

**CODE OF ETHICS**  
**For On-site Assessment Process**  
**Texas Police Chiefs Association Foundation's**  
**Texas Law Enforcement Agency Recognition Program**

*The Code of Ethics governs relationships, professional conduct and practices among Board and Committee members, staff, Candidate agencies, Team Leaders and Assessors and the general public.*

- **M**embers and representatives of the Committee will serve with appropriate concern for the integrity of the recognition process and with no purpose of personal gain.
- **R**elationships between members or representatives of the Committee and the candidate agency will be of such character as to promote mutual respect within the police profession and toward the goal of improving the quality of police services.
- **N**o member or representative of the Committee will act in any matter in which personal interest could impair objectivity.
- **N**o member or representative of the Committee will use his/her position to promote any partisan political purposes.
- **N**o member or representative of the Committee will accept any gift or favor of a nature to imply an obligation that is inconsistent with the free and objective exercise of their professional responsibilities. At the conclusion of the onsite assessment, Team leaders and Assessors may accept a gift from the agency that is intended to serve as a remembrance of the assessment. The gift item shall be small in value and may only be presented on the last day of the assessment after the "exit" meeting. Both the Team leaders and Assessors and the agency will report all items in the required manner without reservation to the Committee.
- **M**embers and representatives of the Committee or members of the Candidate Agency will report without reservation any corrupt, unethical, or inappropriate behavior, or the appearance of such which could affect the integrity of the recognition process.
- **M**embers and representatives of the Committee will maintain the integrity of private information and will neither seek data beyond that needed to perform official responsibilities, nor reveal information to anyone except as required by law.
- **T**eam leaders and Assessors agree to serve as representatives of the Committee and understand that their relationship with the assessed agency must remain professional and non-adversarial.
- **T**eam leaders and Assessors will be diligent in their responsibility to thoroughly review an agency's compliance documentation and accurately report their findings to the Committee.

- **T**eam leaders and Assessors will ensure that statements in the Final Report critical of the candidate agency will be made only as they are verifiable and constructive in purpose.
- **T**eam leaders and Assessors agree to spend full time and attention to the assessment process while in the candidate agency city. Team leaders and Assessors further agree not to partake of any alcohol in public while in the candidate agency city.
- **T**eam leaders and Assessors have access to information and records not normally available to individuals outside the agency, so inherent in the position of an assessor, is the expectation that access to this information will only be used to further the process of recognition.
- **T**eam leaders and Assessors agree that both during and after the assessment, not to divulge to any person, firm or entity or in any way use for personal benefit, or that of another, any information obtained about the assessed agency during the course of their duties as an assessor. Team leaders and Assessors acknowledge that all information concerning the Committee and the agency to be recognized is strictly confidential and not subject to any disclosure, expressed or implied except as required by law.
- **C**onflicts of interest will be avoided. Conflicts refer to those circumstances or relationships that might affect an assessor's objectivity, or the appearance of objectivity, if selected for the assessment. Team leaders and Assessors may not participate in an assessment of a Candidate Agency where members of the Candidate Agency have been involved in the assessment of the Team leader's or Facilitator's agency.
- **C**onsistent with the Committee's *Code of Ethics*, the following process will be followed for problem-resolution.

While Team leaders and Assessors are conducting the onsite assessment, they are serving as representatives of the Committee and not their agency. Therefore, if the Candidate agency has an issue with a particular assessor, it shall communicate those issues to the Program Coordinator and not to any of the superior officers of the assessor in the police department where the assessor is employed.

The Team leaders and Assessors, the Program Manager and the Chief Executive Officer are encouraged to contact the Program Coordinator at any time during the onsite assessment for advice and conflict resolution.

Agencies may appeal any unfavorable decisions and recommendations made by the Assessment Team to the Recognition Committee. The Recognition Committee shall review all appeals notify the agency of their decision in the matter..

TEXAS POLICE CHIEFS ASSOCIATION FOUNDATION  
RECOGNITION PROGRAM

FACILITATOR INITIAL MEETING REPORT

Candidate Agency: Coppell Police Department

Assessor: Marlin Price Assessor Contact Phone:817-676-3023

Date of Initial Visit: May 17, 2012

**Introduction**

- Introduce yourself and provide full contact information.
- Welcome the agency to the Program.
- Discuss the paper file construction, make or bring examples if necessary.

Comments:The agency has already started in file development.

