

# Burleson Police Department

## Administrative Policy and Procedures

Number: 04-001

Document Title: Functions of the Patrol Section

Effective Date: 10/2/2007

Last Revised Date: 01/18/2017

CALEA Standards Referenced: 41.1.1; 41.1.2; 41.1.3; 41.2.1; 41.2.2; 41.2.3; 41.2.4; 41.2.5; 41.2.6; 41.2.7; 41.3.1; 41.3.2; 41.3.3; 41.3.4; 41.3.5; 41.3.6; 41.3.7; 41.3.8

ISSUING AUTHORITY: \_\_\_\_\_

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### I. Policy

Officers shall prevent and deter crime, preserve the peace, protect life and property, apprehend criminals, recover lost and stolen property, respect and protect the Constitutional rights of individuals, and enforce in a fair and impartial manner the ordinances of the City of Burleson and the laws of the State of Texas and the United States.

### II. Procedures for Patrol Services [\[41.1.1\]](#)

Patrol Service shall be provided on a continuous basis without interruption. Therefore, patrol shifts shall be designed to accomplish that purpose. [\[41.1.1a\]](#)

A. Twenty-four (24) hour coverage will be accomplished by patrol personnel shift hours that best serves the needs of the department.

- 1) Patrol Supervisors shall work shift hours as designated by the Operations Bureau Captain. [\[41.1.1b\]](#)
- 2) Officers shall be assigned patrol shifts, which allow for both effective coverage and optimum working environment stability. [\[41.1.1b\]](#)
- 3) Shift allocations shall be made on an as needed basis (by the Operations Bureau Captain or their designee). Semi-annually, in December and in June, each Patrol Officer shall bid their shift and days-off for the coming six months. [\[41.1.1c/f\]](#)
- 4) The Operations Bureau Captain may (on an as needed basis) adjust shifts or change assignments.

B. Assignment of Patrol Districts [\[41.1.1d\]](#)

Officers are assigned permanent patrol districts. [\[41.1.1d\]](#)

- 1) The oncoming watch commander will receive an oral briefing from the current shift's watch commander. The Watch Commander will pay particular attention to the hour of day affecting their particular shift.

- 2) To allow maximum flexibility for best utilization of personnel, the Watch Commander may change district assignments from day to day, and /or shift to shift, to allow for fluctuations in activity and emerging crime trends [41.1.1e]
- 3) After reviewing the pass-on book and the verbal report from the out going Watch Commander and considering available manpower, the Watch Commander will assign sufficient personnel to cover the patrol districts in an “efficient manner”. [41.1.1e]

**NOTE: A concentrated effort should be made not to assign an officer to a district that is separated by more than one district that could decrease response time within those districts.**

- 4) Once each month, the Operations Bureau CAptain will review the Monthly Patrol Activity Report to ensure manpower is being deployed based upon the workload occurring on the shift.

C. Roll Call

Roll call will normally be conducted in the Squad Room, at designated shift change times, by the Watch Commander. Roll call will accomplish, at a minimum, the following five basic tasks:

- 1) Briefing the officers regarding: [41.1.2]
  - a) Daily patrol activities with special attention given to:
    1. Unusual situations
    2. Changes in the status of wanted persons, stolen vehicles and major investigations.
    3. Review daily crime reports for each district to identify and address developing crime trends.
- 2) Notifying officers of changes in schedules and assignments.
- 3) Notifying officers of new directives or changes in directives.
- 4) Evaluating officer readiness to assume patrol.
- 5) Providing officers with roll call training, e.g.:
  - a. brief training films or video tapes
  - b. updates on new search and seizure laws
  - c. new techniques in preventive patrol
  - d. any other suitable training topic
  - e. directed patrol assignments
- 6) Communication between the patrol shift and a representative from the criminal investigations section when a detective is available to attend.
- 7) The Patrol Supervisor shall be responsible for ensuring that all new data regarding any potential or actual police hazards are given to the on coming patrol shifts at their pre-patrol briefing.

## III. Response Codes [41.2.1 / 41.2.4]

All calls received by communications shall be considered as emergency, urgent, or routine. It shall be the responsibility of the dispatcher to designate a call "Code 1", "Code 2", or "Code 3". Regarding the dispatching of and response to emergency calls for service, the following procedures will be strictly adhered to:

## A. Emergency response is when: [41.2.1]

1. "Code 3" is required and the officer utilizes the use of the unit's emergency lights, wigwags, and siren. (Motors do not have wigwags)  
**NOTE:** At no time shall the emergency lights or the siren be used separately when responding to a call.
2. Officers operating Code 3 may exceed the speed limit by safe, reasonable and prudent speeds whether in residential areas or on state highways, taking into account the roadway conditions and the vehicle capabilities to be navigated without causing damage to the unit. They are also allowed to violate other traffic laws pertaining to vehicular movement. (Ref. TRC Chapter 546, Texas Motor Vehicle Laws)
3. All officers, while operating "Code 3" shall drive with due regard for the safety of others.
4. It is the dispatcher's responsibility to designate a call "Code 3" and the dispatcher shall:
  - a. Notify the on-duty supervisor after assigning a unit to respond "Code 3".
  - b. Dispatch the primary unit and all backup units to respond "Code 3"
    - 1) The number of cover officers dispatched is dependant upon several variables, some of which would be: the severity of the offense, the presence or likely presence of multiple actors, the presence or likely presence of a firearm or multiple firearms, etc.
    - 2) When responding to such an emergency all dispatched officers are authorized to respond "code 3" until the first officer and sufficient cover officers have arrived, secured the situation, and neutralized the possibility of injury to citizens and / or officers. Then all responding officers not yet arriving at the scene are directed to slow to "code 2", or their response is cancelled altogether if they are not needed at the scene or in the area.
    - 3) When responding "code 3" to a call the responding units will acknowledge dispatch with their ID number and location they are responding from.

5. The dispatcher gives a “Code 3” call and it will be assigned to:
    - a. The beat unit, or
    - b. Unit nearest the location of the call.
  6. Calls requiring “Code 3” response include, but are not limited to:
    - a. Assist an officer in danger
    - b. Sexual Assault in progress
    - c. Any life-threatening incident
    - d. Robbery in progress
    - e. Shooting in or not in progress
    - f. Homicide
    - g. Accident with injury
    - h. Citizen feels that they are threatened with imminent danger.
    - f. Physical fight in progress
  7. Supervisors have the prerogative to increase a “Code 1 or 2” call to “Code 3” status if they have beat information about the location that requires rapid response. It will be the supervisor’s responsibility to justify the reason for the accelerated response. Supervisors also have the prerogative to downgrade a call from “Code 3” status to “Code 1 or 2” status.
    - a. At no time shall the officer drive in a manner that would risk the physical safety of other persons, or themselves, regardless of the nature of the call.
- B. Urgent response is when [\[41.2.1\]](#)
1. Officers respond “Code 2” to calls that do not meet the criteria for “Code 3”.
  2. Officers will not utilize emergency equipment when responding to urgent calls.
  3. All traffic laws will be obeyed, but officers will respond immediately.
  4. The criteria for urgent calls are as follows:
    - a. Those resulting in bodily injury.
    - b. Possibility or probability that injury may result from existing situation.
    - c. Citizen feels that they are threatened
    - d. A person has made a citizen’s arrest.
    - e. A major thoroughfare is blocked or partially blocked and the possibility of further damage or injury exists.
    - f. Theft or criminal mischief in progress
  5. If further information is received that would upgrade the call to emergency, then the response may be “Code 3”.
- C. Routine Calls are those in which [\[41.2.1\]](#)

1. Officer responds "Code 1" to calls that do not meet the criteria for emergency or urgent calls.
2. Officer will respond to routine calls only after emergency or urgent calls have been completed.
3. The criteria for routine calls are as follows:
  - a. Abandoned property
  - b. City ordinance violation
  - c. Meet complainant
  - d. Traffic complaints
  - e. "cold calls" reported after the fact.

