GENERAL ORDERS AND CODE OF CONDUCT

THE DALLAS COUNTY SHERIFF'S OFFICE

2026

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Introduction

This manual provides employees with guidelines and policy for the uniform enforcement of state, local, and federal laws, as well as outlining what is expected of employees in terms of conduct, appearance, and other personnel matters. The Dallas County Sheriff's Office has established these orders to guide employees through professional and personal achievements. Individual orders outline the procedures to be followed in the delivery of police services to the community. The policies and procedures manual is designed to assist all department employees in accomplishing the department's mission to safeguard the lives and property of the citizens of Dallas County in a professional and lawful manner. Adherence to these polices also helps safeguard our employees and the department against civil litigation and ensures that our employees will be protected when their individual actions are scrutinized, especially after a critical incident.

The General Orders manual is divided into twelve (12) chapters as listed below with a Table of Contents:

General Orders & Code of Conduct	Chapter Tittles
Chapter 1	Introductory Chapters
Chapter 2	Organizational Functions
Chapter 3	Administrative Policies
Chapter 4	Personnel and Employment
Chapter 5	Personal Appearance and Conduct
Chapter 6	Investigative Services Procedures
Chapter 7	Use of Force
Chapter 8	Vehicle Regulations
Chapter 9	Video Policies
Chapter 10	Special Operations
Chapter 11	Protection of Rights
Chapter 12	Policies for Sworn Personnel Only

Code of Conduct consists of eight (8) sections below with a Table of Contents:

Code of Conduct	Chapter Titles
Section 1	Authority, Purpose, Effective Date and Validity
Section 2	Scope: Convictions: Felonies, Class A, B, C Misdemeanors
Section 3	Uniform and Appearance, Equipment and Property
Section 4	Responsibilities and Professional Conduct
Section 5	Rewards, Soliciting, and Availability for Duty
Section 6	Protection of Citizens, Prisoners, Rights & Property
Section 7	Public Activities
Section 8	Civil, Criminal, Judicial and Investigative Services Actions

Code of Conduct and Discipline Chapters:

Will provide the conduct for all personnel (sworn and civilian employees). The discipline matrix will be included with the violations of this policy and procedures established within these orders approved by the Sheriff and the Executive Staff.

The Dallas County Sheriff's Office:

The Dallas County Sheriff's Office is the Chief Law Enforcement Agency in the County. Established on March 30, 1846, we operate the ninth largest jail in the United States with an average jail population of more than 6,000 inmates and more than 2,000 employees. Unlike municipal law enforcement agencies, Sheriff's deputies have jurisdiction in all areas of the county, including the other 32 cities in the county.

Mission Statement:

The mission of the Dallas County Sheriff's Office is to utilize our core values to protect and serve.

Vision Statement

The Dallas County Sheriff's Office is committed to providing services that are impartial and effective while integrating the highest standards of professional conduct. We will serve the public responsibly while being held to a high moral and ethical standard.

Goals and Objectives:

The Dallas County Sheriff's Office goals and objectives are to provide exemplary service to the citizens of Dallas County. Our mission statement along with core values ensures that these goals and objectives are instilled in all Dallas County Sheriff's Office personnel. We pledge our commitment to the citizens of Dallas County, whom we serve and protect.

CORE VALUES:

Integrity: Out Loud

Integrity is our first core value, and we will place it out loud to ensure complete transparency to the general public. Integrity is indispensable to our mission. We act with honesty and adhere to the highest standards of moral and ethical values and principles through our personal and professional behavior. We demonstrate our understanding of these values and principles and uphold them in every action and decision. Trust and trustworthiness go hand in hand with how we conduct ourselves, as we sustain a culture that is based upon ethical conduct. We expect our actions to be consistent with our words, and our words to be consistent with our intentions. We accept our responsibilities, share leadership in a democratic spirit, and subject ourselves to the highest standards of public trust. We hold ourselves accountable for our words and our actions.

Professionalism: Out Front

Professionalism is our second core value and will place it out front where the general public can see our profession. As law enforcement officers, we belong to a profession that serves the citizens of Dallas County. As peace officers of the State of Texas, we aspire to a professional standard of conduct that goes beyond merely complying with the ethical rules. Professionalism is the courage to care about and act for the benefit of the citizens of Dallas County, our peers, our careers, and the public good. Because we are committed to professionalism, we will conduct ourselves in a way consistent with the following principles in dealing with the general public. We will treat all persons with courtesy, fairness, and respect, without regard to any distinguishing personal characteristic such as gender, race, ethnicity, disability, sexual orientation, gender identity or expression, social or economic status, military status, age, national origin, or religion.