**Facility Review:**

- Special Use Equipment inspection process (7.25)** This standard requires agencies to have any "Special Use Equipment" – equipment not issued individually to officers, including special use vehicles – to have a documented readiness inspection at least quarterly. This includes such as items as command vehicles, crime scene search vehicles, surveillance vehicles and equipment such as radar trailers, extra radios, flashlights, radar units, camera systems and emergency operations center equipment is also included. SWAT equipment is covered under 8.06. List of possible Special Use Equipment is available on Program Website under Downloads – Sample Policies – Chapter 7 Samples – 7.25 Sample Checklist.

**Comments:**Discussed need for extensive review of department assets in order to develop quarterly checklist for compliance with this standard.

**Communications Center**

- Security of facility (9.02)** Facility must be secure from unauthorized entry (this also means unauthorized officers and staff.) Should have locking doors with only authorized personnel having access by key or electronic means.

**Comments:**The agency has key card entry.

- Playback system (9.03)** Agency has recording system where dispatchers can replay the last radio transmission or last incoming 911 call.

**Comments:**

- Back-up power system and testing process (9.04)** The backup power can be provided by battery systems or an emergency generator. If the generator is located outside the building it should be secured in a manner to prevent tampering. This can either be with fencing or by locking the generator cabinets and fuel filler cap.

**Comments:**The generator is located in a secure area of property and evidence. The department will need to ensure the lock to this area is maintained only by property and evidence personnel and they accompany the maintenance staff when they service the generator.

- TCIC/NCIC Access (9.07)** The agency has TCIC/NCIC access.

**Comments:**

### **Holding Facility**

- Separate male and female areas (10.04)**

**Comments:**The agency will need to ensure it has adequate documentation of jail and prisoner checks. This can often be done by using dispatch codes to record jail checks, prisoner checks, and meal times.

- Separate adult and juvenile (10.04)** Juveniles taken into custody should not enter adult jail areas.

**Comments:**

- Juvenile processing area approved by judge or juvenile board (10.03)**

**Comments:**The agency does have a juvenile holding area. The department will need to ensure it has the approval in file for the juvenile process office.

- Fire Detection and suppression systems (10.08)** Detection systems can be smoke detectors (at least 2) with centralized reporting or in sufficient proximity where on-duty staff can hear the detector. Suppression systems can be sprinklers or other centralized systems, or at least two fire extinguishers within easy access of holding facility.

**Comments:**

- Key Control (10.16)** Agency should have written directive on how to control keys and keys should be controlled to prevent prisoner or accomplice from entering jail and to allow quick access to cells in time of emergency.

**Comments:**Dispatch personnel operate all holding facility locks automatically. A back-up key system is located in a locked box in dispatch.

- Water and Toilet access in cells (10.19)** Prisoners should not be left unattended in any cell without water and toilet access.

**Comments:**

## Property Room

- Secure facility (12.04)** Facility should be secure with walls extending above any drop ceiling to the roof or next floor. All entry doors should at a minimum have at least one deadbolt lock. Only Property room personnel and the property room supervisory staff should have access. Officers should have facilities available to secure property temporarily if property personnel are not available.

**Comments:**The department has a secure property and evidence room. The agency is in process of converting all property to RFID tags which will allow quick inventory process.

The department policy should be modified to require all evidence be entered into the property room first and then checked out for processing in the processing room. This will prevent the processing room from requiring all the same conditions as the property room itself.

Even with this policy change, officers should be cautioned in policy not to leave evidence in the processing room unattended unless locked in a manner that prevents tampering.

- Key control (12.04)** Keys should only be available to property room staff and their supervisors if necessary.

**Comments:**

- Entry log (12.04)** A log should be maintained requiring any individual other than the approved property staff sign in anytime they enter the property room, giving date, time in, time out, purpose, and should be accompanied by a property custodian who also initials the log.

**Comments:**The agency has an entry log.

- Recent Inventory of all property (12.08)** At least annually. If a complete inventory not possible, then meet standard listed in 12.08 (Inventory must meet requirements of Appendix A of Standards Manual)

**Comments:**In process.

## Records

- Records maintained in secure area (5.01)** Department Records including all offense and supplement reports, arrest reports, accident reports, etc., must be maintained in secure manner. Can be kept in locked room with only records staff and supervisor with key or kept in locked cabinets when records staff is not present.

**Comments:**The department will need to develop a method for locking all records files and shelves if the walls do not extend to the ceiling above the drop ceiling in record storage areas. Current record file cabinets appear lockable.