#### IV. Pursuits [41.2.2]

A motor vehicle pursuit is an active attempt by any law enforcement officer operating a motor vehicle and utilizing simultaneously all emergency equipment to apprehend on (1) or more occupants of another motor vehicle when the driver of the fleeing vehicle is aware or should be aware of the attempt and is resisting apprehension by maintaining or increasing their speed, ignoring the officer, or attempting to elude the officer while driving at speeds in excess of the legal speed limit.

The purpose of a motor vehicle pursuit is the apprehension of a suspect or violator who refuses to voluntarily comply with the law requiring them to stop.

The primary goal of the Burlison Police Department being the protection of life and property, to the extent that if a motor vehicle pursuit exposes any officer, suspect, or member of the general public to an unnecessary risk of harm or injury then the pursuit is justified only when the necessity of immediate apprehension outweighs that level of danger created by the pursuit. [41.2.2a]

Any officer who uses poor judgment while engaging in a motor vehicle pursuit will be held strictly accountable for their actions. Officers and Supervisors will neither be criticized nor disciplined when their decision is to terminate rather than continue to pursue. All termination conditions are subject to Supervisory discretion given articulated reasons.

The decision to assist another agency in a pursuit must be made according to guidelines set forth in this procedure.

- A. Offenses that might justify initiating or becoming involved in a pursuit are: [41.2.2a]
  1. Violent felonies, just occurred or violent felony warrant.
  2. Suspected DWI coupled with imminent danger to the public caused by the erratic driving of the suspect, or highly dangerous driving behavior (articulate).
  3. Major property crimes:

- a. Auto theft
  - b. burglary (felony 3 or above)
- B. Most pursuits by police officers are initiated because of traffic violations. These violators, if apprehended, often receive minor penalties. There is, therefore, no justification for endangering human life or property, merely to apprehend a traffic violator. Officers of the Burleson Police Department will not engage in motor vehicle pursuits based solely on any traffic offense or Class C misdemeanor with the exception that a person/vehicle suspected of DWI may be pursued.
- C. Conditions that must be considered before initiating a pursuit are:[\[41.2.2a\]](#)
1. Time of day
  2. Volume of traffic (vehicular and pedestrian)
  3. Weather and street conditions
  4. Location of the pursuit
  5. Seriousness of the charges
  6. Speeds involved (The pursuing officers shall pursue at speeds that allow them to maintain control of their vehicle at all times.)
  7. Danger to the public posed by violator and pursuing units.
- D. Officer Responsibilities: [\[41.2.2b\]](#)

All officers / employees of the Burleson Police Department and any passengers will be required to wear seat belts in agency vehicles. [\[41.3.3\]](#)

While the law permits officers who are engaged in a pursuit of a fleeing suspect or violator to exceed the speed limit and to violate other traffic regulations as necessary in order to apprehend and arrest, officers shall operate a pursuit vehicle with all available emergency equipment, and to keep their vehicle under control at all times.

Even though an officer is legally engaged in a pursuit, they have the duty and responsibility to drive with due regard for the safety of others. It is their duty to avoid contributing to the danger already created by the fleeing suspect or violator.

Whenever an officer initiates a motor vehicle pursuit they shall immediately report to the dispatcher initial information including but not limited to:

1. Description of the fleeing motor vehicle
2. Location and direction of the pursuit.
3. Reason for the pursuit
4. Speeds involved
5. Occupant information

The officer initiating the pursuit will continue to give location, direction of travel, and speeds. Only radio transmissions pertaining to the pursuit or those of a supervisory urgency will be transmitted until the termination of the pursuit.

- E. Secondary Unit's Responsibilities: [\[41.2.2c\]](#)  
A total of no more than two (2) police vehicles shall engage in pursuit of a violator unless the supervisor orders additional units. The first unit will pursue and the second will maintain radio contact with dispatch and supervisors, unless otherwise directed.
- F. Dispatcher Responsibilities: [\[41.2.2e\]](#)  
Upon notification that a motor vehicle pursuit has been initiated the dispatcher will:
1. Assure the radio frequency is cleared for emergency traffic only.
  2. Immediately notify the on-duty shift supervisor of all pertinent information available.
  3. Keeps an accurate log of all events during the pursuit including time, locations, direction of travel and speeds.
  4. Make note of the recorder log numbers in order that the system may be used later for information.
  5. Inform all other law enforcement agencies of pertinent information when it is necessary.
- G. Supervisory Responsibilities: [\[41.2.2f\]](#)  
Upon notification, the Shift Supervisor will closely monitor the pursuit and in the exercise of their discretion may order specific police units into or out of the pursuit. The Shift Supervisor shall, at any time order the termination of the pursuit when, in their judgment, the necessity of immediate apprehension is out-weighed by the level of danger created by the pursuit.
- H. Officers will not attempt to overtake or pass a fleeing suspect, and should keep a safe distance from the fleeing vehicle. Officers will not use a police vehicle to ram or strike a fleeing vehicle, and roadblocks will not be used under any circumstances. [\[41.2.3c\]](#)
- I. Use of the Spike System [\[41.2.3c\]](#)  
All patrol employees shall receive appropriate training from a qualified instructor before attempting an actual deployment. The safety of all officers, citizens and violators should be of the utmost concern before utilizing the spike system. Circumstances warranting the use of the spike system would include the desire to terminate a pursuit with minimal risk of injury or damage. [\[41.2.3a\]](#) The spike system shall not be deployed without supervisory approval. [\[41.2.3d\]](#) Officers shall not deviate from the

prescribed method of deployment recommended by the manufacturer's training manual.

1. The deployment of the spike system shall not be used on the following vehicles:
  - a) Two (2) or three (3) wheeled vehicles
  - b) vehicles transporting Hazardous Materials
  - c) passenger buses
  - d) any vehicle designed for off-road use only
2. The deploying unit shall set-up at a predetermined location; at no time shall a deploying officer attempt to overtake a fleeing vehicle in order to set-up.
- 3) At no time shall an officer run while carrying a spike system outside the carrying case.
- 4) The officer deploying the spike system shall be responsible for checking the area for spikes that may have become detached during use.
- 5) The officer deploying the spike system shall provide the documented information on a department "Pursuit Report", Offense/Incident Report, and/or Memorandum whichever is most appropriate to the event. [\[41.2.3e\]](#)

J. Termination [\[41.2.2g\]](#)

A pursuit will be terminated under any one of the following conditions:

- 1) In the opinion of the pursuing officer or the Shift Supervisor the level of danger created by the pursuit outweighs the necessity for immediate apprehension.
- 2) The suspect identity has been established, and it does not pose imminent danger to others to let them go. Apprehension can be accomplished at a later date.
- 3) The pursued vehicle's location is no longer known.
- 4) If at any time complete radio contact is lost or if radio contact becomes unreliable, the pursuing officers or supervisor will terminate the pursuit.
- 5) If the officer believes the fleeing vehicle is operated by a juvenile and the hazardous factors are too great for the juvenile to cope. Supervisory discretion is allowed when the offense for which they are being pursued is a serious offense.

