CMT Supervisor will advise the Tactical Unit Commander of all phases of the negotiations. The CMT Supervisor will coordinate the actions of the Crisis Management Team with the SWAT Sergeant.
6. The CMT Supervisor and Tactical Unit Commander will secure all audio and video recordings for documentation purposes. The CMT Supervisor will keep the documentation on file.
7. To ensure that negotiations are not disrupted during a prolonged negotiation situation the CMT Supervisor will establish a work schedule.

3.7 REPORTING PROCEDURES

- A. The SWAT Commander will prepare the after action report detailing the operations as soon as practical and forward a copy of such report to the Chief of Police.

 El Paso Police Department Tactical Support Services Operations Manual	Chapter 4
Chapter 4: Bomb Squad	Effective Date: 06/11/2010 Previous Version:

4.0 BOMB SQUAD

4.1 MISSION

The El Paso Police Department Bomb Squad is an F.B.I. accredited bomb squad assigned to the Training & Special Operations Bureau. Its purpose is to provide specialized and highly trained officers and /or detectives to handle situations involving suspected hazardous devices / packages, explosives or related incidents, and to insure that these officers are properly equipped to perform this function.

- A. The purpose of this document is to provide maximum safety for the bomb squad and the general public.

4.2 ADMINISTRATIVE

The Bomb Squad is composed of an Tactical Support Services Lieutenant, Team Leader, Bomb Technicians and Bomb Technician Trainees. All members of the Unit will adhere to the standard operating procedures as outlined in the F.B.I.'s National Guidelines for Bomb Technician, and this manual. Members will further be accountable for their actions and the Department's Procedure Manual.

4.3 TEAM LEADER

The team leader is a first line supervisor at the rank of Sergeant. The team leader will perform administrative functions and provide assistance and direction to his technicians in the discharge of their duties. The team leader will report to the Tactical Support Services Lieutenant who is in charge of the department's specialty teams.

- A. Duties and responsibilities. The team leader or his designee will:
 1. Coordinate training, bi-monthly readiness exercises, planning and other squad activities to include all levels of department training, tactical and civil training.
 2. Maintain and properly store the squad's equipment.
 - a. The team leader or designee will insure serviceability of equipment and obtain repair as required. Equipment will be inspected, on a monthly basis. All inspections will be logged in the equipment logbook. Each response vehicle will carry its own equipment / drivers logbook
 3. Be responsible for the storage and proper disposition of explosives and explosives evidence, as required.
 4. Maintain records and reports of squad activities.
 5. Serve as the Department's liaison with the Army EOD, Federal, State and other local agencies that can provide technical assistance and intelligence for the squad.
 6. Insure the integrity of all restricted and confidential technical information bulletins.
 7. Keep the Tactical Support Services Lieutenant in charge of specialty teams advised on all incidents involving:

- a. All explosions or where explosives are found.
- b. Incidents where assistance is requested by other agencies and agencies' outside the city limits.
- c. The destruction of any explosives delivered to the Bomb Squad.

4.4 BOMB TECHNICIAN

Graduates of the F.B.I.'s Hazardous Devices School (HDS). Officers assigned to the El Paso Police Department's Bomb Squad. Bomb Technicians will report to the team leader.

A. Duties and Responsibilities:

1. Respond to calls of found explosives, suspected hazardous devices or related incidents, as notified by communications or the Team Leader.
2. At all times the primary concern is the preservation of life.
3. Suspect devices or explosives will be removed, transported or destroyed.
4. Advise Team Leader of all incidents involving:
 - a. All explosions or explosives found.
 - b. Incidents where assistance is requested by another agency.
 - c. Any incident that directly or indirectly affects the Bomb Squad.
5. Complete and submit incident reports to Bomb Squad Team Leader as soon as practical.
6. Assist in follow-up investigations of all offenses concerning bombing, possession of explosive weapons, accidental explosions and other related incidents.
7. Respond to calls of suspected devices, found explosives, or any and all calls directly related to the function and operations of the Bomb Squad. Assist with approved training requests from within or outside the department.
8. Perform other duties or assignments as directed by the team leader or Office of the Chief.
9. As an F.B.I. Certified Hazardous Devices Technician and a member of the El Paso Police Department Bomb Squad, the highest level of professionalism both on and off duty is expected. Any violation of the departments Code of Ethics, Core Values, Rules and Regulation or any behavior that is deemed subversive or that may bring unfavorable attention to the unit will not be tolerated and result in disciplinary action up and to including grounds for removal from the Bomb Squad.