- Juvenile files maintained separately and secure (10.02)** All hard copies of juvenile arrest reports, criminal histories, photographs, fingerprints, etc. must be maintained separately. If these items kept on computer, should be flagged as juvenile and restricted access.

**Comments:**

### **Conclusion**

- Ensure Agency Program Manager knows you are there to assist in answering questions and providing reference assistance.

**Comments:**

- Develop a list of information needed by the agency (if any) for follow-up (copies of policies, etc.)

**Comments:**

**SAMPLE INITIAL COMPLIANCE  
CHECKLIST**

<b>TEXAS POLICE CHIEFS ASSOCIATION FOUNDATION RECOGNITION PROGRAM</b>
---

**INITIAL COMPLIANCE REVIEW CHECKLIST  
AND REPORT FORM**

Agency:

Date:

Assessor:

Assessor Phone:

The purpose of the Initial Compliance Review is to determine if the agency is ready for the Final Review Team visit.

Review all on-site file folders.

- Make sure each is properly prepared and has a Document Submission Form completed and copies of written directives (if required) in the file. Proofs may or may not be in the actual file if the proof is observation of something. In cases where proof is not in file, DSF should state "Observation of ..." or "Interview with...", etc.

- The following files should be checked specifically for the following items of proof:

1.01 Organizational Chart has a review date on it within the last year.  
Comments:

1.03 Ensure Written Directive has clear procedures for who is authorized to receive cash, documenting (and receipts), and security of cash funds handled by agency. Includes Petty Cash fund, Receiving bond and fines monies, sale of reports, cash for alarm or other fees.  
Comments:

1.04 File contains some proof of Written Directives review within past year (unless all new)  
Comments:

1.10 Ensure file has proof that Chief has seen inventory (sign or initial)  
Comments:

2.01 Ensure written directive has correct Bias Based Profiling definition  
Comments:

2.11 Written directive prohibits all forms of discrimination or harassment, not just sexual. Also proof of training for sworn and non-sworn.  
Comments:

2.12 File has proof of training of sworn and non-sworn  
Comments:

- 2.13 Ensure Written Directive has authorized dress for civilians, dispatchers, non-sworn personnel, and specialized units such as SWAT if applicable.  
Comments:
- 3.01 File contains at least two proofs of firearms qualification within past year. Also shows proof of qualification with all firearms carried by officers.  
Comments:
- 3.06 File contains proof that officers have had physical arrest or self defense training and initial or refresher SABA within past two years.  
Comments:
- 3.09 Ensure training is included for non-sworn supervisors if any  
Comments:
- 3.15 Ensure FTO reports show review by recruit and FTO are in file  
Comments:
- 3.18 Ensure file shows proof of training in local procedures (General orders, etc.) in addition to Basic Tele-communicators.  
Comments:
- 4.08 Ensure file has copies of sworn and non-sworn evaluation  
Comments:
- 6.03 Ensure file has copies of Use of Force Forms in file, completed and reviewed (or note on DSF that none have occurred).  
Comments:
- 6.06 Ensure Written directive makes exception for reporting of training and recreational discharges. Ensure file has report forms included with proof of review or statement that none have occurred.  
Comments:
- 7.12 Ensure file has copy of the latest Confidential Fund Audit (within the last 6 months) and proof of review by CEO.  
Comments:
- 7.14 Ensure file has copies of Pursuit Report forms showing supervisory review and review by chief.  
Comments:
- 7.23 Ensure directive now requires body armor for uniform field assignments and addresses other times when appropriate.  
Comments:
- 7.25 Ensure there is a copy of the latest Special Use Equipment checklist (dated within last quarter) and signed or initialed by Chief showing review.  
Comments:



- 8.06 Ensure copy of the latest (within last quarter) inspection of ERT equipment is in file with proof of review by agency director. Agency must provide SABA equipment to every ERT officer or provide tactical Paramedic or MD on every hazardous entry.  
Comments:
- 8.07/9 Ensure file shows Emergency Operations Plan has been reviewed within the last two years. Ensure proof of training in the file for at least supervisors, and copies are in Communications and in Supervisor's office.  
Comments:
- 8.12 Ensure file has some proof that personnel who respond to Bio-Hazard incidents have been trained (usually letter from Fire Chief)  
Comments:
- 9.04 Ensure file has written documentation of back-up power testing such as log.  
Comments:
- 9.05 Make sure file has copy of page from telephone book showing 911  
Comments:
- 9.08 Ensure file contains proof of audit within last year of the warrant file. (only required to audit portions done by Police Department)  
Comments:
- 10.13 Ensure file has some documentation of medications given to prisoners.  
Comments:
- 10.18 Ensure file has some documentation of cell area inspections (log or Check sheet showing continued use)  
Comments:
- 10.19 Ensure file has proof of when prisoners are fed meals.  
Comments:
- 10.20 Ensure file has proof documenting at least hourly prisoner checks (log other documentation showing continued use)  
Comments:
- 11.01 Ensure training has addressed the use of weapons and restraints in the courtroom (either in policy, in training, or in letter from judge)  
Comments:
- 11.03 Ensure file has proof that security and fire plan has been reviewed with court employees within the past year.  
Comments:
- 12.01 Ensure file shows copies of forms used for chain of custody

