



Texas Law Enforcement Best Practices Recognition Program

January 2012

Texas Police Chiefs Association

Volume 4 Number 1

Recognition Committee

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<http://rp.TPCAF.org>

Three New Agencies Recognized This Quarter - Bringing the Total to 52

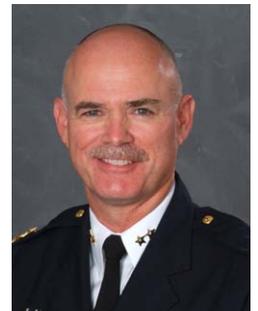
North Richland Hills Police Department



North Richland Hills is on the northeast side of Fort Worth. The city began to develop in 1952 when Clarence Jones began to subdivide his 268 acre dairy farm into a suburban addition. In 1953, an election was held, and the 268 acres of dairy farm, with a population of 500, officially incorporated as North Richland Hills. Starting with the original 500 in 1953, the city continued to grow and the 2010 census reflects the current population at 63,343, making it the third largest city in Tarrant County. The city of North Richland Hills operates under a council-manager form of government. The city of North Richland Hills has become a favored destination for those seeking a safe and responsible city to live, shop and raise a family.

In 1953, a town marshal was appointed and a night watchman was licensed by the city. Today, the North Richland Hills Police Department has an authorized strength of 106 officers, three part-time officers, 52 full-time non-sworn personnel and services an area covering 18.2 square miles. Its police facility encompasses 35,297 square feet, including off-site facilities. The police department's current annual operating budget is \$14 million and it is comprised of two bureaus, the Operations Bureau and the Management Services Bureau.

Jimmy Perdue was appointed as the chief of police for the North Richland Hills Police Department in July of 2005. He began his law enforcement career with the Irving Police Department in 1982, moving through the rank structure to the position of assistant chief of police. During his career he has been involved in nearly all aspects of policing to include patrol, criminal investigations, internal affairs, community services, training, tactical and special operations. In 2008, he was promoted to public safety director overseeing the city of North Richland Hills Public Safety Services including the Police, Fire, and Neighborhood Services Departments. Chief Perdue is a graduate of the 198th Session of the FBI National Academy, the Advanced Management College at the Southwestern Law Enforcement Institute and the Bill Blackwood LEMIT. He holds a Bachelor of Arts and Science degree from the Dallas Baptist University and a master's in Criminal Justice from the University of North Texas.



Roanoke Police Department

The history of Roanoke begins in the year of 1847, when a small group of 20 settlers and their families settled near Denton Creek. It was during the depression that Roanoke was incorporated as a town. Located in southern Denton County, the main east-west road through the city is State Highway 114. The original Babes Chicken, located on Oak Street, is also next to what was a hotel that the famous bank robbers, such as Bonnie

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and Clyde, resided in during the 1930s. Today, the population has grown to approximately 7,900. The city of Roanoke is a council-manager form of government. In 2008, Roanoke was listed on the National Register of Historic Places.



The Roanoke Police Department was created in 1991, with two police officers and was housed inside city hall. Today, the department is located in a dedicated facility of approximately 18,000 square feet. The department now consists of 31 sworn officers and 12 civilian employees. The Roanoke Police

Department services a total of 6 square miles and has an annual budget of \$4 million. The department is comprised of the Patrol Division, Criminal Investigations Division, Professional Standards and Communications Division.

Chief Gary Johnson began his career in public safety in 1982, as a police officer for the city of Watauga. In 1983 the department adopted the “public safety” concept and he earned certifications as a Fire Fighter and Paramedic. During the next 20 years Chief Johnson rose through the ranks attaining the position of deputy chief. In May of 2003, he accepted a position with the city of Roanoke as chief of police. Chief Johnson has a diverse educational background including an associate’s degree in Criminal Justice, a bachelor’s degree in Interdisciplin-



ary Studies and a master’s degree in Public Administration from University of North Texas. He is also a graduate of the F.B.I. National Academy in Quantico, Virginia. Chief Johnson is the past president of the North Texas Police Chief’s Association, and serves on the Executive Board of the Texas Police Chief’s Association.