4.5 BOMB TECHNICIAN TRAINEES

Officers and / or detectives not H.D.S. certified. Trainees will assist the Team Leader and Bomb Technicians with equipment set up, maintenance and inventory, to include Bomb Squad vehicles. As a member of the El Paso Police Department Bomb Squad, the highest level of professionalism both on and off duty is expected. Any violation of the departments Code of Ethics, Core Values, Rules and Regulation or any behavior that is deemed subversive or that may bring unfavorable attention to the unit will not be tolerated and will result in immediate removal from the Bomb Squad.

4.6 BOMB TECHNICIAN TRAINEE QUALIFICATIONS / SELECTION PROCESS

The El Paso Police Bomb Squad selections are made as vacancies become available and by approval of the Special Operations Bureau Assistant Chief. The bomb squad try-outs notification is distributed

department-wide via Department email by Planning and Research listing the following basic requirements. This is subject to change at the discretion of the Chief of Police:

- A. Applicant must have a minimum of 5 years of service with the El Paso Police Department. Applicants currently certified through military E.O.D. school or Hazardous Devices School at Redstone Arsenal may be considered at the discretion of the Chief of Police.
- B. Applicant must have received an overall minimum of "Exceeds" rating on the last two scheduled annual performance evaluations and;
- C. Applicant must meet the FBI physical requirements with respect to height and weight and be able to pass the required FBI physical exam and;
- D. Pass a written and oral screening to include practical exercises.
- E. If applicant is selected, he / she becomes a bomb technician trainee and will be on probationary status for a maximum of twelve (12) months. During this time, the trainee will undergo on-the-job training, written exams and practical readiness exercises with various department Certified Hazardous Devices Technicians. Trainee must demonstrate the ability to successfully work safely with and operate specialized bomb squad equipment. The trainee must also demonstrate the ability to work safely with and around explosives and related devices. Progression or lack thereof will be documented on weekly and monthly evaluations entries. If a trainee sustains an on-duty injury and is unable to work at full capacity, the trainee must provide documentation by a physician advising so. In this case the trainee's probation will be extended the length of time he / she was out on light duty. If a trainee is in the military reserves and is called to active duty, then their probationary status will resume upon their return to the bomb squad. After the 12 months of probation, an assessment will be conducted on the trainee's evaluation entries and readiness exercise performances. At that time, a decision will be made to keep or remove the trainee from the bomb squad. Except as stated above, due to injury, or active military status, probationary status will not be extended. This is subject to change at the discretion of the Chief of Police.
- F. Must complete a one (1) week Emergency Responder Hazardous Materials Technician Course (WMD) at Anniston Alabama.
- G. Must be accepted to and complete the six (6) week F.B.I. Hazardous Devices School (H.D.S.) at Redstone Arsenal, in Huntsville Alabama.

4.7 BOMB SQUAD TRAINING REQUIREMENTS

- A. All Bomb Technicians must be graduates of the F.B.I. Hazardous Device School (HDS). The Tactical Support Services Lieutenant or the team leader can excuse a team member from attending training or a readiness exercise.
- B. A minimum of sixteen (16) hours of readiness exercises will be scheduled monthly. All bomb squad training and readiness exercise attendance is mandatory.
- C. Two consecutive unexcused absences or three absences in a 6-month period will result in deactivation of a bomb technician or removal from the team of a bomb technician trainee. While deactivated, attendance to training and readiness exercise is still mandatory.
- D. All bomb squad technicians must maintain certification:
 - 1. Completing a Hazardous Devices School recertification course every 3 years.
 - 2. Maintain proficiency and safety in the use of all bomb squad equipment and readiness exercises.