K. After Pursuit Reporting [\[41.2.2i /41.2.3e\]](#)

Following each pursuit, the initiating officer will complete the appropriate reports (arrest, offense etc.) along with the Pursuit Report to their supervisor concerning the events of the pursuit. That supervisor will review and sign the report and forward it to the Operations Bureau Captain for their review. If it is determined a policy violation occurred it will be documented and forwarded to the Operations Bureau Captain. Annually, the Operations Bureau Captain (or their designee) will conduct a

documented analysis of pursuit reports, along with a documented annual review of pursuit policies and reporting procedures to be given to the Chief of Police. [41.2.2j/k]

Pursuits initiated by outside agencies will be that agency's responsibility. Burleson Police Department units will become active only at the discretion of the Shift Supervisor. Generally, this department will not become involved in the pursuits of other agencies. Communication Personnel will provide communication link-up when required. Requirements / procedures outlined in written agreements on file will be strictly adhered to. Pursuit Reporting will be done as described above when participating in a pursuit assist.

- L. General Pursuit Procedures: [41.2.2d]
  - 1. Unmarked police vehicles should not become involved in a pursuit.
  - 2. Police Motorcycles are prohibited from engaging in pursuits.
  - 3. Pursuing officer shall not replicate any unduly hazardous maneuvers made by the suspect.
  - 4. In pursuits involving a police helicopter, the police vehicles should reduce speeds to increase safety, yet remain close enough to apprehend the driver should they stop or flee.
  - 5. Officers having non-police department employees riding a long shall not become engaged in a pursuit until that person has been safely dropped off. This procedure also applies to Police Explorers, CPA, and COPS members that have been cleared for Ride-along.
  
- V. Field Interviews [1.2.3a]

Field interviews / interrogations will be conducted with those persons suspected of having information of value to the Burleson Police Department. Also, persons found in suspicious places, under suspicious circumstances that would cause the police officer to believe that criminal activity may be about to occur will be interviewed. A field interview /interrogation would also be appropriate when the subject to be interviewed / interrogated is a person known by the officer as being associated / suspected of criminal activities and is found in a suspicious location acting in a suspicious manner or out at a peculiar time of day. A record of that interview will be documented through the CAD system.
  
- VI. Notification of outside Agencies [41.2.4]

When situations by their very nature require the routine or emergency services of the Medical Examiner / Coroner, Street / Highway Department, Public Utilities and/or the news media the following shall be utilized.

  - A. The Medical Examiner / Coroner will be notified immediately by communications when:

- 1) there is an accidental death, and there are suspicious circumstances, or an individual dies from apparent natural causes and there is not a physician in attendance.
  - 2) The situation is confirmed by an investigating officer or shift supervisor on the scene.
- B. The street / highway department will be notified by communications when there are routine or emergency calls regarding city streets or state maintained highways.
- C. The public utilities will be notified by communications when there are routine or emergency calls, which require the service of the electric, telephone and / or gas companies.
- D. The news media will be notified at the discretion of the on-duty supervisor or the Public Information Officer. [54.1.1] They should be informed of major / unusual occurrences or as soon as practical. When requesting routine assistance, consideration will be given to press deadlines and appropriate scheduling.
- VII. Missing Persons [41.2.5]  
All Missing Persons reports shall be handled in accordance with all applicable state and federal laws and / or guidelines.
- A. Criteria for entry into file:
- 1) **Disability** (MKE/EMD) A person of any age who is missing and under proven physical / mental disability or is senile, thereby subjecting themselves or others to personal and immediate danger. [41.2.5f]
  - 2) **Endangered** (MKE/EME) A person of any age who is missing under circumstances indicating that their physical safety may be in danger. [41.2.5f]
  - 3) **Involuntary** (MKE/EMI) A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping.
  - 4) **Juvenile** (MKE/EMJ) A person who is missing and declared unemancipated as defined by the laws of their state of residence and does not meet any of the entry criteria set forth in a, b, c, or e.
  - 5) **Catastrophe Victim** (MKE / EMV) A person of any age who is missing after a catastrophe.
  - 6) **Other** (MKE/ EMO) A person over the age of 21 not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for their safety.
- B. Information to be recorded [41.2.5a]
- 1) Name, date of birth, sex, race, height, weight, eye and hair color.

- C. Dissemination of collected information; [41.2.5b]
- 1) The officer in charge of the investigation will determine what jurisdictions the missing person information will be disseminated to. [41.2.6e]
- D. State law will determine into what criminal justice information system the missing person information shall be entered and when it will be removed. [41.2.5a/c]
- E. The assigned investigator shall be responsible for all follow-up contacts with the reporting person(s) and coordinating any follow-up searches. [41.2.5d/e; 41.2.6f]  
NOTE: The primary reporting officer(s) shall be responsible for all preliminary searches. [41.2.6e /41.2.6e]
- F. Juvenile Missing Person and/or Runaway [41.2.6]
- 1) The parent, legal guardian, family member or another vested with care, custody and control of the juvenile must file a report with all known information and fill out the “Missing Person Affidavit”. [41.2.6a]
  - 2) “Missing Child” reports shall be filed for missing persons age 9 and under.
    - a. Officers locating a child missing under this paragraph may take possession of the child to return the child to the parent or guardian. If the parent cannot be located, the child is turned over to the Child Protective Services.
  - 3) “Runaway” reports shall be filed only for missing persons age 10 through 16 involving the voluntary absence of the child from the child’s home without the consent of the child’s parent or guardian for a substantial length of time or without intent of return.
    - a) Officers locating a child missing under this paragraph may take the child into custody to return the child to the parent or guardian, or to place the child in the custody of the Juvenile Probation Department. [41.2.6f]
  - 4) “Abducted child” reports shall be filed for cases of missing children age 15 and under. These cases must be carefully screened to determine if the circumstances meet the criteria to activate the Amber Alert. [41.2.6d]
    - a) Activation of the Amber Alert is not to be used for runaways, but in a confirmed child kidnapping. All descriptive information shall be gathered as quickly as possible and activate the system as described in the Texas Amber Alert Network order from the Governor’s office.

- b) It is important to send a cancellation message as directed by the order when the child has been recovered. [\[41.26f\]](#)
- 5). “Unidentified Child”. If any unidentified child is located, every attempt will be made to locate a parent or guardian to ID the child. Child Protective Services will be notified and if parent or guardian cannot be located, CPS will take custody of the child. [\[41.2.6a\]](#)
- 6) “Missing Persons Reports” shall be filed for persons of unknown whereabouts that are 17 and older.
  - a) A 17 year old who is located as a missing person under this paragraph shall not be taken into custody nor shall they be taken possession of only for the fact of being missing. The parent or guardian shall be contacted and told of the 17-year-old person’s location and any computer entries related to the person being missing shall be cleared. An officer is not permitted to assist any further in a parent or guardian’s attempt to take the 17 year old into their custody.
  - b) A person who is 18 years of age or older who is located as a missing person under this paragraph shall not be taken into custody nor shall they be taken possession of only for the fact of being missing. The person initiating the missing person report may be told that the missing person was located and may be told of the person’s location only with the permission of the person reported as missing, and any computer entries related to the person being missing shall be cleared. [\[41.2.6f\]](#)
  - c) The Silver Alert would be activated if a person is missing who is 65 years old or over and who fits other criteria set forth by the Texas Government Code.

#### VIII. Responding to Persons with Mental Illness [\[41.2.7\]](#)

##### A. Policy

It shall be the policy of this Department that officers shall adhere to the Texas Health and Safety Code when dealing with mentally ill persons.