Comments:

- 12.04 Ensure file has copy of entry log and log shows continued use over time.

Comments:

- 12.07 Ensure file has copy of most recent Property Room Inspection. Ensure inspection report, memo or form clearly indicates a review of property room policies and procedures as part of the inspection. Inspection report form or report should show proof of review by CEO.

Comments:

- 12.08 Ensure file has copy of latest Property Room Inventory (within last year and must meet requirements of approved inventory methods in Standards Manual appendix) Final report of inventory must show proof of review by CEO.

Comments:

- Review any items identified on the initial visit for correction or completion if provided by Program Coordinator.

Comments:

SAMPLE  
COMPLETED  
DSF

Texas Police Chiefs Association



## DOCUMENT SUBMISSION FORM

Agency: Anytown Police Department

### Best Practice 3.01 Annual Firearms Qualifications (V)

The Agency has a written directive requiring that all sworn personnel who carry firearms qualify at least annually with all firearms they are authorized to carry, according to T.C.L.E.O.S.E. standards, and specifies provisions for remedial training for those who fail to qualify.

#### Proofs of Compliance Submitted:

- ✓ Item 1 Written Directive (GO 12.02) Firearms requiring annual qualification with all firearms.
- ✓ Item 2 Range sign in for officers at last qualification (june 11, 2013)
- ✓ Item 3 Three Copies of individual officer qualification record

*Observed Training Files w/ Ann Qual. filed.*

Submitted By: Joe Smith

Date: Sept. 15, 2013

#### Evaluators Review:

- ✓  Does the file contain a written directive which requires all sworn personnel who carry firearms to qualify at least annually with the firearms they carry?
- ✓  Does the written directive address the remedial training necessary for those that do not qualify ?
- ✓  Does the file contain documentation proving qualification of sworn personnel in the last year?
- ✓  Does on-site review indicate that qualifications are conducted for all agency weapons and qualifications records are adequately maintained?

Evaluator:

*J. D. Assessor*

Date Accepted: *Oct. 20, 2013*



TEXAS POLICE CHIEFS ASSOCIATION FOUNDATION  
BEST BUSINESS PRACTICES  
RECOGNITION PROGRAM

FINAL ON-SITE VERIFICATION REPORT

*Greenville Police Department*

*Chief of Police Daniel J. Busken*

*February 11 & 12, 2014*

*Initial Recognition*

**Final Review Team:**

**Team Leader:** Monty Stanley, Recognition Program Standard Compliance Manager. He was an Assistant Chief of Police for Carrollton Police Department for 22 years before his retirement in Jan. 2010 with a total of 35 years of law enforcement experience. He has more than 70 on sites as an assessor.

**Assessor:** Lieutenant Richard Gilmette, (Ret.) Irving Police Department. Prior to his recent retirement, he had been with the Irving Police Department for 33 years, and he had been a lieutenant in Irving for the past 14 years. He has 38 years of Law Enforcement experience. This is his 3<sup>rd</sup> on site as an assessor. The Irving Police Department is a Recognized Agency.

**I. Introduction**

**City of Greenville:**

Greenville is a North Texas city, located in central Hunt County approximately 45 miles northeast of Dallas. The city was founded in 1846 and has a total area of 34.7 square miles.

Greenville is the county seat and the largest city in Hunt County. Five major highways intersect in Greenville including I-30, State 34, State Hwy 69, State Hwy 380, and State Hwy 224. Greenville is home to over 26,000 citizens and the major employers include L3 Communications, Hunt County Regional Medical Center, and the Greenville Independent School District.

The City of Greenville operates under a Council-Manager form of government and has a Mayor and 6 council members.

