HALLSVIILLE INIDEPENDENT SCHOOL DISTRICT

POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

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Hallsville ISD Police Department – Policy Adoption Statement

By virtue of the authority vested in the Hallsville ISD Board of Trustees, Superintendent of Schools and Chief of Police, the attached policy is hereby officially approved and adopted as an authorized operational directive of this Department. This directive represents the current, official policy of the Department and supersedes and replaces all previous policies, procedures, memoranda, or verbal directives. All department personnel are required to thoroughly familiarize themselves with this policy and adhere to its provisions.

Jay Nelson, Board of Trustees President

John Martin, Superintendent of Schools

Chris Miller, Chief of Police

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality, and justice.

I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be consistently mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

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

Legal Disclaimer

This policy and procedure manual is for departmental use only and does not apply in any criminal or civil proceeding. Department policy should not be construed as a creation of higher legal standards of safety or care in an evidentiary sense with respect to third party claims.

Violations of this policy will form the basis for departmental administrative sanctions only. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

General Orders

As a member of the HISD Police Department it shall be my sworn duty:

(1) To execute the mission of the department to protect and serve Hallsville ISD, the community, and the State of Texas.
(2) To practice, at all times, the Law Enforcement "Code of Ethics".
(3) To keep myself presentable and in good physical, mental, and moral condition.
(4) To know and obey at all times the U.S. and state constitutions, federal and state laws, and departmental policy.
(5) To keep all equipment issued to me fully accounted for, in proper working condition, and secure.
(6) To execute and follow all orders or mandates issued by the Chief of Police authorized by law and policy.
(7) To conduct my duties in a straightforward, honest, and respectful manner, relying upon professionalism, competence, and soundness of character.
(8) To report misconduct and matters that negatively impact me or other department personnel to my immediate supervisor and higher, if necessary.
(9) To be courageous in the face of danger, placing the lives of students, staff and the community above my own.
(10) To conduct myself, on and off duty, in a manner that merits the respect and esteem of those with whom I come in contact, so that my actions reflect well upon myself, the department, and the State of Texas.

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	Hallsville Independent School District **Police Department**	Policy #: **1 - 01**
Policy Title: **Administration of Policies and Procedures**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 1-01**		Approved by: _____ Chief of Police

Policy Statement:

Both professional law enforcement administration and the management of liability require a manual that specifies governance of the activities of a Police Department. A manual of policies and procedures guides the day-to-day legal and ethical functioning of a Police Department. Hallsville Independent School District Police Department policies apply specifically to employees of the department and exist because of the special nature of accountability and responsibility born by the Department's employees because of their powers and authority. In the event that HISD PD policy is stricter than the District's personnel policies, the Department's policy shall apply. In the event that the District's policy is stricter or more applicable to a circumstance, the District's policy shall be deemed applicable. The Chief of Police and the Director of Human Resources shall agree to meet and confer in any case where such discernment is deemed appropriate.

Definitions:

HISD or the **District**: Hallsville Independent School District
HISD PD or **Department**: Hallsville Independent School District Police Department
TCOLE or the **Commission**: Texas Commission on Law Enforcement

Policy:

The Chief of Police, having been so appointed by the Hallsville Independent School District Board of Trustees and duly sworn in accordance with the provisions of the Texas Education Code (TEC) Chapter 37, shall be responsible to create policies and procedures in accordance with State and Federal law and governed by the rules of the Commission so as to guide and regulate the conduct of employees of the HISD Police Department. Such policies shall be applicable to all sworn and non-sworn employees of the Department.

- **General Orders** are fundamental directives that are the foundation of all services of sworn and non-sworn personnel of the HISD PD. They shall be enduring orders having the effect and enforceability of policy. Violations of General Orders may be addressed with disciplinary remedies up to and including termination of employment.

- **Policies** serve as the guidelines by which detailed and specific actions and powers of the HISD PD and its personnel shall be carried out. Violations of policies may be addressed with disciplinary remedies up to and including termination of employment.
- **Procedures** are descriptions of how policies shall be carried out and must, to the degree possible, be used as the primary process for carrying out policy. Gross or unwarranted deviation from procedure may be viewed as a violation of policy if it results in an outcome that was specifically intended to be avoided by the writing of any given policy or procedure. Unwarranted or gross deviation from procedure may be met with disciplinary remedies up to and including termination of employment.
    - **Standard Operating Procedures (SOPs)** are, for all intents and purposes, "procedures" and shall be regarded and enforced with the same weight as procedures.

Procedure:

The Chief of Police shall draft, or cause to be drafted policies, policy revisions and policy addenda as required under law or as dictated by standards of "best practice" and present such drafts to the Superintendent of the District for approval. The date of approval by the Superintendent shall become the effective date of the policy. No policy shall be deemed to be enforceable without the signature of the Chief of Police.

Each policy shall, to the degree necessary, have a procedure attached to it to serve as a prescribed of fulfilling the policy for which it is written.

Policies and procedures shall be reevaluated bi-annually by the Chief of Police. The Chief of Police may seek the input of a committee to assist in assuring that all areas of concern for HISD PD are addressed. This does not preclude the possibility of more frequent additions to the policy manual or alteration of a policy or procedure that is found to be inherently flawed or becomes flawed due to changes in ordinances or laws pertaining to the legitimacy of the policy.

	Hallsville Independent School District **Police Department**	Policy #: **1 - 02**
Policy Title: **Police Power and Authority**		Effective Date: **01 – 01 – 2027**
Replaces **All Previous Sections 1-02**		Approved by: _____ Chief of Police

Policy Statement:

The Hallsville Police Department is instituted by the will of the Hallsville Independent School District Board of Trustees with the authority of State law (TEC 37.081) and governed by the rules established by Texas Government Code and the Texas Commission on Law Enforcement. The Department exists for the purpose of ensuring the safety and orderly operation of campuses and facilities of the Hallsville Independent School District. In support of this mandate, the HISD PD will adopt policies and practices that reflect understanding and adaptation to current trends and safety needs of the District and its community members.

Definitions:

HISD PD or the **Department**: Hallsville Independent School District Police Department

Non-Sworn Personnel: Any person employed by the HISD PD who is not bound by oath under the laws of the State of Texas, to act as a Peace Officer.

Sworn Officer: Persons bound by oath under the laws of the State of Texas, to act as a Peace Officer

TCOLE or the **Commission**: Texas Commission on Law Enforcement

Policy:

The Hallsville I.S.D. Board of Trustees shall, in accordance with the provisions of Section 21.483 of the Texas Education Code, authorize and empower the Hallsville I.S.D. Police Department to perform all functions of a law enforcement agency in and for the State of Texas. It shall be the responsibility of the Police Department to ensure a safe environment for the District's students, employees and visitors and to protect the property, resources and assets of the District.

Sworn Officers of the Department shall be empowered with all rights, responsibilities and authority of a Peace Officer having authority to enforce the laws of the City, County, State and Federal governments, detain persons and affect arrests of persons within their jurisdiction.

Non-Sworn Personnel of the Department shall discharge their duties in support of the HISD PD observing all policies, protocols, rules and laws governing the services they may provide for the Department and for the District.

The jurisdiction of the HISD PD shall, in accordance with Chapter 37 of the Texas Education Code be recognized to be all areas included within the boundaries of the Hallsville Independent School District, however duties of the individual officers shall generally be conducted on the campuses and real properties owned leased and/or operated by the District. HISD Police jurisdiction shall also include all property outside the boundaries of the school district that is owned, leased, rented, or otherwise under the control of the District or the District Board of Trustees.

A Memorandum of Understanding shall be initiated and maintained between HISD Police Department and the Hallsville Police Department to assure cooperative interoperability between the jurisdictions and the agency missions.

Procedure:

The Board of Trustees shall determine the authorized strength of the Police Department. The Chief of Police shall be responsible to establish the organizational structure of the department and to seek out, identify and hire qualified personnel to meet the departmental strength as set forth by the Board and in accordance with the provisions of State law and the rules of the Commission.

	Hallsville Independent School District **Police Department**	Policy #: **1 - 03**
Policy Title: **Application of Enforcement**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 1-03**		Approved by: _____ Chief of Police

Policy Statement:

The broad range of persons with whom HISD PD officers will interact dictates that there must be differing levels of enforcement actions and varying types of responses to differing segments of the school community.

Definitions:

Adult: Any person 17 years of age or older

Child: Any person 9 years of age or under

Employee: Any person employed, in any capacity, by the Hallsville Independent School District

Juvenile: any person 10 years of age through 16 years of age

Student: any person, regardless of age-group, who is enrolled in academic learning within the structure of the Hallsville Independent School District.

Policy:

Children:

Officers observing misbehavior or violations of law committed by any child shall, to the degree possible;

A. Cause the misbehavior to cease and detain the child,
B. Escort the child to the office of the Principal or appropriate counselor,
C. Work cooperatively with the administration of the child's school to affect corrective action and,
D. In the case of arrest or other means of bringing criminal charges, cause the parents of the student to be notified of the circumstances and its potential consequences.

Misbehavior or violations of law committed by a child who is not a student shall be addressed by detaining the child and turning the child over to his/her parent or guardian without undue delay.

Juveniles:

Officers observing misbehavior or violations of law committed by any juvenile shall, to the degree possible;

A. Cause the misbehavior or criminal act to cease and detain the juvenile,
B. Determine whether the behavior requires the juvenile to be taken into custody and booked into Juvenile Detention or referred for disciplinary action to the school administration.
    1. If the juvenile is to be removed to Juvenile Detention, the officer shall;
        a. Appropriately restrain the actor,
        b. File appropriate case reports,
        c. Make reasonable efforts by coordinating with campus administration to ensure that parental notification is conducted prior to the juvenile being transported ,
        d. Transport the juvenile to the appropriate Juvenile Detention Center (JDC) without unnecessary delay,
        e. Cause the case to be filed with the appropriate county authorities
        f. File documentation of types of restraints used on the juvenile with the Chief of Police as required by State law.
    2. If the juvenile is to be referred to the administration for discipline, the officer shall;
        a. Escort the juvenile to the administrative offices and collect all identification information required for an information report,
        b. Complete an information report to include whether or not any mechanical restraint device was used
            i. If a restraint device was used the officer shall record the types of restraints used on the juvenile with the Chief of Police as required by State law.

Adult Students:

Officers observing misbehavior or violations of law committed by an adult student shall, to the degree possible;

A. Cause the misbehavior or criminal act to cease and detain the student,
B. Determine whether the behavior requires the student to be taken into custody and booked into the appropriate jail facility or referred for disciplinary action to the school administration.
    1. If the student is to be booked into jail, the officer shall;
        a. Collect all necessary identification information and other information pertinent to the investigation and,

b. Make reasonable efforts by coordinating with campus administration to ensure that parental notification is conducted prior to the student being transported,
c. Transport the student for booking without unnecessary delay and,
d. Cause the appropriate reports to be filed with the District Attorney's Office without undue delay
e. Record the types of force and restraints used on the student, during the course of the arrest and transport, with the Chief of Police as required by State law.

Non-Student Adults and Adult Employees:

Officers observing violations of law committed by a non-student adult shall address the situation in accordance State law and standard police procedures affecting arrests as necessary and filing offense reports with the Justice of the Peace or the District Attorney's office as appropriate.

Officers observing violations of law committed by an adult employee shall address the situation in accordance with State law and standard police procedures affecting arrests as necessary and filing offense reports with the Justice of the Peace or the District Attorney's office as appropriate. The officer shall also notify the employee's immediate supervisor and the Director of Human Resources of the circumstance leading to the enforcement action.

REVIEW AND CONTINUOUS IMPROVEMENT

Policies and Procedures shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **1 - 04**
Policy Title: **Hiring a License Holder**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 1-04**		Approved by: _____ Chief of Police

POLICY

The Hallsville Independent School District Police Department is committed to hiring qualified, ethical, and professional personnel who meet all legal, professional, and ethical standards for public service. The hiring of license holders shall be conducted in a thorough, fair, and objective manner to protect students, staff, the community, and the integrity of the department.

Consistent with Texas Commission on Law Enforcement best practices, hiring decisions shall emphasize integrity, accountability, risk management, and organizational legitimacy. No applicant shall be appointed unless all required background investigations, examinations, and certifications are satisfactorily completed.

PURPOSE

The purpose of this policy is to establish standardized procedures for the recruitment, background investigation, and appointment of peace officers with Texas law and professional best practices.

PERSONAL HISTORY STATEMENT AND WRITTEN CONSENT

Applicants for employment shall submit a completed **Personal History Statement (PHS)**. The department shall obtain written consent from each applicant prior to reviewing information required for the background investigation. Falsification, omission, or misrepresentation of information may result in disqualification.

BACKGROUND INVESTIGATION RECORDS

Before appointment, the department shall conduct a comprehensive background investigation that includes, at a minimum:

1. Personnel files, as described by Texas Occupations Code § 1701.4535 and employment records from all prior law enforcement employers, including employment applications;
2. Termination reports and misconduct investigation records maintained by TCOLE;
3. Service records maintained by TCOLE;
4. Proof of minimum qualifications under Texas Occupations Code § 1701.251(a);
5. Military discharge documentation (DD-214), if applicable;
6. Criminal history record information;
7. Warrant checks through TCIC and NCIC;

8. Proof of financial responsibility as required by Texas Transportation Code § 601.051;
9. Driving record from the Texas Department of Public Safety;
10. Proof of United States citizenship or, if the person is an honorably discharged veteran of the armed forces of the United States with at least two years of service before discharge, proof of legal permanent residence and proof that the person has applied for United States citizenship;
11. Information on the person's background from at least three personal references and two professional references;
12. Information on the person's law enforcement background as available through the National Decertification Index (NDI) maintained by the International Association of Directors of Law Enforcement Standards and Training (IADLEST); and obtaining and reviewing records with entry agencies if a matching record exists.
13. If applicable, a file or record obtained under Texas Occupations Code § 1701.3035.

BACKGROUND INVESTIGATION PROCESS

1. Background records shall be reviewed electronically (such as through secure electronic file sharing systems provided by TCOLE, which is strongly encouraged due to confidentiality purposes) or in person (if the law enforcement agency agrees). Telephone reviews alone are insufficient.
2. The investigator will provide the other agency with a copy of the applicant's signed Release of Information before obtaining a reviewing all files and records.
3. Agencies in other states and federal agencies do not normally have access to the TCOLE file sharing system. If files from those agencies cannot be reviewed in person, other reasonable efforts should be made to review the files electronically. If the files cannot be reviewed, the investigator should document the reason why and the efforts that were made in the background investigation report.
4. If a Release of Information was provided and an agency does not respond to a file sharing request for records within ten business days and the investigator has made direct contact with the person from whom they are requesting files (such as phone or email), the investigator should contact their TCOLE Field Service Agent for assistance.
5. An investigator must contact each agency to determine if records still exist regardless of records retention schedules. Some agencies retain records long past those schedules and all available records must be reviewed.
6. If an agency no longer has records, most will upload a form letter to the file sharing system documenting the lack of records and the reason why. That letter should be added to the background investigation report.
7. If a previous agency no longer exists or is currently unmanned, the investigator should confirm and document the same in the background investigation report. The investigator should contact the governing body over a former or unstaffed agency to determine what records remain and how they can be accessed.
8. The background investigator shall document all findings pertinent to the background investigation in a **background investigation report**. A copy of the background investigation report shall be maintained in the employee's personnel file.

TCOLE FORMS AND CERTIFICATIONS

The department shall complete and submit all required TCOLE appointment forms, including:

1. L-1: TCOLE Appointment Application form.
2. L-2: TCOLE Licensee Medical Condition Declaration form.
3. L-3: TCOLE Licensee Psychological and emotional Health Declaration form
4. L1-T: TCOLE Telecommunicator Applicant form.
5. During the appointment of any licensee, this agency will complete the appropriate background and appointment forms required by TCOLE. Such forms will document that all background investigation steps required by Texas Occupations Code § 1701.451 were completed prior to appointment and how those steps were completed. The information certified on the forms shall be consistent with the process required in Section 3 of this policy.

MEDICAL EXAMINATION AND DRUG SCREENING

1. All applicants shall undergo drug screening by a physician licensed by the Texas Medical Board designated by this department.
2. Applicants for Peace officer shall undergo a medical examination by a physician licensed by the Texas Medical Board designated by this agency. The physician must be familiar with job duties appropriate to the type of appointment to be made.
3. If the applicant successfully passes the medial examination and drug screening, the provider administering the exam shall sign the L-2. The L-2 shall be included in the employee's personnel file.
4. If the applicant fails the medical examination or drug screening, this agency will report the failure to TCOLE on a form prescribed by TCOLE.

PSYCHOLOGICAL EXAMINATION

1. Before being hired, each applicant must undergo a psychological examination conducted by a psychologist licensed by the Texas Board of Examiners of Psychologists or a psychiatrist licensed by the Texas Medical Board and certified by the American Board of Psychiatry and Neurology, as designated by this agency.
2. The psychologist or psychiatrist must be familiar with the job duties of the position the applicant applied for.
3. The psychologist or psychiatrist must be given a copy of the applicant's PHS and background investigation report to review before the examination.
4. The psychological examination must be conducted according to professional standards and include: use of at least two instruments, one measuring personality traits, and one measuring psychopathology; and conducting an interview after the two instruments above are scored and a review of the PHS and background investigation report.
5. If the applicant successfully passes the psychological examination, the psychologist or psychiatrist shall sign the L-3. The L-3 shall be included in the employee's personnel file.
6. If the applicant fails the psychological examination, this agency will report the failure to TCOLE on a form prescribed by TCOLE.

FINGERPRINT AND CRIMINAL HISTORY CHECK

Before being appointed, each applicant must successfully complete a fingerprint search of local, state, and United States records and fingerprint files to disclose any criminal record. A

copy of the fingerprint check return shall be maintained in the personnel file.

FIREARMS QUALIFICATION

Applicants who are currently licensed Texas peace officers shall submit proof of firearms qualification within the previous **12 months** or successfully complete a qualification prior to appointment.

APPOINTMENT OF LICENSEE

1. Upon completion of all requirements, the department shall submit a complete and accurate **L-1 or L-1T** to TCOLE.
2. A copy of the L-1 or L1-T will be notarized and maintained in the employee's personnel file.

C. Appointment authority rests with the Chief of Police.

PROVISIONAL HIRING PERIOD

1. Applicants hired while the subject of a misconduct investigation with a previous employing agency may initially be hired on a provisional basis of 90 days.

2. During that provisional period, this agency will obtain and review the completed misconduct investigation report from the previous employing agency or TCOLE and may choose to terminate the provisional employment based on those findings.

3. This provisional period is unrelated to any other probationary hiring periods used by this agency.

SUPERVISORY AND COMMAND RESPONSIBILITY

A. Supervisors and command staff shall ensure compliance with all hiring requirements.

B. Failure to conduct or document required hiring steps may constitute a supervisory deficiency.

REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed periodically to ensure continued alignment with:

- Texas Commission on Law Enforcement requirements
- Texas Education Agency school-based policing guidance
- Applicable state and federal law

	Hallsville Independent School District **Police Department**	Policy #: **1 – 05**
Policy Title: **Medical & Psychological Investigation**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 1-05**		Approved by: _____ Chief of Police

POLICY

The Hallsville Independent School District Police Department is committed to maintaining a safe, professional, and effective workforce. Ensuring that all employees are medically and psychologically fit to perform the essential functions of their positions is critical to officer safety, student safety, public trust, and operational effectiveness.

Consistent with Texas Commission on Law Enforcement best practices, the department recognizes that fitness-for-duty evaluations are a risk-management and wellness tool—not a disciplinary measure—and shall be used judiciously, objectively, and in accordance with applicable law.

PURPOSE

The purpose of this policy is to establish procedures for evaluating the medical and psychological fitness of department members when there is reasonable concern that a member may be unable to safely or effectively perform essential job functions.

MEMBER RESPONSIBILITIES

1. Members are responsible for maintaining physical stamina and psychological stability sufficient to perform essential job duties.
2. Any member who believes they are unable to perform assigned duties shall promptly notify a supervisor.
3. Members who reasonably believe another employee may be unable to perform essential duties due to a medical or psychological condition shall report such concerns to a supervisor.

SUPERVISOR RESPONSIBILITIES

1. Supervisors shall remain alert to indicators that a member may be unable to safely perform assigned duties due to physical or psychological impairment.
2. Indicators may include, but are not limited to:
    a. Sudden or significant changes in behavior
    b. Patterns of irrational, hostile, or oppositional conduct
    c. Expressions of emotional instability

    d. Inappropriate use of alcohol, medication, or substances
    e. Poor judgment, impulsivity, or emotional dysregulation
    f. Any other factors creating reasonable concern regarding fitness for duty
3. Supervisors shall maintain confidentiality consistent with law and policy.

REPORTING AND INITIAL REVIEW

1. A supervisor who observes or receives credible information suggesting a member may be unfit for duty shall document objective observations and relevant information.
2. When appropriate, the supervisor should meet with the member to discuss concerns.
3. If concerns are unresolved, the supervisor shall forward documentation through the chain of command for further review.

DUTY STATUS FITNESS-FOR-DUTY EXAMINATION

1. The appropriate supervisors within the member's chain of command should make a preliminary determination regarding the member's duty status.
2. If a determination is made that the member can effectively perform essential job functions, the member should be returned to duty and arrangements made for appropriate follow-up.
3. If a preliminary determination is made that there is just cause to believe the member's conduct or behavior represents an inability to effectively perform essential job functions, the appropriate supervisor should immediately relieve the member of duty pending further examination.
4. Members relieved of duty shall comply with the administrative leave provisions as set out by agency policy.
5. The chief administrator shall be promptly notified if any member is relieved of duty.

FITNESS-FOR-DUTY EXAMINATION (FFDE)

1. A fitness-for-duty examination (FFDE) may be ordered when objective evidence reasonably indicates a member:
    a. May be unable to perform essential job functions; or
    b. May pose a direct threat to self or others.
2. Definition of a FFDE: An FFDE is a formal, specialized examination of an incumbent member that results from:
    a. Objective evidence that the member may be unable to effectively perform a defined job function; and
    b. A reasonable basis for believing that the cause may be attributable to a medical or psychological condition or impairment. As such, an FFDE is considered a "medical" examination under the terms of the Americans with Disabilities Act. The central purpose of an FFDE is to determine whether the member is able to effectively perform his or her essential job functions.
3. Threshold Considerations for a FFDE: Referring a member for an FFDE is indicated whenever there is an objective and reasonable basis for believing that the member, as a result of a medical or psychological condition or impairment:
    a. May be unable to perform one or more essential job functions; or
    b. Poses a direct threat to themself or others.

An objective basis is one that is not merely speculative but derives from direct observation or other reliable evidence.

4. When deciding whether to conduct an FFDE, both the employer and examiner may benefit from considering its potential usefulness and appropriateness given the specific circumstances, and the employer may consider whether other remedies (for example, education, training, discipline, physical FFDE) are appropriate.
5. The examiner strives to remain impartial and objective and to avoid undue influences by any of the parties involved in the case.
6. Mental health professionals refrain from rendering fitness-for-duty opinions when they are not conducting an FFDE.

PROCESS FOR NON-SWORN PERSONNEL

1. The Chief administrator, in cooperation with the personnel department, may order a member to undergo an FFDE whenever a question arises as to whether the member is medically or psychologically fit to continue in their duties. The examination shall be conducted by the member's personal physician, psychiatrist, or psychologist, as required by agency policy.
2. To facilitate the examination of any member, the agency will provide all appropriate documents and available information to the person or entity responsible for conducting the examination.
3. The examining practitioner will provide the agency with a report indicating whether the member is fit for duty. If the member is unfit for duty, the practitioner will include the existing restrictions or conditions in the report.
4. A second examination may be ordered by the appropriate authority if the member, the civil service commission, or the chief administrator questions the practitioner's report. The examination will be conducted by a physician, psychiatrist or psychologist appointed in accordance with the procedure adopted by the governing body. If the report of the appointed practitioner disagrees with the report of the initial practitioner, the final determination as to the member's fitness shall be decided in accordance with applicable laws, provisions of collective bargaining, meet and confer, other agreements, or policies.
5. All reports and examinations submitted by the examining practitioner shall be part of the member's confidential medical file.
6. Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the personnel department.
7. Any member ordered to undergo a fitness-for-duty examination shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

PROCESS FOR PEACE OFFICERS

1. The chief administrator, in cooperation with the personnel department, may order an officer to undergo an FFDE whenever a question arises as to whether the officer is medically or psychologically fit to continue in their duties. The examination shall be conducted by the officer's chosen physician, psychiatrist, or psychologist, as appropriate and in accordance with applicable laws, including Texas Local Government Code §§ 143.081 and .1115, provisions of collective bargaining, meet and confer, other agreements, or policies.

2. The chief administrator shall provide written notice of the examination to the license holder not later than the tenth business day before the deadline to submit to the examination. Written notice shall include the reasons for the examination.
3. To facilitate the examination of any member, the agency will provide all appropriate documents and available information.
4. The examining practitioner will provide the agency with a report indicating whether the officer is fit for duty. If the officer is unfit for duty, the practitioner will include the existing restrictions or conditions in the report.
5. A second examination may be ordered by the appropriate authority if the officer, the civil service commission, or the chief administrator questions the practitioner's report. The examination will be conducted by a physician, psychiatrist or psychologist appointed in accordance with the procedure adopted by the governing body. If the report of the appointed practitioner disagrees with the report of the initial practitioner, the final determination as to the officer's fitness shall be decided in accordance with applicable laws, provisions of collective bargaining, meet and confer, other agreements, or policies.
6. All reports and examinations submitted by the examining practitioner shall be part of the officer's confidential medical file.
7. Determinations regarding duty status of officers who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the personnel department.
8. Any officer ordered to undergo an FFDE shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the officer to discipline, up to and including termination.

AGENCY RESPONSIBILITIES TO NOTIFY TCOLE

1. License Holder: A Texas Peace officer, County Jailer, or Telecommunicator.
2. The Chief administrator shall notify the Texas Commission on Law Enforcement (TCOLE) upon a final determination that a license holder is unable to effectively perform essential job functions. This notifications shall be in writing and submitted to TCOLE within 30 days of the final determination that the license holder is unable to effectively perform essential job functions.

3. The chief administrator shall notify TCOLE if a license holder fails to submit to an examination within the deadline set by the agency. This notification shall be in writing and submitted to TCOLE within 30 days after the deadline set by the agency has expired.
4. The chief administrator shall notify TCOLE as soon as practicable if a license holder has completed the required examination or received notice that the license holder's circumstances have been successfully resolved.

FITNESS-FOR-DUTY EXAMINATION MINIMUM STANDARDS

1. Given the nature of these examinations and the potential consequences to the employer, 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 guidelines. Such standards include, but are not limited to, the American Psychological Association's Ethical Principles of Psychologists and Code of Conduct. Consequently, it is recommended that these examinations be conducted by a psychologist, psychiatrist, or medical doctor with the appropriate qualifications.
2. Depending on the referral question and the examiner's professional judgment, an FFDE examiner strives to utilize multiple methods and data sources to optimize the accuracy of findings. Examiners integrate the various data sources, assigning them relative weight according to their known reliability and validity. The range of methods and data sources used by an FFDE examiner can vary, but such suggestions and further information about this process can be found in the International Association of Chiefs of Police (IACP) 2018 Psychological Fitness-for-Duty Examination.
3. When conducting the FFDE, it may be necessary for the examiner to received background and collateral information regarding the member's past and recent performance, conduct, and functioning. The information may include, but is not limited to, job class specifications or job description, performance evaluations, previous remediation efforts, commendations, testimonials, internal affairs investigations, formal citizen or public complaints, use-of-force incidents, reports related to officer-involved shootings, civil claims, disciplinary actions, incident reports of any triggering events, health care records, prior psychological examinations, and other supporting or relevant documentation related to the member's psychological fitness for duty. In some cases, an examiner may ask the examinee to provide relevant medical or mental health treatment records and other data for the examiner to consider. It is important that all collected information be related to job performance issues or the suspected job-impairing mental condition. Where possible and relevant, it may prove helpful to gather information from other collateral sources..

APPEALS

Members disputing the application or interpretation of this policy may submit a grievance as provided in the applicable grievance policy.

RESOURCES

- IACP Psychological Fitness-for-Duty Examination Guidelines
- American Psychological Association Occupational Evaluation Standards
- American College of Occupational and Environmental Medicine Guidance

REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed periodically to ensure continued alignment with:

- Texas Commission on Law Enforcement standards
- Texas Education Agency guidance
- Evolving legal and professional standards related to officer wellness and safety

	Hallsville Independent School District **Police Department**	Policy #: **1 - 06**
Policy Title: **Personnel Files**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 1-06**		Approved by: _____ Chief of Police

POLICY

The Hallsville Independent School District Police Department shall maintain accurate, complete, and confidential personnel records in accordance with Texas law. Proper management of personnel files is essential to accountability, fairness, transparency, and organizational integrity.