##### B. Definition

- 1. An emotionally or Mentally Unstable Person is:
  - a) A person who by their actions, conduct, and speech would appear to a reasonable and prudent person to not be in control of their emotional and / or mental faculties.
  - b) A person whom the officer personally knows to be under professional treatment for emotional or mental disorders.
  - c) A person whom the officer, based upon reliable information or documentation, can determine to be emotionally or mentally unstable. [\[41.2.7a\]](#)

C. Mental Commitments

1. Emergency mental illness detentions are of two types:
  - a) Arrests with a warrant.  
The proposed patient is mentally ill:  
Because of that mental illness, the proposed patient presents a substantial and imminent risk of serious harm to self or others, if not immediately restrained. Risk of harm may be demonstrated either by proposed patient's behavior or by evidence of severe emotional distress and deterioration in mental or physical condition; or
  - b) Apprehension by Peace Officer without Warrant  
If detention is without a warrant, the officer believes there is not sufficient time to obtain a warrant before taking proposed patient into custody.
2. The proposed patient must be released from emergency detention if the medical doctor determines that any one of the criteria for detention no longer applies.
3. Peace Officer's Application for Detention
  - a) A peace officer shall immediately file an application for detention after transporting a person to a facility under Section 573.001 of the Health and Safety Code.
  - b) The application for detention must contain:
    1. A statement that the officer has reason to believe and does believe that the person evidences mental illness.
    2. A statement that the officer has reason to believe and does believe that the person evidences a substantial risk of serious harm to themselves or others;
    3. A specific description of the risk of harm.
    4. A statement that the officer has reason to believe and does believe that the risk of harm is imminent, unless the person is immediately restrained.
    5. A statement that the officer's beliefs are derived from specific recent behavior, overt acts, attempts or threats that were observed by, or reliably reported to the officer.
    6. The name and relationship to the apprehended person of any person, who reported or observed the behavior, acts, attempts or threats.

In some cases, officers respond to a person who meets the elements for an apprehension without a warrant and upon the officer's arrival, the person wishes to do a voluntary committal. A

“voluntary committal” does not exclude the officer from executing an apprehension without a warrant set fourth in this policy and in the Health and Safety Code.

- D. Detentions [\[41.2.7c\]](#)
1. Responding to an incident in which a mentally ill person is involved requires tact, patience, and understanding by the police officer. Incidents arising from activities of a mentally ill person may be extremely dangerous to officers, bystanders, or the mentally ill person. The degree to which an officer can intervene in situations involving a mentally ill person is limited by law, but the officer must respond to take lawful action in order to:
    - a) Protect the public from harm, which may be caused by the mentally ill person,
    - b) Protect the mentally ill person from harm, which may be caused by themselves or others,
    - c) Provide a stabilizing force as to any conflict which may arise from the actions of the mentally ill person, and
    - d) Aid in acquiring proper medical attention for the mentally ill person.
  2. Non-violent persons
    - a) Mentally ill persons who present no substantial and imminent risk of serious harm to self or others should not be taken into custody. The procedure for voluntary commitment should be explained to a responsible relative or friend and instructed to contact Mental Health Mental Retardation (MHMR). [\[1.1.3\]](#)
  3. Violent persons [\[41.2.7c\]](#)
    - a) Apprehension by Peace Officer without Warrant
      1. Any officer, who has reason to believe and does believe upon representation of a credible person, or upon the basis of the conduct of a person, or the circumstances under which the person is found, that the person is mentally ill and because of such mental illness represents a substantial risk of serious harm to themselves or others unless immediately restrained. The risk of harm may be demonstrated either by the person’s behavior or by evidence of severe emotional distress and deterioration in their mental condition to the extent that the person must be detained for mental evaluation. If the officer also believes there is not sufficient time to obtain a warrant they may, without first obtaining a warrant, take such person into custody and immediately transport the person to the nearest appropriate in-patient mental health facility deemed suitable by

local MHMR authority. [41.2.7b] The officer then shall immediately file application with the facility for the person's detention. In no case shall a jail or similar detention facility be deemed suitable except in an extreme emergency.

- b) At least two officers shall be dispatched and assigned to all calls to investigate when a person is believed to be mentally ill. In all cases, wherein officers believe that emergency commitment should be conducted, a supervisor shall be notified of the situation. If the supervisor concurs, then the following procedure shall be followed, unless existing circumstances are such that it would not be feasible. Deviation from this procedure shall always require documentation as to why.
1. Officers shall interview the complainant and all available witnesses.
  2. If, after conducting interviews, investigating officers determine that an emergency commitment is necessary, they shall make an effort to then contact the subject that is to be committed.
  3. If the subject can be located and taken into custody in a public place, this should be done without delay.
  4. If the subject is not in a public place but in their private residence and is not posing a threat to themselves or others, forced entry will not be made into the residence without a warrant. This does not preclude officers from making a forcible entry in an emergency, where the life of the subject or others is in immediate danger.
  5. Officer taking a subject into custody for mental commitment shall transport without delay to the nearest appropriate in-patient mental health facility.
  6. Explain to the subject's relatives or friends, if possible, what procedures are necessary for them to follow up in the commitment.
  7. If hospital authorities make a determination that the subject will not be admitted, the officer will transport the subject back to the place of apprehension, the person's residence in this state, or another suitable location. This does not apply to a person who is arrested or who objects to the transportation.

- E. Interviews, Interrogations, and Arrests [\[41.2.7c\]](#)
1. Officers who find it necessary to interview or interrogate a person with a mental illness shall follow all laws and procedures that would apply to any other interview or interrogation. Officers should be particularly alert for officer safety issues since a person with mental illness may react differently. If possible, two officers should be present during the interview.
  2. Officers shall not interrogate a person who exhibits a mental illness to the point that the officer believes a mental commitment would be warranted or if the magistrate has issued a mental health warrant for the person since the person may not be able to knowingly waive their constitutional rights.
  3. Officers shall not arrest a person for criminal charges if the person exhibits a mental illness to the point that the officer believes a mental commitment would be warranted or if a magistrate has issued a mental health warrant for the person. The officer shall take the person into custody for the mental commitment or the mental warrant. If the mental health facility determines that a warrantless mental commitment is not necessary, the person may be arrested for the criminal charges if any exist. If the mental health facility determines that a warrantless mental commitment is necessary or if the person is taken into custody for a mental warrant the criminal charges shall be filed at large.
- F. Training [\[41.2.7 d/e\]](#)
1. New agency personnel will receive training on handling mentally ill persons during their training program.
  2. All agency personnel will complete refresher training on handling mentally ill persons at least every three years.
- IX. Inventory and Towing of Vehicles [\[61.4.3\]](#)
- A. Officers of the Burleson Police Department may remove or cause to be removed and impounded, if necessary, vehicles from any public highway, street, road or private property when:
1. A vehicle that has been used in a crime and /or has become evidence of a crime;
  2. A vehicle that is operated by a person taken into custody by the police department;
  3. A vehicle that is disabled by vehicle accident and the owner is unable to care for the vehicle. [\[61.2.2h\]](#)
  4. A vehicle that has been abandoned for 48 hours on public property; [\[61.4.3a\]](#)

5. A vehicle that has been classified as a junk vehicle;
6. A vehicle that is blocking a public or private driveway;
7. A vehicle, in the opinion of an officer, interferes with a normal function of a governmental agency, or because of a catastrophe, emergency or unusual circumstance is imperiled.
8. A vehicle being driven without evidence of financial responsibility (valid insurance); and
9. Other situations that are approved by a supervisory officer prior to the removal.