**The Greenville Police Department:**

The Greenville Police Department includes 56 sworn officers, 20 civilian personnel and an operating budget of \$6.89 million. The Chief of Police, Assistant Chief of Police, and four Lieutenants comprise the administration of the Greenville Police Department. The Department includes four major divisions: Administration, Criminal Investigations, Patrol, and Support Services.

In 2012 the Greenville Police Department was a top ten finalist for the IACP/Motorola Webber Seavey Award for its Inter-Organization Vehicle Burglary Task Force. The Department was the only police department from Texas to place in the top ten during judging in 2012.

**Chief of Police:**

Chief Daniel J. Busken joined the Greenville Police Department as Chief of Police in September of 2010. A Missouri native, Chief Busken began his career in law enforcement in 1983 with the University City, Missouri Police Department. He served as an officer, investigator and field commander. In 1993, he joined the Crystal City Missouri Police Department as the Chief of Police, where he served until 2000. From 2000 to 2009, he was the Chief of Police in Madison Alabama.

He holds a Master's Degree in Public Administration from St. Louis University and a Bachelor's Degree in Business/Economics from Culver-Stockton College. He is a candidate for an MBA with a Criminal Justice Specialization from Northcentral University and will complete that degree in 2014. Chief Busken attended the 184<sup>th</sup> Session of FBI National Academy. In addition, he attended the 47<sup>th</sup> Session of the Law Enforcement Executive Development Seminar (LEEDS) and has received internationally recognized upper management leadership training and advanced management and operations training in every aspect of modern law enforcement

In 2012, Chief Busken received the Innovation Award from the Texas Police Chief's Association.

**II. Best Practices Review**

On Tuesday February 11, 2014 Team Members arrived at the department by 8:30 a.m. Team Members were greeted by Sergeant William Oxford and given a tour of the facility where the Team met Chief Daniel Busken and other staff members. The inspection team was provided a conference room to complete the file review process. All files and necessary staff were readily available throughout the on-site inspection. File review work began at 9:00 a.m. Access to the building and various areas within the building are secured by electronic keypad or key access. The Police Department shares the building with the Municipal Court staff members, which are not under the direction of the Police Department.

The Greenville Police Department had submitted all the visual standards previously for review and did not require an Initial Compliance Review.

The majority of the morning was spent reviewing files involving various administrative standards, Personnel, Training, Internal Affairs, and other files. Team Members made a site visit to the Municipal Court during the morning tour to evaluate the Court related standards. After lunch, Teams Members continued with the review and observation of Patrol, Communications, the Holding Facility, additional Training issues, Records, and the Property and Evidence section.

The Property/Evidence function is located in the police building. The evidence room is secured by a locked steel door and includes the log for personnel other than approved personnel, to enter the area. The evidence room has a drop ceiling but the walls around the area go to the roofline. During inspection of the Property/Evidence Room, the room was found to be clean and all storage containers and shelving was marked for identification. Jewelry/money is kept in a vault within the room and handguns/drugs are kept in a separate vault within the evidence room. Long guns are kept in a caged area within the room. A recent inspection of the Property Room was documented in files.

The Ride-a-long was conducted from 1:00 to 3:15 p.m. Team Member Stanley rode with Officer Russell Stillwagoner, a 10-year veteran. He is also a Field Training Officer, firearms instructor, and

a member of the Tactical Team. Routine patrol and traffic procedures were observed. Additional observations included a ballistic vest, traffic vest use, seat belt use and uniform appearance. Discussions involved qualifications, the Field Training Officer program, training, Internal Affairs, pursuits, and other procedures. All procedures observed followed the appropriate Best Practices. He made a couple of contacts with citizens on a traffic stop and a back up call. His contacts were courteous and professional.

When asked about his knowledge of the Recognition program, Officer Stillwagoner was aware of the program and knew general information about the program. He knew it was to standardize policies to meet certain requirements. He thought achieving Recognized status was good for the Chief, and the department.

Team Member Gilmette rode with Officer Nathan Baker. Officer Baker has been with the Greenville Police Department for 16 years. Officer Baker is very positive about the direction the police department is headed. He understands the need and reasoning behind the Recognition Program. He believes the changes made to department policy are a positive. He is extremely knowledgeable about all aspects of the Department and is currently a member of the Tactical team. During the ride he responded to a check welfare (911 hang-up) call and a suspicious person call. Back-up officers responded to both calls and the calls were cleared without incident. All officers conducted themselves professionally. Discussions included the Field Training Officer program, pursuits, and training. Observations included the consistent use of the seat belt and the wearing of a ballistic vest, which is required by policy for any field assignment.