Consistent with Texas Commission on Law Enforcement best practices, personnel files shall be maintained in a manner that protects employee rights, supports professional development, ensures due process, and promotes public trust.

PURPOSE

The purpose of this policy is to establish guidelines for the creation, maintenance, access, and release of personnel files and department files for license holders employed by the Hallsville ISD Police Department.

DEFINITIONS AND REFERENCES

A. Personnel File

For purposes of this policy, a **Personnel File** includes:

1. Any letter, memorandum, or document relating to a commendation, congratulation, or honor bestowed on a license holder by a member of the public or by the department for actions related to official duties;
2. Any misconduct by the license holder, when the document is issued by the department and resulted in disciplinary action; and
3. Periodic performance evaluations completed by a supervisor.

References:
Texas Local Government Code § 143.089(a)
Texas Occupations Code § 1701.4535(a)(1)

B. Department File

A **Department File** includes information not authorized for inclusion in the Personnel File, including unsustained allegations and other materials maintained for internal use.

References:
Texas Local Government Code § 143.089(g)
Texas Occupations Code §§ 1701.4522 and 1701.4535(c)

PERSONNEL FILE CONTENTS

1. The department shall maintain a Personnel File for each license holder employed by the department.

2. When a negative letter, memorandum, document, or notation is placed in a license holder's Personnel File:
    a. The agency head or designee shall notify the license holder **no later than the 30th day** after inclusion; Notification may be provided in writing by certified mail, departmental email, personal email, or handed in person;
    b. Electronic notice is considered received when sent to the email address on file and confirmed by the license holder;
    c. If confirmation is not received by the license holder within **seven calendar days** of being sent electronically, notice shall be sent by certified mail; and
    d. The license holder may submit a written response for inclusion in the Personnel File **within 30 days** of receipt of notice.
3. License holders are entitled, upon request, to copies of documents contained in their Personnel File. The agency may charge a reasonable fee, not to exceed the actual cost of any copies.

4. Personnel File contents shall not be released to any person or agency without written consent of the license holder unless required by law. Requests shall be referred to the agency head or designee.

5. As provided by Texas Occupations Code § 1701.451, a law enforcement agency hiring a license holder is entitled to view the contents of the license holder's personnel file.

6. This agency shall provide a license holder's personnel file to TCOLE not later than the 30th day after the date the license holder separates from the agency or on request by TCOLE as part of an ongoing investigation relating to the license holder.

DEPARTMENT FILE CONTENTS

1. Any letter, memorandum, or document relating to alleged misconduct by the license holder may not be placed in the license holder's personnel file if the agency determines that there is insufficient evidence to sustain the charge of misconduct.

2. Law enforcement agencies shall also maintain a file on a license holder employed by the agency for the agency's use including all information not referenced in section 1.1, Definitions and References of this policy. This file should be marked "Designated as Confidential for Statewide Employment Database under Texas Occupations Code § 1701.168."

3. This agency may not release any information referenced in sections 3.1 and 3.2 to any other agency or person requesting information relating to the license holder without the license holder's written permission, unless the release is required by Texas Occupations Code § 1701.451. The agency shall refer the person or agency requesting the information to the agency head or the head's designee.

4. As provided by Texas Occupations Code § 1701.451, a law enforcement agency hiring a license holder is entitled to view the contents of the license holder's department file.

CONFIDENTIALITY AND ACCESS

A. Personnel and Department Files shall be maintained securely with access limited to authorized personnel.

B. Supervisors and command staff shall ensure confidentiality is preserved and access is strictly controlled.

C. Unauthorized access, disclosure, or misuse of personnel records may result in disciplinary action.

SUPERVISORY AND COMMAND RESPONSIBILITY

A. Supervisors are responsible for ensuring accurate, timely, and appropriate documentation of performance and discipline.

B. Command staff shall ensure personnel records are maintained in compliance with law and policy.

C. Failure to properly manage personnel records may constitute a supervisory deficiency.

REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed periodically to ensure continued alignment with:

- Texas Commission on Law Enforcement requirements
- Texas Education Agency guidance
- Applicable state and federal law

	Hallsville Independent School District Police Department	Policy #: **1 – 07**
Policy Title: **Misconduct Allegations**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 1-07**		Approved by: _____ Chief of Police

POLICY

The Hallsville Independent School District Police Department is committed to maintaining the highest standards of integrity, professionalism, and accountability. Allegations of misconduct shall be taken seriously and investigated thoroughly, fairly, and objectively.

Consistent with Texas Commission on Law Enforcement best practices, the investigation of misconduct allegations is essential to organizational legitimacy, public trust, and ethical leadership. Investigations shall be conducted in a timely manner, free from bias, and in compliance with applicable law.

PURPOSE

The purpose of this policy is to establish procedures for the receipt, investigation, documentation, and reporting of allegations of misconduct involving department personnel.

DEFINITIONS AND REFERENCES

A. License Holder: A Texas Peace Officer or Telecommunicator licensed by the Texas Commission on Law Enforcement (TCOLE).

B. Allegation of Misconduct: A written complaint of misconduct, signed by the person making the complaint, alleging conduct that may constitute a violation of law or department policy.

C. Misconduct: Violations of federal or state law, local ordinances, or department policy, including but not limited to:

1) Use of excessive or unlawful force
2) Untruthfulness or dishonesty
3) Unlawful search or arrest
4) Civil rights violations
5) Discriminatory or biased conduct
6) Sexual harassment or misconduct
7) Conduct that seriously degrades the integrity, discipline, or good order of the department

For purposes of this policy, untruthfulness includes false, misleading, or incomplete statements, whether by act or omission. Minor rule violations of a less serious nature are excluded.

D. Summary Report: A written report documenting each allegation, investigative findings, disposition, and final outcome.

E. TCOLE: Texas Commission on Law Enforcement.

RECEIPT OF COMPLAINTS

A. Allegations of misconduct may be received from any source, including the public, students, parents, employees, or other agencies.
B. Complaints shall be accepted without discouragement and documented promptly.
C. Supervisors shall ensure complainants are treated respectfully and informed of the complaint process.

INVESTIGATION PROCEDURES

A. The department shall initiate an administrative or criminal investigation when it becomes aware of alleged misconduct that could result in suspension, demotion, or termination.
B. Investigations shall be conducted objectively, thoroughly, and without undue delay.
C. Absent extenuating circumstances or applicable labor agreements, investigations shall be completed within **180 days**.
D. If criminal charges are filed against a license holder, the department shall report the investigation to TCOLE within **30 days** of completion.
E. Upon completion of an administrative investigation, the department shall prepare a **TCOLE summary report** using the required template and submit it in a timely manner, but not later than the **30th day after the date of the license holder's separation from the agency**, if applicable.
F. Include documentation of the completed investigation in the license holder's personnel file maintained by the agency as described by Texas Occupations Code§ 1701.4535, or § 1701.4522, as applicable.
G. Notify TCOLE if the matter is under appeal. The agency shall notify TCOLE of the disposition of an appeal within 30 days of receipt of the decision.
H. Investigations shall be completed even if the license holder resigns, retires, or otherwise separates from employment prior to final disposition, and submit a summary report to TCOLE regardless of the findings.

DOCUMENTATION AND RECORDS

A. Documentation of completed investigations shall be maintained in the license holder's personnel file in accordance with Texas Occupations Code §§ 1701.4522 and 1701.4535, as applicable.

B. All investigative records shall be maintained securely and confidentially in accordance with law and department policy.

APPEALS AND NOTIFICATION TO TCOLE

A. The department shall notify TCOLE when a misconduct case is under appeal.

B. The final disposition of an appeal shall be reported to TCOLE within **30 days** of receipt of the decision.

SUPERVISORY AND COMMAND RESPONSIBILITY

A. Supervisors and command staff are responsible for:

1. Promptly identifying and addressing alleged misconduct
2. Ensuring investigations are assigned and completed appropriately
3. Monitoring investigative timelines and compliance
4. Taking corrective or disciplinary action consistent with findings

B. Failure to properly address known misconduct or interference with an investigation may itself constitute misconduct.

CONFIDENTIALITY AND NON-RETALIATION

A. Information related to misconduct investigations shall be shared only with those who have a legitimate need to know.

B. Retaliation against any individual who files a complaint or participates in an investigation in good faith is strictly prohibited and shall be grounds for discipline.

REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed periodically to ensure continued alignment with:

- Texas Commission on Law Enforcement requirements
- Texas Education Agency guidance
- Evolving legal and professional standards

	Hallsville Independent School District **Police Department**	Policy #: **1 – 07 A**
Policy Title: **Internal Investigations & Discipline**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 1-07A**		Approved by: _____ Chief of Police

Policy Statement:

The image of the Department depends on the personal integrity and discipline of all departmental employees. To a large degree, the public image of this Department is determined by the professional response of the Department to allegations of misconduct against it or its employees. The Department must competently and professionally investigate all allegations of misfeasance, malfeasance, nonfeasance by employees and complaints bearing on the Department's response to District needs.

Definitions:

Discipline. A method of training or developing any employee by proper supervision and instruction. Discipline may be positive (awards) or negative (punishment).

Disciplinary Action. Punitive measures taken against an employee as the result of a complaint(s) of one or more violations which have been sustained by administrative investigation. These measures include written reprimand, suspension, demotion, and termination.

Complaint. Any allegation of conduct by an employee which is unconstitutional unlawful or in violation of Department policy or Hallsville ISD personnel rules.

A. **Level I Complaints.**

1. **Crime.** Complaint of involvement in criminal conduct.
2. **Excessive Force.** Complaint that the use or threatened use of force against a person was unreasonable and unnecessary under the circumstances.
3. **Arrest/Detention.** Complaint that the restraint of a person's liberty occurred without probable cause, reasonable suspicion or other legally valid reasons.
4. **Illegal Entry.** Complaint that entry into a building or other property was improper and/or that excessive damage was caused to the property to gain entry.

5. **Harassment.** Complaint that taking, failing to take, or the method of police action was predicated upon factors that were irrelevant, such as race, attire, sex, age, etc.
6. **Serious Rule infractions.** Complaint such as disrespect toward a supervisor, intoxication on duty, sleeping on duty, neglect or dereliction of duty, false statements, or malingering.

A. **Level II Complaints**

1. **Demeanor**. Complaint that an employee's manner, gestures, language or other actions were offensive or inappropriate or gave the appearance of a conflict of interest or misuse of influence.
2. **Minor Rule Infraction.** Complaint such as tardiness, faulty driving or failure to comply with established Department or District policies and procedures.

Non-Disciplinary Action. Oral or written counseling given to employee to bring attention to noted job performance deficiencies or chronic regulation infractions in an effort to induce voluntary compliance.

Personnel Incident Documentation. Any official documentation, used by the supervisor who initially receives information, to report details of alleged employee misconduct or to report favorable actions of an employee.

Policy:

The Hallsville Independent School District Police Department shall create and adhere to a process for receiving and documenting commendations and complaints concerning the conduct of HISD PD employees.

A. Each qualified commendation shall be received and recorded in a temporary file for investigation by the Chief of Police or his designee. Upon conclusion of the investigation, the Chief of Police will determine the appropriate course of action in accordance with the rules and policies of the Department.
B. Complaints shall be received in accordance with TCOLE standards and in accordance with the provisions of the Texas Government Code. Each qualified complaint shall be received and recorded in a temporary file for investigation by the Chief of Police or his designee, in a timely manner, considering the facts represented in the filing document and facts that may be garnered by interviews and investigative efforts beyond the filing document. Upon completion of the investigation, a finding shall be presented to the Chief of Police and to the Superintendent. After consideration by the Chief of Police, appropriate actions will be initiated concerning the commendation or complaint in accordance with the policies of the Department and the Hallsville Independent School District Polices.

Personnel Commendation:
Commendations, Letters of Appreciation and displays of gratitude for the work done by an employee of HISD PD shall be recorded in the employee's personnel file in the office of the Chief of Police and permanent personnel file in the Human Resources Department of HISD.

A. Commendations may be formally issued by the Chief of Police or the Superintendent of Schools.
B. Commendations may be recommended by any employee of the HISD PD by completing a Commendation letter, detailing the conduct of the individual to be recognized, to the Chief of Police for consideration
C. Letters of Appreciation and other verbal communications or displays of appreciation for the conduct of an HISD PD employee may be received by any employee and forwarded to the Chief of Police in original written format, by email, or by transcribed or paraphrased written communication as appropriate to the Chief of Police

All such communications to the Chief of Police will be considered for appropriate recognition of the individual or group being recognized and recorded in the employee's personnel file and permanent personnel file.

Commendations may result in the presentation of a letter, awarding of a certificate or plaque, or presentation of a commendation bar and/or medal according to the findings of the Chief of Police concerning the conduct being recognized.

Personnel Complaint Procedures:

A. The Department encourages citizens and staff to bring forward legitimate grievances regarding misconduct by employees. Department members shall receive complaints courteously and shall handle them efficiently. Officers are obligated to explain the complaint procedures to inquiring citizens.

Requirements for Making Formal Complaints:
Personnel complaints shall comply with Section 614.022, Texas Government Code.

A. Persons wishing to make formal complaints must do so by submitting a written statement of the complaint accompanied by their signature. A notarized affidavit is preferred but not required.
B. A signed letter of complaint may be sufficient after verification that it is not fictitious or signed with a fictitious name. This determination shall be made by the Chief of Police.
C. An internally originated complaint may be made by and Department supervisor or other employee by submitting a written statement with signature or by notarized affidavit.

D. The Chief of Police may serve as the complainant of an externally originated complaint that cannot or will not be made by the original complainant as outlined in paragraph A of this Section. This shall only be done upon substantial evidence that a verifiable infraction has occurred.

Time Limit on Accepting Complaints:
Personnel complaints shall not be accepted more than thirty days after the alleged incident except for the following exceptions:

A. When the complaint involves a criminal violation, the criminal statute of limitations will prevail. However, such limitations shall not prevent the Chief of Police from taking disciplinary action deemed necessary to preserve the integrity of the Department.

B. When the complainant can show good cause for not making the complaint within the specified time limit, the complaint may be accepted. This determination shall be made by the Chief of Police.

C. When otherwise authorized by the Chief of Police.

Anonymous Complaints:
Anonymous complaints shall be investigated only at the specific direction of the Chief of Police. If a preliminary investigation identifies a violation, the formal complaint may be signed by the Chief of Police or his designee.

Investigation Responsibility:

A. All Level I Complaints shall be formally investigated by personnel as assigned by the Chief of Police.

B. Level II Complaints shall be initiated by Personnel Incident Form and conducted at the line supervisor level with prior approval and staff supervision of the Chief of Police. Level II Complaints which are conducted at the line supervisor level shall be subject to non-disciplinary action only unless urgent circumstances exist. Level II Complaints which are investigated at the line supervisor level may be subject to disciplinary action only at the authorization of the Chief of Police. Level II Complaints may be subject to a formal investigation with the approval of the Chief of Police. Level II Complaints which are formally investigated shall be subject to the full range of disciplinary actions including termination.

Authority and Responsibility:

A. All Employees

1. Non-supervisory personnel shall utilize their chain of command to report infractions. Non-supervisory personnel may report infractions directly to the Chief of Police if the infraction involves a person in their immediate chain of command or if the infraction is a Level I classification.
2. Any employee who gains knowledge of a reported infraction shall immediately submit a memorandum outlining the details of the reported infraction to his supervisor as soon as practical. Each participating employee in a complaint investigation shall submit all affidavits and memoranda that are required by the investigator of the complaint.

B. Supervisors

1. Supervisory personnel shall initiate a Personnel Incident Record when they become aware of an infraction by any member of the Department.
2. Violations designated as Level II infractions shall be investigated entirely at line supervisor level. Non-disciplinary action, unless forwarded to the Chief of Police for a formal investigation, will also be conducted at the line supervisor level.
3. Violations designated as Level I infractions shall be forwarded directly to the Chief of Police in a detailed Personnel Incident Form.
4. Any employee, who initially becomes aware of another employee's involvement in a level I incident, shall inform the on-duty supervisor or his designee. If the violation is of a serious nature, the on-duty supervisor or his designee shall notify the Chief of Police. The Chief of Police or his designee will then determine whether to relieve the accused employee from duty.

Investigation of Externally Originated Complaints:

A. **Level I Complaints**

1. Citizens who telephone or appear in person during regular business hours on weekdays and wish to make a complaint against an employee shall be referred to the Chief of Police or his designee who shall:
    a. Interview the complainant in person or by telephone to obtain all pertinent information so that the complaint may be placed on a Personnel Incident Form;
    b. Advise the complainant that the complaint must be made in writing and signed by the complainant if it is to be formally investigated. If the complainant desires to sign the complaint, the supervisor shall advise him to appear in person so that an affidavit may be obtained. If the complainant cannot appear in person, advise the complainant to send a signed letter addressed to the Chief of Police;
    c. Send the original affidavit (if obtained at the time of the initial complaint) and the Personnel Incident Form, without employee response, directly to the Chief of Police and retain a copy. No copies of the affidavit shall be forwarded to any other individuals.
2. The Chief of Police or his designee shall examine the context of the complaint to determine if it meets the requirements of a complaint, i.e. it alleges a violation of the law or the regulations of the Department and/or the District.
3. The Chief of Police or his designee will assign a control number to the case and designate an investigator to examine the allegation.
4. The accused employee may be required to respond orally and in writing to the complaint.

A. **Level II Complaints**

1. Citizens who telephone or appear in person during regular business hours on weekdays and wish to make a complaint against an employee shall be referred to the Chief of Police.
2. When the Chief of Police is unavailable, complainants shall be referred to an on-duty supervisor. The supervisor shall:
    a. Interview the complainant in person or by telephone to obtain all pertinent information so that the complaint may documented;
    b. The supervisor will forward documentation of the complaint to the Chief of Police for further determination of complaint classification;
3. When a Level II complaint is to be resolved at the line supervisor level, the investigative file will be set up, and the supervisor will investigate the allegation. The investigation will be properly documented and submitted to the Chief of Police for approval.

4. The accused employee may be required to report to the office of the Chief of Police at the outset of an investigation, and may be instructed to respond orally and in writing to the complaint.

Investigation of Internally Originated Complaints:

A. The supervisor who initially becomes aware of an alleged or suspected Level I violation shall forward a Personnel Incident Form detailing the violation directly to the Chief of Police.

B. The Chief of Police will examine the content of a documented Personnel Incident to determine if the requirements of a complaint (alleges a violation of the law or the regulations of the Department and/or the District are present).

C. The Chief of Police or his designee will assign a control number to the case and designate an investigator to examine the allegation.

D. At the discretion of the Chief of Police, if the investigation is to be conducted at the line supervisor level, the investigative file shall be delivered to the appropriate supervisor.

Employee's Rights during Internal Investigation:

A. **Requirements to Answer Questions**

1. An employee shall be required to answer questions relating to his duties and may be disciplined for refusal to answer such questions. (refer to Garrity v. New Jersey, 385 U.S. 483 and Gardner v. Broderick, 392 U.S. 273.)
2. Any such required statements could be used against the employee in a disciplinary action or civil proceeding. The statements **would not be admissible in subsequent criminal action.**

B. **Supervisor's Presence During Interview**

An accused employee may request that his immediate supervisor or other member of his chain of command be permitted to attend an interview regarding an investigation of non-criminal conduct. The supervisor may attend in an observation capacity only and shall not take an active part in the interview. An employee's supervisor shall not be permitted to attend an interview regarding an investigation of criminal conduct.

C. **Counsel's Presence During Interview**

1. The accused employee will **not** be permitted to have counsel present during an interview concerning an internal investigation. The Fifth Amendment right to counsel **does not apply** to administrative matters. (refer to Garrity v. New Jersey, 385 U.S. 483 and Gardner v. Broderick, 392 U.S. 273.)
2. An accused employee is not entitled to receive the Miranda Warning during an administrative investigation. The employee shall be directed to read and sign the Internal Investigation Warning and shall be provided with a copy.

D. **Search of Equipment**

Reasonable searches of Departmental equipment (lockers, desks, vehicles, etc.) and facilities may be conducted for the purpose of identifying and securing evidence that may be utilized as part of an administrative investigation. The search must be approved in advance by the Chief of Police or his designee and the circumstances shall be documented by the supervisor in a memorandum to the Chief of Police.

E. **Special Examinations**

1. An accused employee may request, by memorandum, to undergo a behavioral cause investigation, blood test, or polygraph examination if he believes such would be beneficial to his defense. The Chief of Police shall authorize or deny all such requests.
2. The Department may require an accused employee to submit to a behavioral cause investigation or polygraph examination. The results of such examination would be limited to administrative use except as provided by law.

F. **Polygraph Examinations**

1. In some cases, a complainant may undergo a polygraph test to substantiate his allegations made against an employee in an affidavit. When the test reveals no deception on the part of the complainant, the accused employee may be ordered to submit to a polygraph test.
2. Should the accused employee refuse to take the test after being ordered by the Chief of Police, the accused employee may be subject to disciplinary action up to and including termination for refusal to obey a lawful order (insubordination).
3. Should the investigation originate from an internal allegation, the involved employee(s) may be ordered to take the polygraph test when in the best interest of the Department. Section F (2) above shall apply.

G. **Medical and Laboratory Examination**

The Chief of Police or his designee may, based on his observation, require a Department employee to submit to a test for alcohol or drug use while on duty. The results may be used in the disciplinary process. Refusal to submit to the examination will be grounds for disciplinary action and may result in the employee's dismissal.

1. If the employee is believed to be under the influence of alcohol, a licensed breathalyzer operator may administer the test. The Chief of Police or officer in authority shall witness the test and sign the report. (Portable breath testing instruments may not be used to perform this test.)
2. If the employee has a reading of .05 or higher or there is other competent evidence of impaired abilities to perform duties, the officer shall be relieved of duty by the Chief of Police or officer in authority.

3. If the employee is believed to be under the influence of self-administered drugs, he may be compelled to submit to a blood and/or urine test. The test shall be administered under medical supervision where hygienic safeguards are met. The sample will be handled using the same safeguards as evidence in a criminal process.
4. If the test shows positive results, or there is other competent evidence of impaired abilities to perform duties, the officer shall be relieved of duty as soon as possible by the Chief of Police or other officer in authority.
5. If an employee refuses to submit to a test, (alcohol or drugs) then the supervisor may relieve the employee from duty for failure to cooperate in an administrative investigation.

H. **Photograph and Lineup Identification Procedures**

Officers may be required to stand in a lineup for viewing by citizens for the purpose of identifying an employee accused of misconduct. Refusal to stand in a properly conducted lineup is grounds for disciplinary action and may result in dismissal.

1. A photo identification book of Department employees may be maintained for the purpose of identification by citizens of an employee accused of misconduct. Photographs of employees for the identification book are required by the Department and shall be used when narrowly related to the employee's job.
2. Photographs or videotape pictures of employees, with or without an employee's consent, may be taken for the purpose of internal investigations as related to the employee's job when the employee is suspected of misconduct.

Completion of Complaint Investigation:

A. Upon conclusion of an administrative investigation, the complaint will be classified as one of the following:
   1. Unfounded – Allegation is false or not supported factually.
   2. Exonerated – Incident complained of did occur but the officer's actions were lawful and proper.
   3. Not Sustained – Insufficient evidence either to prove or disprove the allegation.
   4. Sustained – Allegation is supported by sufficient evidence.
   5. VNR – Violation not related to initial complaint

B. Upon completion of the investigation, the Chief of Police shall forward the file to the appropriate office/attorney for review.

C. The Chief of Police or his designee will notify the complainant of the final disposition except when a pending criminal case might be compromised by disclosure of this information.

D. The Chief of Police may forward the investigation to the appropriate supervisor so that preventative measures can be taken to avoid similar complaints in the future.

Confidentiality of Investigations:

A. All complaint investigations shall be considered confidential and, except as provided below, no portion of the investigations may be reproduced without the authority of the Chief of Police.

B. Any employee or external complainant, upon written request, shall be provided with a copy of his own work product. All copies, when the original has become part of the investigative file, must be stamped as "confidential".

C. Investigative reports shall not be released except when required by law or authorized by the employee in writing.

Types of Disciplinary Actions:

A. All disciplinary action will be based on substantial evidence. "Proof beyond a reasonable doubt" or "a preponderance of the evidence" is not required. (refer to Edmonds v. McNeal, 596 S.W. 2d 403.)

1. Substantial evidence is defined as such evidence that a reasonable mind might accept as adequate to support a conclusion. It is that quality of evidence necessary for a court to affirm a decision of an administrative board.
2. Proof beyond a reasonable doubt is defined as such proof which precludes every reasonable hypothesis except that which it tends to support and which is wholly consistent with the defendant's guilt and inconsistent with any other rational conclusion.
3. Preponderance of evidence is defined as evidence that is of greater weight or more convincing that the evidence which is offered in opposition to it.

B. **Level II Infractions**

Level II Infractions that are classified as sustained following an administrative investigation shall be subject to the following non-disciplinary actions only unless formally investigated or urgent circumstances exist and other disciplinary actions are authorized by the Chief of Police.

1. Verbal Warning – The purpose of a verbal warning is to allow a supervisor to bring to the employee's attention the need to improve his work performance, work habits, behavior, or attitude, and to serve as a warning against further unsatisfactory conduct.
2. Written Warning – the purpose of a written warning is to bring to the employee's attention the need to improve his performance, work habits, behavior, or attitude where a verbal warning has not resulted in expected improvement, or when action more serious than a verbal warning is warranted. The supervisor shall document the violation and forward it to the Chief of Police through the chain of command with a recommendation

for a written warning. Upon approval, the memorandum and the written warning issued by the supervisor shall be placed in the employee's Departmental file.

3. Training – When additional training is warranted and approved by the Chief of Police.

C. **Level I Infractions**

Level I infractions which are classified as sustained are subject to the following types of disciplinary action which can only be assessed by the Chief of Police and District officials.

1. Written Reprimand
2. Suspension;
3. Demotion;
4. Termination.

Disciplinary action involving potential monetary loss by the employee, including suspension, demotion and termination shall only be assessed subsequent to a formal internal investigation.

The Chief of Police may solicit recommendations for disciplinary action as he deems necessary.

Sustained Level I infractions are also subject to the non-disciplinary actions that are described in paragraph B of this Section if so ordered by the Chief of Police.

Special Procedures:

A. **Complaints Involving Alleged Criminal Violations**

1. All criminal investigations involving Department employees shall be conducted by the appropriate law enforcement agency. If the investigation is completed by the Department, the results will be turned over to the District or County Attorney for final disposition.
2. Any time that an employee of the Department learns that a law enforcement agency other than the Department has arrested or issued an arrest warrant for another employee of the Police Department, the employee shall immediately report the information concerning the arrest and/or the warrant to the Chief of Police.

B. **Complaints Against the Chief of Police**

When a valid complaint is made against the Chief of Police, the complaint shall be handled in accordance with this policy except that the Superintendent shall, in that circumstance, conduct or officiate the investigation as needed.

C. **Departmental Vehicle Accidents**

When the investigation of an accident involving a Departmental Vehicle reveals misconduct of a Department employee, the act shall be investigated in accordance with the provisions of this General Order.

D. **Emergency relief From Duty, Suspension, or Discharge**

1. Any supervisor has the authority to impose emergency relief from duty for an employee until the next business day when it appears that such action is

in the best interest of the Department and/or the employee. Whenever an employee is relieved from duty, the Chief of Police shall be immediately notified.

2. Only the Chief of Police has the authority to place an employee on administrative leave with pay.
3. When an employee is temporarily relieved from duty, his supervisor shall collect the employee's badge(s), Department issued weapon(s) and police identification card(s). When an employee is discharged, the supervisor shall ensure that all District-issued property and equipment used by the employee is turned in. In either case, the supervisor shall forward, through the chain of command, a written report detailing the items that he has collected.

Appeals and Grievances:
Appeals and grievances may be filed by any employee in accordance with Hallsville ISD Personnel Policies and Procedures. Employees may appeal disciplinary actions according to directives listed in District policy.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **1 - 08**
Policy Title: **Organizational Structure, Placement and Promotion**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 1-08**		Approved by: _____ Chief of Police

Policy Statement:

The effectiveness of an organization begins with its ability to communicate and perform functions effectively and quickly. Organizational structure and a clear line of bi-lateral communication are key elements to the success of the HISD PD.

Definitions:

Chain of Command: The path of authority and communication within the Department that facilitates the clear transmission of information, assignments, orders and responses.