- E. Any law enforcement officer involved in explosives and training with the El Paso Police Bomb Squad must be a graduate of the F.B.I. Hazardous Devices School, a graduate of a Department of Defense Explosive Ordinance Disposal School, or an A.T.F. Certified Explosives Specialist (C.E.S.).

4.8 CALL-OUTS

- A. Any officers may request the dispatcher to contact the Bomb Squad Team Leader or his designee and inform him of the call out. The bomb squad is on a 24-hour call-out status.
- B. If the team will be activated the team leader, his designee or communications will contact the appropriate staff to respond to the call-out. Once activated, assignment to the El Paso Police Bomb Squad will take precedence over all other assignments within the Department.
 - 1. Bomb squad members will immediately respond to the call-out upon notification.
 - 2. Bomb squad members failing to respond to an assigned call will be required to justify their actions.
 - 3. Bomb squad members with two unexcused call outs in a six (6) month period, will be subject to deactivation. Attendance at training and readiness exercises is mandatory while on deactivation.
 - 4. Any bomb squad member leaving the El Paso City limits must notify the team leader or his designee before doing so.

4.9 REQUEST FOR ASSISTANCE FROM OUTSIDE AGENCIES

- A. All requests for assistance outside of the city limits will be subject to the approval of the Tactical Support Services Bureau Assistant Chief through the chain of command.
- B. All requests must be made by a supervisor of the requesting agency.
- C. The Tactical Support Services Lieutenant in charge of special teams will be notified of all calls for assistance outside the city limits, before any response is approved.
- D. Assistance will include; incidents of found explosives, suspect devices / packages, dignitary protection / sweeps, warrants searches and any assistance deemed necessary by the Chief of Police.
- E. Upon completion of an out of city incident a detailed After Action Report shall be completed by the Bomb Squad Team Leader or his designee.

4.10 PROPERTY CONTROL

- A. **RESPONSIBILITY:** To assure the proper disposition of acquired and in-custody property.
 - 1. The bomb squad is responsible for the storage and disposition of all explosives and suspected explosive devices which are acquired, as found, recovered, seized, or evidence taken by the El Paso Police Department. This property will be stored at the El Paso Police Academy. Any evidence or property collected at the scene of a bomb call that is not explosive in nature shall be stored in the El Paso Police Department Property Office.
 - 2. The bomb squad will be responsible for the control, custody and disposition of property kept at the Police Academy.
 - 3. The Bomb Squad Team Leader will inspect the property stored at the Police Academy on a monthly basis to assure that the procedures used to control property are being followed.

4. All bomb squad storage areas shall be secured and locked. Access will be limited to bomb squad personnel.
5. Explosives and explosive devices will be destroyed within six months after final disposition of any criminal case. The case agent will prepare a supplement to request for the destruction of evidence after final disposition of the case.
6. Bomb squad records will reflect the status of all property held at the explosive storage facility. These records will be maintained in accordance with the Records retention policy established by the Department.
7. The bomb squad vehicles will be used to transport equipment necessary to mitigate a scene involving suspicious packages or explosive devices, any situation involving the use of explosive materials, and devices that have been rendered safe.
8. The bomb squad will not respond to bomb threats. When an explosive or suspected explosive device / package is located, the bomb squad will be dispatched. The Bomb Squad Team Leader or his designee is responsible for authorizing the use of the bomb squad vehicles.
9. Only properly trained members of the bomb squad, trained in the operational handling of the bomb squad vehicles, will operate the bomb squad vehicles.
10. The Bomb Squad Team Leader or designee will inspect the bomb squad vehicles and equipment on a monthly basis. The Bomb Squad Team Leader or designee will be responsible for the storage of equipment in the vehicle.