Team Members attended the 6:00 p.m. briefing conducted by Corporal Aaron Huddleston and previous shift's calls were discussed. Assignments for the night and weather related safety points were discussed in preparation for icy weather conditions later in the night. Officers in the briefing were aware of who Team Members were and why they were at the Agency.

Team activities ended for the day at 6:30 p.m.

On Wednesday February 12, 2014 Team Members arrived at the department at 8:30 a.m. to complete the review process. Records are stored in a locked room accessible by records personnel with key card access. Case reports and adult arrest files are maintained on open shelves and juvenile files are maintained in locked file cabinets. (Maintenance workers are not cleared to enter Records except when Records personal are present.) There are also files contained in the computerized records management system with juvenile files flagged. The Records Manager has received training in Records Management, Records Retention, and Open Records. All of the records personnel have received Open Records training and each employee has some responsibility for releasing records.

The Agency provides one officer to serve as the Bailiff for the Municipal Court during court hearings. Communication in case of an emergency can be made using a phone at the Judges station, an emergency button, or the bailiff's portable radio. Fire evacuation routes are posted for visitors and employees. Police officers, who are eligible to work as bailiffs, have received training on courtroom security and bailiff's responsibilities.

Over both days interviews were conducted with personnel including:

Chief of Police, Daniel Busken  
Sgt. William Oxford, Recognition Manager  
Mark Gray, Property/Evidence Technician  
Lt. Billy Rascoe—Criminal Investigation

Shante Woodson, Personnel and Training Coordinator  
Bonnie Davis, Acting Communication Supervisor  
Ronnie Gold, Communication Operator  
Officer Nathan Baker, Patrol Officer  
Officer Russell Stillwagoner, Patrol Officer

**Team Member comments concerning the following major departmental activities or operations:**

*Department Organization*—The department appears to be well organized and functions effectively. Directives are reviewed on an annual basis and each employee receives a copy of any directive changes and is required to acknowledge the receipt using the Power DMS system. Those acknowledgment receipts are kept electronically. Department directives are maintained electronically for access by all employees. The Agency has an Assistant Chief who commands the Criminal Investigations, Operations Support, Patrol, and Support Services sections. A Lieutenant commands each of these sections (one in each section, but two in patrol). They have 13 sworn supervisor/manager positions (including the Chief) and they have 2 civilian supervisor/manager positions.

*Rules of Conduct and Internal Investigation Process*—Rules are spelled out in their directives/Code of Conduct. They had 3 formal Internal Affairs investigations in 2013. The files are secured in a file cabinet in the Administrative Sergeant's office. Internal affairs investigations are all assigned by the Chief of Police to a supervisor to investigate. Supervisory personnel within a division handle minor complaints within that division.

*Special Response Team* – The Agency does have an Emergency Response Team. The Team has 13 members on part time basis commanded by a sergeant. The Hostage Negotiations Team is supervised by another sergeant and has 6 members. Both sergeants report to an Emergency Response Team Lieutenant. The mandatory training hours are 8 a month with other training utilized when possible. The procedures are well written and the team has good equipment. Quarterly inspections were documented and up to date. Special equipment issued to Team personnel includes additional body armor, various firearms, special weapons/tools, and a SABA medical kit. During the past year, the majority of callouts have been for entries on narcotics search warrants.

*Departmental Training*—The Agency meets all mandatory training requirements. The Personnel/ Training Coordinator manages the department's training programs. Specialized Greenville Police Department trainers conduct the majority of training in-house, although personnel do attend various advanced training courses at LEMIT and other locations. The department's training records, including firearms qualification records, are maintained in a secured office in file cabinets. The department also utilizes T.C.L.E.D.D.S. and all training records reviewed are sufficient and meet program standards.

*Use of Force*—Directives are in place and all uses of force were properly documented and reviewed. The policy became effective on May 1, 2012 during the Agency's self-assessment phase. This was their first year to create an annual report and therefore it only has 8 months worth of information. The date for the 2013 report to be completed is February 15, 2014. They do use Tasers.

The Department had 89 Use of Force incidents from May 1, 2012 to December 31, 2012, and involved 28 officers. Those incidents included the use and display of firearms, use of display and use of Tasers, weaponless control, OC spray, pepperball, soft weapon control and verbal control techniques. The firearm use reports all dealt with animals. Thirty-seven incidents involved only the

display of a firearm or Taser. The latest annual report was reviewed and it included some trends such as, with the deployment of Tasers, the use of the expandable baton and OC spray had decreased. Recommendations for any changes in training or directives were also discussed in the report.