B. No Insurance Tow Policy

Under Section 601.051 of the Texas Transportation Code, a violation of the Motor Safety Responsibility Act occurs when a driver cannot establish financial responsibility, such as through proof of valid motor vehicle insurance. Pursuant to Section 601.053, additional methods of establishing financial responsibility include a surety bond certificate, a certificate of deposit with the Comptroller or a county judge, or a certificate of self-insurance. It will be the policy of the Burleson Police Department to tow vehicles that fall under the following conditions:

- \* Vehicles that are involved in accidents where the driver failed to maintain financial responsibility on a public roadway,
  - \* Vehicles that are involved in accidents where the driver failed to maintain financial responsibility in a private parking lot that is open to the public. This does not include “pay/toll” parking facilities. The shift supervisor will be contacted for towing approval of an uninsured vehicle when accidents occur in a parking lot.
  - \* Vehicles stopped on a traffic violation where the driver failed to maintain financial responsibility **and** one of the following:
    - 1) has previous convictions(s) of FMFR,
    - 2) does not possess a valid driver’s license,
    - 3) is DWLI, or
    - 4) has any outstanding warrant that is confirmed in addition, the wanted person is taken into custody for the warrant(s).
1. Officers will always ask for proof of financial responsibility from all vehicle drivers.
    - a. Texas Sure, the Texas Financial Responsibility Verification Program (FMVP), is an effort by the Texas Department of Insurance, in consultation with the Texas Department of Public Safety, the Texas Department of Transportation, and the Texas

Department of Information to establish a program for verification of whether owners of motor vehicles have established financial responsibility. The goal of the program is to reduce the number of uninsured motorists in the State of Texas.

- b. An FRVP response to an inquiry will indicate one of four insurance status codes:
    - Confirmed** – indicated the vehicle and/or person have been identified in the database and vehicle insurance has been confirmed.
    - Unconfirmed** – indicates the vehicle was located in the database, however, insurance coverage was not confirmed. The “Additional Detail” field will identify the reason for the unconfirmed response.
    - Verify Manually** – does not indicate that the individual is uninsured. This response indicated the VIN and/or license plate are incorrect and cannot be located in the database, the vehicle registration has been expired for over 18 months, the vehicle was recently purchased, or the license plates were recently changed.
    - Multiple** – indicates the VIN and/or license plate has matched two or more records within the TXDOT database. This does not necessarily indicate the vehicle is not insured.
  - c. An FRVP response to an inquiry is an investigative tool to assist officers in verifying if a driver is insured or uninsured. This information must not be used for any other law enforcement or investigative purpose.
  - d. An FRVP response to an inquiry is not sufficient probable cause to conduct a traffic stop of a vehicle, nor can it be used as the sole basis for a decision to affect an arrest, issue a citation, or impound a vehicle. Officers are required to conduct a reasonable investigation and base their enforcement decision upon the totality of the evidence available to them.
2. Officers will make every effort to verify financial responsibility before authorizing impoundment of the vehicle. A citation may be issued if a person failed to maintain financial responsibility and does not meet any of the above conditions.
  3. Officers that tow the vehicle of an uninsured motorist will make a reasonable effort to provide an alternate method of transportation for the driver and their occupants. Including but not limited to providing transportation, arranging for transportation, and/or contacting relatives, friends or acquaintances of the towed motorist to provide assistance.
  4. This program does not absolve motorists of the requirement to provide proof of financial responsibility.

5. Officers will complete a Vehicle Inventory Sheet of the impounded vehicle. A report will document the circumstances on why the vehicle was impounded. The report will be completed on the appropriate offense/incident report when no arrest or crash report is applicable. When an arrest or crash occurs, the report will state that the vehicle was impounded for failing to maintain proof of financial responsibility.
6. There may be mitigating circumstances to not impound a vehicle under the No Insurance Tow Policy. Factors may include but are not limited to; safety reasons, weather conditions, Call for Service demand, available officers, etc.

:

C. Abandoned or junk vehicles; [61.4.3a]

1. When an officer locates or receives a report of abandoned vehicle, the officer should first determine if the vehicle is to be classified as abandoned or junk. An officer should refer to Texas State Law for the definition of a junk vehicle. If the vehicle is located on public property, it will be handled by the same procedures as an abandoned vehicle. If the vehicle is classified as junk, and on private property then a report should be forwarded to the City of Burleson Code enforcement Officer. If the vehicle is classified as abandoned, the following procedure shall apply:
  - a) Abandoned on public property [61.4.3b]
    1. A vehicle found left unattended creating a hazardous traffic situation should be removed immediately. The 48-hour rule does not apply in this situation.
    2. An officer locating an abandoned vehicle on public property not creating a hazardous traffic situation should notify the Communications Operator for a service number and then place an Abandoned Vehicle Warning tag on the rear window of the vehicle. The 48-hour time limit will be counted from the time noted on the Warning Tag.
    3. The officer should place the tag on the rear window either on the lower left or right side and:
      - a) Place the tag in a position that will not obstruct the driver's view,
      - b) Place the tag on non-painted surfaces only,
      - c) Place only one tag on the abandoned vehicle, and
      - d) Notify Communications of the time, date and location of the abandoned vehicle.

4. The officer locating an abandoned vehicle with an Abandoned Vehicle Warning Tag that is past the 48-hour time limit may have that vehicle towed.
  5. Officers having an abandoned vehicle towed should advise Communications of the service number, time, date, make, model, color and registration number of the towed vehicle.
- b. Junk vehicles on private property: [\[61.4.3b\]](#)
1. The City of Burleson Code Enforcement Officer will be responsible for removal of junk vehicles on private property in accordance with applicable laws and city ordinances.
  2. Police officers will assist the City of Burleson Code Enforcement officer with enforcement only when necessary to preserve the public peace.
- D. Incidental to Arrest  
When the driver of a vehicle has been arrested, the officer has options in deciding what action to take concerning the vehicle. The officer may:
1. Allow the arrested person to sign a vehicle waiver and release the vehicle at the scene.
  2. Allow a third party to take custody of the vehicle at the owner's or operator's request, or
  3. Impound the vehicle and inventory the contents.
- E. Procedures for Towing [\[61.4.3b\]](#)
1. Towing of impounded vehicles will normally be accomplished by towing services from the department's rotation list.
  2. If the vehicle is being towed due to an accident, the owner or person in control of the intended tow may, if capable, request a towing service of their choice. Officer should ascertain from the owner or person in control of the vehicle which towing service they prefer. If they have no preference, a towing service from the department's rotation list may be used.
  3. The dispatcher should notify the contract wrecker service and then document the purpose for towing the vehicle, location, time, make, model, and registration of the impounded vehicle.
  4. For security of the vehicle, the impounding officer or an assisting officer should keep the vehicle under constant observation until it has been released to the towing service. An officer shall stay with the wrecker at the scene, protecting the wrecker operator and vehicles at the scene with the patrol unit. The patrol unit shall have its emergency lights activated until the wrecker has departed the scene.

5. When releasing the intended vehicle to the tow service operator, the inventory officer shall have the tow driver sign for receipt of the vehicle.
- F. Inventory procedures [\[61.4.3c\]](#)
1. Inventory searches are conducted in order to locate and identify items in a vehicle. The inventory is completed in order to:
    - a) Protect the owner's property,
    - b) Protect the police officer, the Department, and the wrecker service from subsequent claims of loss or of stolen property.
    - c) Protect the police officer, the Department, and the wrecker service from any dangerous instrumentality such as weapons or explosives, and
    - d) Inventories of vehicles will not be conducted for discovering evidence.
  2. All vehicles impounded will have their contents inventoried. Inventories will also be completed on vehicles involved in accidents where the driver or person responsible for the vehicle is incapacitated and the vehicle is towed at the officer's request.
    - a) A detailed list of all contents will be recorded on the Vehicle Impoundment Record.
    - b) Inventory search of the intended impounded vehicle should be made at a safe location. If the present site creates a hazard, the vehicle may be driven or towed to a safe location before conducting the inventory.
    - c) The examination of a vehicle for inventorying personal property should be limited to places where a person would ordinarily store or leave items of personal property.
    - d) Unlocked but closed containers will be opened and their contents inventoried if the officer cannot see the contents without opening the container and:
      - 1) The container by its size, markings, location, or other reasons could indicate that it might contain items of value, or
      - 2) The container by its size, markings, location, or other reasons may indicate that it might contain items that may spoil or be damaged without further action.
  3. Disposition of property removed from an impounded vehicle.
    - a. Sometimes it may be necessary to move closed containers to the Department for safekeeping. For safety and security

reasons every effort will be made to identify contents before any article can be placed in property.