4.11 STORAGE OF EXPLOSIVES

- A. Explosives will be stored at the Police Academy.
- B. Non-explosives items will be stored in the Police Property office.
- C. Explosive evidence will be tagged and a chain of evidence initiated by the bomb technician.
- D. Bomb Squad Team Leader or designee will ensure that:
 1. Unauthorized persons are not allowed in or near the explosive storage area.
 2. Smoking, matches, lighters or flame-producing devices will not be allowed in or near the storage area.
 3. Use only flashlights for illumination in the storage area.
 4. Bomb squad members use extreme caution when opening or closing packages of explosives and do not use sparking metal tools to open or close packages containing explosives.
 5. Handling and/or movement of explosives will be done with extreme caution.
 6. Storage area should be kept free of all debris.
 7. Storage area should be kept closed and secured at all times except when items are deposited or removed.

4.12 REQUIRED EQUIPMENT

- A. **RESPONSIBILITY:** To maintain the minimum required equipment as established by the F.B.I.'s National Guidelines for bomb technicians.

4.13 EQUIPMENT INVENTORY

- A. The team leader will maintain complete and accurate records of all equipment maintained by the unit and issued to the members.
- B. The team leader will maintain a current list of expendable supplies and requisition any equipment in short supply.
- C. The team leader will maintain a source of reference material to be utilized in the selection of new equipment in order to better perform assigned tasks of the bomb squad.
- D. The team leader will ensure measures are taken to secure equipment and supplies from unauthorized use.

4.14 RESPONSE TO EXPLOSIVE DEVICE OR SUSPECT DEVICE

- A. **RESPONSIBILITY:** To respond to and control the scene and determine appropriate strategies to perform render safe procedures.
 - 1. Assure immediate evacuation of all personnel to a safe location.
 - a. It is assumed that a minimum safe area would be at least 300 feet from the location of suspect device behind cover.
 - b. No bomb squad member shall approach or attempt to render safe a suspect device until all safety precautions have been taken.
 - c. A minimum of 2 bomb technicians with appropriate equipment and support personnel shall respond to all suspect devices.
 - d. Support units (EMS, Fire Department, etc.) will be called to the scene.
 - 2. Upon arrival the Bomb Squad Team Leader or bomb technician will contact the officer in charge of the scene and obtain as much information as possible and brief the rest of the team.
 - 3. The Bomb Squad Team Leader or bomb technician will assume control of the scene and maintain control until it is considered safe.
 - 4. A safe operating area away from the command post will be established.
 - a. No person will be allowed past the safe area except as authorized by the Bomb Squad Team Leader or bomb technician in charge of scene.
 - b. Additional assistance will be called as needed to maintain the safe area or evacuate.
 - 5. Personnel Protective Equipment (PPE) i.e. (Bomb Suit) will be utilized on all scenes that are deemed life threatening. There are times when utilization of some PPE can hinder the bomb technician's ability to safely operate within a designated area. Therefore, it is the bomb technician's discretion to downgrade to a lesser or minimum protective equipment under certain circumstances and that decision will be reviewed and validated by the Team Leader. The safety of the technician will always be a primary concern when making this decision.
 - 6. Approaching the threat hazard.
 - a. If three or more bomb technicians are on scene, then a minimum of one bomb technician may engage the threat hazard, if warranted by the situation. Two armed support personnel / rescue from within the team will assist with security and any assistance that may be needed from the technicians from a safe distance, behind cover. If only two bomb technicians are on scene, then only one bomb technician will approach the threat hazard. Two armed support personnel / rescue from within the team will assist with security and any assistance that may be needed from the technicians from a safe distance, behind cover.