Dickinson Police Department

The city of Dickinson was incorporated in 1977, with a population of approximately 5,000. With a current population of 18,000, Dickinson is located 24 miles north of Galveston, and 31 miles south of Houston. Several factors contributed to the steady growth of the city including the oil industry rise in Houston and Galveston, and NASA’s establishment of the Lyndon B. Johnson Space Center just north of Dickinson. Interstate 45 runs through

see **RECOG Page 3**



BRINKLEY SARGENT ARCHITECTS

PROUD SUPPORTERS OF TPCA FOR TWENTY YEARS

Needs Assessments	DALLAS 972-960-9970
Programming and Budget Analysis	
Security / Technology Integration	AUSTIN 512-610-4700
EOC / 911 / Fusion Center Design	
Complete Architectural Design	www.brinkleysargent.com
Interior Design / Furniture Procurement	
Sustainable / LEED™ Design	info@brinkleysargent.com



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a portion of the city. The city of Dickinson has a council-city administrator form of government.

The Dickinson Police Department was created in 1982 with one Lieutenant, one Sergeant, and eight officers. The department has steadily grown and today consists of 35 sworn personnel and 19 non-sworn personnel divided into Administrative, Investigative, and Uniformed Services divisions. The department oversees a Citizens-On-Patrol Crime Prevention program and is active in the Community Policing Model. It serves an area of 15 square miles with an annual budget of \$3.5 million. In 2002, the department moved from its original station at city hall to a new 10,000 square foot state-of-the-art facility.

Chief Ron Morales is a former Marine and retired from GTE as an



administrator before beginning a second career in law enforcement. He served as a city councilman for the city of Dickinson in 1988 before being elected mayor and serving from 1989 to 1991. He was hired as a police officer with Dickinson Police Department in 1996 and shortly after became the chief of police. He has been the



chief of police for the city of Dickinson for 15 years. Chief Morales holds a position on the College of the Mainland's Police Academy advisory board and is a vice president on the board of directors of the Texas Citizen's Police Academy. Chief Morales earned an Associate of Applied Science from College of the Mainland and holds a Master Peace Officers license. ★

Canyon becomes the second Agency to be Re-Recognized



Canyon Police Department was originally Recognized on February 20, 2008 as one of the two "test" cities in the Program. Approximately 30 miles south of Amarillo, the city of Canyon is home to West Texas A & M University. Canyon's population has risen to 13,303 but also add several thousand more who commute to the university. WTAMU continues to make improvements and complete projects on their campus, which included a new sports complex and several new dormitories. Most importantly the Texas Department of Transportation will begin construction

of the city's US 87 Gateway Enhancement project this year. The city of Canyon has also annexed large parcels of rural land to the north of the city since the last Recognition assessment.

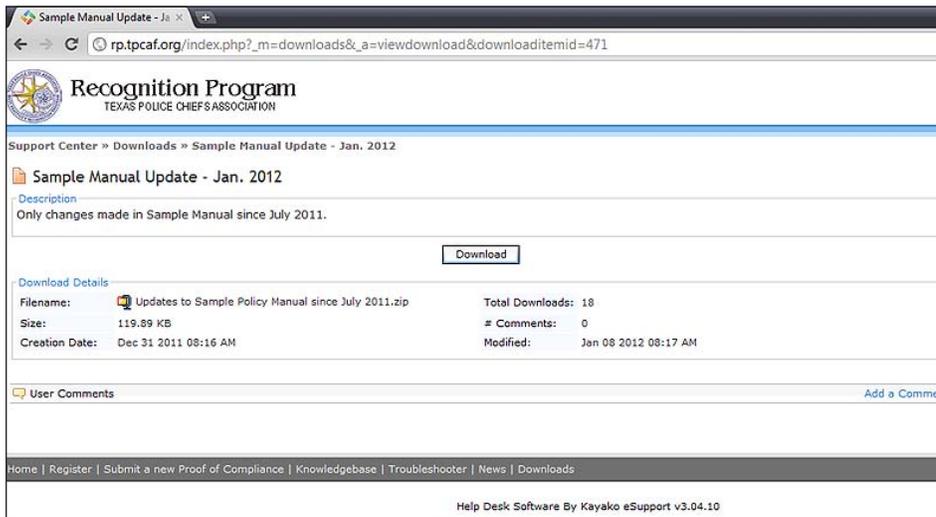
The Canyon Police Department was created through a city charter in 1959. Chief Bobby Griffin retired in 2009 and Dale Davis was appointed chief of police. Chief Davis had served as a lieutenant and as the previous recognition program manager prior to his appointment. In 2011 Chief Davis was able to gain budget approval to add an additional officer to the patrol force. The department now has 21 sworn officers and three civilian employees, which consist of a municipal court clerk, records clerk and the animal con-