- b. Articles removed for safekeeping.
  - 1) Articles of high value, such as guns, jewels, large sums of money, etc., discovered during the inventory of an impounded vehicle should be removed from that vehicle and placed in the department's property room.
  - 2) Articles from a crime discovered during an inventory of an impounded vehicle shall be removed from the vehicle and placed in the department's property room as evidence.
  - 3) When items are removed from a vehicle during inventory, the officer conducting the inventory shall list all items removed on the Vehicle Impoundment Record.
- c. Reporting [\[61.4.3c\]](#)
  - 1) The officer conducting the vehicle search shall be responsible for the completion of the Vehicle Impoundment Record.
  - 2) The completed Vehicle Impoundment Record will be filed and maintained with the case report.
- d. Holds
  - 1) Officers should place a hold on an impounded vehicle when:
    - a) It has been used as an instrument in a criminal act and needs to be processed. Vehicles that require processing must be stored in an enclosed secured area,
    - b) The ownership of an impounded vehicle cannot be determined, or
    - c) When the vehicle is a recovered stolen vehicle.

X. Patrol Vehicles [\[41.3.1\]](#)

A. Police vehicles assigned to the Patrol and Traffic Sections will be marked conspicuously so citizens of the community can readily identify the vehicle as a law enforcement agency unit. Units in the patrol fleet will be marked in the following manner:

- 1. Emergency equipment:
  - a) Light bars mounted on the rooftop or equipped with low profile lighting; i.e. grill, deck corner and sides. Lights shall be red and blue alternating with white and amber.
  - b) Siren
  - c) Video recording systems [\[41.3.8\]](#)  
Each vehicle regularly used by officers to make traffic and pedestrian stops is to be equipped with video camera and

transmitter-activated equipment. Motors will have, at least, an audio recording device. All marked vehicles shall have their audio and video equipment activated each time contact is made with a citizen (includes suspect, violator, witness, etc.) while conducting police business. Officers are to download their video at the end of their shift. Any equipment failures or repairs needed will be reported immediately to the shift supervisor and repairs made as soon as possible.

1. Due to the evidentiary advantages of a video recording device, the system will be automatically activated when the patrol vehicle emergency lights are activated. The system can also be manually activated. At no time during violator contact will the audio be muted or turned off. At the conclusion of the video the officers will be prompted to classify the type of recording for archiving purposes [\[41.3.8a\]](#)
2. The Administrative Sergeant shall be responsible for the video recording system and all of its components. The Administrative Sergeant will work closely with the City I.T. Department to ensure the system is maintained in a well working order. If the wireless upload function is not available, any Sergeant can remove the hard drive and transfer the video through the wired network. The video will remain on the server for at least 90 days and be available for supervisor review. [\[41.3.8c\]](#) Access to the videos require a unique user name and password that is administered by the Administrative Sergeant. [\[41.3.8b\]](#)
  - a. Patrol and Traffic Sergeants will review at least one mobile computer transmission and one in car audio/video of each officer assigned to their supervision at least monthly. This information will be documented and reported to the Operations Bureau Captain quarterly.
  - b. Videos of evidentiary value will be retained in the system for later use.
  - c. Each officer will download their video at the end of their shift.
2. Idling Unoccupied/Unattended Agency Vehicles
  - a. Agency vehicles will be exempt from Section 78-43 of the City of Burleson Code of Ordinance in

regards to leaving a vehicle idling and removing the key from the ignition.

- b. Officers will not leave an unattended agency vehicle idling. The vehicle keys will be removed from the ignition with the vehicle secured.
- c. Agency vehicles may be left idling in extenuating circumstances, such as when the vehicle is occupied (i.e. prisoner, ride a-long, citizen transport etc., and the weather is such that it is a safety necessity. The vehicle will be secured when idling.
- d. Circumstances may occur when agency vehicles will be left idling and unoccupied (traffic stops, vehicle crash scenes with emergency lights activated, etc.). Supervisors will take appropriate action when agency vehicles are left idling and the necessity is not present.

3 All marked units will have on the sides and/or rear, the following information:

- a. "Burleson Police" on both sides
- b. "Police" across the rear of the vehicle
- c. identifying unit numbers

**NOTE:** Unmarked vehicles will not be used for traffic enforcement.

B. Each marked patrol and traffic vehicle shall be so equipped as to provide the patrol officer with all necessary accident investigation equipment and emergency medical supplies.

- 1. Police Tape
- 2. Bears
- 3. Fire extinguishers
- 4. Flares
- 5. Cones
- 6. Spikes (if applicable)
- 7. Marking Paint
- 8. First Aid kit

C. Mobile Data Access [\[41.3.7\]](#)

1. The police department utilizes computers in addition to the radio communications system. The computers are located in all marked police vehicles.

- a) Vehicle operations
  - 1) for driver safety, the computers will not be utilized (key in / send messages) by the driver when the vehicle is being operated.
  - 2) The computer must be physically turned off (signed off then powered down) if the unit containing the

computer must be jump-started. If not, the computer could be damaged.

2. Computer Security
  - a) No employee is authorized to load any software or data disks that have not been pre-approved by IT or its designee onto any City owned or leased computer. No unlicensed software or games are allowed on any City owned or leased computer. [41.3.7a] All employees shall comply with the City of Burleson's Employee Policy appendix D – Information Technology regarding software. [41.3.7b]

- D. To ensure each vehicle is ready for emergency operation, officers will inspect the vehicle they are assigned to at the beginning of their shift. BPD Patrol Vehicle Inspection Form will be completed. The supervisor will review the inspection forms, ensuring that equipment and supplies are replenished for that vehicle. [41.3.2]

Officers shall operate vehicles in accordance with existing laws and in such a manner as to demonstrate exemplary driving behavior. Extreme emergency conditions will be the only exceptions to this practice. The operator is responsible for the daily inspections (listed above) and if at some point during the tour, circumstances arise that damage may or may not have occurred; the operator is responsible for having the vehicle checked out to ensure proper and safe operating order. [41.3.2]

#### XI. Protective Equipment [41.3.5]

Each officer will be provided with the best protective equipment possible.

- A. All uniformed officers shall be provided access to a bullet resistant (ballistic vest capable of stopping .357 magnum and 9mm ammunition) vest.
- B. All Tactical officers shall wear bullet resistant vests during any field operations.
- C. Purchase of a vest shall be done with approval of the Deputy Chief only. The vest will be of the highest quality available at the time of request.
- D. Criminal Investigations personnel shall wear the vest in the following circumstances: [41.3.6]
  1. When search or arrest warrants are served,
  2. During the service of felony warrants where the possibility of a hostile confrontation is expected.
- E. All officers shall be provided a ballistic helmet (level IIIA)

- F. All officers will be provided a reflective vest.