Accountability: In All

Accountability is our third core value, and we will accept responsibility and own our actions in all. We are accountable for our own results. Accountability means more than just doing our job. It includes an obligation to make things better, to pursue excellence, and to do things in ways that further the goals of our organization. Self-awareness is vital and being accountable means that we are answerable for our actions and the actions of our follow co-workers. The Dallas County Sheriff's Office is committed to operating to the highest standards of accountability, transparency, and ethics. We seek to earn the trust of the general public by sharing information on how we operate as law enforcement officers.

DALLAS COUNTY SHERIFF'S BADGE

In modern law enforcement, earning a badge honors the culmination of months of hard work, dedication, perseverance, and endurance. Law enforcement badges date back to medieval times when knights wore a coat of arms representing their allegiances and loyalty. It is a symbol and a promise to uphold the best interests of the community. A well cared for and properly presented badge is a sign of pride, honor, respect and a symbol of safety. It should always instill a feeling of comfort to civilians in times of stress and the bearer should always understand the significance their insignia may have on others. The badge is prominently displayed on our uniform to convey a sign of trust and sacrifice and to motivate both those that wear it and those who see it worn.

The **Dallas Sheriff's Office Badge** symbolizes the integrity, professionalism, and accountability required of each deputy in carrying out the duties assigned to them by the constitution of the Great state of Texas.

The **star shape** represents the lone star state and mirrors the lone star on the Texas state flag.

The badge is adorned with **oak leaves** which have always symbolized strength, honesty, dependability and justice.

The **fields of blue** were purposefully chosen to represent loyalty.

The **top ribbon** identifies the deputy's rank or classification and near the bottom, each deputy's assigned **badge number** is displayed.

The **stars positioned to the left and right of the badge number** signify the 2 sentinels that are placed beside the casket of a law enforcement hero who lays down their life protecting others from harm.

The **seal area** in the center highlights the "Old Red Courthouse" and displays the year in which Dallas County was founded. This is to honor the long standing tradition and heritage of Dallas County and the courthouse which was the center of all county wide activities.

The importance of the badge and knowing its' many symbolic representations continue to be essential as time passes and history evolves. We must honor the thought filled training and processes that go into the making of every deputy sheriff just as we honor the time tested traditions that go into the design of the badge we wear.

Chapter 1.1 General Provisions

I. Purpose:

The purpose of this policy is to provide employees with the basic guidelines for the adaptation of the General Orders/Code of Conduct Manual. This manual has been developed to promote greater knowledge and efficiency throughout the Department. The General Orders/Code of Conduct Manual provides a means for increased awareness and understanding of Sheriff's Office policies and procedures by all employees, and provides the framework for smooth and efficient operations by meeting two (2) specific goals:

A. Standardizing the policies, rules, and procedures within the divisions of the department.

B. Providing a written reference of rules, policies, and procedures governing the departmental operations and the conduct of its employees.

II. Policy:

It shall be the policy of the Sheriff's Office to provide the General Orders Manual and its' authority to all employees of the Sheriff's Office. The manual is hereby established, approved and authorized by the Sheriff of Dallas County and is titled "The General Orders and Code of Conduct Manual." ("General Orders Manual," "General Orders" or "Manual")

The Dallas County Sheriff's Office General Orders Manual is prepared and maintained by the Strategic Planning Unit of the Dallas County Sheriff's Office. Any alteration, addition, or deletion to the provisions of this manual which are required by the most current federal or state law(s) in effect are automatically incorporated herein without written amendment to this manual and shall take effect on the date designated by said law(s).

III. General Orders Manual Defined:

The Dallas County Sheriff's Office General Orders Manual is a consolidation of existing Code of Conduct, General Orders, rules, and instructional directives intended to describe the Sheriff's Office, its responsibilities and functions, and the Sheriff's Office policies, procedures, objectives, principles, rules, and regulations that guide and affect the actions of employees.

IV. Severability and Validity of General Orders Manual Content:

Any statements in the Dallas County Sheriff's Office General Orders Manual found to be illegal, incorrect, or inapplicable will not affect the validity of the remaining content. Omissions are not to be construed as either permissive or prohibitive. After the effective date of this General Orders Manual, it shall be in full force and shall govern the operations of this department with regard to its subject matter. Former Sheriff's Office manuals, orders, policies, directives, and memoranda relating to the subject matter which conflict with the contents of this manual are hereby specifically revoked and they shall be of no force and effect from and after the date of issuance of this manual. Those portions of existing manuals, orders, and other regulations which have not been included herein will remain in effect where they do not conflict with the provisions of the Dallas County Sheriff's Office General Orders and Code of Conduct Manual or the Dallas County Code. The previous General Orders/Code of Conduct and all revisions and special orders shall remain in full force and effective for any violations which occurred prior to the effective date of this Code.