trol officer. With the additional officer, the three shifts have been balanced with four patrol officers and a sergeant. The department is also transitioning the fleet from the Ford Crown Victoria to the Chevy Tahoe.

In 2009 Dale Davis was appointed as chief of police of the Canyon Police Department. He began his law enforcement career in 1975 as an officer with the Canyon Police Department. Chief Davis continues to present a fiscally responsible budget while supporting and meeting the needs of the department. Chief Davis serves as the chairperson for the Panhandle Regional Law Enforcement Academy. He is a member of the Texas Police Chief's Association and serves as the treasurer/secretary for the High Plains Police Chief's Association. ★

New Program Materials Released



The new 2012 Standards Manual and Program Manual along with all accompanying Program Materials were placed in the Download section of the website on January 1. Each year the Recognition Committee meets to determine if there is a need for any additions or changes to the Best Practices. Those changes are issued on January 1st of each year. This year the Committee did not add any standards but did modify several and added discussion information in many of the standards to clarify meaning and intent. All of the Document Submission Forms have also been updated. This action acts to keep the Recognition Program as up to date as possible with new requirements

and best practices in law enforcement. The Recognition Committee is one of the hardest working committees in the Association and we are all grateful for their efforts.

Several changes were also made to the Sample Policy Manual. The Sample Manual is updated twice a year and the Complete Sample Policy Manual – January 2012 is the most complete version. There is also an update which is just a copy of the policies that were changed and the changes highlighted. If you have already begun using an earlier version of the Manual, you can download the update and review the changes made to determine if you want to make those changes in your policy manual. ★

Deadline Set for Recognition at Annual Conference.

In order for agencies to complete their on-site in time to be Recognized at the TPCA Annual Conference in April in The Woodlands, their electronic submissions should be completed before the end of January 2012, and the on-site conducted no later than March 2, 2012. This includes agencies seeking re-Recognition. Any questions regarding this deadline should be directed to the Program Coordinator. ★

Recognition Program Training Scheduled

Program Training is scheduled as follows:

Nacogdoches, Texas

- January 18 at 1 p.m. - 4 p.m.
- Nacogdoches Police Department
- 312 W Main St
- Nacogdoches, Texas 75961

Selma, Texas

- January 31 at 1 p.m. - 4 p.m.
- Selma Police Department
- 9375 Corporate Dr
- Selma, Texas 78154

Woodway, Texas

- February 1 at 1 p.m. - 4 p.m.
- Woodway Public Safety Department
- 920 Estates Drive
- Woodway, Texas 76712

Dallas/Fort Worth area

- February 14 at 1 p.m. - 4 p.m.
- DFW Airport DPS Headquarters
- 2900 E. 28th Street
- Irving, TX 75038

McKinney, Texas

- February 15 at 1 p.m. - 4 p.m.
- McKinney Police Department
- 2200 Taylor-Burk Drive
- McKinney, Texas 75071

The Woodlands, Texas

- April 5 at 1:30 p.m. - 5 p.m.
- TPCA Annual Conference
- Woodlands Waterway Marriott
- 1601 Lake Robbins Drive
- The Woodlands, Texas

Note: Chiefs and Program Managers may attend this training at no charge if attending only the training. Chiefs and Program Managers who are planning on attending either the Recognition Luncheon or the entire Conference must Register on the TPCA website and pay required conference fees.