## XII. Bicycle Patrol

The Burluson Police Department maintains a Bicycle Patrol program (when bicycles and trained manpower are available). The Bicycle Program will provide optimum mobility, provide high visibility to aid in the reduction of crime in specific areas, and encourage contact with the public to increase community relations. The Bicycle operators must be certified in the Police Cyclist Course before becoming a part of the Bike Patrol. Bicycles will be driven under direction of the Patrol Sergeant depending on need, safety and weather conditions.  
[41.1.3a]

### A. Bicycle Officer Profile [41.1.3b]

1. Officers participating in the bicycle program have the following attributes:
  - a) Self-motivating and productive work ethic.
  - b) Ability to work without close supervision.
  - c) Good physical condition and a willingness to continually improve.
  - d) Not abusive of sick time.
  - e) Good public relations skills.
  - f) Interest in making the Bicycle Patrol Program a success.
  - g) Desire to participate in bicycle education programs for the public.
2. A Bicycle Patrol member who fails to meet the expectations in any of the above listed categories is subject to suspension or dismissal from the program.
3. Suspension from the program for non-compliance with this order prohibits the department member from riding on duty, wearing the bike uniform, or performing bike related extra duty employment or assignments.
4. Only officers who have been approved by the Operations Bureau Captain or their designee to participate in the program, who then successfully complete the training and maintain the qualifications will be allowed to operate the Police Department patrol bicycles  
[41.1.3b]

### B. Bicycle Patrol Training [41.1.3b]

1. All bike patrol members must successfully complete a Department approved training course prior to being assigned to department bike functions.
2. The required training may be taught in-house or at another agency with an approved Police Cyclist curriculum. That course covers the following topics at a minimum.

- a) Safe riding techniques when cycling in motor vehicle traffic.
  - b) State of Texas traffic laws as they relate to the operations of a bicycle on the roadway.
  - c) Basic riding skills, with an emphasis on shifting and braking skills.
  - d) Physical training methods to enhance performance on the bicycle.
  - e) Advanced riding skills to include obstacle clearing, high-speed cornering, and rapid dismount techniques.
  - f) Suspect contact and apprehension techniques.
  - g) Basic repair and maintenance of the police mountain bike.
  - h) Injury prevention and first aid as it relates to cycling related injuries.
3. In-service training is scheduled to update bike patrol members on current techniques and to test their physical fitness level.
  4. Failure to qualify in either physical or firearms readiness is cause for the members' termination from the program.
- C. General Duties of Bike Patrol [\[41.1.3a\]](#)
1. Bike team members answer calls for service in the district where they are assigned, in an assigned target area as defined by an action plan, or in adjoining districts. The member will ensure their portable radio is fully charged at the beginning of their shift.
  2. Generally, bike team members provide a high visibility patrol, concentrating their activities in the following areas:
    - a) Enforcement of public order crimes that have been identified as priorities by citizen groups or department statistics.
    - b) Encouraging informal contacts with the citizenry.
    - c) Building positive public relations with the citizens.
  3. Alternate Bike Patrol Activities
    - a) Bike patrol members may be called upon to perform public relations activities, which may or may not be within the members assigned work areas or hours. These activities may be, but are not limited to, the following:
      1. Programs that may be planned through the Professional Standards Division such as bicycle education programs, bike rodeos, school appearances, participation in other community events aimed at positive community interaction and education.
      2. Parade escorts.
  4. Bike Patrol members may also be requested to conduct activities such as surveillance or other covert activities.

5. The Operations Bureau Captain approves alternate activities prior to assignment or deployment.
6. Bike patrol members may be deployed on duty to any district in the city in order to address a specific need of that area. This type of deployment is requested by submitting a memorandum to the Operations Bureau Captain.

D. Bike Patrol Uniform

Due to the high-profile nature of the bike patrol, it is imperative that bike members maintain a high standard of grooming and appearance. Only a department approved bike uniform and accessory equipment is worn on bike duty unless otherwise authorized by the Operations Bureau Captain. (See Uniform Policy)

E. Reporting and evaluation of the program. [\[16.2.1c\]](#)

1. Shift supervisors monitor the activity of bike patrol members on a daily basis.
2. The Operations Bureau Captain periodically reviews the bike patrol's activity as well as the individual officer's participation in the program's varied activities. The program will be evaluated annually to determine the program's effectiveness and if it should be continued.
3. The Operations Bureau Captain will appoint a Bicycle Patrol Program Coordinator responsible for the program and maintenance.
4. If at any time the Coordinator feels that due to manpower shortage or other reasons the program should be suspended it will be stopped. The program will be resumed when the Coordinator or Operations Bureau Captain deems it necessary.

F. Deployment

1. Shift supervisors are responsible for ensuring that bike patrol members on their shift come to work dressed for and prepared to ride the bike for their tour of duty during each assignment
2. The bike team members may leave from the department in a department vehicle with the bike carried on a rack or may ride directly from the police department to the area of deployment. The shift supervisor approves the method.
3. Once in the area of deployment, unless deployed on the bike from the department, the member(s) park the vehicle in a safe place and commence duty on the bikes.
4. The bike members have the pertinent reports, forms, and other literature in order to perform routine duties when they begin their tour of duty.
5. The bike members are responsible for having the equipment needed to perform minor repairs to the bicycles with them on their

bike or in the department vehicle. Major repairs or adjustments require the bicycle to be taken to the appropriate dealer / shop as soon as possible.

- G. Equipment [\[41.3.1d\]](#)
1. Bicycles specifically designed for Police Bicycle patrols will be utilized.
  2. The Officer utilizing the bicycle will inspect the following equipment daily:
    - a. lights
    - b. police bag
    - c. tire changing tools
    - d. spare tube
    - e. lock
    - f. water bottle
  3. When not in use, the police bicycles will be stored at the Police Department in the designated area.

XIII. Other Special Purpose Vehicles [\[411.3\]](#)

- A. Armored Vehicle (SWAT) [\[41.1.3a\]](#)
1. The SWAT armored vehicle is to be used as a tool to assist in tactical situations and unusual occurrences. Use of this vehicle can only be accomplished upon authorization by the Chief of Police, the SWAT Commander or Team Leaders. The vehicle shall be used for, but not limited to:
    - a) SWAT / Crisis Negotiation Team special operations
      1. High risk raids/arrest warrants
      2. Hostage/barricaded subjects
      3. VIP protection assignments
    - b) SWAT / Crisis Negotiation Team training exercises
    - c) Special events
  2. Anyone authorized to operate the Armored Vehicle must have the appropriate driver license for such vehicle. [\[41.1.3b\]](#) The maintenance of all vehicles assigned to the SWAT Team is the responsibility of the team members in conjunction with the City of Burleson Vehicle Maintenance Department. [\[41.1.3c\]](#) The SWAT armored vehicle may contain at all times but not limited to the following equipment: [\[41.1.3d\]](#)
    - a) Medical backpack
    - b) Emergency medical backboard
    - c) Fire extinguisher
    - d) Flash bang pole
    - e) Window breaker
    - f) Aluminum ladders
    - g) Gear box containing

- 1) Tarp
  - 2) Flex cuffs
  - 3) Small sledgehammer
  - 4) Bolt Cutters
  - 5) Tape
  - h) Water jug
3. It is the responsibility of all SWAT team members to maintain the readiness of the equipment in the SWAT armored vehicle.  
[\[41.1.3d\]](#)

B. Mobile Command Post (MCP)

The Mobile Command Post is a special purpose vehicle designed to serve as a temporary base of operations for police and/ or other agency personnel. It may be used for any incident that is known or believed to be long-term in nature such as police tactical missions, hazardous materials incidents and special events.