- b. A minimum of one armed team member will post guard duty at the operating area.
- c. All responding members will arrive on the scene armed.
- 7. Once the scene is declared to be safe it will be turned over to the patrol supervisor in charge of the area.
- 8. Squad members will assist in the collection of evidence if requested.
- 9. Any explosive, suspected explosive or device, will be handled on a case by case basis. If the bomb technician determines the item to be a threat hazard, then render safe procedures will be taken. If the item can be safely moved and transported, then it will be taken to the Police Academy for proper disposition.

4.15 PRESERVATION OF EVIDENCE

- A. RESPONSIBILITY: To safely secure all evidence and maintain a chain of evidence.
 - 1. Bomb technicians will assist with the collection of evidence at the scene.
 - 2. All stable explosive evidence will be stored at the Police Academy.
 - 3. All evidence that is too hazardous to be kept will be photographed, if safe to do so as determined by the bomb technician and destroyed.

4.16 INVESTIGATION (POST BLAST)

- A. RESPONSIBILITY: To respond to and control the scene of an explosion and assist with the collection of evidence.
 - 1. Establish contact with the officer in charge of the scene and obtain as much information as available.
 - 2. The bomb technician will assume control of the scene and maintain control until it is considered safe.
 - 3. A safe area and command post will be established.
 - a. No person will be allowed past the safe area, except as authorized by the team leader or bomb technician in charge of scene.
 - b. Additional assistance will be called as needed to evacuate or maintain the safe area.
 - c. Support units (FMS and etc.) will be called to the scene.
 - 4. Insure that all persons have been evacuated from the blast area and begin an immediate search for secondary devices or un-detonated explosives.
 - 5. Once the scene is declared to be safe it will be turned over to the patrol supervisor in charge of the area.
 - 6. Bomb Squad members will assist in the collection of evidence.
 - 7. Any explosive, suspected explosive or device located, will be handled on a case by case basis. If the bomb technician determines the item to be a threat hazard, then render safe procedures will be taken. If the item can be safely moved and transported, then it will be taken to the Police Academy for proper disposition, via the total containment vessel (T.C.V.) or the Suspected Item Disposal Bomb Transport System (S.I.D.)

4.17 HOME MADE EXPLOSIVES

- A. Bomb Squad members will ensure the scene is secured and obtain as much information as possible about the location and circumstances of the threat hazard.

- B. The team leader or bomb technician will make contact with the officer in charge and assume control of the scene and maintain control until it is considered safe.
- C. A safe area and command post will be established.
 - 1. No person will be allowed past the safe area except as authorized by the team leader or bomb technician in charge of scene.
 - 2. Additional assistance will be requested to evacuate or maintain the safe area.
 - 3. Support units (i.e.: FMS) will be called to the scene.
- D. Insure that all persons have been evacuated to a safe location.
- E. Examine and photograph the device without contact, if safe to do so as per the bomb technician.
- F. X-ray the threat hazard in all non-life threatening situations if possible as per the bomb technician.
- G. Evaluate all information and determine the best render safe procedure (RSP) to be taken.
- H. If the threat hazard will be rendered safe at the scene, the team leader will notify the Tactical Support Services Lieutenant in charge of specialty teams. The team leader or designee will advise the officer in the charge of scene when the threat hazard has been rendered safe.
- I. If a threat hazard contains an unstable chemical or explosive that would need immediate disposal, and deemed safe to move by the bomb technician, it will be moved to a safe location for disposal, via the T.C.V. or S.I.D.
 - 1. A marked patrol car will escort the bomb squad vehicle's, leading in front as well as following from the rear of the convoy.
 - 2. The dispatcher will be advised of the intended action and the route to be taken.
 - 3. The units will proceed to destination observing speed limits and using overhead lights.
 - 4. The bomb squad will advise dispatcher upon arrival.
 - 5. Bomb squad members will dismiss escort vehicles and insure that all unauthorized personnel are removed from the area.
 - 6. Bomb squad technicians will remove device from trailer and perform render safe procedure or dispose as necessary.