Superintendent: Superintendent of Schools for the Hallsville Independent School District.

Policy:

The Chief of Police shall be responsible to create an organizational structure, and make work assignments of all sworn and non-sworn personnel within the HISD Police Department. The Chain of Command created in the organizational structure shall not be breached unless an emergency circumstance exists or unless such a breach is necessary due to the circumstance at hand.

Procedure:

Organizational structure, rank and work assignments will be presented in formal documentation to the Superintendent of the Hallsville Independent School District for approval. Organizational structure will be re-evaluated bi-annually unless circumstances develop that would necessitate more immediate changes.

Organizational Structure:

Chief of Police

A. The Chief of Police is the Chief Law Enforcement Officer for the Hallsville Independent School District and reports to the Superintendent.
    1. The Chief of Police reports to and receives instruction from the Superintendent and shall be evaluated in accordance with HISD Policy by the Superintendent.
    2. The Chief of Police shall be responsible to organize and regulate the activities of;
        a. All sworn Peace Officers,
        b. Non-sworn employees of the Department to include security personnel,
        c. Complete written performance evaluations in accordance with HISD policy.

Sergeant of Police

A. The Sergeant of Police shall report directly to the Chief of Police and,
    1. Serve as second in command of the Police Department at the discretion of the Chief of Police or in the event of his untimely or prolonged absence and,
    2. Assist in budget evaluation and considerations and,
    3. Function as the Department Training Officer and,
    4. Supervise assignments and/or function of Police Officers at functions occurring outside the routine hours of operation of the academic campuses.
    5. Complete written performance evaluations of non-sworn personnel at the direction of the Chief of Police.

Police Officer

A. Police Officers generally report directly to the Chief of Police however are under the authority of the Sergeant as necessary for the successful and expedient completion of all duties and operations.

Non-Sworn HISD Employees

A. All non-sworn HISD employees report to the HISD Sergeant.

Position, Placement and Rank:

A. No employee shall procure or attempt to procure appointment or promotion in the Department by means of willful misrepresentation of or omission of any fact concerning his personal history, qualifications, physical condition or characteristic.

B. Position, placement and rank are assigned solely for the furtherance of the goals and mission of the Department and may be altered at the will of the Department for those purposes.

C. Rank shall not be diminished without appropriate disciplinary cause or unless there is a significant or repetitious failure to meet minimum job performance standards.

	Hallsville Independent School District **Police Department**	Policy #: **1 - 09**
Policy Title: **Professional Conduct**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 1-09**		Approved by: _____ Chief of Police

Policy Statement:

Police Officers are public servants who are generally widely known throughout the community and as such, the conduct of officers reflects on the Department on the District whether it is seen while on duty or off duty. In order to maintain the confidence of the community it is imperative that HISD PD personnel conduct their personal and professional lives in such a way as to never diminish the credibility or professional standards of the Hallsville Independent School District or the Police Department.

Definitions:

On Duty: An employee shall be deemed to be in On-Duty status when he/she is wearing the distinctive uniform of the Department and/or operating a Department-owned vehicle enroute between work and home as well as all times during which the employee is scheduled for work, regardless of whether the assignment is normal work hours or an extra duty assignment.

Off Duty: An employee shall be deemed to be in Off-Duty status when he/she is not scheduled for duty and is not in transit to or from scheduled duty.

Policy:

All members of the Hallsville Independent School District Police Department will conduct their personal and professional affairs in such a manner as to support and elevate the dignity and credibility of the Hallsville Independent School District Police Department and the District at large.

General Provisions:

Employees of the Hallsville Independent School District Police Department shall recognize their responsibility to represent the District and the Department with dignity and decorum appropriate for their position with the department and recognizing that the community at large perceives the organization's standards to be in keeping with the conduct of its employees. To this end, employees, at all times shall;

A. Be courteous and civil to the greatest degree possible when dealing with members of the public or fellow employees of the District,
B. Be truthful and equitable in their personal dealings with their families, any commercial enterprise and with the public, not willfully misrepresenting any matter, sign any false statement or report, commit perjury or give false testimony before any court, grand jury, board, commission, official or Department inquiry,
C. Refrain from comments or expressions, either written or oral which would demean, condemn or ridicule any person based on their race, ethnicity, sex, religion or sexual orientation,
D. Not accept any compensation, gratuity or bribe for the performance of or for refraining from the performance of any duty encumbered on the employee as a result of their position with HISD PD,
E. Not use their status as an officer or their employment with HISD to endorse any product or service, without the permission of the Chief of Police.
F. Refrain from loud, harsh and brash speech or behavior, except as required to gain control of a circumstance,
G. Not appear in any public place or place visible to the general public in an manor that would discredit the officer or department,
H. Refrain from procurement, possession, consumption or distribution of intoxicants in any way that would be perceived by a reasonable person as to bring discredit on the District or the Department,
I. Not engage in any personal or commercial enterprise with any complainant, suspect, witness, defendant, prisoner or other person involved in any unresolved case which has been filed with the Department,
J. Not act as an intermediary in the payment of a reward without prior authorization from the Chief of Police.
K. Not engage in any form of horseplay, pranks or gambling while on any HISD property or involving any HISD event,
L. Not become a member of or align themselves, politically or philosophically, with any organization, association, movement or group which advocates or approves 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 or illegal means.
M. Not use their uniform, portion of the uniform or status with the Department in pursuit of any partisan political activity or use Department owned equipment or authority acquired by virtue of employment with the Department to further any partisan political activity or deny or influence any person engaged in the lawful pursuit of partisan political activities.

On-Duty Conduct:

Upon assuming On-Duty status all Department employees shall be fully prepared to respond to requests for service, appropriate to their job function, without undue delay. In order to assure prompt attention to all requests for service the employee must:

A. Arrive in a timely fashion so as to be aware of assignments and duties required for any particular shift as well as prior events that may have a bearing on the ensuing work period,
B. Be properly attired with all appropriate clothing and equipment so as to present a prepared and professional image,
C. Be sufficiently rested so as to remain fully alert throughout the work period
D. Be free from the effects of prescription medications, over-the-counter (OTC) medications, alcohol and or any other mood or behavior altering substance.
    1. In the event that an employee is taking prescribed medications that may inhibit or diminish the employee's ability to make sound judgments, operate a motor vehicle or perform any other aspect of their duties, the employee shall, as soon as possible and prior to assuming duty, notify the Chief of Police of the type of medication being taken and circumstances surrounding the prescription of the medication.
E. All employees of the Department shall, to the extent possible engage the public in a friendly and courteous manner and;
    1. Garner the public trust and confidence through a calm, professional and informed demeanor,
    2. Address the issues of each community member without undue delay,
    3. Refrain from;
        a. the use of strong or vulgar language or speaking in a manner that is demeaning, insulting, sexually provocative, or which by its intent or nature would communicate racial bias,
        b. being distracted by reading materials, electronic devices or other items that are not directly related to the employee's job duties,
        c. conducting personal business or extended personal telephone, text or email conversations during work hours or,
        d. engaging in any sexual conduct.

Dereliction of Duty on the part of any employee, detrimental to the proper performance of the functions of the Department, is cause for corrective action up to possible termination. Dereliction of duty includes, but is not limited to, the following:

1. Failure of a supervisor or commander to immediately take action when a violation of rules or regulations comes to his attention, regardless of the supervisor's or violator's assignment or rank within the Department.
2. Failure to observe and give effect to the policies of the Department.
3. Failure to secure evidence in its officially designated place for preservation and storage.
4. Failure to give the employee's name and/or badge number to any person upon request.
5. Failure to take appropriate police action to aid any Department, City, County, State or Federal law enforcement officer exposed to danger or in a situation where danger might be impending.
6. Cowardice or failure to perform police duties in the face of danger or potential danger.
7. Any action which places any person in greater danger than is necessary for the proper performance of the employee's duties.
8. To offer, accept, agree to accept, deliver, or solicit a bribe. (A bribe shall be defined as any gift, emolument, money, thing of value, testimonial, appointment, personal advantage, the promise or solicitation of same for the purpose of obtaining special privileges or personal gain by the donor or any other person.)
9. Failure to take the appropriate action to: protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, enforce all federal, state, and local laws and ordinances coming within Departmental jurisdiction

Off-Duty Conduct:

Employees of the Department who are not in On-Duty status shall remain mindful that their personal conduct in the community can affect the public perception of the District and of the Department. Employees shall endeavor, at all times to support and elevate the integrity and credibility of both the HISD PD and the District as a whole and shall:

A. Not undertake any vocation, part-time employment or enterprise that, by nature of such vocation, employment or enterprise, might bring discredit on the Department or the District or otherwise undermine the public's confidence in the law enforcement profession as a whole,
    1. Employees shall not accept employment at, own or operate, by any means, a sexually oriented business, bar, club, pub or other business that derives 51% or more of its income from the sale of alcohol.
    2. Employees may not accept employment as a bouncer in any type of establishment.
B. Not undertake any vocation, part-time employment or enterprise that, by nature of such vocation, represents a conflict of interest with the employee's responsibilities, job assignments or access to information or Local, State and/or Federal records.
    1. Employees may not accept employment as, own or operate a business that provides bail or bonds for the release of accused prisoners
    2. Employees may not accept employment as, own or operate a business that provides services to locate fugitives for bounty or any other form of remuneration.

C. Not accept or provide security services Off-Duty, both in or out of uniform, without the approval of the Chief of Police.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **1 - 10**
Policy Title: **Uniform and Personal Appearance**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 1-10**		Approved by: _____ Chief of Police

Policy Statement:
HISD Board Policy DH (Legal) and DH (Local) govern standards of conduct for all employees with the following additions for the HISD Police Department
The uniform and its accoutrements along with the grooming and bearing standards that accompany it represent the professional appearance and esprit de corps of the Hallsville Independent School District Police Department. To effectively serve the students, staff, and citizens of the Hallsville Independent School District, it is necessary to promulgate standards to maintain a disciplined and efficient department. These standards must include rules governing the appearance and grooming of Police Department employees to ensure that a neutral and uniform appearance is maintained. Regulations are necessary to promote the personal safety of members of the Department, and to maintain community expectation of the HISD Police Department.

Policy:
All officers and guards of the HISD PD who are required to wear a uniform of any type shall do so in such a manner as to not only comply with the conditions stated in this policy but also so as to convey pride, integrity and discipline in identifying the presence of the Hallsville Independent School District Police Department.

A. Uniform standards and requirements shall be established by the Chief of Police.
B. An authorized uniform shall be worn by all sworn personnel and non-sworn guards during the performance of all assigned duties unless otherwise specifically authorized by the Chief of Police.
C. Failure to comply with uniform standards may result in disciplinary action.

Uniforms:

A. Only departmentally issued uniforms approved by the Chief of Police may be worn.
B. Badges worn by sworn personnel shall comply with all standards below:
    1. Officers shall wear a department-authorized style of badge that is silver in color with silver appliances and displays on its appliances, their rank, “HALLSVILLE ISD PD”, the seal of the State of Texas, “POLICE”, “TX”, and the officer’s assigned badge number.
    2. Sergeants shall wear a department-authorized style of badge that is gold in

color with gold appliances and displays, on its appliances, their rank, “HALLSVILLE ISD PD”, the seal of the State of Texas, “POLICE”, “TX”, and the sergeant’s assigned badge number.

3. The Chief of Police shall wear a department-authorized style of badge that is gold in color and displays on its appliances his rank, “HALLSVILLE ISD PD”, the seal of the State of Texas, “POLICE”, “TX”, and the chief’s assigned badge number.

C. The Chief of Police shall have final approval on all uniform footwear.

D. Undershirts worn with the uniform shirt must either black, navy or white if visible when the uniform is worn.

E. Headgear is optional at the officer’s discretion depending on work assignment or weather conditions that may exist at the time. The Chief of Police must approve all headgear.

F. Duty Gear

1. Duty gear or gun belts worn with the uniform by sworn personnel shall be commensurate with and lend a professional appearance to the uniform in the circumstance and context in which it is worn. All duty gear shall be black in color and either smooth or basketweave texture and clean with no significant appearance of wear or damage The Chief of Police will have the final authority regarding approval and uniformity of all uniform equipment.

2. Duty gear shall bear, at minimum, an appropriate Level II or above holster for the officer’s side-arm, one handcuff case and a magazine pouch capable of carrying no less than two magazines of ammunition, a Taser (CEW) and at least one tourniquet.

G. Body Armor

1. All officers that are provided personal body armor by the Department shall wear the body armor at all times while in uniform.

I. The Chief of Police will have the authority to authorize exceptions and additions to the uniform standards based upon the needs of the Department and situations and circumstances which may require deviation from the normal standards.

Personal Grooming:

A. **Personal Hygiene:** All employees of the Department shall maintain an appropriate level of personal cleanliness so as to avoid the appearance of dirt or grime, body odor resulting from accumulation of dirt, grime and/or body oils, or a general disheveled or unkempt appearance.

B. **Hair:** Officer's hair shall be clean, neat, and combed. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture. Hair may be worn over the ears provided that it does not extend below the tragus of the ear and the style has an overall even appearance. Sideburns shall always be neatly trimmed and shall not extend beyond the lowest part of the ear. Sideburns shall not be wider at any point than their natural width at the top. Exotic or unusual hair colors, styles or cuts are not permitted.

C. Hair pieces are permitted if they conform to the above standards for natural hair and do not create, by their chemical or physical make-up, a hazard for the wearer.

D. In no case shall hair interfere with the normal wearing of authorized headgear.

E. Full beards, goatees, or other growth of hair below the lower lip shall be neatly trimmed and are at the discretion of the Chief of Police.

F. **Cosmetics:** The use of makeup by female employees, both uniform and plain clothes will be consistent with HISD Board Policy.

G. **Tattoos:** Tattoos are generally permissible for all employees however tattoos on the face, ears and/or throat may not be worn. The following types of tattoos are not prohibited but may not be displayed, in whole or in part, while on duty or in uniform:

    1. Tattoos that display the nude or partially nude body within the image,
    2. Tattoos that display the female breast or genitalia of either gender,
    3. Tattoos that include lewd, abusive, racially provocative, or vulgar text or images.

H. **Body Modifications:** A body modification is any alteration of the appearance of the body or a portion of the body so as to alter it from its generally accepted "normal" appearance. Examples of body modifications include but are not limited to; subdermal jewelry, subdermal implants, division of the tongue, pierced and stretched earlobes, etc. Body modifications may be worn but may not be visible, in whole or in part, while on duty.

I. **Jewelry:**

1. Earrings may be worn by female employees while on duty
   a. Earrings and ear studs will not be worn with the uniform by male employees.
   b. Uniformed employees may wear only one pair of earrings (one on each ear)
   c. Uniformed employees must wear post or stud earrings with no dangling or moving parts
2. Employees in uniform may wear a wrist watch and/or identification bracelet.
3. Necklaces may be worn but must not show or dangle outside the uniform,
4. Rings shall be limited to one ring per hand
   a. A wedding set is deemed to be one ring
   b. Rings may not have dangling or moving parts
5. Body Jewelry may be worn however may not be visible to the public while the employee is in uniform.
   a. Facial jewelry shall not be worn in uniform
   b. Tongue or septum jewelry shall not be worn in uniform.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **1 - 11**
Policy Title: **Impartial Policing**		Effective Date: **01 – 01 – 2027**
Replaces:		Approved by: _____ Chief of Police

PURPOSE

The purpose of this policy is to affirm and emphasize the Hallsville Independent School District Police Department's commitment to providing unbiased, fair, and equitable treatment to all persons. Impartial policing is essential to maintaining public confidence, institutional legitimacy, and trust between the department and the school community it serves.

POLICY

Persons who have contact with members of the Hallsville ISD Police Department shall be treated in a fair, impartial, equitable, and objective manner, in accordance with the law, and without consideration of individual demographics, except as permitted or required by law.

Biased policing is strictly prohibited and is inconsistent with the mission, values, and professional standards of the department. When interacting with students, officers shall consider age, developmental maturity, disability status, and educational context when exercising lawful discretion, consistent with district policy and applicable law.

DEFINITIONS

A. Biased Policing: Discrimination in the performance of law enforcement duties or the delivery of police services based on personal prejudices or partiality toward individuals or groups based on individual demographics.

B. Fair and Impartial Treatment; The principle that individuals shall be treated in the same basic manner under the same or similar circumstances. This does not require identical treatment in all cases, as reasonable accommodations may be necessary when dealing with individuals with disabilities, illness, injury, mental health conditions, or other circumstances requiring different responses.

C. C. Individual Demographics; Personal characteristics including, but not limited to, race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, socioeconomic status, age, disability, cultural group, or political status.

D. D. Police Services: Community caretaking and public safety activities that may not involve direct law enforcement action, including assistance at emergency scenes, traffic accidents, medical emergencies, crime prevention, patrol, traffic control, public education, and similar services.

PROCEDURES

A. Fair and Impartial Treatment

1. Biased policing is prohibited in both the enforcement of the law and the delivery of police services.
2. Officers shall take equivalent enforcement actions and provide equal services to all persons in the same or similar circumstances.
3. Officers shall not consider individual demographics when performing law enforcement duties or delivering police services, except when such characteristics are part of a specific suspect or subject description.
4. Officers retain lawful discretion; however, discretionary decisions shall be based on observed behavior, articulable facts, and circumstances rather than personal characteristics.
5. Unless exigent circumstances exist, officers shall refrain from engaging in law enforcement matters involving family members, relatives, close friends, or other persons with whom the officer has a personal relationship that could compromise, or appear to compromise, objectivity. In such cases, officers shall request assistance from another officer or supervisor.

B. Compliance, Supervision, and Accountability

1. Officers who witness or become aware of biased policing shall promptly report the incident to a supervisor. When appropriate and safe to do so, officers are encouraged to intervene at the time the conduct occurs.
2. Supervisors are responsible for monitoring officer conduct, identifying potential bias-related concerns, and addressing those concerns through training, counseling, or corrective action when appropriate. Supervisory actions shall be documented consistent with departmental policy.
3. Depending on the nature and seriousness of the incident, supervisors may initially address minor or unintentional violations through informal, non-punitive measures such as training or counseling.
4. External or internal complaints that cannot be resolved at the supervisory level, or that are determined to be potentially serious, shall be forwarded for investigation in accordance with departmental procedures.
5. Failure to report or intervene in known instances of biased policing may result in disciplinary action consistent with department policy and applicable law.
6. The department shall maintain records related to complaints of biased policing to allow for administrative review, identification of trends, and implementation of corrective actions when necessary.

C. Training

All Hallsville ISD Police Department employees shall receive initial and periodic training related to impartial policing. Training shall include, but is not limited to:

1. Police ethics
2. Cultural diversity and community awareness
3. Police–student and police–community interactions
4. Standards of professional conduct
5. Motor vehicle stops
6. Implicit bias
7. De-escalation and communication strategies

Training content shall be reviewed periodically to ensure consistency with current law, professional standards, and community expectations. Remedial training may be required when appropriate.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **1 - 12**
Policy Title: **Off Duty Employment**		Effective Date: **01 – 01 – 2027**
Replaces:		Approved by: _____ Chief of Police

Policy Statement:

As a means of assuring that every employee may actively pursue avocations and enhancements for their quality of life, HISD PD allows for outside, part-time employment, however reserves the expectation that the Department shall remain the first priority of employment and commitment by each employee.

Definitions:

Employment: any means of earning or procuring financial gain for any person.
Secondary employment: any employment outside of Hallsville ISD.

Policy:

The primary responsibility of an employee is the accomplishment of all duties and responsibilities assigned to his or her position. Outside employment must be compatible with the interests of the Agency and must not detract from the performance of the employee. Outside employment that interferes with the employee's duties and responsibilities will not be authorized. There is no obligation or duty on the part of the department to approve such employment. There is no right of appeal associated with a declination to approve outside employment. If the off duty employment to be performed is law enforcement in nature, all applicable policies and standards of conduct of the HISD PD shall apply.

Limitations as set forth in this policy regarding off-duty or secondary employment shall also apply to volunteer work if such volunteerism is performed more than five successive days in any 6-month period. Employees holding authorized part-time employment who use sick leave benefits as a result of personal illness or injury on an assigned work day shall not have approval to work any off-duty or part-time work during the assigned duty shift or during the eight hour period following the missed assigned duty. The Chief of Police may revoke authorization for any officer's part-time/off-duty employment, at any time, for violation of this policy.

Procedure:

An officer desiring to participate in off-duty employment must make a written request to the Chief of Police containing:

A. The name of the company or agency offering employment
B. The type of duties to be done

C. Location where services shall be rendered
D. Hours and days that will generally be worked

The Chief of Police will either authorize or deny the request for employment. Reasons for denial of part-time employment include but are not limited to:

A. Conflict with HISD policy,
B. Employment would interfere with satisfactory performance of primary job performance,
C. employment potentially involves use of or access to privileged information belonging to or obtained by HISD PD,
D. job duties pose significant risk of harm or injury to the employee,
E. the prospective employer is a convicted felon, habitual offender, member of a criminal gang, subject of a current or on-going criminal enterprise or a convicted person required to register as a sex offender, operating a business that draws 51% or more of its profits from the sale of alcohol or operates a sexually oriented business.
F. Employment involves solicitation of funds, or
G. An HISD PD supervisor reports directly to or is scheduled by another HISD PD employee who is, otherwise, subordinate to the supervisor,

Unauthorized Part-Time Employment:

Officers may not have any part-time employment in which they perform duties as a:

A. Re-possessor,
B. Bill/Loan Collections
C. Bail bonds agent, bounty hunter or any employment associated therewith,
D. Investigator for criminal or civil prosecution or defense,
E. Ownership or employment in a gambling enterprise,
F. Ownership or employment in any private security or investigation enterprise,
G. Ownership or employment in any sexually oriented business
H. Ownership or employment in clubs, bars, taverns or liquor stores open to the public,
I. Ownership or employment in any establishment that sells items commonly associated with the manufacture, processing of, or consumption of any controlled substance regardless of other applications such paraphernalia might have.

Requirements:

HISD PD officers performing duties in their capacity as a peace officer shall:

A. Perform-police related duties only in Harrison County unless specifically authorized by the Chief of Police,
B. Discharge all duties in accordance with State laws and the policies of HISD PD and the District,
C. Wear the distinctive uniform of the HISD PD to include body armor,
D. Carry only the weapons with which they are qualified under the policies of HISD PD,
E. Complete HISD PD reports, as appropriate, concerning all law enforcement actions taken,

F. Contact Hallsville PD, Harrison County Sheriff's Office, or the jurisdictional agency in which the employment is taking place for transport of any persons arrested in the course of off-duty enforcement actions taken, and
G. Not use HISD PD vehicles for transportation to, from or during off-duty work without approval of the Chief of Police.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **1 - 13**
Policy Title: **Supervision of Part Time Officers**		Effective Date: **01 – 01 – 2027**
Replaces:		Approved by: _____ Chief of Police

POLICY

The Hallsville Independent School District Police Department may utilize part-time or off-duty commissioned peace officers to supplement staffing needs during school-related events, special assignments, or other circumstances requiring additional law enforcement presence.

The utilization of part-time officers shall be conducted in a manner that preserves operational effectiveness, accountability, professionalism, and public trust. Part-time officers working for the department are held to the same standards of conduct, supervision, and performance as full-time personnel.

PURPOSE

The purpose of this policy is to establish clear guidelines for the selection, supervision, authority, and accountability of part-time officers assigned to Hallsville ISD Police Department duties. This policy ensures consistent command structure, lawful authority, and alignment with best practices for school-based policing.

DEFINITIONS

A. Part-Time Officer: A commissioned Texas peace officer employed by another law enforcement agency who is authorized to work supplemental or off-duty assignments for the Hallsville ISD Police Department.

B. Supervising Authority: The Chief of Police (or a designee) responsible for assigning, overseeing, and evaluating part-time officers during HISD duties.

UTILIZATION OF PART-TIME OFFICERS

A. The department may utilize part-time officers to support:

1. School-related events
2. Extracurricular activities
3. Special operations or assignments
4. Temporary staffing needs

B. The use of part-time officers shall not compromise departmental standards, supervision, or accountability.

C. Part-time officers shall not be used in a manner that replaces the need for adequate full-time staffing or proper supervision.

ELIGIBILITY REQUIREMENTS

All part-time officers assigned to Hallsville ISD Police Department duties must:

1. Be a fully commissioned Texas peace officer with a current and valid TCOLE license.
2. Be in good standing with their employing agency and not under suspension or active administrative investigation.
3. Have written authorization from their employing agency permitting off-duty or secondary employment.
4. Meet any additional qualifications established by the Chief of Police.
5. Acknowledge and comply with all Hallsville ISD Police Department policies while assigned.

SUPERVISION AND CHAIN OF COMMAND

A. All part-time officers are subject to the authority, direction, and supervision of the Hallsville ISD Police Department while assigned to district duties.

B. The Chief of Police retains ultimate responsibility for the supervision and deployment of part-time officers and may designate supervisory personnel to provide direct oversight.

C. Supervisors (or Chief of Police designee) are responsible for:

1. Providing clear assignments and expectations
2. Monitoring conduct, performance, and professionalism
3. Ensuring compliance with departmental policies
4. Taking corrective or disciplinary action when necessary
5. Documenting supervisory actions consistent with departmental procedures

D. HISD PD Supervisors (or Chief of Police designee) shall actively manage part-time officers and shall not treat such assignments as unsupervised or independent details.

AUTHORITY AND PROFESSIONAL STANDARDS

A. Part-time officers shall exercise police authority only while officially assigned and within the scope of their HISD duties.

B. Part-time officers shall:

1. Adhere to all department policies, including Use of Force, Rules of Conduct, and Impartial Policing
2. Exercise lawful discretion consistent with school-based policing principles
3. Treat students, staff, and the public with professionalism, fairness, and respect

C. Misconduct by part-time officers may result in:

1. Immediate removal from assignment
2. Notification to the officer's employing agency
3. Disqualification from future HISD assignments

ACCOUNTABILITY AND PERFORMANCE MANAGEMENT

A. Part-time officers are subject to the same accountability standards as full-time personnel while working HISD assignments.

B. Supervisors (or Chief of Police designee) shall promptly address performance concerns through:

1. Counseling or corrective instruction
2. Removal from assignment when necessary
3. Documentation and reporting consistent with policy

C. Failure by Supervisors (or Chief of Police designee) to appropriately monitor or address part-time officer performance may itself constitute a supervisory deficiency.

UNIFORMS, EQUIPMENT, AND IDENTIFICATION

A. Part-time officers shall wear uniforms or attire approved by the Chief of Police or designee.

B. Officers shall carry proper identification, badge, and duty equipment appropriate to the assignment and consistent with department standards.

C. Use of personally owned equipment shall comply with departmental policy and supervisory approval.

TRAINING AND ORIENTATION

A. Part-time officers shall receive orientation or briefing sufficient to ensure familiarity with:

1. HISD Police Department policies
2. School-based policing expectations
3. Assignment-specific responsibilities

B. Training or orientation requirements may be adjusted based on assignment type and duration, but shall always support safe, lawful, and professional operations.

REVIEW AND REVISION

This policy shall be reviewed periodically by the Chief of Police to ensure continued alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards

Revisions shall be made as necessary to maintain operational effectiveness and public trust.

Operational Policies

	Hallsville Independent School District **Police Department**	Policy #: **2 - 01**
Policy Title: **Licensing, Training and Certifications**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 2-01**		Approved by: _____ Chief of Police

Policy Statement:

Texas Peace Officers are regulated under the authority of the Texas Commission on Law Enforcement (TCOLE) and as such, minimum standards are set out for licensing, certification and continuing education in order to ensure the highest quality of professional service to be provided to the community by Texas Peace Officers.

Definitions:

TCOLE: Texas Commission on Law Enforcement – the licensing authority and regulatory agency for all Texas Police Departments and Peace Officers.

License: Foundational certification by the State of Texas, issued and regulated by TCOLE, which authorizes a person to be empowered as a Peace Officer in the State of Texas. Classifications of Peace Officer License issued by TCOLE are: Basic License, Intermediate License, Advanced License and Master Peace Officer License.

Certification: Recognition, by TCOLE or other authoritative entity that a person has completed a course of study and/or practice which authorizes that person to participate in a particular law enforcement related function or use a particular piece of equipment in relation to a law enforcement function.

Special License: Licenses obtained by Peace Officers or other law enforcement personnel, within the department, to conduct certain functions (i.e. Instructor License) on behalf of TCOLE and the State of Texas for the improvement or maintenance of the department.

Qualification: Compliance with terms, conditions, training and demonstration of proficiency in compliance with standards set out by TCOLE or by the Chief of Police.