RSVP or change RSVP for any of above to marlinrprice@sbcglobal.net

Police Property Room Inspections and Inventories

There are very few issues which can get a police department and a chief in trouble more than problems in the property room. An article in last quarter's newsletter discussed property room security requirements. But even if your property room is secure, it can still create problems. Property and evidence handling procedures must be airtight and the chief must constantly be assured that the policies and procedures are being followed. That need is addressed in Best Practices 12.07 Property Room Inspections, and 12.08 Property Room Inventory.

One of the primary goals of any police agency is to successfully prosecute offenders of the law. To do this, evidence critical to the case must be carefully protected and accounted for through a clear chain of custody. How does a chief ensure that these needs are met? The answer is staying awake! A chief can never assume that just because it was set up properly several years ago, that it is still working the way it should. This is the intent behind Standards 12.07 and 12.08.

An inspection (required at least once every six months by 12.07) is a quick look at the property room operations by someone outside the property room chain of command. It can be a field sergeant or lieutenant, officer or even a non-sworn employee of the city. The agency's written directive on property room inspections should describe in detail how the inspection should be conducted. Ideally, inspections should be unannounced to ensure that they are inspecting true daily operations. The person conducting the inspection should read and clearly understand the department policies on evidence handling before conducting the

inspection. This will allow the person to know if the process is still being done in the manner approved.

An inspection should include such things as determining if the property room is being kept secure, whether the sign-in log is being used, the cleanliness and organization, if property is being processed in a timely manner, if property is being pulled for destruction properly, and is the record-keeping being done properly. The inspector will likely want to observe a piece of property being processed from submission to being stored, and even have the property custodian find a number of items selected from the records. Normally, an inspection of this nature will only take 1 to 2 hours and should be documented in a memo or on a property room Inspection form which is sent to the chief. Any discrepancies or procedure issues should be noted so that the Chief can have those issues corrected.

An inspection is conducted to ensure the chief the property room is still operating properly. An inventory (required annually by 12.08 – and when there is a change in the property custodian) is an accounting for all the property in the property room. Small agencies may be able to conduct a 100 percent inventory of all their property each year. If you can do so, it is clearly the best possible method of ensuring the integrity of your evidence. However, because the majority of agencies have been lax in their destruction of unneeded evidence, many agencies have so much property that conducting a 100 percent inventory would take months and possibly years. To address this problem the Recognition Program has developed

two alternative methods to comply with Standard 12.08.

The first method is to conduct a 100 percent inventory of all your critical items which is all the money, guns and drugs that are supposed to be in your property room; and then 50 other items at random. Obviously, the intent is to make sure all items are accounted for and that nothing is missing or tampered with. If any items are found to be missing or tampered with, the Chief should be notified and the missing items documented in the Inventory Report. This process works well for smaller agencies that have fewer than about 900 to 1,000 pieces of critical evidence (money, guns or drugs.) Some larger agencies that have more than 1,000 pieces of critical evidence may find the sampling method easier. The sampling method is described in the appendix of the Standards Manual and has a table that will indicate how many items must be selected for inventory based on the total number of items held. This sampling inventory method does, however, require that the items selected for inventory be randomly selected and no deviation from the list during the inventory. The random selection process must be developed and the items identified before the inventory is begun. If your agency is intending to use the Sampling method, feel free to contact the program coordinator to ensure your process will meet the standards.

Periodic inspections and annual inventories are the two most reliable methods of ensuring your property room is operating in an appropriate manner. ★

Program Status

Recognized Agencies	52
Agencies in Process	48