1. Authorization, Conditions and limitations of usage. [\[41.1.3a\]](#)
  - a) Officers in the rank of Sergeant and above are authorized to call out (place into service) the Mobile Command Post. In all cases of deployment (with the exception of training), a member of the command staff will be notified as soon as practical.
  - b) Several examples of situations in which the Mobile Command Post may be deployed are:
    - 1) Natural or man made disasters,
    - 2) Hostage or barricaded persons,
    - 3) SWAT operations,
    - 4) Crowd control operations,
    - 5) Riots or large public events,
    - 6) Prolonged crime scene or accident investigations,
    - 7) Missing person / child, or
    - 8) Agency assists.The MCP may be deployed in other situations not listed based on the severity and length of the incident
  - c) Deployment outside of the City of Burleson requires Command Staff approval.
2. Qualifications and training for personnel assigned to operate the vehicle.
  - a) All drivers and operators of the mobile command vehicle are required to obtain a Class B driver license from the State of Texas. In addition, all operators must complete a driver training class, which shall include a road test, proper set-up and tear down procedures. All records and curriculum for this course is developed and maintained by the Fire Marshall or their designated representative.
3. Condition and Maintenance of the vehicle. [\[41.1.3c\]](#)

- a) The Fire Marshal's office is responsible for the condition and maintenance of this vehicle.
  - b) The Fire Marshal's office conducts a weekly inspection of the MCP. All operators utilizing the MCP must complete a deployment checklist prior to it entering service and when removing it from service. Blank forms are kept on the MCP. Completed forms are reviewed weekly by the Fire Marshal or their designated representative. Vehicle checklists are maintained by the Fire Marshal's office.
4. Vehicle Equipment [\[41.1.3d\]](#)
- a) The following equipment is maintained by the Fire Marshal's office:
    - 1) Weather Station
    - 2) Satellite Phone
    - 3) Laptop Computers
    - 4) Laptop Storage cabinet
    - 5) Various portable radios
    - 6) Flashlights
    - 7) Radio Headsets
    - 8) Printer
    - 9) Laptop Docking Station
    - 10) ACU 1000
    - 11) Mega Phone
    - 12) Fan Mister
    - 13) Pop-Up Canopy
    - 14) Ballistic Helmets
    - 15) Wheel Chocks
    - 16) Televisions
    - 17) Digital Camera
    - 18) Incident Command Binders
    - 19) Maps
    - 20) Phone Books
    - 21) Paper and Pens
    - 22) Portable light tower
    - 23) Electric Reel
    - 24) Mast Mounted Camera
    - 25) Command light tower
  - b) The following equipment is maintained by the Police Department and may or may not be stored on the MCP.
    - 1) Direct Link Hostage phone system
    - 2) Loud Hail Speaker System
    - 3) Telephone and / or Throw Phone wire
    - 4) Miscellaneous Office Supplies
    - 5) Notebook Computer
    - 6) Portable television(s)
    - 7) Digital and / or analog recording equipment

**XIV. Ride – Along Program**

The ride-along program is intended to acquaint interested citizens with day-to-day police functions and with the many varied situations encountered by the police in the performance of their routine duties. It should assist the citizen in developing a better understanding of the police officer and their role.

**A Request**

1. The ride-along request forms will be maintained by the Communications Operators in a book located in the Communications Office.
2. Communications will forward the completed ride-along request of all interested persons to the Operations Bureau Captain who will approve or disapprove the request. The Shift Commander will arrange the shift and time during which the participant will be assigned. Only those units assigned to the Ride-Along Program by the Shift Supervisor will participate in this activity. In the event manpower is not sufficient, or when emergency conditions exist, the Shift Supervisor may deny a request to ride. If a denial is made, the Shift Supervisor will assist the citizen in arranging for another appointment.

**B. Waiver Form**

1. The Departmental Application Form / Hold Harmless Agreement are required for all passenger observers.
  - a) Adults:  
Are authorized to sign the waiver and release form after they have read the form thoroughly and acknowledged that they understand its contents and meaning.
  - b) Minors:  
The waiver and release form for a minor must be signed by a parent or legal guardian and notarized.

**NOTE: The parent or legal guardian is to be advised that in the event of an emergency or some other extenuating circumstances, the rider may be left on the sidewalk in a well-lighted area to allow the officer to respond. If this should happen, the rider will be picked up by another police unit.**

**C. Control**

1. The assigned officer will maintain control over the observer at all times and instruct them in the conditions, which necessarily limit

their participation. These instructions should include, but not be limited to:

- a) The observer will not involve themselves in any investigation, handling of any evidence, talk with victims or suspects, nor will handle any police equipment.
- b) The observer will follow directions of the assigned officer at all times and will not exit the patrol unit unless directed to do so.
- c) Any officer assigned a ride-along may terminate the ride-along at any time. A memo of explanation will be prepared and forwarded, through the Watch Commander, to the Operations Bureau Captain.

D. Safety

1. It is desirable to allow participants in this program to observe as much of the police function as practical. If in the opinion of the assigned officer, an observer's safety would be jeopardized, they should immediately drop their observer in a well-lighted area as previously described.

E. Participants

1. During school months, juvenile participants will, for the most part, be assigned by the School Resource Officers. Both males and females are eligible to participate in the program.
2. Participants who are minors will be no younger than age 14. It is recommended that the average length of a ride-along be approximately six (6) hours. City employees, spouses of officers, or Citizen Police academy participants may ride along for a longer period of time upon approval of the Operations Bureau Captain or Chief of Police provided they meet the same requirements set forth previously in this S.O.P.
3. Members of the Burleson Police Explorer program who are members in good standing and who have completed the appropriate portions of the Police Explorer Academy will be permitted to ride along with sworn uniformed officers. The Police Explorer will be permitted to ride a maximum of one time a quarter at the discretion of the Operations Bureau Captain. The Police Explorer will be in civilian attire during their ride-along.
4. The spouse of an officer may ride with that officer one time per year. Any other ride along (with other officers) will fall within this S.O.P. Section F, "limitations".
5. Members of the Citizens Police Academy will be permitted to ride along two times during the program. The C.P.A. Coordinator will coordinate all C.P.A. ride alongs with the appropriate Watch Commander.

## F. Limitations

1. The Ride-Along Program is designed primarily for citizens of Burleson. Requests from citizens of other communities shall be processed through the Operations Bureau Captain. The Operations Bureau Captain will limit participants to two rides per year, unless otherwise authorized by the Operations Bureau Captain or the Chief of Police. This restriction is necessary to allow participation in the program by more citizens and to eliminate excessive participation by one individual. All participants will be returned to the police station at the termination of the ride-along.

**NOTE: The Burleson Police Department reserves the right to refuse, without comment, any request at any time. Such refusal will be through the Operations Bureau Captain by the Chief of Police.**

## XV. Vacation Residential Security Checks

## A. Citizen Request

1. When a citizen calls or comes into the department requesting a vacation security check, the telecommunications operator shall complete the Request for Security Check form provided. All pertinent information shall be gathered and included on the form in the appropriate space. This form shall be maintained in the report book marked for this purpose. The book shall be available to all field personnel as needed; but more specifically shall be reviewed by each on-coming Watch Commander for detailed information. Citizens may also request a vacation security check through the city website.

## B. Frequency of the Security Check:

1. The vacation checks (close patrol) are all listed and numbered on the beat sheets and/or available in the Mobile Computer Terminal (MCT) in the police vehicle. At least once per shift (and more often if workloads allow), the officer will conduct a "close patrol". Using the assigned close patrol number, they will state their location. As this is accomplished, the operator will document in the CAD system the location and time, and include any details that the field officer relays via radio pertaining to their findings during the check of the residence.
2. The security checks will be limited to no more than 14 consecutive days and not more than 30 days per year

- C. Conducting the Security Check:
  - 1. Field personnel shall accomplish the security check of the residence noting specific details that may provide documentation that the check was thorough and complete noting any discrepancies in the actual conditions of the residence and those as listed on the request form itself. Officers should pay particular attention to such items as indications of attempted unauthorized entry, damaged doors, windows, etc., and/or vehicles. In addition, if any unusual conditions are observed, such as leaking water pipes, etc., they should be noted and the owner / resident or their agent notified as soon as possible.