POLICY

Effective school-based policing requires highly trained, competent, and professional personnel. The Hallsville Independent School District Police Department is committed to providing training that meets or exceeds Texas Commission on Law Enforcement (TCOLE) requirements, supports professional development, and reflects contemporary best practices.

Training is viewed as a continuous responsibility essential to operational effectiveness, accountability, public trust, and organizational legitimacy. All employees of the HISD Police Department are subject to requirements for training and shall, upon direction of the Chief of Police, be available for, participate in and successfully complete all required training as a condition of employment with the HISD Police Department. Employees are required to keep up with their own training hours and it is the responsibility of the individual employee to complete all mandated training and required hours to maintain license/employment.

PURPOSE

The purpose of this policy is to establish training requirements and responsibilities for sworn and non-sworn personnel to ensure compliance with licensure standards, enhance professional competence, and support the department's mission within the educational environment.

REQUIRED TRAINING

A. Basic Training

1. All sworn members shall possess a valid Texas peace officer license issued by TCOLE prior to performing any law enforcement duties. (TPCA: 1.09)
2. Previously licensed officers must maintain licensure in good standing and complete all required in-service training within the applicable TCOLE training cycle.
3. In addition to licensing requirements, sworn personnel shall complete National Incident Management System (NIMS) training appropriate to their rank and assignment prior to completion of field training or promotional probation. (TPCA: 8.11)
4. Peace Officers shall have, upon employment or immediately pursuant to employment, shall be given a 40-hour indoctrination period in which they are familiarized with the campus, functionality of the department and its processes and its philosophy of policing.
5. Peace Officers, if not already, shall become certified in the use of OC Pepper Spray and Conductive Electronic Weapon (CEW).
6. Peace Officers, if not already, may become certified to carry the expandable baton.
7. All sworn officers shall, if not already, become certified in ALERRT Level 1, as required by TCOLE

Firearms:

A. Peace Officers shall qualify, in accordance with the mandate of TCOLE with the hand-gun that is their duty-weapon.
    1. Failure to qualify within 30-days of the annual qualification date will result in the officer being withdrawn from eligibility to perform patrol duties with HISD PD.
    2. Failure to qualify within 60-days of the annual qualification date will result in the officer being subject to disciplinary action up to and including termination from employment.
B. Peace Officers shall qualify with the Police Department issued Patrol Rifle.

B. In-Service Training (TPCA: 3.06)

1. All sworn personnel shall complete at least 40 hours of in-service training during each TCOLE training cycle, as required by law.
2. In-service training may include, but is not limited to:
    a. Updates to Texas law
    b. Legislatively mandated training
    c. Assignment-specific or specialized training
    d. Supervisory and leadership training
    e. Department policies and procedures
    f. Firearms training and qualification
3. During each training cycle, sworn officers shall receive training that includes:
    a. Arrest and defensive tactics
    b. Self-aid and buddy-aid
    c. Implicit bias
    d. De-escalation and force avoidance
    e. Crisis intervention
    f. Mental health awareness
4. TPCA best practices emphasize that training shall be **job-relevant, performance-based, and linked directly to departmental policy and supervision**.

C. Supervisory Training (TPCA: 3.09)

All employees promoted to supervisory positions, sworn or non-sworn, shall receive supervisory and leadership training appropriate to their role within **12 months** of promotion. Training shall emphasize accountability, ethical leadership, performance management, and early intervention.

D. Civilian Personnel Training (TBP: 3.08)

1. Newly appointed civilian personnel shall receive orientation covering:
    a. Department mission, goals, and policies
    b. Working conditions and rules
    c. Employee rights and responsibilities
2. Communications personnel shall complete required telecommunicator and TCIC/NCIC training within 90 days of hire. (TBP: 3.18)

3. Records personnel shall complete training related to public information, records retention, and applicable state law within 90 days of hire.
4. Job-specific or state-required training for civilian personnel shall be completed prior to assignment or within 90 days.

TRAINING EXPECTATIONS

A. Attendance and Responsibility

1. Employees are expected to attend all assigned training. Attendance shall be documented and maintained in training records.
2. Excused absences may be approved by appropriate authority for things such as court appearances or sickness. Training administrators must properly approve such absences. Any missed training time shall be completed prior to a certificate of completion is issued.
3. Employees are responsible for providing documentation of completed training for inclusion in their training file.

B. Expenses

The department shall reimburse authorized training expenses in accordance with district policy. Mileage reimbursement shall follow district guidelines.

DEPARTMENTAL TRAINING STANDARDS

A. Performance-Based Training

The Commission requires performance-based training. This method of training requires the development of performance objectives. The use of performance objectives acquaints the training participants with the information they are required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used. This approach also enables the instructors to relate training directly to the job performance that will be expected by supervisors. An employee who develops an outline for instruction of a topic must develop objectives that have the following characteristics:

a. Focus on the elements of the job/task analysis for which training is needed.
b. Provide clear statements of what is to be learned.
c. 3. Provide the basis for evaluating the participants.
d. 4. Provide the basis for evaluating the effectiveness of the training program.

B. Lesson Plans

1. Lesson plans are required for all training courses conducted or sponsored by the department. It is the responsibility of the individual instructor, whether a member of the department or not, to provide the Chief or his/her designee, with a copy of the lesson plan for approval. A copy of the lesson

plan will be maintained along with rosters of personnel attending the training.

2. The lesson plan should include a statement of performance objectives, the content of the training, specification of the appropriate instructional techniques, references, relationship to the job tasks, responsibilities of the participants for the material taught, and plans for evaluation of the participants. The instructional techniques that might be used include the following:

a. Conferences (debate, discussion groups, panels and seminars)
b. Field experiences (field trips, interviews, operational experiences, and observations)
c. Presentations (lectures, lecture-discussion, lecture-demonstration)
d. Problem investigations (committee inquiry, critical incidents)
e. Simulations (case study, simulation, games, and role-playing).

C. Instructors

1. Instructors for all department training programs shall:
    a. Have a minimum of two years law-enforcement experience, or
    b. Have completed a TCOLE instructor's course and be certified as an instructor, or
    c. Possess a demonstrated skill in an area of instruction, or
    d. Have knowledge of teaching theories, methods, and practices along with some knowledge of law-enforcement practices.
2. The Chief or his /her designee shall approve instructors enlisted from outside the department. The instructor must have demonstrated skill in his/her area of instruction and comply with requirements for lesson plans as previously stated. The Chief of Police will determine any compensation.
3. Before being allowed to instruct any state-mandated courses at the department, instructors shall receive, at a minimum, training in:
    a. Lesson plan development
    b. Development of performance objectives
    c. Instructional techniques
    d. Learning theory
    e. Testing and evaluation techniques
    f. Resources.
4. Normally, officers selected and trained as instructors in a particular subject will be expected to teach it when needed for a minimum of two years.

REMEDIAL TRAINING

A. Remedial training may be assigned to address identified performance deficiencies, policy violations, or training gaps.

B. Remedial training may result from counseling, performance review, or disciplinary action and shall

be documented.

TRAINING RECORDS (TBP: 3.05)

A. The Chief of Police (or designee) shall maintain training records for all employees, including:

1. Dates and hours of training
2. Type of training
3. Copy of certificates of completion

The Commission's TCLEDDS system shall be used for sworn personnel.

Training records shall support supervision, accountability, audits, and compliance reviews.

B. The Chief (or his designee) shall maintain files on all in-house training courses or presentation, including the following:
    1. Course content (lesson plans)
    2. Personnel attending
    3. Any performance measures as ascertained through tests or demonstrations.

VIII. REVIEW AND CONTINUOUS IMPROVEMENT

Training programs and requirements shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **2 - 02**
Policy Title: **Tour of Duty**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 2-02**		Approved by: _____ Chief of Police

Policy Statement:

The smooth operation of the Department and maintenance of a convenient schedule of facilitating the follow of traffic and classroom schedules of the students, faculty and staff of the ISD is a necessary function of the Department Appropriate scheduling and timely fulfillment of that schedule is essential to an effective learning environment.

Policy:

All employees of the Hallsville Independent School District Police Department shall arrive for their scheduled duties in a timely manner so as to be prepared to capable of responding immediately to the first call for assistance no later than their scheduled arrival time. Such timely arrival necessitates that the employee arrives early enough to become familiar with occurrences of events from the previous shifts, make special preparations for events of the day or prepare the work area for the day.

Sick Leave: Employees shall make notification of use of Sick Leave by placing a telephone call to the Chief of Police no less than one hour prior to the scheduled beginning of a shift. All other provisions of use of Sick Leave shall be in compliance with HISD policy.

A. If an officer has accepted assignment to an off-duty event (athletic event, social event or academic event) and is ill or injured so that he cannot fulfill the assignment, the officer is obliged to find a replacement to fulfill the assignment.
B. If the officer is unable to find a qualified replacement, he/she will then notify the event coordinator/supervisor of the circumstance.

Vacation/Personal Days: Employees shall pre-arrange use of personal or vacation days no less than 7-days in advance of the intended use of such days. Vacation/Personal Days may not be scheduled more than six months in advance of a planned date. All other provisions of the use of vacation/personal days shall be in accordance with HISD policy.

Standard Tour of Duty Operations: Officers shall take charge of their duties on a daily basis in a timely manner so as to provide access, safety and security to the HISD community during all operational periods. Officers and Guards shall:

A. Be aware of and adhere to the General Orders at all times.
B. Ensure that all equipment and work-space assigned to them is clean, operational and ready for use,
C. Be alert and aware of persons moving on or about their area of responsibility.
D. Diligently enforce all applicable rules and laws
E. Report all safety and security deficiencies

Assignments:

The Chief of Police shall have the authority, based upon the current and perceived needs of the District, to assign officers to specific campuses and offices to better serve the District. This determination and assignments will be based upon the levels of police services required and with the input and recommendations of District staff.

Categories of Duty:

A. HISD Police Officers shall be assigned to campus-based duty.

B. While assigned to district-patrol duty, an officer is under the direction of the Chief of Police for the District. The Chief of Police shall direct the officer concerning the officer's duties in situations involving the safety and welfare of the district's students, staff, visitors, and property.

C. Campus officers will normally confine their duties to the immediate campus.

D. Campus officers may extend their duties past the immediate campus. In situations where a campus officer has left the immediate campus to respond to a situation that called for immediate action, the officer will notify the immediate supervisor and/or campus administrator as soon as the situation permits. In addition, any time a campus officer leaves the immediate campus, the officer will notify their campus administrator or designee prior to leaving the campus.

E. Campus officers shall not conduct traffic enforcement or crash investigations outside the boundaries of the school campus for any vehicle that is owned, leased, rented, or otherwise under the control of the District or the District Board of Trustees

F. The Chief of Police may direct an officer assigned to campus-based duty to areas other than the normally assigned campus if the Chief believes such assignment is necessary to deal with an emergency situation and/or to assist with a public safety emergency as determined by the Superintendent of Schools.

G. The HISD Police, in matters affecting the safety and welfare of any citizen within the boundaries of the school district and upon observing in their presence or view, a felony,

violation of the Title 9, Chapter 4, Penal Code, breach of the peace or an offense under Section 49.02, Penal Code, that reasonably calls for action, may initiate appropriate action in accordance with Code of Criminal Procedure, Chapter 14, Art. 14.03 d. HISD Police Supervisor will be immediately notified as to the circumstances and action taken when incidents of this nature occur.

H. A Memorandum of Understanding will be developed in cooperation with each of the law enforcement agencies with which the HISD Police Department shares jurisdiction that outlines reasonable communication and coordination efforts between the department and the agencies.

Officers who initiate actions in accordance with the Code of Criminal Procedure (Chapter 14, Art. 14.03 d.), will:

A. Notify HISD Police Dispatch (HCSO Communications) prior to taking action if possible.
B. Have HISD Police Dispatch (HCSO Communications) notify the law enforcement agency having jurisdiction as soon as possible.
C. Take only action that is necessary to contain a situation until an officer of the law enforcement agency with jurisdiction arrives.
D. Only contain the situation for the law enforcement agency with jurisdiction and will not perform investigative functions.
E. Immediately notify a HISD Police Supervisor as to the circumstances and action taken.
F. Complete all required reports prior to the end of the shift.

The HISD Police shall, in addition to their normal duties, assist the Superintendent and other District and/or Campus Administrators with matters that do not concern the application of law but facilitate the orderly conduct of the district, as long as such actions do not conflict with state law, TEA regulations and guidelines or departmental policy.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **2 - 03**
Policy Title: **Court Summons and Appearance**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 2-03**		Approved by: _____ Chief of Police

Policy Statement:

The capstone on the law enforcement function is the appearance and testimony in a court of law when it is so required. Response to and availability for this function is essential to the fulfillment of this function.

Definitions:

Court: Government entity having the authority to render adjudication in cases of criminal and civil matters.

Docket: Publication of the court indicating dates and times of causes to be heard by the court

Grand Jury: Panel of citizens, duly assembled by the courts, for the purpose of hearing testimony and considering evidence in a proceeding to determine whether or not there is sufficient cause to bind a subject over for trial.

Subpoena or Summons: Official order of a court commanding a person's presence at a specific time and place for the purpose of providing testimony and/or presenting evidence.

Policy:

Officers commanded to appear in court or grand jury by summons or subpoena shall comply with all such orders. An officer, being made aware of being scheduled for court by means of a posted docket shall similarly comply with the need for his presence in the court making the posting. If an officer, under subpoena, summons or scheduled for court by docket has a conflict that prevents him/her from responding to the court, the officer shall make the court aware of the conflict in an effort to resolve the issue. In all cases, the need of the court shall ultimately take precedence.

Failure to appear before the court, in compliance with its notification of need for the officer's presence, may result in punitive action taken by the court and/or disciplinary action up to and including termination of employment from HISD PD.

Procedure:

Upon notification to the officer of a scheduled court or grand jury appearance, the officer shall;

A. Notify the Chief of Police of the date, time and estimated duration of the case to be considered,
B. Appear before the appropriate court or grand jury in the full uniform of HISD PD and,
C. Remain at the disposal of the court or grand jury until finally excused by the presiding judge or prosecutor.

	Hallsville Independent School District **Police Department**	Policy #: **2 - 04**
Policy Title: **Vehicle Operation and Maintenance**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 2-04**		Approved by: _____ Chief of Police

Policy Statement:
This section provides for the safe and effective use of motor vehicles in the performance of Police duties giving credence to the special nature of operating vehicles in the congested and highly pedestrian areas on and surrounding school campuses.

Definitions:
Normal or Routine Driving: That driving which dictates vehicle speed consistent with the normal flow of traffic, obedience to vehicle laws and posted signs, adherence to commonly understood "rules of the road", and courtesy.

Emergency Driving: That driving in response to a life-threatening or other serious incident (based on available information) which requires emergency equipment in operation. **Sections 546.001; 546.002 and 546.005 of the Texas Transportation Code.**

Emergency Equipment: Flickering, blinking, or alternating emergency lights and a siren, whistle or air horn designed to give intermittent signals automatically.

Patrol Vehicle: Any vehicle marked with unique and conspicuous decals, applications and/or paint so as to communicate to any reasonable person that the vehicle is used for the purpose of law enforcement and/or security purposes by the District. Such a vehicle may or may not be equipped with emergency equipment.

Pursuit Driving: Operation of a motor vehicle for the purpose of overtaking another motor vehicle in order to affect a lawful purpose.

Policy:
All HISD PD personnel shall have and maintain a clear and valid Texas Driver License and undergo an annual review of his or her driver record. Employees may have no more than two moving violations and no more than one chargeable accident in their State record within the previous 12 months. All employees who operate vehicles, personal and Department-owned will exercise all due regard for the safety of others. Employees shall operate vehicles in compliance with State Law and consideration of the expectations of the community to the extent possible while effectively carrying out the officer's assigned duties.

Use, Maintenance and Reporting:

Each officer who is assigned a vehicle will ensure the vehicle is kept clean and properly maintained. Upon receipt of a vehicle the Officer will:

A. Assure that the vehicle is washed and cleaned regularly,
B. Assure that the vehicle has no less than one half tank of fuel at any time,
C. Make the vehicle available to the Fleet Maintenance section for routine maintenance, lubrication and oil/filter changes in a timely manner.
D. Report to Fleet Maintenance any damage to or malfunction of the vehicle, its drive-train, cooling system and/or tires as soon as the damage, wear or malfunction is evident.
    1. Body or structural damage caused by collision between the patrol vehicle and any other object shall immediately be reported to the Chief of Police. Such information will then be forwarded to Fleet Maintenance for assessment.

Procedure:

Routine/Normal Driving Conditions: Employees shall, at all times, obey all traffic laws, regulatory devices and instructions of persons having responsibility to manually direct traffic.

A. Headlights and marker lights will be illuminated at all times of diminished light conditions.
B. Hazard lights and emergency lighting (if so equipped) shall be activated at any time the patrol vehicle is parked where other moving vehicles may be endangered.
    1. Alley lights and spotlights may be used when the vehicle is stationary or moving at slow speeds (under 10mph) and shall not be used in a manner so as to blind or interfere with the vision of the operators of other vehicles that are in motion.
B. The Driver of a patrol vehicle is responsible to ensure that all vehicle occupants are secured by the vehicle's seatbelts during operation.
    1. Prisoners being transported shall be seat belted to the degree possible however must still be secured by handcuffs or other restraining device for the safety of the transporting officer.
    2. It may be an exception to this policy that the officer believes that, for the purposes of rapid deployment and safety, he must disengage the seatbelt at a point shortly before the vehicle comes to a complete stop.

Transportation of Citizens:

<u>Courtesy Rides:</u>

Courtesy rides may be provided by an officer for short distances if:

A. providing the ride does not interfere with the completion of the officer's assigned tasks
B. the ride is given in furtherance of HISD's mission and interests

Officers providing a courtesy ride to a person of the opposite gender shall advise the HCSO Dispatch Center of the location the person was picked up and the mileage of the patrol vehicle. Upon completion of the ride the officer shall advise HCSO Dispatch Center of the location the person is dropped off and the ending mileage of the ride. Activation of body camera required.

Ride-Alongs:

Ride-Alongs may only be authorized by the Chief of Police. No ride-along shall be allowed until after the person desiring to accompany the officer completes a waiver of liability form. Ride-alongs should be pre-arranged no less than one day in advance of the event. No person who is under the age of 21 years may participate in a ride-along.

Transportation of Prisoners:

Persons in custody shall be transported in the front seat of the patrol vehicle, secured by handcuffs and the vehicle's seatbelt system if possible.

A. The transporting officer shall advise HCSO of the fact that a juvenile is being transported, give the beginning and ending mileage of the patrol car at the beginning and end of the transport, and activate the Officer's camera system.
B. If the juvenile is of the opposite gender from the transporting officer the officer shall also advise HCSO of the beginning and ending mileage of the patrol car at the beginning and end of the transport and activate the Officer's camera system.

Emergency Driving:

Employees shall remain in compliance with all laws and traffic control devices as possible while expediting their response to an urgent or emergency situation. The vehicle operator;

A. May elect to disregard traffic laws, devices and instructions of persons having responsibility to manually direct traffic but remains fully responsible for all consequences, damage or harm that may result from accidents, collisions or other harm that may result from such operation of the vehicle
B. Shall, use all safety and/or emergency equipment available to facilitate the safe and expedient arrival at the location of the emergency
C. Be capable of justifying all decisions to circumvent traffic laws and controls if required to do so in a subsequent report or inquiry.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **2 – 04A**
Policy Title: **Vehicle Pursuits**		Effective Date: **01 – 01 – 2027**
Replaces:		Approved by: _____ Chief of Police

POLICY

Vehicle pursuits present significant risks to officers, suspects, students, staff, and the public and are subject to heightened legal and public scrutiny. It is the policy of the Hallsville Independent School District Police Department that **the decision to initiate, continue, or terminate a pursuit shall be based on an ongoing assessment of risk versus necessity**.

Consistent with **TCOLE best practices**, pursuits shall be limited, closely supervised, and terminated whenever the danger to the public or officers outweighs the need for immediate apprehension. Forcible measures to stop a fleeing vehicle are prohibited except where the use of **deadly force is otherwise authorized**.

PURPOSE

The purpose of this policy is to establish procedures governing the operation of police vehicles during emergency responses and vehicle pursuits, with an emphasis on **safety, accountability, supervision, and risk management**.

DEFINITIONS

A. Boxing-In: A tactic in which two or more police vehicles maneuver to force a pursued vehicle to slow or stop.

B. Caravanning: Participation in a pursuit by department vehicles beyond the primary and authorized support units.

C. Emergency Driving: Driving in response to a serious or life-threatening incident requiring the use of emergency equipment.

D. Emergency Equipment: Emergency lights and siren or other authorized audible warning devices.

E. Primary Pursuit Vehicle: The department vehicle initiating the pursuit or the closest pursuing vehicle, as designated by a supervisor.

F. Pursuit: An active attempt by an officer in an authorized emergency vehicle to apprehend a suspect

who is willfully fleeing or evading apprehension by high-speed driving or evasive maneuvers, with emergency equipment activated.

G. Not a Pursuit: An attempt to stop a vehicle that is not fleeing or that is obeying traffic laws and not exceeding the speed limit by more than ten miles per hour.

H. Risk: The degree of danger posed to officers, the public, or the suspect.

I. Roadblock: Any method used to obstruct roadway passage to stop a fleeing vehicle.

J. Support Vehicles: Authorized secondary department vehicles assisting the primary pursuit vehicle.

PURSUIT PROCEDURES (TBP: 7.13)

A. Officers and supervisors shall continuously evaluate pursuit risks and shall terminate pursuits when risks outweigh the benefits of immediate apprehension.
B. Only marked department vehicles equipped with emergency equipment may engage in pursuits.
C. De-escalation, containment, identification, and later apprehension shall be considered whenever feasible as alternatives to pursuit.

Justification for pursuit

D. Officers in an authorized emergency vehicle may initiate a vehicular pursuit only when a suspect exhibits the intention to evade apprehension for:
    1. A felony; or
    2. Misdemeanor conduct which the officer reasonably believes poses an immediate threat to human life or serious bodily injury if the suspect is not apprehended.
E. Pursuits shall **not** be initiated for Class C traffic offenses alone.
F. The decision to initiate pursuit must be based on the pursuing officer's conclusion that the immediate danger to the officer and the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.
G. The decision to pursue shall consider:
    1. Road, traffic, weather, and environmental conditions;
    2. Risk of harm to the public as assessed by population density and vehicular and pedestrian traffic Severity of the offense;
    3. Performance capabilities of involved vehicles
    4. The Seriousness of the offense;
    5. The presence of passengers in the police vehicle

Primary Officer Responsibilities

H. The officer's primary responsibility in a pursuit is the safe operation of the vehicle. Only marked vehicles with emergency equipment shall pursue.
I. Upon engaging in a pursuit, the pursuing vehicle shall activate appropriate warning equipment.
J. The officer shall notify the dispatcher of the following:

1. The location of the officer and the suspect's vehicle.
2. The direction of travel.
3. The license number (and state) of the suspect's vehicle.
4. The description of the suspect's vehicle.
5. The reason for the pursuit.

K. The officers will, to the best of their ability, keep the dispatcher informed of the location and direction of travel.

L. Whenever the risk to the public or to the officer outweighs the immediate need to apprehend the suspect, the officer will terminate the pursuit.

Supervisor's Responsibilities

M. The on-duty supervisor shall monitor the pursuit, and has the responsibility to ensure that it is conducted in compliance with department policy, and includes directing officers to join or abandon pursuit, re-designating primary and support pursuing vehicles if necessary, approving or directing pursuit tactics, and terminating the pursuit.

N. The on-duty supervisor shall monitor the pursuit and may respond to the location of the stopped suspect. The supervisor may end the pursuit at any time that he or she feels circumstances warrant.

O. No more than two department vehicles may pursue a fleeing suspect without the specific authorization of the Chief of Police. In authorizing additional department vehicles to pursue, the Chief shall consider:
    1. The nature of the offense.
    2. The number of suspects.
    3. The number of officers currently participating as primary or support vehicles.
    4. Any injuries or property damage already sustained as a result of the pursuit.
    5. Any other clear, articulated facts that would justify the assignment of additional department vehicles.

P. After the incident, the supervisor shall critique the pursuit with all of the officers involved and direct participants to submit reports.

Q. The on-duty supervisor at the time the pursuit was begun will retain authority over the pursuing officers of the department for the duration of the pursuit.

R. The on-duty supervisor may direct the use of tire-deflation devices, if available, as appropriate. (See Rules of Pursuits below)

Supporting Officer Responsibilities

S. Normally the first back-up unit to respond shall help the primary officer in pursuing the suspect and making the arrest.

T. The secondary pursuing officer is responsible for broadcasting the progress of the pursuit and controlling the pursuit tactics. Without being tasked with these communications responsibilities, the primary officer can focus attention on the pursuit driving.

Dispatcher Responsibilities (Follows HCSO Policies and Procedures)

A. Notify any available supervisor of the pursuit, clear the radio channel of non-emergency traffic, and relay necessary information to other officers and jurisdictions.
B. Record all pertinent information about the pursued vehicle.
C. Advise all other officers of the pursuit and the information given by the pursuing officer.
D. Assist in directing back-up units to strategic locations.
E. Alert all other nearby law-enforcement agencies of the pursuit and information given by pursuing officer when continuing beyond the city or district boundaries.
F. Query MVD, TCIC, and NCIC for license data and any warrants.

Rules of Pursuits

A. Officers shall not intentionally ram, bump, or collide with a fleeing vehicle nor shall officers pull alongside such vehicles in an attempt to force them off the road or into an obstacle.
B. Boxing-in shall be performed only at low speeds and under the direct authorization of the on-duty supervisor and then only if the participating officers have been trained in the technique.
C. Caravanning is prohibited. Only two department vehicles (excluding the supervisor) shall participate in a pursuit at any time unless specifically authorized by a supervisor.
D. Officers shall not fire their weapons from a moving department vehicle.
E. If the on-duty supervisor orders the pursuit to end, the primary and supporting pursuing officers shall cease immediately. Also, the pursuing officer(s) shall end the pursuit if at any time during the course of the pursuit he or she loses sight of the fleeing vehicle for more than a few seconds.
F. The use of a stationary or rolling roadblock is prohibited. (TBP: 7.18)
G. When accompanied by civilian passengers, officers shall not pursue.
H. When two vehicles are involved in pursuit, each unit shall maintain a safe distance especially when passing through intersections. Each unit involved in the pursuit shall use a different siren-sound selection, if circumstances and safety permit. The use of different siren-sound combinations can help the primary and secondary vehicles hear one another and alert motorists and bystanders that two vehicles are operating under emergency conditions.
I. Should the suspect drive in a direction opposite to the flow of traffic, the pursuing officer shall not follow the suspect in the wrong direction but instead transmit via radio detailed observations about the suspect vehicle's location, speed, and direction of travel. The pursuing officer may be able to follow the suspect on a parallel road.
J. Officers involved in a pursuit shall not try to overtake or pass the suspect's vehicle.
K. Intersections are a particular source of danger. When approaching an intersection where signal lights or stop signs control the flow of traffic, officers shall:
    1. Slow and enter the intersection at a reduced speed and only when safe, when all other vehicles are aware of the officer's presence.

2. Resume pursuit speed only when safe. When using emergency lights, siren, and headlamps, the officer is requesting the right of way and does not absolutely have the right to run a red traffic light or stop sign.

L. Tire Deflation Devices (TBP: 7.19)
   1. Officers who have been trained in the use of tire deflation devices are authorized to deploy the devices when approved by a supervisor.
   2. Deployment must be made in safety and in an area that is free of obstructions for at least 100 yards in each direction.
   3. Deployment is made per manufacturer's instructions, always keeping the deploying officer safe from possible vehicular danger.
   4. The devices must be retracted prior to departmental vehicles running over them.
   5. Officers deploying the device will notify on-coming departmental vehicles of the deployment location so that they may slow down and avoid running over the devices.

Out of Jurisdiction Pursuits

A. Pursuits beyond the local jurisdiction require the direct approval of the on-duty supervisor and, if approved, shall be conducted according to this order. The dispatcher shall notify the appropriate jurisdiction of the pursuit and request help.
B. Once the pursuit has entered another jurisdiction, if officers from that jurisdiction enter the pursuit, department officers shall cease their emergency driving (unless circumstances require their continued pursuit), turn off emergency equipment, and follow the pursuit while observing all posted speed limits and traffic control devices.
C. If officers from another jurisdiction pursue a suspect into our jurisdiction, department officers shall enter the pursuit only if the other agency specifically requests help and the on-duty supervisor approves the participation. Any non-pursuit assistance (including apprehension of a stopped suspect) may be provided as the circumstances dictate.
D. A fleeing suspect when arrested shall be taken before a judicial officer of the jurisdiction in which he/she was arrested regardless of where the pursuit began. The pursuing officers from the original jurisdiction shall then go before their local magistrate to obtain a warrant and ensure that a teletype is sent to the apprehending jurisdiction as soon as possible, acting as a detainer.
E. When a fleeing suspect from another jurisdiction is apprehended within the county, the apprehending officer shall take the arrested person before the county magistrate. The on-duty supervisor shall confer with the other jurisdiction to determine which shall maintain custody of the suspect based upon the seriousness of the charges and the likelihood of release by respective magistrate.