4.18 COMMERCIAL EXPLOSIVES

- A. Bomb squad members will ensure the scene is secured and obtain as much information as possible about the location and type of explosive.
- B. The team leader or bomb technician will make contact with the officer in charge and assume control of the scene and maintain control until it is considered safe.
- C. A safe area and command post will be established.
 - 1. No person will be allowed past the safe area except as authorized by the team leader or bomb technician in charge of scene.
 - 2. Additional assistance will be called as needed to maintain the safe area or evacuate.
 - 3. Support units (i.e.: FMS) will be called to the scene.
- D. Insure that all persons have been evacuated to a safe location.
- E. When an explosive is positively identified by the bomb technician, he / she will:
 - 1. Photograph it before moving, if deemed safe to do so by the bomb technician.
 - 2. Examine completely, obtaining description, type, size, color, approximate weight, name of manufacturer and number of items.
 - 3. Retain wrappers and label when possible.


4. Blasting caps - describe length and diameter, crimps on side if electric, length and color of wires, type of shunts and information from any tags or labels.
5. Un-shunted wires will be shunted.
- F. If it is decided to move the explosive:
 1. No more than the manufactured suggested explosives weight limit will be transported in the T.C.V. or S.I.D. at one time.
 2. Additional trips will be made if necessary. The area will be kept secured at all times.
 3. A marked patrol car will escort the bomb squad vehicle's leading in front as well as following from the rear of the convoy.
 4. The dispatcher will be advised of the intended action and the route to be taken.
 5. The units will proceed to destination observing speed limits and using overhead lights.
 6. The bomb squad will advise dispatcher upon arrival.
 7. Bomb squad members will dismiss escort vehicles and insure that all unauthorized personnel are removed from the area.
 8. Bomb technicians will remove explosives from the T.C.V. or S.I.D. and perform render safe procedure.

4.19 MILITARY ORDINANCE

- A. RESPONSIBILITY: To respond to and control the scene and determine proper strategy for securing military ordinance for the Army's Explosive Ordinance Disposal Unit (EOD).
 1. Bomb technician's will respond to the scene and assume control until it is considered safe.
 2. A safe area and command post will be established.
 - a. No person will be allowed past the safe area except as authorized by the team leader or the bomb technician in charge of scene.
 3. Obtain complete description including color, dimensions and markings.
 4. Advise military EOD of the ordinance and secure as advised by military EOD personnel.
 5. Released ordinance to military EOD upon their arrival and assist as requested.

4.20 TECHNICAL SUPPORT

- A. RESPONSIBILITY: To provide assistance and training to other divisions of the department and outside agencies as well as support outside agencies as requested.
 1. Training.
 - a. Basic explosive recognition classes at the Police Academy.
 - b. Shift level training for patrol.
 - c. Provide training and support for specialty teams.
- B. Outside Agencies.
 1. Establish liaison with outside agencies, local and federal, to assist with training and logistical support.

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Chapter 5: ComSAR	Effective Date: 06/11/2010 Previous Version:

5.0 COMSAR

5.1 AUTHORITY

The El Paso Fire Medical Services is responsible for providing our community with Search and Rescue Operations. The Fire Medical Services accomplishes this task through a Multi-Agency Combined Search and Rescue team (ComSAR). The Police Department provides limited personnel and equipment resources to Fire Medical Services to accomplish this task.

5.2 DEPARTMENT LIAISON

A Police Sergeant assigned to the Patrol Support Services Division serves as the liaison between the Police Department and Fire Medical Services. The management, supervision and training needs for the ComSAR team are directly managed by Fire Medical Services.

- A. This ComSAR directive is designed to provide general guidance to each El Paso Police Officer. It is not intended to replace or amend those policies that are brought forth in the El Paso Police Department Procedures Manual or in the Patrol Operations Manual. Any conflict in policy between the Police and Fire Medical operations shall be resolved in favor of the Police Department. Operational guidelines are established by Fire Medical Services.