*Investigative Operations*— The Greenville Police Department has a full time investigative unit consisting of a Lieutenant, a Sergeant, and 8 officers/investigators. Three of those investigators are assigned to a Narcotics unit. The Criminal Investigation Lieutenant is responsible for the Confidential Informant/Narcotics Fund and Confidential Informant Files. All records and fund documents are maintained in locked file cabinets inside of a locked room. A review of the files indicated that the unit is meeting all applicable standards and audits are being performed as required by the Best Practices.

*Patrol Operations and Officer Safety*— The Department issues Sig Sauer 226 or 229 pistols, shotguns and rifles. Officers are required to qualify annually with each weapon they carry. All officers are issued, and required to wear ballistic vests in uniformed field assignments. Patrol officers work a schedule of 12-hour shifts. Officers mainly use electronic ticket writers but may use paper citations. Court personnel maintain some paper citation books, and officers contact Court personnel if they need a paper citation book. The Greenville Police Department does not have a Reserve Officer program. The Agency also has an active School Resource Officer (S.R.O.) program with 2 S.R.O.s assigned to Patrol. All operational and safety procedures observed by the Team met the program standards. Patrol officers have take home vehicles if they live in the city limits. Those living outside the city limits still have personally assigned vehicles but they are parked at the police facility when not in use.

*Communications*---The Greenville Police Department Communications Center is located in the Police Department- Municipal Court building. A card access reader controls access to the center and only authorized personnel are allowed entry. The dispatch stations are equipped with radio and telephone/radio playback systems and have access to NCIC/TCIC. The center dispatches for both police and fire departments. Class C warrants are issued by the municipal court and are maintained in the dispatch center. The Municipal Court is responsible for auditing of class C warrants. The dispatch center has access to an electronic copy of the Emergency Operation Manual. External backup generators are secured in a fenced enclosed area adjacent to the building and are also within a gated and fenced parking area. A contract provider tests the generators on a quarterly basis. The quarterly inspections of the generator were documented.

*Holding Facility*--- The Greenville Police Department operates a 24/7-jail facility. The jail facility has cameras that monitor activity in the jail as well as the inmates. Proximity cards and keys control access to the jail. The jail is not staffed 24/7. On duty supervisors conduct the inspections at the beginning of each shift as well as coordinating prisoner checks when needed. Dispatchers also monitor prisoners by means of cameras and keep a log of prisoner checks. Male and female inmates are separated by sight and sound. Juveniles are kept separate from adults and are processed in different area of the police building. Juveniles are kept out of sight and sound from the adult prisoners. The adult jail area was very clean and in good working condition. The fire evacuation plan is posted and the fire suppression related standards were met. All jail logs were up to date.

*Property and Evidence*— The Property and Evidence function was in compliance. There are evidence lockers in police building for officers to drop off evidence. There are also securable drying cabinets for officers to hang wet or “bloody” evidence items until processed by the technicians. The evidence room is secured. The Agency has a primary and 2 alternate Property Technicians. These are the three people with keys and authorized access to the evidence room. A technician can be called in to handle large pieces of evidence if needed. There is a room adjacent to the



Property/Evidence room where large items can be dropped off and secured for later processing by the technicians. During the review, 2 pieces of evidence were pulled and the technician then produced the appropriate paperwork from the file.

*Evidence of Agency Commitment to Program*--The Chief is committed to this process and so are the personnel we interviewed. All of the persons interviewed were able to answer any questions and/or provide any documentation. The Chief was very involved in the process and the department was committed to reaching the goal of a Recognized Agency. The files were in very good shape as evidenced by the fact that there were no files returned for corrections or additions.

### III. Summary of Findings

<b>A. Total Best Practices assigned for Review</b>	<b>69</b>
<b>B. Total Assigned Best Practices Reviewed On-Site</b>	<b>69</b>
<b>C. Best Practices in Compliance</b> <i>(Including 1 that was Not Applicable)</i>	<b>69</b>
<b>D. Best Practices requiring Major On-Site Modification</b>	<b>0</b>
<b>E. Best Practices requiring Minor On-Site Modification</b>	<b>0</b>
No changes were required to be made to directives.	
<b>F. Best Practices Not in Compliance Unable to Correct On-Site</b>	<b>0</b>
<b>G. Additional Best Practices Reviewed</b>	<b>6</b>

- 3.13---Field Training Officer Program
- 4.04---Division of Selection Records of Applicants
- 6.10---Annual Use of Force Report
- 7.07---Searches Without a Warrant
- 7.33---Missing Persons
- 8.02---Bomb Threats and Responding to Bomb Threats

All of these files were properly maintained and had sufficient proofs in the file. Team Members agreed with the prior acceptance of all files.