Terminating Pursuits

A. This This order has noted the necessity for a pursuing officer to continuously evaluate the risks and goal of a pursuit. Under some conditions, abandoning a pursuit may prove the most intelligent decision the officer can make.
B. Officers shall discontinue a pursuit under the following circumstances:
    1. The on-duty supervisor orders it.
    2. The pursuing vehicle experiences an equipment or mechanical failure that renders the vehicle unsafe for emergency driving.
    3. The pursued vehicle has outdistanced the pursuing officer such that its location is not known.
    4. A person has been injured during the pursuit and no medical or department personnel are able to provide help.
    5. The pursuing officer perceives a clear, unreasonable danger to officers, the fleeing suspect, or the public, and the danger created by continuing the pursuit outweighs the value of apprehending the suspect at the time.
C. Should the person(s) attempting to avoid apprehension stop the fleeing vehicle and precede on foot, the officer shall stop, give his or her location, and continue efforts to apprehend on foot. Circumstances may dictate, however, a continued pursuit in a vehicle. Support vehicles shall be dispatched in close proximity to offer assistance. The pursuing officer should be cautious, however, that the pursued vehicle may carry other persons who might assault the pursuing officers. Should the individual stop and remain in the vehicle, officers will not rush the vehicle. Appropriate felony stop procedures should be used.

FOLLOW-UP REQUIREMENTS (TBP: 7.14)

The Sergeant shall ensure that all participating officers document their involvement in the pursuit whether or not the suspect was stopped. The initiating officer will complete a departmental Pursuit Report. Other officers involved will prepare a supplemental report documenting their participation. Reports shall be completed before the end of the officer's tour of duty.

A. The supervisor shall collect and secure all video of the pursuit and shall review the pursuit for compliance with policy and forward all documentation to the Chief of Police for review.

B. The pursuit report with supervisory review will be forwarded to the Chief of Police. The Chief will also review the report and determine compliance with policy. The Chief of Police will inform the supervisor of his findings. Should a policy violation be identified, the Chief will direct that an investigation be conducted as necessary.

C. Annually, the Chief of Police will cause an analysis of all vehicle pursuits occurring during the previous year to be conducted. The analysis will be designed to determine if the current policy is being followed, whether any changes are needed in the current policy, and any training needs of the department.

REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed periodically to ensure continued alignment with:

- Texas Commission on Law Enforcement requirements
- Texas Education Agency school-based policing guidance
- Evolving legal and professional standards

	Hallsville Independent School District **Police Department**	Policy #: **2 - 05**
Policy Title: **Weapons and Equipment**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 2-05**		Approved by: _____ Chief of Police

Policy Statement:
It is essential that all weapons and control tools used by the HISD Police Department be of such a type, quality and nomenclature as to be reliable to the greatest possible degree as well as accepted and endorsed by the District and the leadership of the Police Department as to its intended use and feasibility within the moral, ethical and legal constraints and understanding of the District.

Definitions:

Police Rifle: May be department-owned or personally-owned and shall be an AR-15 style semi-automatic carbine, an approved caliber and sight system, and includes a sling and magazine with a capacity of not more than 30 rounds of ammunition. An officer-provided police rifle must be of a high quality brand and specifically approved and documented in the officer's personnel file by the Chief of Police. A Police Rifle is a deadly force option.
Handgun: Any firearm that is designed to be fired with one hand. May be department-owned or personally-owned. An officer-provided handgun must be of a high quality brand and specifically approved and documented in the officer's personnel file by the Chief of Police. A handgun is a deadly force option.
Expandable Baton: A metal control tool designed to be belt-carried carried in its collapsed form and may, upon deployment be expanded to a significantly longer form for the purpose of controlling a person or animal. Used in accordance with training it is a less lethal force option.
OC Spray: A pressurized dispenser, usually belt-carried, containing a solution of sterile water and oleo resin capsicum. OC Spray is a less lethal force option.
Conductive Electronic Weapon (CEW): A belt-carried weapon designed to project electrical conductive darts carrying a high voltage, low amperage charge for the purpose of momentarily neutralizing the neuro-muscular system of the target subject. The CEW is a less lethal force option.

Knife: A belt-carried or pocket-carried instrument with a folding blade not to exceed 5 ½ inches in length. (Note: fixed blade knives with blade length over 4 inches are not authorized for carry in routine police patrol circumstances.)
Deadly Force Weapon: Any weapon, device or object that a reasonable person would conclude, by its nature, design and intended use, would, when used, be capable of causing serious bodily injury or death.
Less Lethal Force Weapon: Any weapon that, when used in accordance with authorized training and in compliance with departmental policy is, by design and intended use, capable of delivering sufficient force as to control the behavior of an aggressive or violent person.
Control Tool: Any item, authorized for use by the Department, that is, by design and intended use, capable of facilitating control over an aggressive or violent individual without striking or penetrating the person.
Quantum of Force: The result of the total on-scene, officer-assessment of foreseeable risks of injuries or harm to a subject resulting from the force being used in consideration of the act or acts that propagated the use of force in the first place.

Policy:
Weapons and tools carried by HISD Police Officers, for the purpose of deploying force options to accomplish a lawful purpose, must be approved by the department and deployed in accordance with applicable laws, sanctioned training and departmental policy.

Procedure:

Police Rifles:

Must be semi-automatic, AR-15 style rifles with a barrel length of not less than 10 inches nor more than 20 inches and approved by Chief of Police.

A. Police Rifles must be of "stock" condition having no significant alterations or modifications. Department-owned rifles will not be altered without express instruction from the Chief of Police.
B. Additions of a rifle scope or "red dot" sight will be pre-approved by Chief of Police
    1. All modifications to the weapon's action, springs and ports must have been made by an armorer certified for work on that specific type of weapon.
    2. Modifications to the weapon must be approved by the Chief of Police and/or Range Master at time of qualification with the weapon.
    3. Once modifications have been made to the action of the weapon, the officer will be required to re-qualify with the weapon prior to placing it into use on any HISD PD shift.
        a. If re-qualification is not in conjunction with scheduled, annual qualification, the cost of ammunition will be the responsibility of the officer.

The following makes of rifles shall be acceptable for qualification and use by HISD PD Officers, All others must be Pre-Approved:

- Smith & Wesson
- Bushmaster
- Colt
- Berretta
- Ruger
- DPMS
- Sig Sauer

Ammunition for Rifles:

A. Must be department issued .223/.556 caliber frangible ammunition or approved expanding hollow point pistol caliber ammo for carbine rifles.
B. Upon assuming duty, a certified Patrol Rifle Officer shall ensure three magazines of ammunition are loaded and accessible for use during the tour of duty.

The following makes of rifle ammunition shall be acceptable for on-duty carry by certified officers:

- Hornady
- Spear
- Remington
- Federal

Handguns:

Must be semi-automatic, double-action in 9mm, .357 Cal, 10mm/.40 Cal., or .45Cal. with a barrel length of 5 inches or less and approved by Chief of Police.

A. Handguns will be maintained in essentially "stock" condition.
B. Addition of a pistol "red dot" sight must be approved by Chief of Police
C. All modifications to the weapon that directly affect the action must be made by an armorer certified to work on that specific handgun and must be approved by the Chief of Police.
D. If the handgun is significantly altered, the officer must requalify with the weapon.
    1. If re-qualification is not in conjunction with scheduled, annual qualification, the cost of ammunition will be the responsibility of the officer.

The following makes of handguns shall be acceptable for qualification and use by HISD PD Officers, All Others must be Pre-Approved:

- Smith & Wesson
- Colt
- Glock
- Springfield
- Sig Sauer
- Ruger

Ammunition for Handguns:

Must be department-issued or approved jacketed or semi-jacketed hollow-point ammunition.

The following makes of handgun ammunition, if approved, shall be acceptable for on-duty carry by certified officers:

- Winchester
- Smith & Wesson
- Hornady
- Speer
- Remington
- Federal

All firearms and ammunition NOT issued by the department MUST be pre-approved and have written authorization from the Chief of Police prior to being carried on-duty.

Expandable Baton:

Must be made of hardened steel and have rounded edges and ends. No sharp corners or pointed protrusions may be present on the baton. The baton must be able to be deployed by centrifugal force only.

The following makes of expandable batons shall be acceptable for qualification and use by HISD PD Officers:

- Asp
- CASCO
- Monadnok
- Smith & Wesson

OC (Pepper) Spray:

Must be department-issued canister from an reputable supplier and approved by Chief of Police. OC Spray must be a formulation of capsaicin and sterile water with a non-flammable propellant gas.

A. Uniformed personnel may carry a 3.0oz OC Spray dispenser
B. Police officers' canister will be issued to them and replaced before the end of the useful life of the product

Only approved brands of law enforcement grade OC Pepper Spray shall be acceptable for on-duty carry by certified officers.

Conductive Electronic Weapon (CEW):

Must be a department-issued CEW with issued cartridges installed.

A. The CEW is capable of delivering an electronic charge in two ways:
    1. By depressing the trigger to deploy darts on wire leads connected to the weapon or
    2. By the technique of "drive-stun" in which the officer makes contact between the muzzle of the CEW and the target subject using the ark-switch to initiate the electrical charge

B. The CEW will be assigned to an officer. The officer is responsible for the general maintenance and upkeep of the weapon. If the weapon should become in need of repair or more detailed maintenance, the officer will turn the CEW in to the Chief of Police to obtain maintenance from the manufacturer
C. The CEW shall be checked regularly by officer to ensure proper functionality and battery life. This function test must be completed with the cartridge removed. Cartridges shall be inspected for damage or undue wear.

Knife:

May be personally owned blade of size, style and nomenclature as to be an effective tool for the officer. Knives are not a sanctioned weapon for officers and guards to use either offensively or defensively. This policy does not, however, prohibit the use of any tool or weapon that is utilized to save a human life in an emergency or exigent circumstance.

A. Knives carried on duty must be:
    1. Blade length of no more than 5.5 inches folding or 4 inch fixed blade
    2. Single edged
    3. Folding style with blade lock to prevent accidental closing while in use. Fixed bladed knives shall be carried by officers in such a fashion as to limit accessibility to the public, while on duty.
B. Knives carried on duty may be:
    1. Manually opened
    2. Assisted opening
    3. Switchblade
    4. Fixed

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **2 - 06**
Policy Title: **Use of Force**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 2-06**		Approved by: _____ Chief of Police

Definitions:

Deadly Force: means any force that is intended to cause death or serious injury or that a reasonable and prudent person would consider likely to cause death or serious bodily injury.

Non-deadly Force: means any use of force other than that which is considered deadly force and is not designed to cause death or serious physical injury. This includes any physical effort used to control or restrain another, or to overcome the resistance of another.

Immediate: means instantaneous; not deferred by any significant interval of time.

Immediately Necessary: means that which is required at the point in time of the use of force.

Reasonable Belief: means facts or circumstances the officer knows, or should know, is such so as to cause an ordinary and prudent peace officer to act or think in a similar way under similar circumstances. “Reasonableness” is subject to review and determination by the chain of command.

Reckless: means, with respect to circumstances surrounding the officer’s conduct or the result of the officer’s conduct, the use of force under conditions when the officer is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that its disregard constitutes a gross deviation from the standard of care that an ordinary and prudent peace officer would exercise under all the circumstances as viewed from the officer’s standpoint.

Policy:

Officers will use no greater force than is reasonable and necessary to affect lawful objectives. The HISD Police Department **prohibits** the unnecessary or excessive use of force.

Where the circumstances permit, it is an officer's responsibility to first exhaust every reasonable means of employing the minimum amount of force, including the officer's physical presence and verbal skills, before escalating to a more severe application of force. However, when the use of force is needed, officers will assess the “totality of circumstances” of each incident, giving consideration to their training and experience, when determining which force option on the continuum will best de-escalate the situation and bring it under control in a safe and prudent manner.

The amount and degree of force, which may be used to effect lawful objectives, will be determined by the "totality of circumstances," including but not limited to the totality of the circumstances, such as:

A. the nature of the offense,
B. behavior of the person against whom force is used, (i.e. dialogue, resistive or aggressive acts),
C. physical condition and,
D. feasibility or availability of alternative actions; and special circumstances affecting the suspect or officer, such as:
    1. the close proximity of firearms;
    2. injury or exhaustion;
    3. grounding;
    4. disability;
    5. imminent danger

B. Under normal circumstances, only the methods or instrumentalities listed below may be used to apply force. These methods are listed in ascending order from the least severe to the most extreme:
    1. **Physical Presence -** Occurs when any officer makes his presence and authority known by statement of authority, display of badge or uniform of office with the specific intent to alter the behavior of any person or group of persons
    2. **Empty Hand Control - Soft:** Includes light to moderate physical force that includes fingertip pressure applied to pressure points, grasping, grabbing, and similar types of physical contact where physical force is used or exerted in order to overcome passive or active resistance.
    3. **Chemical Irritant:** Use of Department approved O.C. (oleoresin-capsicum) spray. Used when lesser methods are ineffective or when the officer feels lesser methods will be ineffective.
    4. **Conductive Electronic Weapon (CEW):** Use of the Department approved CEW to temporarily immobilize the subject. Used when lesser methods are ineffective or when the officer feels lesser methods will be ineffective.
    5. **Empty Hand Control - Hard:** Hard to severe physical force used or exerted that includes striking, jabbing or punching with hands, kneeing or kicking with feet, in order to overcome active resistance.
    6. **Intermediate Force Control Tools:** Use of approved weapons, tools or devices that when deployed exert force on the subject with sufficient intensity to overcome resistance or terminate aggression. Used when lesser methods are ineffective or when the officer has determined that lesser methods will be ineffective.
    7. **Deadly Force:** Use of firearms or any other instrument including vehicles,

in a manner capable of causing serious bodily injury or death when the officer reasonably believes such force is immediately necessary to prevent serious bodily injury or death to himself or another person.

C. The above listed force options are listed by degree, from minimal to most severe in nature. It is an officer's responsibility to determine the minimum level of force which is reasonable and necessary under the existing circumstances and to de-escalate that force as soon as the circumstance precipitating that use of force is stabilized and the threat is neutralized.
D. After any use of deadly or non-deadly force which results in injury (whether apparent or claimed) the person using the force will summon emergency medical aid as necessary. Employees should be aware that injuries may not be readily apparent and that inquiry into the person's physical status and observation are advisable. Procedures for handling injured or possibly injured arrestees are detailed in the directive governing the processing of prisoners.
E. Except for general maintenance, storage, or authorized training, officers will not draw or exhibit a firearm unless circumstances create reasonable cause to believe its use would be permitted under law and department regulations.
F. Sworn personnel must qualify annually in the department-approved defensive tactics program. Other employees and individuals authorized by this directive to use non-deadly force in self-defense will be given annual defensive tactics training relating to the level of force they are authorized to use. Failure to demonstrate qualification standards in practical and written examinations will result in scheduling of remedial training with a certified defensive tactics instructor, after which a retest will be given. Failure of the retest may subject an employee or officer to termination of employment, and a volunteer to disqualification from serving in the volunteer assignment.

Non-Deadly Force:
Authorization:
Non-deadly force may be used in instances where a police officer reasonably believes it is immediately necessary to take physical action to:

A. preserve the peace, prevent commission of offenses, or prevent suicide or serious bodily in-jury;
B. make lawful arrest and/or search, overcome resistance to same, and/or prevent escape from custody;
C. defend the officer or another person against unlawful violence to person or property; or
D. prevent or interrupt an intrusion on or interference with lawful possession of property.

Officers may use approved defensive tactics to control or arrest uncooperative suspects. Non-deadly force may be used by HISD Police Officers, Campus Security Officers, or Guardians when that person reasonably believes it is necessary to defend themselves against unlawful violence directed against them while they are in performance of their duty.

Less-Than Lethal Weapons:

Less-Than Lethal Training:
All sworn personnel will receive training and will demonstrate proficiency in the application of the use of Less-Than Lethal Weapons. This training may be conducted by Field Supervisors and/or selected instructors.

Sworn police officers authorized under this directive to use non-deadly force in the performance if their duties are authorized to carry non-deadly weapons in accordance with the directive governing authorized weapons.

Department authorized non-deadly weapons/tools are generally considered to be those so classified in accordance with this directive because they are not manifestly designed to cause serious bodily injury or death when properly used. Weapons falling under this classification may also be referred to as “less-lethal” weapons.

All sworn non-administrative officers *shall* carry at least one approved “less-lethal” weapon option while on-duty. This excludes non-uniform in service or training days when approved by Chief of Police.

Classifications of non-deadly weapons authorized for general use by sworn police officers, subject to the directive concerning the use of that particular weapon, include:

A. **Chemical Irritants**: The use of O.C. spray is intended to prevent physical confrontations between the officer(s) and the subject and to prevent the escalation in the amount of force necessary to gain custody and control of the subject. Personnel certified through approved training and authorized to use non-deadly force by this directive are permitted to use O.C. (oleoresin-capsicum) spray issued to them by the department as follows:

    1. Officers should use OC against persons when an arrest is to be made and the suspect has failed to comply with lesser methods of force and its use will avoid use of a more severe method of force.
    2. Officers should use O.C. when assisting in the arrest of a person(s) exhibiting aggressive behavior toward any officer or any other person
    3. Officers may use O.C. to stop or subdue an animal that is aggressive toward any person.

4. Officers may use O.C. spray to subdue an individual in restraints when that individual is actively resisting (physically struggling with) the officer and the officer is not able to physically control the individual or gain compliance without injury to the officer or the individual resisting.
5. Those authorized to use O.C. spray may carry the spray issued to them while on duty or performing off-duty security.

B. **Conductive Electronic Weapon (CEW) -** The use of the CEW is intended to prevent or curtail physical confrontations where lesser methods have proven ineffective or, in the officer's evaluation, would not reasonably be expected to be effective, so as to prevent the escalation in the amount of force necessary to gain custody and control of the aggressor(s).

Personnel certified through approved training and authorized to use non-deadly force by this directive are permitted to use the CEW as follows:

A. Officers should use the CEW against persons when;
    1. an arrest may be made and;
    2. the suspect has failed to comply with lesser methods of force and;
    3. its use will avoid use of a more severe method of force.
B. Officers may use the CEW to subdue an individual when;
    1. that individual is actively resisting (physically struggling with) the officer and;
    2. the officer is not able to physically control the individual or gain compliance without injury to the officer or the individual resisting or
    3. When a subject fails to obey the lawful commands of an officer or is about to flee or is in the process of fleeing from the officer.
C. The CEW may be used on an animal if the animal is attacking or posing a clear an imminent threat to any person or another animal
D. Officers certified to use the CEW will carry the device in accordance with training given while on uniformed patrol duty.

Intermediate Force Control Tools:

An officer may use the Intermediate Force Control Tool which they are currently qualified to use to subdue a violently resisting subject or in self-defense or defense of a third party only if lesser methods have failed or if circumstances warrant the immediate use of the weapon/tool.

A. **Intentional Intermediate Force Control Tool strikes to the head, neck, or throat <u>will not be used unless Deadly Force is justified</u>**.
B. Flashlights carried by officers and/or guards are not in-tended to be used as an offensive weapon. However, under exceptional circumstances officers may use a flashlight in such a manner as to protect themselves or another person from serious bodily injury or death. If an officer finds himself/herself in exceptional circumstances in which they are forced to rely on the flashlight as an immediate means of defense, they should, attempt to follow all guidelines for intermediate force control tools.

Deadly Force:

Deadly Force Training:
All sworn personnel will receive annual training in the application of deadly force and the use of a firearm used in the course of law enforcement duties. This training will be conducted during the Annual Reoccurring Training conducted by the Department Training Section.

Authorization:
Officers may use deadly force when they reasonably believe it is necessary to protect themselves or another person from immediate danger of death or serious bodily injury. Deadly
force is only authorized in making an apprehension, preventing immediate escape of an arrestee, or against a fleeing felon or other offender when the officer reasonably believes that the suspect poses an immediate threat of death or serious bodily injury to the officer or others. Justification for use of deadly force is limited to the facts reasonably apparent to the officer at the time the officer decides to use the force.

The use of deadly force will be with the intent of rendering the person incapable of continuing the action that prompted the officer to use deadly force.

Requirements and Restrictions:
A. Before using deadly force, officers *will*, to the extent possible, identify themselves and state their intent to use deadly force, where feasible.
B. Deadly force *may* be directed at a building *only* if deadly force is being directed at the officer or another from the building.
C. Deadly force *may not* be directed at a fleeing vehicle unless it is necessary to prevent imminent death or serious physical injury to the officer or another person.
D. Deadly force *may* be used to stop a fleeing felon *only* when his escape presents an

immediate threat to human life.

E. Deadly force may be used against animals when necessary for immediate self-defense, to prevent immediate substantial harm to the officer or another, or as necessary action to prevent further suffering of an animal that has been critically injured by other means.
F. An officer *will not* fire warning shots.
G. An officer *will* immediately report the use of deadly force to a supervisor.
H. Officers *will not* discharge a firearm recklessly.

Prohibition Against Chokeholds

The HISD Police Department prohibits the use of a choke hold, carotid artery hold, or similar neck restraint, unless the officer reasonably believes the restraint is necessary to prevent serious bodily injury to or the death of the peace officer or another person. Any officer using such force will cease immediately upon control of the subject (normally when the person has been handcuffed or no longer actively resisting) and begin the application of an appropriate medical response if needed. Officers are required to report these incidents through the process outlined in our agency's use of force reporting policy.

Duty to Render Aid

The HISD Police Department requires an officer who encounters an injured person while discharging the officer's official duties to immediately and as necessary request emergency medical services personnel and, 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.

The officer is not required to request emergency medical services or provide first aid or treatment if making the request or providing the treatment would expose the officer or another person to a risk of bodily injury, or if the officer is injured and physically unable to make the request or provide the treatment.

Duty to Intervene and Duty to Report Excessive Force

The HISD Police Department requires every officer, regardless of rank, to have a duty and responsibility to intervene with any other officer's use of force that clearly exceeds agency directives and training regarding what is objectively reasonable under the circumstances. All officers, regardless of rank, have a duty and responsibility to prevent the use of excessive force, and to report, in writing, any use of excessive force to a supervisor or the agency's governing body, as applicable. This directive will be included in the annual Use of Force training. This directive applies to both sworn and non-sworn.

Officers shall promptly report those observations to a supervisor. If not done initially, the report to a supervisor shall be done in writing as well. The obligation to report remains in place even if the officer is successful in intervening in the use of force. Any failure to intervene or failure to report improper use of force shall be grounds for discipline, up to and including termination.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **2 - 07**
Policy Title: **Police Rifle Standards and Deployment**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 2-07**		Approved by: _____ Chief of Police

Policy Statement:

The Department recognizes that the danger posed to officers and the public by unlawful active aggressors who are beyond range of sidearms, who employ personal body armor or who use rifles, requires special equipment to mitigate. In order to preserve life under these extreme circumstances, the Department provides and approves the deployment of the Police Rifle consistent with this directive. This directive governs the policy and procedures for the deployment of the Police Rifle.

Definitions:

Police Rifle: May be department-owned or personally-owned and shall be an AR-15 style semi-automatic carbine, an approved caliber and sight system, and includes a sling and magazine with a capacity of not more than 30 rounds of ammunition. An officer-provided police rifle must be of a high quality brand and specifically approved and documented in the officer's personnel file by the Chief of Police.

Police Rifle Officer: Any commissioned peace officer that has successfully completed the training process described in this directive.

Police Rifle Coordinator: The Chief of Police shall be responsible for assuring compliance with the terms of this directive. This includes both personally-owned and department-owned rifles.

Policy:

The HISD Police Department may provide, for deployment as a Police Rifle, the semi-automatic AR-15 style carbine in approved caliber. Modifications to Department-owned Police Rifles are prohibited except where specifically authorized in writing by the Chief of Police. Police Rifles are "sighted" at 50 yards by a qualified Department rifle instructor and verified at least annually during firearm qualification. Police Rifles will be cleaned in conjunction with annual qualifying.

All patrol officers within the HISD Police Department, who have access to Police Rifle will qualify with the Police Rifle according to Department standards.

A. The Chief of Police may authorize an officer to carry personally provided Police Rifles subject to the following requirements

1. The weapon must meet the Police rifle requirements and specifications as stated in the definitions section of this directive

2. The officer supplied Police Rifle must be inspected by a qualified rifle instructor and approved for use by the Chief of Police before an officer may carry it on duty.

3. The officer requesting authorization to carry a personally supplied rifle must be eligible, trained and qualified under the provisions of this directive. The officer must qualify with the weapon in the configuration in which the weapon will be carried on duty. Any modifications to the weapon will require the officer to re-qualify with the weapon. This includes changes to the sight adjustments.

4. Police Rifles may be equipped with magnifying tactical sights or "red dot" sight designed to be a replacement for the "iron sight" system. All tactical sighting systems affixed to a Police Rifle shall be approved by the Chief of Police.

5. An officer-supplied Police Rifle must be "sighted" annually, at minimum, in conjunction with the officer's annual qualification.

C. Only Department approved ammunition is authorized for on-duty carry and deployment of the Police Rifles.
D. The officers qualified under the provisions of this directive do not constitute a specialized organizational component.

Deployment:

A. Only officers certified under the provisions of this directive are authorized to handle, deploy or discharge Police Rifles.

B. Use of the Police rifle shall be in accordance with the provisions of the Department's directive concerning the Use of Force and shall only be deployed in situations where a pistol or shotgun lacks sufficient range, accuracy or penetration capacity to defeat an armed or protected suspect.

C. Deployment of the Police Rifle is authorized, independent of specific of supervisory authorization, when the subject is known or suspected to possess, a deadly weapon or firearm and:
    1. The subject is beyond the effective practical range of pistols or shotguns;
    2. Regardless of range, the subject is wearing or is believed to be wearing body armor; or
    3. It is believed that a rifle will give the officer a tactical advantage

D. Officers deploying the Police Rifle shall notify a supervisor of the deployment as soon as practical.
E. Police Rifles shall not be used to kill a wounded or dangerous animal without the approval of a supervisor.

Officer Eligibility and Training:

A. The training and certification are open to all commissioned officers of the Department who are employed full-time or part-time as Peace Officers.

B. Certification to deploy the Police Rifle consists of completion of a training course, approved by the Police Chief and successfully completing a qualification course of fire with a score of at least 80%. Officers must requalify on the same or similar course of fire, under a certified Firearms Instructor or designated firearms proficiency officer, annually in order to retain certification.
C. A Firearms Instructor may recommend to the Chief of Police that an officer not receive "qualification status" with the Police rifle if, in the opinion of the instructor, the officer lacks sufficient overall proficiency with the weapon, regardless of score on the course of fire.

Security, Storage and Carry:

A. The Chief of Police or a qualified designee shall serve as the Police Rifle Coordinator who shall be responsible for the following:
    1. Quarterly inspection of all Police rifles,
    2. Referring any Police Rifles in need of cleaning, repair or sighting to a qualified rifle instructor,
    3. Ensuring the Department-owned Police Rifles are stored in the secure location designated by the Chief of Police,
    4. Verifying that Department-owned Police Rifles are checked out only to qualified personnel,
    5. Ensuring that only Department-approved ammunition is being carried in all Police rifles and that the ammunition is serviceable and in good condition
    6. Maintaining a log of all officer-owned Police rifles carried on-duty under

provisions of this directive,

7. Ensuring that secure storage devices are working properly and, if not, ensuring the Chief of Police is notified to affect appropriate repairs or replacement of such devices.
8. Ensuring employees attend re-qualification annually.

B. The Police Chief shall ensure that a log of all Police Rifles authorized for on-duty carry is maintained and includes, at minimum:
    1. The name and badge number of the officer,
    2. The make, model and barrel-length of the weapon,
    3. The serial number of the weapon and,
    4. A description of the approved sight system affixed to the weapon.

C. The Chief of Police shall be responsible for designating a secure storage location for Police Rifles when not securely stored in the patrol vehicle.