5.3 ADMINISTRATION

- A. Incidents involving ComSAR that may require notification are as follows:
 1. Basket Rescue or High Angle Rescue.
 2. Repelling and Climbers Rescue.
 3. Helicopter Rescue and Pick-off.
 4. Helicopter Extractions and Entries.
 5. Tramway Rescues (Private or Public).
 6. Tunnel Rat Operations or Confined Space Rescues.
 7. MANPAD Tactical Operation.
 8. Plane Crash Site Rescue & Security.
 9. Wilderness Crime Scenes.
 10. Suspect Tracking in Rural Areas.
 11. Urban Search & Rescue or Building Collapse Rescues.
- B. Notification of the ComSAR Team for joint operations will be made using the ComSAR call-out procedure mandated by the El Paso Fire Department.

5.4 RESPONSE GUIDELINES

The Fire Department will initiate all activations of the ComSAR Team. Upon activation, police personnel assigned to the team will respond utilizing radio channel PSTAC1 to monitor events while enroute to the rescue incident. Officers will advise the Fire Department's Incident Commander of their expected time of arrival to the scene.

5.5 MONTHLY STAFFING REPORT

The ComSAR liaison will submit a monthly report to the Commander of the Patrol Services Division indicating the number of personnel assigned to the team. The report should include the total number of authorized personnel, actual personnel, and vacancies. If there are no changes to be reported, a copy of the previous report with a notation stating that no changes have occurred since the last report should be submitted.

5.6 ON DUTY INJURIES

Any injury sustained by any Police Department ComSAR Team member will be immediately reported to the Department's ComSAR liaison and handled in accordance with the City and Department policy.

5.7 VEHICLES

- A. Regional Commanders or Supervisors will be notified when a marked unit is used for a ComSAR incident. The officer must advise the respective command that the vehicle will be out of service for the duration of the incident. Team members must be in complete team uniform to operate a marked police unit.

5.8 EQUIPMENT ACCOUNTABILITY

All ComSAR equipment will be approved, inventoried, inspected and maintained by the ComSAR Fire Medical Team Supervisor. The Department liaison will maintain a list of equipment loaned to the Fire Department for Police ComSAR Personnel.

5.9 TRAINING

The Fire Medical Department will organize, approve and document all training provided to Police Department team members. Monthly readiness exercises are scheduled by the Fire Department Training Academy on the second Thursday of each month unless emergency situations dictate.

5.10 REPORT WRITING

No Department ComSAR Team member will make any Number One Report during Team Deployments. Any case or investigation conducted during a Team Deployment will be handled by an on-duty patrol officers or detectives in the region in which the event occurred.

5.11 HANDLING OF PRISONERS

No Department ComSAR Team member will take custody of any prisoner from another officer during Team Deployments. Any suspect taken into custody during a Team Deployment will be handed over to on-duty patrol officers from the region in which the event occurred.

SWAT GLOSSARY

ATF	Alcohol, Tobacco, Firearms and Explosives.
Bomb Squad Team Leader	Sergeant assigned as immediate supervisor of the bomb squad.
Bomb Technician	Police officer or detective specially trained to deal with explosives, a graduate of the Hazardous Device School at Redstone. Certified Hazardous Devices Technician.
Bomb Technician Trainee	A noncertified member of the Bomb Squad working under the direction of a bomb technician.
Deactivation	Removal from call out status.
Device	Any explosive or suspect explosive set-up to detonate automatically or manually.
FBI	Federal Bureau of Investigation.
IED	Improvised explosive device.
Post Blast	Period of time after an explosion has occurred.
RSP	Render safe Procedure to disarm or neutralize a device or explosive.
S.I.D	Suspected Item Disposal Bomb Transport System. A Directionally vented transport trailer used to transport explosives, explosive material or hazardous chemicals.
Shunted	Twisting wire together to close a circuit.
T.C.V.	Total Containment Vessel: Used to transport explosives, explosive materials or hazardous chemicals.
Threat Hazard	Suspicious or suspect package which may contain an explosive or hazardous chemical used to harm an individual or the public.