The Team Members reviewed found the following Best Practices to not be applicable to the Greenville Police Department:

- 3.07—In-Service Reserve Police Officer Training

### IV. Exit Interview

The exit meeting took place in the conference room at 9:00 a.m. on Wednesday February 12, 2014. Team Members met with Police Chief Daniel Busken and Sgt. William Oxford. Additional Agency personnel in the meeting were Assistant Chief Scott Smith, Lieutenants William Cole, Billy Rascoe, C.J. Crawford, Wesley Russell, and Karen Davis—Communications Supervisor, and Deborah Warren—Crime Analyst. Team Member Stanley provided an overview of the inspection activities.

Team Member Gilmette discussed his findings during the on site. Team Members commended the Chief on his organization and personnel.

Team Members complimented the Chief on the Agency's preparation for the on site process. It was very complete. Team Members especially commended Sgt. Oxford for his work on the files, which show his commitment and his efforts in getting the Agency ready for this process. The files were among the best Team Members had seen and the Team returned no files.

The meeting ended at 9:20 a.m. Team activities ended at 9:30 a.m.

#### **V. Items of Concern**

There were no items of concern.

#### **VI. Summary**

The On-Site Review Team reviewed 75 files. With the exception of the files previously discussed, all files contained the required proofs and were properly maintained.

Respectfully submitted,

Monty Stanley  
On-Site Team Member  
Attachments: On-Site Standards Check List

Texas Police Chiefs Association Foundation  
Law Enforcement Recognition Program

Travel Invoice

Name: John D. Assessor Title: CHIEF

Mailing Address: 1234 W. MAIN

City, State, and Zip: ANYTOWN, TEXAS 71234

Department/Agency: ANYTOWN P.D.

Dates of Travel: From Oct. 20, 2013 To Oct 22, 2013

Location and Purpose: ONSITE REVIEW OF Bestoak P.D.

Transportation - Method of Travel:  Air  City Vehicle  Personal Vehicle

Airfare: (Attach Receipt) \$ \_\_\_\_\_

Mileage 182 @ \$.56 per mile \$ 101.92

Other: (Attach Receipts) \$ \_\_\_\_\_

Lodging costs: (Attach Receipt) \$ 188.62

Meals: (up to \$40 per travel day) \$ 56.35  
(Attach meal log - page 2 below)

Other Expenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Total Travel Expenses Claimed \$ 346.89

Signature: J D Assessor Date: Oct 25, 2013

Office Use Only

Date Received: \_\_\_\_\_ Amount approved: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_ By: \_\_\_\_\_

Charge to: \_\_\_\_\_ Recognition Program \_\_\_\_\_ Candidate Agency

Notes:

TPCAF Recognition Program – Meal Log

Name: John D. Assessor Dates: Oct 20-22, 2014

Itinerary: Bestoak P.D. Onsite Assessment

(Note: Please record actual amount used plus tip, not to exceed amount listed.)

Date	Meal	Amount
<u>3-20</u>	Breakfast (8)	<u>—</u>
<u>      </u>	Lunch (12)	<u>9.85</u>
<u>      </u>	Dinner (20)	<u>16.00</u>
<u>3-21</u>	Breakfast (8)	<u>at Hotel</u>
<u>      </u>	Lunch (12)	<u>Agency</u>
<u>      </u>	Dinner (20)	<u>20.00 (26.30)</u>
<u>3-22</u>	Breakfast (8)	<u>At Hotel</u>
<u>      </u>	Lunch (12)	<u>10.50</u>
<u>      </u>	Dinner (20)	<u>—</u>
<u>      </u>	Breakfast (8)	<u>      </u>
<u>      </u>	Lunch (12)	<u>      </u>
<u>      </u>	Dinner (20)	<u>      </u>
<u>      </u>	Breakfast (8)	<u>      </u>
<u>      </u>	Lunch (12)	<u>      </u>
<u>      </u>	Dinner (20)	<u>      </u>
	Total	<u>56.35</u>