D. During the course of a patrol shift, officers are to ensure the Police Rifle is locked in their patrol car while working events or transporting off campus. The rifle is to be stored securely and out of public view to the greatest extent possible. When not being actively deployed officers will store the Police Rifle securely in a safe condition inside the building to which they are assigned. The rifle shall be in the following condition while secured in the storage device:
    1. Chamber empty,
    2. Bolt forward,
    3. Trigger group disengaged (un-cocked)
    4. Selector Lever set to “FIRE” and,
    5. A 30-round magazine inserted into the magazine-well

E. Officers will not load or unload Police rifles inside school facilities. Loading and unloading of Police Rifles will be conducted outside school facilities. The only exception is during the active deployment of a police rifle in accordance with this policy. Officers will “clear” the rifle in accordance with prescribed procedures outdoors at a place and/or facility designated by the Chief of Police.

F. Officers will not “charge” the rifle (chamber a round) unless deploying the rifle under conditions specified under the Deployment section of this directive. After deployment, officers will “clear” the rifle and perform safety checks in a safe place before returning the weapon to the secure storage location.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **2 - 08**
Policy Title: **Conductive Electronic Weapon**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 2-08**		Approved by: _____ Chief of Police

Policy Statement:

Less-Lethal technology is a great advancement in police use-of-force options. It is recognized that less-lethal devices are nonetheless weapons and to be regarded duly as to their capability to inflict physical discomfort, potential injury and psychological stress in the subject on whom such a weapon might be used. Because of this understanding, less-lethal tools placed in the HISD Police Department arsenal shall be treated with the greatest of care.

Definitions:

CEW: Conductive Electronic Weapon – a device capable of delivering an electrical charge designed to interrupt the neuro-muscular system of the target subject so that the person is incapable of substantial resistance to the lawful application of such force and subsequent detention or arrest.

Quantum of Force: The result of the total on-scene, officer-assessment of foreseeable risks of injuries or harm to a subject resulting from the force being used in consideration of the act or acts that propagated the use of force in the first place.

Smart Weapon: Refers to the technical capabilities of the CEW to retain and communicate data from a discharge of the CEW from the weapon to a computer for forensic investigation.

Deployment: Mechanical projection of metal darts on wire leads into a target subject by actuating the trigger mechanism of the CEW.

Drive Stun: Delivery of an electrical shock by making contact with the muzzle-end of the CEW to the target subject and actuating either the Arc Switch or the trigger if darts have previously been deployed.

Under Charge: The period of time during which the target subject is under the influence of the electrical current of the CEW

Arc Test: Production of an electrical arc across the muzzle end of the CEW by depressing the Arc Switch.

Policy:
The CEW is a weapon, authorized for carry by officers who have been trained and certified in its use. The CEW will be used; in compliance with legal standards for the application of force, HISD PD's Use of Force policy and the training prescribed by the maker of the CEW currently in use by the Department. The use of a CEW shall, in every instance, be reported, in compliance with the Use of Force Policy.

Authorization to Carry CEW:

A. Only Peace Officers, certified by a credentialed instructor may carry a CEW on duty. Only a department owned/issued CEW shall be carried by any officer. CEW's will only be loaded with department owned/issued cartridges.

Requirement to Carry:

A. The CEW is a valuable tool in ensuring officer and public safety and shall be carried by HISD Peace Officers while on duty.
B. CEW's will be assigned to officers and remain in their care and control while employed by HISD PD.
C. CEW's will be carried in the cross-draw position on the officer's duty belt.

General Provisions for Use of the CEW:

A. The CEW shall always be carried and used in accordance with departmental policy, approved training and all applicable laws.
B. Officers who deploy the CEW on a subject in the course of any event shall contact the appropriate EMS service to check out the subject to assure the person is not injured or negatively affected by the CEW
    1. EMS personnel shall remove the darts from the subject
    2. HISD PD officers shall observe the removal of the darts and document the location of the strike and whether or not the subject's skin was pierced by them.
C. Officers who deployed the CEW during the course of arrest shall notify appropriate jail staff that the arrestee has been subjected to the CEW immediately upon turning the arrestee over to the jail.
D. Any unintentional discharge of a CEW cartridge or malfunction of a CEW where no one is injured shall be documented in an incident report and submitted to the Chief of Police.
    1. The Chief of Police shall investigate all discharges of CEW cartridges, both intentional and unintentional, to assure that all policies have been complied with and that all reasonable safety practices had been observed.
    2. Regardless of its "less lethal" status, the CEW is a weapon and all

safety training, guidelines and best-practices shall be observed by every officer.

E. The CEW may not be used to threaten a subject unless the condition exists that would have justified the deployment of the CEW to substantiate the threat of the use of such force.
F. The CEW may not be deployed on animals for the purpose of causing them to leave the immediate area. Animals may only be targeted with the CEW in order to prevent or curtail an attack on a person or another animal.
G. The CEW may not be displayed or demonstrated to the general public unless specifically authorized by the Chief of Police. The CEW shall remain holstered at all times unless it is being utilized in accordance with this policy.

Deployment and Response:

A. When, in the course of diffusing a violent act or affecting an arrest, the CEW is deployed the officer shall:
    1. Immediately use appropriate measures to restrain the target subject so that there is little or no chance of violence or resistance reoccurring,
    2. Stabilize the scene so that all parties are safe,
    3. Check on the physical condition of the target subject and notify EMS of a CEW deployment,
    4. Begin collecting and recording evidence in the deployment of the CEW, a. Used darts shall be treated as bio-hazard material and be collected and packaged for storage as such,
    5. Contact the immediate supervisor of the officer to report the incident,
    6. Complete all offense, arrest and incident reports, as required for the specific incident, prior to departing duty for the day.
B. When notified of a CEW deployment the Chief of Police shall conduct an investigation or delegate that an investigation be conducted to include the download of information from the CEW, review of evidence collected at the scene and review statements collected from witnesses.
C. CEW Use Histories may be conducted as necessary. Mandatory use histories include but are not limited to:
    1. Claims of excessive force involving the CEW
        i. Sworn complaint required
    2. Hospitalization of target subject following CEW use
    3. Death associated with CEW use
    4. Excessive CEW deployments by a given officer.

Prohibitions and Limitations:

A. The use of a CEW is restricted under the following circumstances:
    1. As a come-along or prod to facilitate escort from one location to another
    2. where a flammable liquid is present or
    3. at a demonstration or protest unless its use is reasonably necessary to prevent injury to a person
    4. on females who are known to be or who appear to be pregnant,
    5. on elderly individuals who appear to be over the age of 65 or apparently frail in constitution,
    6. on children under 10 years of age

B. It is an exception to the foregoing limitations that the person on whom the CEW is used as, at the time of use was;
    1. Armed with a dangerous weapon or,
    2. Engaged in suicidal behavior or,
    3. Engaged in behavior that would, by its continuation, lead to harm to any person.

Restricted Target Areas:

A. Officers should attempt to avoid targeting the head, face or neck.

Restrained Individuals:

A. The CEW should not be used in individuals who are handcuffed or otherwise restrained, unless they are overtly assaultive and cannot be reasonably dissuaded from continuing the assaultive conduct.

Drugs, alcohol and/or Excited Delirium:

A. Persons suspected to be under the influence of drugs, alcohol or experiencing Excited Delirium may be much more susceptible to certain medical complications after the use of a CEW. Such persons should be monitored closely following the application of the CEW until they can be examined by competent medical personnel.

Multiple Applications of the CEW Device:

Multiple CEW activations or activations exceeding the standard five (5)-second duration may increase the risk of injury and should be avoided when possible. The number of CEW applications should not exceed three (3). For purpose of this section, "application" means that the CEW probes or contacts appear to have effectively connected with the subject as intended. If officers have not achieved reasonable control of the person following three applications of the CEW, other options should be employed.

Use of CEW on Animal

The CEW may be used to defend against an aggressive animal which poses a threat to the officer, another person, a police service dog, or an assistance animal, or which is attacking another animal.

Post-Application:

Medical Treatment:

A. Any person who has been subjected to the electric discharge of a CEW and/or struck by CEW probes shall be medically cleared prior to being booked at the county correctional facility. This may be done by medical staff at the count correctional facility or by EMS personnel at the scene. EMS will be summoned to examine individuals who have been subjected to the electric discharge of a CEW and/or struck by CEW probes when:

1. The person is suspected of being under the influence of controlled substances and/or alcohol;
2. The person is a minor;
3. The person is older than 60 years of age;
4. The person is known to be, or is obviously, pregnant;
5. The person is known to be, or is obviously, physically or mentally handicapped, medically fragile, or a recipient of special education services;
6. The person is exhibiting of hyper stimulation or excited delirium;
7. The person has received multiple CEW activations, or the combined length of CEW activations has exceeded 15 seconds;
8. A CEW probe is lodged in a sensitive area (e.g., groin, chest, near the eyes, head area, etc.);
9. The officer observes that the individual is experiencing any distress beyond what would normally be expected under the circumstances; or
10. The person requests medical treatment or EMS response. If any such person refuses medical attention, such refusal shall be fully documented in related reports and wherever practical, should be witnessed by another officer and/or medical personnel.

Defense Against a CEW:

A. If any person, armed with a CEW or similar device uses or threatens to use the device against an officer, the officer shall use all reasonable force, up to and including deadly force, to defend himself against the intended effect of the CEW (becoming incapacitated) and risking the possibility that the assailant could cause harm to the officer or gain control of the officer's weapon.

Reporting/Investigation:

A. If the CEW probes have contacted the person's skin, or if the CEW has been used in drive stun mode against the person's skin, take color photographs of the location where the device was applied, as well as any other injuries related to the incident. Consent should be obtained before photographing the buttocks, groin or female breast area. A person of like gender should be made available to take photographs of these areas. If the person adamantly opposes photographs of a sensitive area, document the refusal in the police report.
    1. Absent extenuating circumstances, the cartridge(s) probes, and wires used may be discarded in an appropriate manner after recording the serial number of each cartridge used as required in the "Report of Use" section. Probes which have penetrated the skin should be considered biohazards, and disposed of in the appropriate manner.

B. All CEW discharges, intentional or accidental, shall be documented on the Use of Force form. Any report documenting the discharge of a CEW cartridge will include the serial number(s) of the Cartridge(s) used and an explanation of the circumstances surrounding the discharge. The on-board CEW memory will be downloaded though the data port and saved with the arrest/incident report. Specific details will be included articulating the rationale for CEW use when, during a given incident any time a CEW is deployed.

C. Whenever feasible, the District Police Chief or Sergeant shall respond to all incident scenes where a CEW is actually discharged against a person.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **2 - 09**
Policy Title: **Active Shooter Response**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 2-09**		Approved by: _____ Chief of Police

POLICY

An **active shooter** is one or more persons engaged in a random or systematic homicidal spree, demonstrating intent to continuously harm others, with mass casualty outcomes as the apparent objective rather than other criminal conduct.

It is the policy of the Hallsville Independent School District Police Department to **immediately respond, rapidly contain, and decisively stop the threat**, while coordinating rescue and medical aid for victims.

Consistent with **Texas Commission on Law Enforcement best practices**, responses shall prioritize **speed, coordination, threat neutralization, unified command, and life preservation**, with continuous risk assessment and disciplined communication.

PURPOSE

To establish policy and procedures governing the response to active shooter incidents in order to **mitigate further injury or loss of life** to students, staff, visitors, first responders, and the community.

PROCEDURES

A. **Notifications**
   1. The ranking supervisor or first officer with command responsibility shall notify the chain of command, including the Chief of Police or designee, as soon as practicable.
   2. Fire and EMS shall be notified immediately and staged per their protocols.
   3. The Incident Command System (ICS) shall be implemented without delay.

B. **Mutual Aid**
   1. Upon arriving at the scene of an active shooter / active attack event, the agency should implement its mutual-aid agreements as necessary with local, county, state, and federal partners.
   2. Additionally, post-incident coordination with victim-assistance and recovery agencies shall occur as required.

ACTIVE SHOOTER RESPONSE

A. Entry and Movement
    1. The **first two to five responding officers** should form a contact team and enter the structure immediately to stop the threat.
    2. A single-officer entry may occur when necessary, recognizing the inherent risks.
    3. The **primary objective** is to locate and stop the shooter(s)
B. Medical Considerations
    1. Officers shall identify and communicate locations of victims needing medical attention.
    2. When feasible and absent an active threat, officers should provide **immediate life-saving measures** (e.g., hemorrhage control).
C. Concepts and Principles
    1. Safe, effective response to active shooters are designed around concepts and principles. Responding officers shall apply the following principles:
        a. Stay together when feasible and **enter the involved structure quickly**.
        b. Maintain **continuous communication** with other first responders.
        c. Maximize **threat coverage** from all angles.
        d. Visually conduct **540-degree awareness** (to include above/below).
        e. Evaluate rooms from the threshold ("slicing the pie").
        f. Adjust speed appropriately (deliberate vs. direct-to-threat).
        g. Use **cover-contact principles** when detaining suspects.
D. Follow-On Responder
    1. Follow-on responders should be directed to victim locations if there is no active threat. When no active threat is present, follow-on responders shall:
        a. Establish and maintain security in occupied areas.
        b. Treat the structure as **unsearched** unless confirmed otherwise.
        c. Avoid unannounced entry into occupied hallways.
        d. Coordinate face-to-face with other officers when tasks are unclear.
        e. Direct victims to safety via **shelter-in-place or evacuation**; establish responder cordons for evacuation routes.
        f. Establish a **Casualty Collection Point (CCP)** suitable for triage and treatment.
        g. Maintain communications to ensure security while facilitating medical care.
E. Post-Event Operations
    1. Response to an active-shooter event must include the aftermath of the incident. Officers should apply the SIM model (Security / Immediate Action Plan / Medical).
        a. **Security** – Should take priority. Responding officers must ensure the environment remains secure, particularly if the active shooter remains a threat, or until threats are neutralized.
        b. **Immediate Action Plan** – Develop a concise immediate action plan as quickly as possible. This plan should be quick and simple and address fluid "if/then" variables of the situation.
        c. **Medical** – Responding officers should provide and coordinate medical care as soon as they have established security and have an immediate action plan in place.
F. **Officer Involved Shooting Investigations**

1. If there is an exchange of gunfire, the department shall implement the **Officer- Involved Shooting** and associated investigative protocols.

MEDIA AND INFORMATION RELEASE

1. All media inquiries shall be routed through the District Chief Communications Officer (CCO) or the Incident Commander (IC) for vetting and coordination.
2. A media staging area should be established away from the immediate scene.
3. Information releases shall balance public transparency with investigative integrity and victim privacy.

TRAINING AND PREPAREDNESS

1. Officers shall receive regular training through ALERRT in active shooter response, movement, coordination, and medical interventions.
2. Training shall include inter-agency exercises with fire/EMS and school partners.
3. Training shall meet or exceed **TCOLE** requirements and incorporate lessons learned.

AFTER-ACTION REVIEW

Following any active shooter incident or exercise, the Chief of Police or designee shall ensure an **after-action review** is conducted to identify strengths, gaps, training needs, and policy improvements.

REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed periodically to ensure alignment with:

- **Texas Commission on Law Enforcement (TCOLE) standards**
- **Texas Education Agency (TEA) guidance**
- **NIMS/ICS** and evolving professional standards

	Hallsville Independent School District **Police Department**	Policy #: **2 - 10**
Policy Title: **Barricaded Subjects**		Effective Date: **01 – 01 – 2027**
Replaces: **All Previous Sections 2-10**		Approved by: _____ Chief of Police

PURPOSE

The purpose of this policy is to establish procedures for responding to **barricaded subjects** and **hostage** incidents in a manner that prioritizes **life safety, communication, coordination, and disciplined command**.

POLICY

When responding to high-risk situations such as in a hostage or barricaded subject situation, it shall be the policy of this Department to consider the lives of civilians and officers involved to be of the utmost importance; whenever possible, to enhance the prospects of peacefully resolving the incident through communication with the suspect. Further whenever possible, officers should develop and maintain the ability to use alternative approaches to resolve these type incidents should communications fail.

DEFINITIONS

A. Barricaded Subject**:** An individual who is reasonably believed to pose a threat of serious bodily injury or death to self or others and who has positioned themselves in a location that affords protection or concealment (a "stronghold"), refusing lawful commands to surrender.
B. Hostage: Any person held against their will by force or threat of force, expressed or implied.

PROCEDURES

A. General Responsibilities: Upon arrival at an incident and a determination is made that a barricaded person or hostage situation exists, the initial responding officer will do the following:
    1. Assume initial incident command
    2. Notify the Chief of Police, or designee, as soon as practical.
    3. Request appropriate mutual aid, up to and including tactical and negotiation resources as needed.
    4. Fire and EMS shall be notified to respond to the scene and stage in a safe location.
    5. The Incident Command System (ICS) shall be implemented without delay.
B. Perimeter Control
    1. The on-duty supervisor, or designee, shall be responsible for controlling the outer perimeter.
    2. Officers assigned to the outer perimeter shall:
        a. Use cover and concealment

b. Maintain visual awareness of assigned sectors
c. Prevent unauthorized entry

3. Upon arrival of tactical resources, command of the **inner perimeter** shall transfer to the designated tactical commander.
4. No movement past the inner perimeter shall occur without authorization from the **tactical commander**.

COMMAND AND CONTROL

A. The Chief of Police shall establish and man a centralized command post in a safe location out of sight of the barricaded person. The command post should have access to telephone communication, electricity and be shielded from the natural elements. The command post may be a structure or a site for the Mobile Command Post.
B. Unified Command shall be set up and coordinated as needed.
C. The Incident Commander will retain overall incident authority and may halt or modify operations as conditions change.
D. The Incident commander will coordinate resources and communications.
E. The incident Commander will approve operational plans.

Tactical Operations and Crisis Negotiations and Communication

A. The Tactical Commander, if tactical operations are called upon via the mutual aid agreement, shall have authority over all tactical operations.
B. Trained negotiators shall be utilized whenever feasible.
C. Negotiation objectives include:
    a. Establishing communication
    b. Reducing emotional intensity
    c. Gathering intelligence
    d. Encouraging voluntary surrender
D. Negotiators and tactical commanders shall keep the IC informed of progress and recommendations.

MEDICAL AND EVACUATION CONSIDERATIONS

A. If injured persons can be safely reached, the first officer on scene shall:
    1. Be responsible for the evacuation of the injured if they can be safely reached to a safe location for medical treatment. Mutual Aid officers involved in the evacuation process shall make reasonable efforts to obtain intelligence information pertaining to the situation and forward that information to the on-scene Incident Commander.
    2. Coordinate immediate medical treatment.
B. Officers involved in evacuation shall gather and relay intelligence to command.
C. Mutual-aid partners may assist with evacuation of bystanders and occupants.

USE OF FORCE

A. Any use of force shall comply with department **Use of Force** policies and applicable law.
B. Deadly force may be used **only when objectively reasonable and necessary** to protect life.
C. Tactical actions shall be continually reassessed based on risk, intelligence, and subject behavior.

INCIDENT RESOLUTION AND POST-EVENT OPERATIONS

A. Upon resolution, the IC shall:
    1. Secure the scene
    2. Ensure medical evaluation for all involved
    3. Coordinate evidence preservation and investigation
B. If an officer-involved shooting or serious injury occurs, applicable investigative protocols shall be initiated.

TRAINING AND PREPAREDNESS

A. Officers shall receive periodic training in:
    a. Barricaded subject response
    b. Crisis negotiation awareness
    c. ICS and unified command
B. Training shall meet or exceed **TCOLE** requirements and incorporate lessons learned.

AFTER-ACTION REVIEW

Following any barricaded subject or hostage incident, the Chief of Police or designee shall ensure an **after-action review** is conducted to identify strengths, gaps, training needs, and policy improvements.

REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed periodically to ensure alignment with:

- **Texas Commission on Law Enforcement (TCOLE) standards**
- **Texas Education Agency (TEA) guidance**
- **NIMS / Incident Command System**
- **ALERRT Training Guidelines**

	Hallsville Independent School District **Police Department**	Policy #: **2 - 11**
Policy Title: **Domestic Abuse**		Effective Date: **01 – 01 – 2027**
Replaces:		Approved by: _____ Chief of Police

POLICY

This HISD Police Department maintains that the nature and seriousness of crimes committed between family/household members are not mitigated solely because of the relationships or living arrangements of those involved. It is the policy of this Department that domestic violence be treated with the same consideration as violence in other enforcement contexts and, consistent with this policy, that officers combine the use of appropriate community services with enforcement of the law to (1) break the cycle of domestic violence by preventing future incidents or reducing the frequency and/or seriousness of such incidents, (2) protect victims of domestic violence and provide them with support, and (3) promote officer safety when dealing with domestic abuse situations.

PURPOSE

The purpose of this policy is to define domestic abuse and related offenses, establish safe and effective response procedures, and outline enforcement, victim-assistance, and reporting requirements for domestic violence incidents.

DEFINITIONS

A. Assault: An act by an assailant who intentionally, knowingly, or recklessly causes bodily injury to another, including a spouse or intimate partner, or threatens imminent bodily injury. This definition is not all-inclusive as family violence may also entail aggravated circumstances, sexual assault, and other offenses. The assault definition also extends to intimate partner violence (IPV) that includes unmarried couples. See Chapter 22 and 25 of the Texas Penal Code.

B. Family Violence: An act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.
(Texas Family Code § 71.004)

C. Dating Violence: As defined by Texas Family Code § 71.0021.

D. Family or Household Member:

1. Spouses, whether or not residing in the same home.
2. Former spouses, whether or not residing in the same home.
3. Persons who have a child in common, whether or not they have ever been married or resided together.
4. Parents, children, stepparents, stepchildren, grandparents, grandchildren, brothers and sisters, half-brothers and half-sisters regardless of whether they reside in the same home with the suspect.
5. Parents-in-law, children-in-law, brothers- and sisters-in-law regardless of whether they reside in the same home with the suspect.
6. Persons, whether or not related, who cohabit or who previously cohabited with the suspect, and any children of either who then resided in the same home as the suspect.
7. See sections 71.003, 71.004, and 71.005 of the Family Code.

E. Protective Order: sometimes referred to as a "restraining order:" A court order of protection on behalf of an abused family/household member that restrains the abuser from further acts of violence, may order the abuser to refrain from further contact, vacate the residence, relinquish custody of a vehicle, provide temporary child support, plus other measures. A protective order may be valid up to two years.

Types of Protective Orders:

1. Emergency protective order: A protective order issued by a magistrate to a defendant following his or her arrest for an act of family violence. The EPO may be applied for by the victim, a police officer, or may be issued on the magistrate's own motion. The victim may request the EPO at the scene of a domestic violence incident.
2. Protective order: A protective order that is requested by a victim of family violence at any time other than at the scene of a domestic violence incident.
3. Temporary Ex Parte Orders: an order that is issued without the person who committed family violence present. A person subject to an order (the actor) who violates an ex parte order may not be arrested unless it is established that the actor had been served with the order prior to the commission of the act(s) violating the order. In the event that an officer arrives, and the actor is not aware of the order, the officer may assist the protected person in informing the actor of the existence of the order. The protected person should provide the actor with a copy of the order if at all possible. The officer shall then remain at the scene until the actor has complied with any wording that requires him or her to leave the residence. If the order does not require the actor to leave, the officer shall remain at the scene while the protected person gathers necessary items to leave. See Texas Family Code Chapter 83 for additional information.

E. Domestic Violence Shelter / Program: Services that are provided (usually 24 hours a day) for women and their children who have been physically or emotionally abused, or who have been threatened with abuse by their spouses or partners. Services include crisis intervention, counseling, shelter, escort to court, food, clothing, and transportation. Some shelters also provide information pertaining to jobs, social security services, restraining orders, and various other items of information that is needed if the

victim does not wish to return to the previous situation.

HANDLING DOMESTIC VIOLENCE: PROCEDURES

A. Officers to whom it is reported of a potential domestic violence incident taking place shall expedite their response to the scene.
B. Priority will be given to maintaining order, preventing injury and making arrests for criminal violations.
C. Officers shall arrest (based on probable cause) any person that has committed assault resulting in bodily injury to any member of the person's family or household.
    1. Officers will file the highest applicable charge(s) relating to the offense. Officers shall also file any additional charges which may be applicable upon investigation.
        a. If the offender has fled from the scene, officers shall exercise all reasonable means in locating and apprehending the offender. If the offender cannot be located or cannot be immediately and lawfully apprehended, officers shall complete an offense report filing the appropriate charge(s) containing all facts needed for follow-up by the Criminal Investigations Division.
    2. The victim's refusal to press criminal charges shall not affect a decision to file criminal charges or to make an arrest.

ENFORCEMENT OF ORDERS

A. Protective Orders

    1. A valid **Protective Order** may be enforced if it contains a provision stating that a violation of the order is a misdemeanor offense and punishable by a fine or confinement in jail or both.
        a. If sufficient probable cause exists to believe that a Protective Order has been violated, officers must arrest without a warrant if the violator is located and can be lawfully apprehended. If the violator cannot be located or has fled to a private residence and cannot be lawfully apprehended, officers shall file an offense report seeking an arrest warrant.

        b. No person, including the person who is protected by the Protective Order, may give permission to anyone to ignore or violate any provision of a Protective Order. However, officers **cannot** arrest any person who is protected by a Protective Order for violating the conditions of the Order.
        c. Protective Orders are valid for a period specified in the Order not to exceed two (2) years from the date of issue.

    2. Temporary Protective Orders are enforceable.

        a. Officers can arrest for violation of the Temporary Ex Parte Protective Order if the respondent (suspect) has been served with the Order. Officers shall make a reasonable effort to determine if the Order has been served.

b. If the violator cannot be located, or officers are unable to determine if the respondent has been served, officers shall file an offense report regarding the violation of the Temporary Protective Ex Parte Order for a follow-up investigation by the Criminal Investigations Division to determine the validity of the order.

c. Temporary Protective Ex Parte Orders are valid for a period specified in the Order not to exceed twenty (20) days. Extensions may be granted and will be attached to the original Order.

3. A Magistrate's Order for Emergency Protection will be enforceable following current state statute.

   a. If sufficient probable cause exists to believe that a Magistrate's Order for Emergency Protection has been violated, officers **must** arrest the violator without a warrant if the violator is located and can be lawfully apprehended.

   b. If a violator cannot be lawfully apprehended, officers shall file an offense report seeking an arrest warrant.

4. Verification of Orders:

   a. All valid and current Protective Orders shall be kept on file by the Department in the Public Safety Communications Center. Extensions shall be attached to the original Orders. Officers will verify the existence and conditions of the Protective Order through Public Safety Communications Center prior to making an arrest.

   b. When a Protective Order is not on file with the Department and the complainant presents a certified copy, a supervisor will examine and review the conditions of the Protective Order prior to the officer making an arrest. The officer will obtain a copy of the Protective Order and attach it to the offense report.

REPORTING

In all situations of known or suspected family violence, a written report will be made by the officer. Officers shall indicate on the report that the report is in reference to a family violence situation and the report shall include the following:

1. A written statement of the reason for not arresting, if no arrest is made, unless the report indicates the suspect is at large;

2. A description of the suspect, when necessary;

3. A narrative of the incident including a statement of any visible or reported injuries and the disposition of the incident;

4. Information on witnesses; and

5. Notations regarding any other family violence reports if there is personal knowledge of those reports by the responding officer.

6. A family violence packet. A family violence packet is to include for each party: a complete RAP sheet, call sheet, and all in-house data.

7. In all situations of known or suspected family violence, officers will provide adult victims or potential victims with a notice of victim's legal rights and remedies and of the availability of shelter and other community services for family violence victims. Officer will note in the report that the information was provided.

TRAINING (TBP: 7.08)

All officers will receive training on responding to domestic disturbance calls as part of their pre-commissioning training and during their training under the supervision of a Field Training Officer. (TBP 7.08)

REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed periodically to ensure alignment with:

- **Texas Commission on Law Enforcement (TCOLE) standards**
- **Texas Education Agency (TEA) guidance**
- **Texas Family Code and Penal Code requirements**

	Hallsville Independent School District **Police Department**	Policy #: **2 - 12**
Policy Title: **Response to Missing Persons**		Effective Date: **01 – 01 – 2027**
Replaces:		Approved by: _____ Chief of Police

PURPOSE

Protecting human life is of paramount importance to the Hallsville Independent School District Police Department. Missing-person incidents—particularly those involving children, elderly individuals, or dependent adults—pose an immediate threat to life and community stability.

This policy establishes procedures to ensure **rapid response, effective coordination, thorough investigation, and consistent supervision** in all missing-person cases.

POLICY

It is the policy of the Hallsville ISD Police Department that **all reports of missing persons shall be taken seriously and acted upon immediately**, without delay based on age, length of absence, or perceived circumstances.

Consistent with **Texas Commission on Law Enforcement best practices**, missing-person investigations shall be **victim-centered, risk-based, closely supervised, and continuously reassessed** until the person is located.

DEFINITIONS

A. Adult: A person 18 years of age or older.

B. Child: A person under 18 years of age.

C. Elderly Person: A person 65 years of age or older.

D. Dependent Adult: An adult with physical or mental limitations (e.g., dementia, Alzheimer's disease, autism, or other cognitive impairments) that restrict normal activities.

E. Missing Child: A child whose whereabouts are unknown and whose disappearance is unusual or raises reasonable concern for safety.

F. Missing Adult: An adult whose whereabouts are unknown, regardless of the circumstances of disappearance.

G. Voluntary Missing Adult: An adult who has left of their own free will and is not endangered.

H. Runaway: A child who has left home without permission but whose circumstances may still pose risk due to age, maturity, or condition.

I. Family / Parent Abduction: A child taken or retained by a parent or family member without lawful authority.

J. Stranger Abduction: A child or adult taken against their will by a non-family member.

K. Suspicious Circumstances

Circumstances indicating:

1. Possible foul play
2. Danger to self or others
3. Disappearance inconsistent with known behavior

DISPATCH RESPONSIBILITIES (Following HCSO Policies and Procedures

Rapid response and dissemination of information are critical to locating missing persons. The police dispatcher, therefore, plays an integral role in the efficient and effective investigation of incidents involving missing persons. Dispatchers will do the following when receiving information that a person is missing:

A. Treat all missing-person reports as **high-priority situation**
B. Attempt to determine the category in which the person is missing as quickly as possible.
C. Obtain the missing persons physical description, last known clothing description, last know location and time the person was seen and by whom.
D. Assign appropriate response priority
E. Notify the Chief of Police, or designee, and surrounding agencies as required
F. Ensure **TCIC/NCIC entry within two hours** when applicable
G. Cancel notifications promptly when the person is located

Dispatch shall **not delay response** pending additional information.

INITIAL OFFICER RESPONSE

The department's initial response to a missing person / child call is a crucial component of the investigation and can greatly increase the likelihood that the person is found quickly and returned home safely. The following serve as guidelines to be followed by the first responder. The guidelines are not presented as step-by-step procedures and not all guidelines are appropriate in every investigation. The category in which a missing person / child investigation falls determines the appropriate initial response.

A. Initial Interviews: The first responder will interview parents and / or the reportee and attempt to obtain the following information. Interviews should be conducted individually and in private.

1. A complete description of the person to include photographs and / or video footage if available Obtain photographs or video when available
2. Determine when, where and by whom was the person last seen. Reconstruct the circumstances surrounding the disappearance as accurately and in as much detail as possible. Interview any potential witness to the incident.
3. Determine if there has been a marital separation and who has custodial rights. Obtain court documents if possible.
4. Determine whether problems exist that may have caused the child to run away.
5. Determine whether the missing person / child has Internet access and uses social media or has used social media in the past. If so, secure the computer as forensic evidence.
6. Identify and, if possible, interview the child's friends and / or the friends of older siblings. A supervisor shall be notified when circumstances indicate elevated risk.
7. Obtain names, addresses and phone numbers of other relatives and / or adult family friends.

The purpose of the initial interview is to determine in which category the missing person / child incident falls. Specific questions should be asked of those interviewed that lead to that determination. A supervisor and the assigned investigator should be called to the scene if the first responder determines the missing person / child is other than a run away.

Securing the Scene. Crime scene integrity is paramount to a proper investigation. The scene of a missing person / child incident should be considered a crime scene and protected as such. The scene may require cordoning off with crime scene tape and the first responder should consider a missing person's / child's comfort zones that are close to the scene as part of the scene. Some crime scenes [i.e. park, strip center, roadway or public building] may require the cooperation of other police agencies and / or the cooperation of an establishment's employees to protect. Unnecessary police personnel, witnesses and the general public must be restricted from entrance into the crime scene without the approval of the assigned investigator or supervisor. Evidence should remain undisturbed pending collection by the appropriate agency.

Initial Search. The first responder should organize the initial search. Officers from neighboring agencies may be requested to assist in the search. The first phase of the initial search is to determine that the person / child is actually missing. The first responder should search the last known location [i.e. house and grounds looking in closets, vehicles, garages, storage sheds, attics, etc.] where a person or small child could either hide or fall asleep. The reportee or someone familiar with the area should assist in the search. Permission should always be obtained from a proprietor prior to searching a missing person / child scene at a business, establishment or public place. A representative of the business or establishment should assist in the search. Restrooms, offices, storage areas, parking lots, vehicles, etc. should be included in the search.

A search of the person's / child's residence should be conducted when the person / child is reported missing from a place other than his or her residence and no tangible evidence exists to substantiate the report. Permission should be obtained from the appropriate person prior to searching the person's / child's residence and the appropriate law enforcement agency must be requested to assist if the person's/ child's residence is not in the District limits.

A search of the immediate area must be conducted if the person / child is not found in conjunction with the crime scene search and there is reason to believe the person / child may be in the immediate area. The perimeter of the person's child's zone of safety may be used to define the immediate area search. A supervisor should organize the search of the immediate area. The managing supervisor should establish a field command post [a patrol vehicle will suffice] away from the scene from which to direct the search effort. He or she must coordinate search efforts with neighboring jurisdictions if the search of the immediate area extends beyond the districts limits.

The scene supervisor should contact the Hallsville Police Department, Harrison County Sheriff's Office or Texas Department of Public Safety K-9 unit or any available law enforcement agency with a K-9 unit to assist in the immediate area search if there is reason to believe the child may be on the ground. A police helicopter should be requested from the Texas Department of Public Safety if appropriate. Any volunteer search group [i.e. Equusearch] that shows up at the scene or contacts the department should be referred to the Chief.

Reports. The first responder is responsible for completing the original offense report. All officers acting in a support capacity will complete and submit a supplement report documenting their actions to the first responder's original offense report. The first responder will ensure that the telecommunications division enters the missing person / child into TCIC / NCIC within two hours. The NCIC number shall be documented in the incident report. The assigned investigator is responsible for securing reports from any outside agency that renders assistance.

REPORTING REQUIREMENTS

A. The first responder shall complete the original offense report.
B. Assisting officers shall submit supplemental reports.
C. The NCIC/TCIC entry number shall be documented in the report.
D. All documentation shall be completed before the end of shift unless otherwise authorized.

ALERT SYSTEMS AND CRITERIA

A. AMBER Alert

An AMBER Alert may be initiated when statutory criteria are met, including:

1. The child in question is 17 years of age or younger, whose whereabouts are unknown, and whose disappearance law enforcement has determined to be unwilling which poses a credible threat to the child's safety and health; and
    a) if abducted by a parent or legal guardian, was the abduction in the course of an attempted murder, or
    b) 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.

c) There is reason to believe that the child is in immediate danger of serious bodily injury, sexual assault, or death.
d) A preliminary investigation has eliminated alternative explanations for the missing child's disappearance.
e) There is sufficient information to disseminate to the public that could assist in locating the child, suspect or vehicle used in the incident.

Activation authority rests with the assigned investigator, Chief of Police, or his designee.

An AMBER alert may only be activated by the assigned investigator or by a member of the command staff. Pictures of the child, suspect or suspect vehicle should be saved as a "JPEG" computer file. The investigator or a member of the command staff must amend an AMBER alert immediately upon locating the child in question. The message should provide details explaining how the child was located and recovered and whether an arrest was made. The dispatcher is responsible for notifying other law enforcement agencies through TLETS that the missing child has been located. The assigned investigator or a command staff member will notify the media that the child has been found.

B. Endangered Missing Persons Alert

A requesting law enforcement agency must meet ALL the below criteria in order to activate the State Endangered Missing Persons Alert Network:

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. 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. 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 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)

C. Silver Alert

A requesting law enforcement agency may activate a Silver Alert when statutory criteria are met involving missing elderly persons with impaired mental conditions.

1. The missing person is 65 years of age or older.
2. The senior citizen lives in Texas.
3. The senior citizen has a diagnosed impaired mental condition, and the senior citizen's disappearance poses 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.
4. An investigation has taken place that confirms 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
5. The Silver Alert request was within 72 hours of the senior citizen's disappearance.
6. There is sufficient information 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 missing person was in the vehicle at the time of the disappearance)

D. Blue Alert

A requesting law enforcement agency may activate a Blue Alert when criteria are met involving violent offenses against law-enforcement officers according to the State Blue Alert Network.

1. A law enforcement officer must have been killed or seriously injured by an offender.
2. The investigating law enforcement agency must determine that the offender poses a serious risk or threat to the public and other law enforcement personnel.
3. A detailed description of the offender's vehicle, vehicle tag, or partial tag must be available for broadcast to the public.
4. The investigating law enforcement agency of jurisdiction must recommend activation of the Blue Alert to the State Operations Center (Texas Division of Emergency Management).

FOLLOW-UP INVESTIGATION

The assigned investigator is the primary person responsible for follow up investigations involving a missing person. The Sergeant will act as the investigator in the absence of an assigned investigator. Follow up investigations are guided by the following principles and / or activities.:

1. Debrief the first responder and any other officer who had a part in the preliminary investigation. Verify the accuracy of the information received and account for discrepancies. Conduct door-to-door canvassing, if appropriate, in an attempt to develop further leads. Information collected during the canvass will be recorded on the departmentally-approved form.
2. Ensure all physical evidence is properly collected and tagged. Evidence may be collected by the detective, a departmental crime scene unit or a crime scene unit from another local, state or federal agency.
3. Ensure that the details of the case are reported to the National Center for Missing and Exploited Children and the Department of Public Safety Missing Child Clearinghouse.
4. Assimilate all original offense reports and supplements and develop a follow up investigative plan. The plan should identify the need for follow up interviews with parents, family members, friends, witnesses and potential suspects. This may also include timetables for administering polygraph examinations to key subjects.
5. Develop a family dynamics profile to include information regarding previous calls for police service to the missing person's residence [i.e. domestic violence, etc.], reported child abuse to social service agencies and / or schools and the existence of insurance policies on the missing child.
6. Establish a leads management system to prioritize leads and ensure that each lead undergoes review and follow up.
7. Obtain the missing person's latest medical and dental records and any physical evidence from the residence that may be utilized for future DNA comparisons [i.e. hair from the missing person's hairbrush, saliva from toothbrush]. Obtain the missing person's fingerprints from a personal item if no pre-prepared fingerprint card is available.
8. Prepare update bulletins and / or fliers for local police agencies, state and federal missing children's clearinghouses, FBI, etc. and distribute within the appropriate geographical locations. Utilize radio and television to solicit citizen tips and information.
9. Establish a master file for all documents generated by the incident and include copies of all reports in file. Create a case activity log that chronologically lists the various investigative tasks completed in conjunction with the incident.
10. Maintain communication with the command staff and ensure it is consulted and informed of each development in the case.
11. Liaison with and seek assistance from other local law enforcement units to include the Hallsville County Juvenile Probation.

COMMAND STAFF RESPONSIBILITIES

The Chief of Police is responsible for managing any missing person's investigation in which the missing person is not immediately located. The Chief's designee will manage the investigative effort in the Police Chief's absence. The following activities are the specific responsibility of the person in charge of the investigation:

1. Obtain the necessary resources to maintain a long-term multi-jurisdictional investigative effort to include coordination with state and / or federal authorities.
2. Activate the districts emergency notification system if appropriate. Coordinate the scope of the activation with the surrounding police agencies.
3. Establish a command post away from the scene if the investigation goes beyond the initial response, preliminary investigation and search of the immediate area.
4. Organize and deploy any long-term voluntary search team(s).
5. Approve the detective's follow up investigative plan and keep abreast of each new development in the case.
6. Establish a telephone hotline to receive tips and leads from the public or informants that are generated in response to bulletins and / or other public information releases.
7. Establish and maintain a liaison with the missing person's family and ensure victim assistance programs are made available to the members of the missing person's family.

REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed periodically to ensure alignment with:

- **Texas Commission on Law Enforcement (TCOLE) standards**
- **Texas Education Agency (TEA) guidance**
- **Texas alert-system statutes and regulations**

	Hallsville Independent School District Police Department	Policy #: **2 - 13**
Policy Title: **Eyewitness Identification**		Effective Date: **01 – 01 – 2027**
Replaces:		Approved by: _____ Chief of Police

Policy Statement:

The purpose of this policy is to outline proper protocol for eyewitness identification procedures for photographic, show-up, and live lineup identifications which maximize the reliability of identifications, protect innocent persons, and establish evidence that is reliable and conforms to established legal requirements.

Definitions:

Blind Procedure – A procedure wherein the person administering the live lineup or photo array does not know who the suspect is.

Blinded Photo Array Procedure – A procedure wherein the person who administers the photo array 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.

Folder Shuffle Method – A method of administering a photo array such that the administrator cannot see or track which photograph is being presented to the witness until after the procedure is completed. This method is employed when a blind procedure is not possible.

Fillers – Non-suspect photographs or persons. Fillers are selected to both fit the description of the perpetrator provided by the witness and to ensure that no individual or photo stands out.

Illiterate Person – An individual who speaks and understands English but cannot read and write in English.

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, or speaking impaired.

Live lineup – An identification procedure in which a group of persons is displayed to the witness or victim in order to identify or exclude the suspect.

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.

Photo Array – An identification procedure in which a series of photographs is displayed to the witness or victim in order to identify or exclude the suspect.

Sequential Live Lineup or Photo Array – An identification procedure in which the persons in the live lineup or the photographs in the photo array are displayed one by one (sequentially).

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.

Witness Certification Statement – A written statement that is read out loud to the witness or victim describing the procedures of the identification process.

Policy:

Eyewitness identifications are a significant component of many criminal investigations. The identification process shall be administered so as to minimize the likelihood of misidentifications. Moreover, constitutional safeguards shall be observed in the process for the purpose of assuring the rights of each individual involved. Officers shall employ evidence-based techniques and identified best-practices surrounding the collection and preservation of eyewitness evidence in accordance with this section.

Procedure:

Officers conducting a line-up identification shall, to the greatest degree possible,

A. Use blind methods to avoid inadvertently indicating which person in the line-up is the suspect. If a blind method cannot be used, the officer will document the justification for using another method.
B. Use photo line-ups to minimize exposure of witnesses to being made known to potential suspects
C. Document all images and persons used in line-ups, whether photographic or live,
    1. Line-ups should be recorded in video and audio formats.
    2. If video recording cannot be accomplished, an audio recording should be made and the reason for not recording video should be documented in the officer's report.
    3. If neither video nor audio recording can be accomplished, the officer shall document, in the report, the reason that such recordings could not be made.
D. Document, in the offense report, each person to whom the line-up is shown
    1. Line-ups should be shown to only one person at any given time allowing the viewer to make an independent and un-coached identification.

E. Record the response of each witness in the offense report
    1. If there are multiple suspects to be identified, a separate line-up should be conducted for each suspect to be identified.
    2. Fillers from the line-up for one suspect should not be used in the line-up for a subsequent suspect.

F. If a photo-line up or live line-up is used, persons in the line-up should be re-sequenced or "shuffled" after each witness has viewed the line-up.
    1. Persons identified in each line-up sequence should be identified in the officer's report by name and not by the place-number they occupied in the line-up.

G. Witnesses should not be allowed to communicate, in any way, with other witnesses who are waiting to view the line-up.

H. Witnesses who have limited communications skills or capabilities (i.e. illiterate, hearing impaired or limited/no command of the English language) should be provided with a proctor or translator to
    1. assure that the witness fully understands the process and,
    2. to act as a credible witness to that understanding and the responses of the person making the identification.

I. All results of each viewing of the line-up, whether a positive identification was made or not, shall be documented in the officer's report.
    1. Video and audio recordings of the line-up shall be documented in the officer's report and logged into evidence.

REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

	Hallsville Independent School District **Police Department**	Policy #: **2 - 14**
Policy Title: **Evidence Collection, Storage and Handling**		Effective Date: **01 – 01 – 2027**
Replaces:		Approved by: _____ Chief of Police

POLICY

Proper documentation, collection, preservation, and submission of physical evidence to forensic laboratories may provide the key to a successful investigation and prosecution. Through evidence located at the scene, suspects are developed or eliminated, investigative leads are established, and theories concerning the crime are substantiated or disproved. The purpose of property and evidence management is to maintain those property items coming into the possession of the department in such a manner as to secure them from theft, loss, or contamination, and to maintain them for easy retrieval as needed.

It is the policy of the Hallsville Independent School District Police Department to maintain **strict control, accountability, and chain of custody** for all property and evidence coming into department possession.

PURPOSE

The purpose of this policy is to establish property safe procedures that will protect the integrity of the property and management system. ALL evidence will be logged and stored at Hallsville ISD Police Department or at the Harrison County Sheriff's Office, if required, for better storage and safekeeping while maintaining a chain of command and in conjunction with that agencies policies. Hallsville ISD Police Department will follow the policies in this document and the policies of assisting agencies pertaining to evidence collection, handling and release. If the policies differ, then Hallsville ISD officers will follow the policies of the mentioned agency to enter the evidence properly.

ORGANIZATION AND ACCOUNTABILITY

A. The Chief of Police shall appoint a **Primary Property Custodian** and an **Alternate Property Custodian**. The property custodian is responsible for maintaining security and control of property and evidence that the department acquires through normal duties and responsibilities. The alternate serves as backup when the assigned property custodian is unavailable.
B. The Property Custodian is responsible for the secure control and management of all property and evidence acquired by the department. The Property Custodian reports through the chain of command to the Chief of Police.
C. The Property Custodian shall complete:
    1. A TCOLE-approved property and evidence management course;

2. On-the-job training; and
3. Ongoing professional development related to evidence handling.

D. Duties and Responsibilities
    1. The primary duty of the property custodian is to log, classify, store, dispense, destroy, and release property and evidence to its rightful owner, for court presentation and/or for destruction or auction. Additional duties include but are not limited to the following:
        a. Maintain evidence or property in such a manner that the individual items are secure from theft, loss, or contamination, and can be located in a timely manner. Maintain property reports and other documentation associated with the "chain of custody" for all property.
        b. Ensure the timely and legally correct notification of owners and release/disposal of property recovered, found, or seized by the Police Services.
        c. Operate computer terminals to access information regarding case dispositions and other related information involving the classification and proper disposition of property/evidence.
        d. Coordinate the disposal of unclaimed and/or surplus property and the special disposal of narcotics, weapons, explosives, and hazardous materials pursuant to law.
        e. Release of property for court, auction, disposal, or person legally entitled to the item.
        f. Provide in-service training to department personnel regarding the appropriate logging, packaging, documenting, and storage of property and evidence.
        g. Provide effective liaison between the department and local, county, state, and federal law enforcement agencies.
        h. Represent the department while attending state and local associations involved with the management of property and evidence.
        i. Stay abreast of local, state, and federal law involving property and evidence handling. Recommend and facilitate appropriate changes.
        j. Maintain a clean and orderly property storage facility.

FACILITIES SECURITY (TBP: 12.04)

A. Access
    1. The property safe is maintained as a secure location. Access to the property safe and all other temporary or long-term property storage areas is restricted to the property custodian and the alternate property custodian. All other persons entering the property safe will be escorted and use a sign in and out entry log.
    2. Other department personnel do not enter property storage areas unless escorted by a property custodian or Chief of Police. Except for the property custodians, all Department personnel, visitors, contractors, etc., who enter the property safe must sign in and out on the log, and the date, duration and purpose of the entry must be noted.
    3. Property or evidence is removed from its storage location only by the property custodian or the authorized designee.
    4. The doors, gates, or other closure devices to any storage area are secured whenever the property custodian or other authorized personnel is not on the premises.

B. Control

1. A code is required to open the main property safe door. The property custodian and alternate are the only individuals with codes.
2. The keys to all other property storage facilities are kept in the key box located inside the main property safe. Both the duplication of keys and the unauthorized possession of keys to secured property storage areas are strictly prohibited.
3. A complete set of other storage facility keys, safe combinations, alarm codes, etc., are in a sealed property envelope, initialed and dated by the property custodian and Chief of Police. That envelope stays in the Police Chief's safe as a backup for property safe personnel. Inspection of this envelope is part of all property safe audits and inventories.
4. Property safe personnel may not relinquish property keys, combinations, or alarm codes to anyone other than authorized personnel.
5. When property custodians leave their assignment, the Chief of Police ensures that all locks, combinations, and codes are changed.
6. New locks or codes are installed in the event that a key is lost or security is otherwise compromised.

C. Alarms and Other Security Systems
1. The main property safe shall be monitored by the Chief of Police. Only authorized personnel have access codes. (Codes change as required.) That safe remains locked at all times unless property is being stored, removed, or inventoried.
2. Only Authorized personnel will enter the main property safe during normal business hours and with a witness present to attest to their actions. Any modifications to items inside the main property safe will require documentation and approval by the Chief of Police.
3. Any evidence may be transferred to Harrison County Sheriff's Office and stored separately from other property in the property safe, at the direction of the Chief of Police if it is deemed a more secure location given the amount or type of evidence.

CATEGORIES OF PROPERTY

A. Property in department custody is classified as:
1. **Evidence** – Evidence is property that comes into the custody of a police department employee when such property may tend to prove or disprove the commission of a crime, or the identity of a suspect, pursuant to an official criminal investigation. Evidence or assets seized for forfeiture are handled in the same manner as other evidence;
2. **Found Property** – Found property is property of no evidentiary value that comes into the custody of an agency employee, and whose rightful owner may or may not be known to the finder or the department. Due diligence must be exercised to discover the rightful owner. If the owner cannot be located, the Department will dispose of the property in a time and manner prescribed by law;
3. **Safekeeping** – Safekeeping is property of no evidentiary value surrendered to an employee of the agency for temporary custody. This arrangement comes with the understanding that the person surrendering the property has the legal right to do so, and that the property will be returned to the rightful owner(s) at the end of a specified period, unless disposition by the Department, in a manner prescribed by law, is requested by the owner(s).

DOCUMENTATION AND RECEIPT OF PROPERTY (TBP:12.01)

A. Documentation of Property
    1. The police employee accepting property writes a report with the following components:
        a. Description of the item;
        b. Pertinent details of how the item came into the employee's possession and;
        c. Information on the person from whom the property was seized or recovered.

B. Receipt of Property
    1. The property custodian will provide a receipt to any person from whom property is taken regardless of the classification of that property.

C. Computer Inquiry and Entry
    1. Serialized property shall be checked through **TCIC/NCIC** prior to storage. This determines if the property has been reported stolen or has been entered into the statewide system for any reason.
    2. Dispatch verifies all "hits" before the item is confiscated. After verification, a dispatcher sends the "locate" information.
    3. The offense and property report reflects the status of the property items. The report also indicates that a "locate" was sent to the originating agency. It is the originating agency's responsibility to update the TCIC information from "stolen" to "recovered" status.

D. Property Forms: The property and evidence function requires the use of the following forms:
    1. Evidence Bags and Boxes
        a. Evidence bags and boxes. These serve as the primary method for submitting property for storage. A listing of the case number, date, location, applicable names, description of property, and officer's name and ID number properly identify the property and its origin.
        b. Chain of Custody Form. This form, submitted with each property container (bag, box, etc.), tracks the movement of the item, including its release.
        c. Property Tag. Officers affix a property tag securely to items that do not fit into evidence bags or boxes. This tag designates the case number, date of submission, and name and ID number of the submitting officer.
        d. Money Form. This form serves as the sole method for logging cash money into the property safe. Cash is defined as United States coin and currency. Checks, credit cards or other negotiable items do not require the use of a money envelope. The property custodian does not accept money unless it is packaged and logged appropriately, according to the following procedures:
            1. Itemize money by denomination, listing subtotals and total amounts.
            2. All money logged into the property safe requires at least two officers or employees to verify the count.
            3. All money envelopes must contain at least two signatures verifying the amount listed and enclosed. The entering officer and verifying officer sign their names and numbers to the front of the envelope, and seal the envelope with tamper-proof security tape. Both then initial the back of the envelope prior to

entering it into the property locker. For accuracy, the officers must conduct two separate counts on large amounts of cash.

4. Extremely large amounts of coin and/or currency seized can be difficult to package in a money envelope, e.g., coins stored in a large piggy bank or bottle, a large amount of bills in a briefcase or satchel. In those rare cases, it is acceptable to log the container and money as is. However, the need for a money count and money form still applies. Officers submitting the money secure the container with evidence tape to prevent tampering and tape the money form to the container.
5. Suspected counterfeit bills require a money form, but have no cash value. Make a notation on the outside of the money envelope reflecting that the contents contain suspected counterfeit bills.
6. The money form is also used for foreign currency. Officers will indicate on the outside of the envelope that the envelope contains foreign currency.

e. Property Receipt Form and Property Release Form. The Property Receipt Form serves as a receipt for property taken into custody and documents the release of property to other entities. The Property Release Form also authorizes the release of property. No property is released without a completed Release Form.

LOGGING PROPERTY AND EVIDENCE

A. Officers who seize property and are able to determine ownership in the field may release the property immediately to the owner if the property is not needed for prosecution in a criminal case. Officers should make contact with the investigating officer or, if necessary, the district attorney's office to determine prosecutorial need. If the property can be released in the field, the officer will complete a Property Release Form and have the owner sign for receipt of the property. The form will be turned in to the property safe where the property custodian will enter the property into the system and show that it was released in the field. The Property Release Form will be forwarded to the Chief of Police for inclusion in the case file. (TBP: 12.06)

B. Property that is seized by the department and not immediately released to the owner will be entered into the computer system and secured in the property safe as soon after seizure as possible. Personal lockers, files, or desks are not approved storage for property or evidence items. Officers will log all property and evidence into the property safe before the end of their shift. (TBP: 12.03)

C. Maintaining property/evidence in a case file may be acceptable when it is necessary for the proper investigation of the case by the assigned detective; however, the property/evidence must first be logged into the property system and then signed out. The officer signing out the property /evidence is responsible for the evidence until returning it to the property safe. The detective is also responsible for the integrity of the evidence while checked out.

D. Marking and Packaging

1. All collected property is marked for identification and packaged to avoid contamination.
2. Permanent and distinctive marks, such as initials, ID numbers, and case numbers, should be marked directly on objects collected (when possible) without damaging the evidence.
3. When unable to mark the exhibit itself (such as in the case of stains, hair, blood, controlled substances, etc.), the officer must place the item in a vial, envelope, box, bag or other suitable package, then seal and mark the container as instructed in item 2 above.
4. Containers and materials for use in packaging physical evidence and other property come in a variety of shapes and sizes. Officers strive to use the size and type container appropriate for the type of property. An assortment of packaging materials and supplies for this packaging are near the book-in counter. The property custodian is responsible for maintaining property packaging and storage supplies.
5. Always package FIREARMS, MONEY AND CONTROLLED SUBSTANCES separately from other property or evidence items.
6. Firearms Evidence. The collection of firearms is appropriate for both criminal and non-criminal cases. Due to the very nature of these items, extreme care is taken to ensure the safe handling of all weapons and preservation of their evidentiary value. Weapons are unloaded ONLY after the officer notes the position of the bullets, empty cartridges, safety, bolt, breechblock, hammer, cylinder, magazine, etc.

   NOTE: NEVER PLACE A LOADED FIREARM IN AN EVIDENCE STORAGE LOCKER.

   Exception: If a weapon cannot be unloaded due to a mechanical defect the officer must attach a warning note to the weapon indicating that it is loaded. The property custodian arranges for the range master (or a qualified designee) to unload the weapon prior to placing it in storage or transporting it to a laboratory. Unfired cartridges may be left in the magazine provided the magazine is removed from the gun.

7. Hazardous Materials / Devices: No unexploded device, or a device that is suspected of being one that might explode, will be transported or stored in or about the police facility. No Class A explosive, such as dynamite, desensitized nitroglycerin, large quantities of fireworks, or more than one pound of black powder will be transported or stored in or about the police facility.
8. Money: All monies will be itemized by denomination and quantity on the approved money form before it is placed in a property locker.
9. Jewelry: Jewelry items will be packaged individually in an appropriate and suitable container such as an envelope, box, or bag.

10. Bicycles: All bicycles or portions thereof retained by police services are placed into the fenced property annex area. Different levels of security for the storage of bicycles may be utilized depending on the property classification of the bicycle (Evidence vs. Found Property).
11. Motor Vehicles: Motor vehicles requiring retention are stored at a local wrecker service yard following Harrison County Sheriff's Office guidelines. Small motorized scooters are stored in the fenced property annex area. Note: Vehicles may be temporarily stored at the police facility while being processed during a crime scene search. The keys for motor vehicles retained as long-term evidence (homicides, fatal traffic accidents or serious hit-and- runs) remain in the ignition of the vehicle if mechanically feasible. Otherwise, those keys are logged into evidence.
12. License Plates: License plates are the property of the Department of Public Safety (DPS, or appropriate motor vehicle department) from the state of jurisdiction. The public is permitted to use the license plate when the annual fees have been paid. License plates maintained as evidence are logged into evidence. Officers must attempt to return a found license plate to its owner. If that is not feasible, the officer logs the plate into property. The property custodian is then responsible for returning the plate to the owner or DPS.
13. Alcohol: Open containers of alcohol are not logged into the property safe. The investigating officer pours out the contents at the scene. The officer then describes the condition of the container and its contents in the police report. Officers avoid booking large quantities of alcoholic beverages into evidence. In rare situations, such as when a sample of the evidence is necessary for prosecution, one unopened container (bottle, can, etc.) is retained, and a photograph of all of the evidence is attached to the report. A video is made of the destruction of the remainder and this video is attached to the report or otherwise submitted per department video submission policy.

PROPERTY SAFE COLLECTION, INVENTORY & STORAGE

A. Property Collection
    1. On a daily basis, the property custodian or alternate inspects all temporary storage lockers, bins, and annexes to remove and process all property items.
    2. The property custodian or alternate also completes the following:
        a. Stores each item in the approved locations,
        b. Arranges for transportation to the laboratory for examination as required, and
        c. Arranges for destruction, release to owner, auction or other authorized disposition as appropriate.
B. Property Inventory
    1. The property custodian accounts for every item submitted into the property system. This process begins at intake.
        a. The property custodian or alternate compares items listed on the property forms with those actually found in temporary storage. If any item is missing, the property

custodian immediately notifies the on-duty supervisor. The submitting officer and/or the supervisor then corrects the discrepancy.

b. If the property custodian cannot find a missing item(s), he/she enters the item into the "Unable to Locate" (UTL) file and notifies the Chief of Police via email, explaining the circumstances surrounding the missing property. The supervisor forwards a copy of the email to the employee responsible for property entry. Property connected to the case will not be processed until the missing material is found or the discrepancy has been corrected.

C. Improperly Submitted Property – "Right of Refusal"

1. Officers submit every item into property in a safe and thorough manner consistent with these guidelines and policy.
    a. The property custodian has the authority to refuse acceptance of any property item submitted in an unsafe, incomplete, or otherwise improper manner as defined in this manual.
    b. Property safe personnel SHALL NOT accept any money, jewelry, or controlled substances if the seal, envelope, packaging, or container has been opened, tampered with, or otherwise improperly submitted.
    c. The property custodian immediately notifies the on-duty supervisor, who follows up with the submitting officer's supervisor.
    d. All personnel immediately correct a breach in safety protocol.

B. Property Storage

The following types of property and evidence are stored separately and according to the listed guidelines. Other miscellaneous types of property may be stored separately as the property custodian determines.

1. Firearms
    a. The property custodian stores all firearms in containers (boxes) designated for handgun, rifle, and/or shotgun. Exceptions can be made for those weapons, which, due to size or other considerations, are not compatible for storage in such containers.
    b. The property custodian segregates all firearms from other types of property retained. All firearms, REGARDLESS OF PROPERTY CLASSIFICATION, are stored in the weapons safe inside the property safe or at the discretion of Harrison County Sheriff's Office property custodians. The safe remains locked at all times unless property is being stored, removed, inventoried, or inspected. NEVER store ammunition with firearms. All ammunition is stored in the ammunition bin.
2. Controlled Substances
    a. The property custodian segregates all drugs and narcotics from other types of property retained. All controlled substances, REGARDLESS OF PROPERTY CLASSIFICATION, are stored in the secure safe inside the property safe. The safe remains locked at all times unless property is being stored, removed, inventoried, or inspected.

b. Officers count, verify, test, and weigh controlled substances (or suspected controlled substances) prior to sealing them in containers or bags. The officer then weighs the bag and notes "BW" (for bag weight) and the total weight in grams on the outside of the bag. The bag weight is entered in the property description line as "Marijuana BW 13 grams" or similar.
c. Property custodian only opens sealed containers to facilitate the transportation and/or destruction of the item.

3. Money
    a. The property custodian segregates all money from other types of property retained. All money, REGARDLESS OF PROPERTY CLASSIFICATION, is stored in the secure safe.
    b. Exception: When the money itself is evidence, subject to forfeiture (drugs), or examination, it will be logged and may be transferred to the Harrison County Sheriff's Office and set aside pending review by the District Attorney.
    c. The property custodian opens sealed containers only to release the money to its rightful owner or to transfer the money to a financial institution. At least one other police employee is present when opening any money envelope.
    d. The property custodian secures negotiable stocks, bonds, or bank securities in the safe with other money items. He/she assigns no value to the securities for purposes of showing a recovery value.
4. Homicides
    a. The property custodian stores all items of evidence associated with a given homicide case together, unless that evidence requires storage elsewhere for additional security, safety, or preservation measures.
    b. Property associated with all homicide cases remain segregated from other types of property retained by the Department.
5. Hazardous Materials
    a. The property custodian transfers and stores all hazardous materials in containers designated for that purpose.
    b. The property custodian segregates all hazardous materials from other types of property retained. All hazardous materials, REGARDLESS OF PROPERTY CLASSIFICATION, remain stored within a hazardous materials storage container, clearly marked and designed for the storage of these materials.
6. Photographs
    a. The property custodian stores undeveloped film canisters separate from other types of evidence the department retains.
    b. Upon an investigator's request, the property custodian transports film and negatives to a private vendor for processing.
    c. The investigator submits a Property Form and enters the prints into evidence. A set of prints remains with other items associated with the case. The investigator may retain a separate set of prints as a working copy during follow-up. After finishing, the investigator forwards the prints to the district attorney as a part of the case file, or destroys them.

7. Property Management. Nothing in this manual prevents the property custodian from organizing property as deemed necessary for the efficient operation of the property function.

C. Computer Entries: Computerized Property System (If adopted by Department)

1. The property custodian enters all incoming property into the computerized property system as soon as possible. Information entered into this system includes the following:
    a. Classification of property
    b. Type/description of property
    c. Quantity
    d. Case number
    e. Officer submitting property
    f. Location property stored
    g. Chain of evidence

D. Disposition of Property

1. The property custodian updates the status of all property retained in inventory as necessary.
2. The property custodian retains a complete "hard copy" file on each piece of property as a back up to this computer system. The backup files facilitate regular inspections, audits, and inventories.
3. TCIC / NCIC
    a. Upon request, dispatch personnel check property items with serial numbers in the TCIC/NCIC system.
    b. In all cases when releasing a firearm, detectives conduct a criminal history check of the person receiving the weapon. This establishes whether restrictions exist that prevent the release of the firearm to that individual. Additionally, detectives request a "stolen" check through TCIC/NCIC to confirm the status of the firearm.

E. Electronically stored Evidence (TBP 12.08)

1. Video/audio recordings captured by in-car camera and/or body camera (or any other audio/visual camera source) that is determined to be evidence in a criminal case will be stored on the secure police department server.
2. Officers will download these recordings into the password protected records management system and document their actions in the case report.
3. Only authorized personnel, as assigned by the Chief of Police, will have access to these recordings.

PROPERTY AND EVIDENCE RELEASE GUIDELINES

A. Persons Authorized to Release Property

1. The following persons may authorize the release of property under the provisions of this manual:
    a. The investigating officer, assigned investigator, or the investigator's supervisor,
    b. The Chief of Police,
    c. A magistrate,
    d. The district attorney's office
    e. In cases of found property and property impounded for safekeeping, the impounding officer.

F. Release Authority

1. A court order is required for the release or disposal of property seized pursuant to a search warrant as well as for any property the ownership of which is contested.
2. Court action involving all suspects must be final and the district attorney's Office must approve the release.
3. All evidence or property collected in homicide cases is stored until the death of the defendant(s) or 99 years from the date of the incident.
4. Upon the Chief of Police approval, the property custodian disposes of property on no-lead cases after the statute of limitations is past. The statute of limitations for felonies is as follows:
    a. No limit: murder, manslaughter, FSRA with death
    b. 10 years: theft of estate by administrator, theft by public servant, forgery, indecency with a child, injury to a child, sexual assault
    c. 7 years: misapplication of fiduciary property
    d. 5 years: burglary, theft, robbery, arson, kidnapping, abandoning a child
    e. 3 years: all other felonies.
5. The Chief of Police signs approval of evidence destruction on no-lead misdemeanor cases after one year from the commission of the offense.
6. The district attorney approves of property disposed of or released purely in the interest of justice when the statute of limitations has not expired. This applies to any felony or misdemeanor cases.
7. The property custodian retains any property requested for civil litigation until its release is approved by the Chief of Police. The Chief of Police contacts the county district or city attorney prior to disposal of property cases where the city, district or county is party to civil litigation.

G. Disposition Instructions (non-evidence)

1. Found Property
    a. The investigating officer attempts to determine and contact the owner(s) of found property. Officers call that person instructing them to contact the property custodian to schedule an appointment and claim their property.

b. The owner has 90 days to establish ownership and claim the property.
c. Exceptions: If sufficient evidence exists to file an asset forfeiture case, funds likely coming from illegal activity are retained. Also, if the owner claiming a firearm is not legally entitled to a weapon under the provisions of the law, or is prohibited from possessing a weapon, the Chief of Police determines the type of release or destruction of the firearm.
d. Pursuant to Code of Criminal Procedure Art. 18.17, any found property having a value of $500 or more and the owner is unknown will be advertised as "found" in a newspaper of general circulation prior to forfeiture to the district or destruction.
e. The property custodian processes all unclaimed property for auction, disposal, or transfer for departmental use.

2. Safekeeping
    a. The property custodian returns property held for safekeeping upon the request of the legal owner or by legal mandate. The property custodian disposes of unclaimed property after 90 days.
    b. Prior to release of firearms, the property custodian requests a criminal history check on the owner or person who intends to pick up the weapon.
    c. The Chief of Police determines the disposition on firearms if the owner is not legally entitled to the weapon or is prohibited from possessing a weapon.
    d. The property custodian requests a TCIC/NCIC "stolen" check on the firearm prior to release.
        i. If the firearm is stolen, an attempt is made to return it to the rightful owner.
        ii. If the owner cannot be found, the weapon is destroyed per court order.
    e. When releasing a weapon to the owner, the owner presents a photo ID and provides proof of ownership, if requested. The owner must sign the property release form.
    f. All other types of property held for safekeeping are returned to the owner as soon as possible.

H. Non-Essential Property/Evidence:

1. With the concurrence of the district attorney, property that is not essential to a prosecution or future prosecution is released to the owner as follows:
    a. Property that has no market or investigative value as determined by the district attorney may be destroyed upon completion of the investigation with the district attorney's permission. Examples include, e.g., glass fragments, or a mutilated bullet not suitable for comparison purposes.
    b. Property held as evidence but not introduced during the trial is released to the owner upon receipt of a court disposition, provided the prescribed time for appeal has elapsed. In misdemeanor and felony cases, 90 days is the time allowed for an appeal.
    c. In all cases, the person who receives the property must present a photo ID and sign the property receipt.

I. Court Releases

Officers needing evidence or property for court presentation complete a property release form and have the form signed by a supervisor. The form indicates "temporary release" for court. The officer gives the form to the property custodian, who then completes the chain-of-custody form and releases the item to the officer. In all cases, the person receiving the property must present a photo ID and sign the property receipt.

DISPOSAL GUIDELINES (TBP: 12.05)

A. Disposal of items held in the property safe is made in a manner authorized by statute and as provided in policy.

B. The property custodian disposes of no property item until receiving a release authorization from the Chief of Police, a court order, or written instruction from the district attorney's office.

C. Upon receipt of a court order, the property custodian disposes of property in the manner indicated in that order.

D. Property to be destroyed is disposed of in the following ways:

1. Property of little or no auction value is disposed of in an appropriate trash receptacle except as otherwise directed below:
    a. Papers of a sensitive nature will be shredded.
    b. The contents of open alcoholic beverage containers are poured down the drain before the container is disposed of in the trash.
    c. Property of value (except firearms, money, ammunition, controlled substances, and hazardous materials) is sold at auction, destroyed, or designated for department use.
    d. Handguns and assault weapons may be converted to department use (if appropriate and approved through the established legal process) or are destroyed. Hunting rifles and shotguns may be sold at auction. (See section 2, below.)
    e. Ammunition is disposed of through pre-approved, designated agencies or designated for department use. (See section 2, below.)
    f. Controlled substances are burned or otherwise disposed of as hazardous waste material. (See section 2 below.)
    g. Hazardous materials are disposed of through an authorized, pre-approved hazardous waste disposal firm.
    h. Knives, clubs, BB or pellet guns, or other dangerous weapons are destroyed in the same manner as firearms.
    i. All unclaimed money is deposited in the Hallsville ISD general fund with board approval, except rare coins or rare paper money that will be sold at public auction.

2. Disposition of Firearms

All firearms will be destroyed unless released to their rightful owner with two exceptions. Firearms that are scheduled for disposal that could be used by the department may be converted to departmental use upon written approval of the Superintendent and approval by the Board of Trustees. These weapons will become the property of the department and not individual officers and will be tracked and accounted for on inventories and audits. Weapons of intrinsic collectable value or long guns (not handguns) of sporting value may be auctioned by the district or a third party during the regular auction process. Only those persons possessing an FFL may bid on the weapons.

Destruction process for firearms is as follows:

a. The property custodian ensures the recording of the make, model, serial number, and involved case report number in the property management computer system.
b. The property custodian destroys firearms authorized for disposal as necessary to conserve space and security of the weapon(s).
c. All firearms are inventoried prior to destruction.
d. The property custodian updates the new status on all related documents and computer files.
e. The property custodian, accompanied by an armed police officer and (if possible) a community volunteer, transports the firearms to a destruction facility. The property custodian, officer, and volunteer witness the destruction of each weapon and sign a certificate certifying the destruction.
f. The property custodian retains all written documentation of destruction transactions.

3. Destruction of Ammunition

    a. Department Use
        i. Surplus small arms and rifle ammunition may be retained by the department for official use.
        ii. Ammunition retained for department use is transferred to the range master, who signs a receipt for the items and maintains records of the inventory and use of such ammunition.
        iii. No ammunition of this nature is used for duty purposes.
    b. Disposal
        i. The range master has final discretion on the means of ammunition destruction. That officer decides if the ammunition lends itself well to training or other range use.
        ii. The department employee receiving the ammunition signs the property report. The property report is then forwarded to the property custodian.

4. Destruction of Narcotics/Controlled Substances
    a. The property custodian destroys controlled substances and narcotic paraphernalia after receiving authorization for such disposal.

b. If a controlled substance is evidence in a criminal case filed with the district attorney, destruction may not take place until the case is disposed of and authority for disposal is given by the prosecutor assigned to the court. This authorization may be verbal and noted on the request-for-disposal form. Other controlled substances may be disposed of summarily by the department.
c. Items to be destroyed are pulled from their storage locations and placed in boxes labeled "Narcotics Destruction." Each box is sealed, labeled, and numbered.
d. The property custodian prepares a list of applicable case numbers for each box, and attaches a copy of the related property reports.
e. The property custodian sets an appointment for disposal (crush or burn) and obtains the necessary permits in advance.
f. Prior to destruction, the Chie of Police conducts a random test of the controlled substances scheduled for destruction in the presence of the property custodian and another observer to ensure its authenticity.
g. At least two non-police witnesses examine each item set for destruction. In the event a package shows indications of tampering (other than due to lab analysis), the property custodian pulls the package out of the destruction process and presents it to the Chief of Police. The supervisor initiates an investigation, which may include reanalysis of the drug by the lab.
h. An officer accompanies the property custodian and a person not connected with the department while transporting the controlled substances to the disposal facility. Each attendee witnesses the destruction of the controlled substances and signs a statement to that effect. The contents of the statement comply with the Texas Administrative Code, Title 37, Rule 13.163.

A. Disposal of Hazardous Materials: The disposal of hazardous materials falls under a number of state and federal statutes. In practice, most disposals are regulated by law. Whenever questions arise regarding the proper procedures for waste disposal, the property custodian consults with the Hallsville Fire Department fire division's hazardous materials unit for direction and assistance with disposal efforts.

AUCTION OF UNCLAIMED PROPERTY

A. Disposition of Unclaimed Property

1. Found property of value not claimed within 90 days is subject to auction. Stolen or embezzled property is subject to auction if unclaimed by the owner after notification of a 90-day limit to reclaim the item.
2. Unclaimed property not governed by statute after being held 90 days from the date the owner was notified to claim the property is subject to auction, destruction, or diversion to department use.

J. Auction of Unclaimed Property

1. Unclaimed property may be auctioned by the district or may be auctioned by a private company contracted by the district.

1. To avoid conflict of interest, or any appearance of conflict of interest, no employee of the department purchases any item at such auction, either personally or through a third party.

INSPECTIONS (TBP: 12.07)

For purposes of this manual, an inspection is defined as a brief, informal, usually unannounced review of procedures, records, or facilities to ensure adherence to policy and established protocol.

A. The Chief of Police will conduct an inspection of the property safe at least every six months and make a report of any findings.

B. The inspection should concentrate on how the policies, procedures, and practices are followed. This inspection may be conducted by a supervisor or another officer not involved in the operation of the property safe. The person inspecting the property safe should become familiar with property safe policies and determine if these policies are being followed. The inspection should include inspection of the security of the property safe, the proper use of the sign-in log, the proper and up-to-date processing of property; both intake and disposal, the cleanliness and orderliness of the property safe, and any unusual circumstances. The inspection will also require the property custodian to find a minimum of six items randomly selected from the property log by the person inspecting, to include at least one weapon, one drug and one money item if possible.

C. The Chief of Police may personally conduct frequent unscheduled; unannounced inspections of the property safe and property function or assign someone for these inspections, as deemed appropriate. Documentation of these inspections reflects the date and results of that inspection.

PROPERTY INVENTORIES

A. It is the policy of police services to receive and safely store evidence, found property and property for safekeeping; and to restore the property to the rightful owner, or otherwise lawfully dispose of the property in a timely fashion. The department uses the inspection and inventory process as a means to ensure the integrity of this policy.

B. For purposes of this manual, an inventory is defined as a physical inspection and verification of the location of a property item maintained by the department against the agency's records.

    1. A sampling inventory of individual items stored in the property safe at least once a year, anytime a personnel change is made in the property safe, or when requested by the Chief of Police.
        a. The Chief of Police will assign an officer not connected to the operation of the property safe to assist and observe the inventory. The property custodian will conduct the inventory with the assistance of the assigned individual.
        b. Sampling will include developing a random sampling process and sampling the number of items required for a 95% assurance with a +/- 3% error. The sampling process will rigidly

follow the random sampling process and be documented. If more than a 4% error rate is determined, the Chief of Police shall order a complete inventory of the property safe.

c. A copy of the inventory report is completed after each inventory and forwarded to the Chief of Police. This report includes any discrepancies and lists any missing items. The Chief of Police determines whether an investigation into the loss is warranted.

C. Whenever a firearm, money, or controlled substances are discovered missing, the Chief of Police is notified immediately and an investigation initiated.

REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed periodically to ensure alignment with:

- **Texas Commission on Law Enforcement (TCOLE)**
- **Texas Education Agency (TEA) guidance**
- **Applicable state and federal law**

	Hallsville Independent School District **Police Department**	Policy #: **2 - 15**
Policy Title: **Body Cameras**		Effective Date: **01 – 01 – 2027**
Replaces:		Approved by: _____ Chief of Police

Policy Statement:
It is widely acknowledged that video evidence, generated from body-worn or vehicle recording equipment, benefits case preparation and resolution as well as creating officer accountability and organizational transparency. Recorded data from such devices provide irrefutable documentation of interactions between officers and the community, deters unprofessional conduct, and illuminates the facts concerning allegations of wrong-doing and increase the public trust and satisfaction with the accountability of their law enforcement agencies.

Definitions:
BWC – Body-Worn Camera

Policy:
All uniformed HISD PD officers shall wear and operate, in accordance with procedures listed in this policy, the department-approved and issued Body-worn Camera (BWC) while on duty or working events for, or sponsored by the District. This is to include approved off-duty security in which an officer my be required to act in an official capacity.

Procedure:
A. Each officer shall be issued a BWC to be worn during duty assignments.
    1. The officer is personally responsible to maintain and seek repairs for the BWC as necessary to assure compliance with this policy.
    2. Only the Department issued BWC will be utilized for recording conversations and contacts while on duty unless specifically authorized by the Chief of Police
B. Officers will inspect and assure that the unit is functional prior to the beginning of each shift or assignment.
    1. If damaged or inoperative the officer will turn the device in for repair immediately.
    2. If a camera becomes inoperative during the course of duty it should be reported as soon as possible to the officer's immediate supervisor.
C. Officers shall, as soon as practical, place the BWC in its recording mode as soon as possible after the onset of a given situation.
    1. Situations to be recorded are:

a. Traffic stops and citizen contacts,
b. Impaired person investigations,
c. Medical incidents
d. Pursuits (on foot or in vehicle),
e. Accident scenes,
f. All searches
g. Statements made by suspects, victims and or witnesses
h. Advising an individual of their Miranda rights and during arrest procedures
i. Interrogations and interviews
j. Any closed-door interview or conversation with a student from the officer,
k. Any time the officer feels it is appropriate to record for official police purposes.

D. Recordings made with the BWC shall be used for official Department purposes only.
E. Once activated, the officer will not disable or turn off the camera until after the incident is over or a resolution to the situation has been made.
F. Officers arriving after the onset of an incident or as back-up to an on-scene officer shall activate their BWC.
G. When video and/or audio recordings are made in connection with an investigation or documented citizen contact, the officer shall clearly state in the documentation that a recording was made as well as when, where and how it was placed into storage.
H. All data/information recorded by the BWC is to be used in support incident and offense investigations and shall not, in any case, be used for personal or social media exposure without authorization from the Chief of Police.

Restrictions and Limitations:

Officers equipped with department-issued Body Worn Cameras (BWC) shall not:

A. Make surreptitious recordings of personal conversations or conversations with other officers or District employees except as required for the purposes of legitimate investigation of a criminal act or major policy breach,
    1. Officers shall advise fellow employees when the BWC is recording except during law-enforcement related activities,
B. Intentionally record any under-cover officer or confidential informant,
C. Record private meetings or disciplinary meetings.

It is an exception to the provisions of this section that the person making such recording was doing so in furtherance of an on-going criminal investigation or did so at the instruction of the Chief of Police.

Storage, Access and Availability:

A. All video and audio recordings made on Body Worn Cameras shall be downloaded and stored, at the end of each tour of duty or as soon as practicable thereafter, in accordance with the methods dictated by the

equipment manufacturer.

B. All such downloads shall be made to and stored on a single data storage device designated by the Chief of Police.
C. All downloads from BWCs shall be maintained, in their entirety and unaltered, for a minimum of 90 days unless they are deemed to have evidentiary value in an active case.
    1. Data deemed to be of evidentiary value shall be maintained in storage until the case is wholly resolved and opportunity for appellate filings has expired.
D. Officers shall not alter or delete, in whole or in part, any recording from a BWC.
E. Officers shall not make any copy, in whole or in part, of any recording from a BWC unless instructed by supervisor for administrative or criminal purposes.
F. Officers are entitled to access of all recordings of an incident involving the officer before the officer is required to make a statement or report about the incident.
G. Recordings captured as part of a Department employee's duties shall be the property of HISD PD and are considered to be an official police record. Such recordings are for Departmental purposes only and may not;
    1. be saved outside the storage methods described in this policy,
    2. preserved or transmitted in any form for personal collection, use or distribution
    3. made public or publicly available in any form or in any venue without the express, permission of the Chief of Police.
    4. make available through public open records requests any video without approval by the Chief of Police as well as following all state and federal laws and guidelines involving the redacted, delayed or limited release of video evidence.

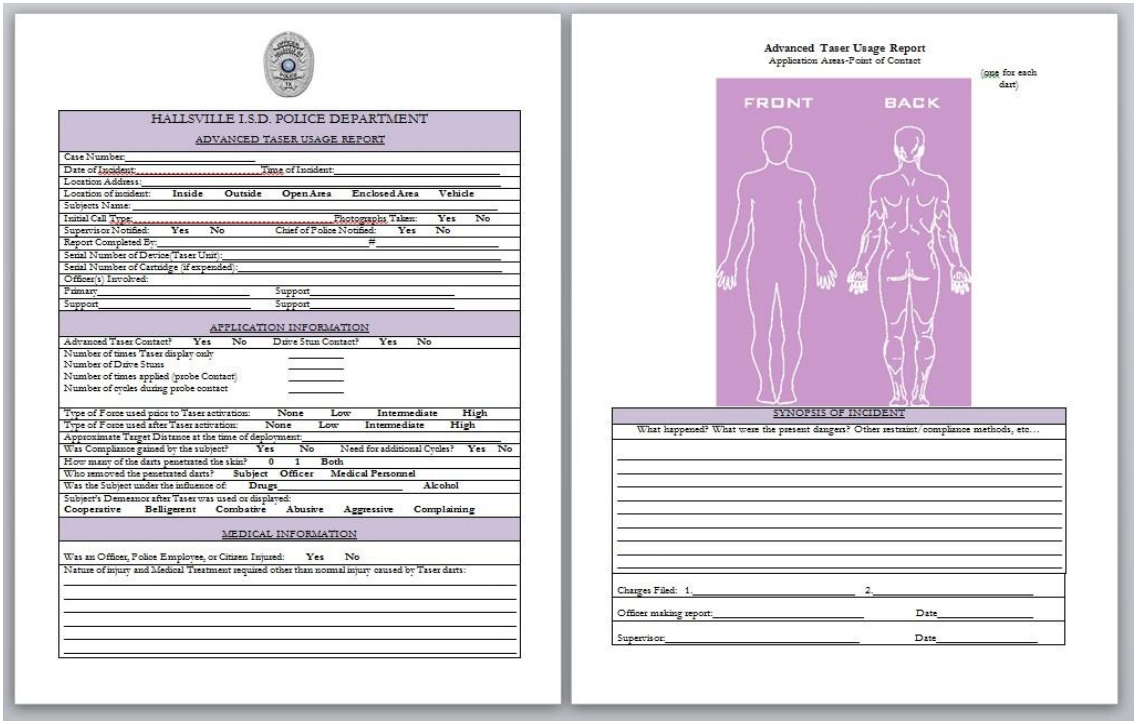
REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure alignment with:

- Texas Education Agency guidance
- Texas Commission on Law Enforcement standards
- Emerging legal, operational, and community expectations

Appendix

3 – 01 Conductive Electronic Weapon Use Report:



HALLSVILLE I.S.D. POLICE DEPARTMENT

ADVANCED TASER USAGE REPORT

Case Number:_____

Date of Incident:_____ Time of Incident:_____

Location Address:_____

Location of incident: Inside Outside Open Area Enclosed Area Vehicle

Subjects Name:_____

Initial Call Type:_____ Photographs Taken: Yes No

Supervisor Notified: Yes No Chief of Police Notified: Yes No

Report Completed By:_____ #_____

Serial Number of Device (Taser Unit):_____

Serial Number of Cartridge (if expended):_____

Officer(s) Involved:

Primary_____ Support_____

Support_____ Support_____

APPLICATION INFORMATION

Advanced Taser Contact? Yes No Drive Stun Contact? Yes No

Number of times Taser display only _____

Number of Drive Stuns _____

Number of times applied (probe Contact) _____

Number of cycles during probe contact _____

Type of Force used prior to Taser activation: None Low Intermediate High

Type of Force used after Taser activation: None Low Intermediate High

Approximate Target Distance at the time of deployment:_____

Was Compliance gained by the subject? Yes No Need for additional Cycles? Yes No

How many of the darts penetrated the skin? 0 1 Both

Who removed the penetrated darts? Subject Officer Medical Personnel

Was the Subject under the influence of: Drugs_____ Alcohol

Subject's Demeanor after Taser was used or displayed:

Cooperative Belligerent Combative Abusive Aggressive Complaining

MEDICAL INFORMATION

Was an Officer, Police Employee, or Citizen Injured: Yes No

Nature of injury and Medical Treatment required other than normal injury caused by Taser darts:

_____

_____

_____

_____

_____

Advanced Taser Usage Report

Application Areas-Point of Contact

(one for each dart)

SYNOPSIS OF INCIDENT

What happened? What were the present dangers? Other restraint/ compliance methods, etc…

_____

_____

_____

_____

_____

_____

_____

_____

_____

Charges Filed: 1._____ 2._____

Officer making report:_____ Date_____

Supervisor:_____ Date_____