V. Limitation of this Manual:

The policies, provisions, guidelines, and/or orders stated in the Dallas County Sheriff's Office General Orders/Code of Conduct Manual are solely and exclusively for Sheriff's Office internal purposes and use and are part of an internal administrative process that is separate from any employee's legal liability process. This manual should not be construed as creating a higher duty of care for evidentiary purposes in third party civil or criminal claims against any

employee. Any proven violation under this manual can only form the basis of a cause for nonjudicial administrative disciplinary action against the employee by the Dallas County Sheriff's Office ('Sheriff's Office') in accordance with the relevant laws and county policy and guidelines governing employee discipline.

VI. Knowledge of General Orders Manual and Informative Publications:

All employees of the Dallas County Sheriff's Office are required to establish and maintain a working knowledge of the General Orders/Code of Conduct Manual. Each employee of the Sheriff's Office is also responsible for maintaining a working knowledge of any updates and or changes within the General Orders Manual. They will also familiarize themselves with the Sheriff's Office directives and informative publications directed to them, including those which have been disseminated during any absence from duty. Employees shall familiarize themselves with any other written county rules and policies (including the Dallas County Code)**,** as well as any updated information, correspondence, or other pertinent data affecting their job functions.

VII. Library Copies of the General Orders Manual and Employee Access**:**

To ensure maximum effectiveness in communicating Sheriff's Office policies and procedures, each Division Commander shall make available to those under his command, a hard copy and/or computer/online access. Each employee shall sign a confirmation acknowledging the location of available resources. The signed confirmation shall be placed in the employee's Department file. Each division commander is required to keep one copy of the Dallas County Sheriff's Office General Orders Manual as a library copy, available for inspection by any employee of that division. This copy will be maintained by the division commander or his designee and will be up to date. The General Orders/Code of Conduct Manual and all Sheriff's Office directives and informative publications will be made available to all personnel within each division for referral purposes.

VIII. General Orders Manual - Requests for Policy Changes:

Suggestions for any manual revisions, additions, or changes should be submitted in writing to the Sheriff through proper channels. The reason for the revision, addition, or change should be given along with any supporting documentation.

IX. External Requests for General Orders Manual:

All external requests for copies of the Dallas County Sheriff's Office General Orders Manual should be made in writing to the Sheriff's Legal Advisor.

X. Organization and Division of the Manual: This manual is divided into two components: The General Orders and The Code of Conduct.

XI. Grammatical Construction of the Manual.

A. Common and Technical Usage of Words:

1. All words, phrases, and terms are to be taken and understood in their usual acceptation in common language, shall be read in context, and construed according to the rules of grammar and common usage except where specially defined.
2. Words and phrases that have acquired a technical or particular meaning, whether by definition or otherwise, shall be construed accordingly.

B. Tense, Number, and Gender:

1. Words in the present tense include the future tense.

2. The singular includes the plural, and the plural includes the singular words of one gender include the other genders, unless, and only to the point that, the context clearly requires otherwise.

C. Nondiscriminatory intent of gendered language.

1. In this manual the pronouns "he," "him," "his" or ""they"" are used to signify both male and female individuals, are used only to condense the language of this text and are not to be construed to be discriminatory.

XII. Definitions of Terms Used In the General Orders Manual.

A. For the purposes of this manual, the words and terms used herein will have the meanings defined here and throughout this manual and these definitions will apply, unless it is apparent from the context in which the word or phrase appears that a different meaning is made obvious by the context it appears in, or a meaning is expressly provided within the context in which the word appears, that indicates a different meaning than that defined:

1. Administrative Orders: directives issued/communicated by the Sheriff and/or his/her designee directly to employees.
2. Adult: any person seventeen years of age or older.
3. Booking: the process of registering in the Sheriff's Office records the custody of persons or property.
4. Business Hours: 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding county approved holidays.
5. Call: a visit made by an employee in response to an assignment, a request from a citizen, or a Sheriff's Office radio communication.
6. Civilian Employee: an employee of the Dallas County Sheriff's Office other than a sworn officer.
7. County: the County of Dallas, Texas.
8. Department Property: any county property, in the custody of the Sheriff's Office.
9. Deputy or Deputy Sheriff: a sworn officer.
10. Detention Service Officer: an employee (DSO, DSS, DSM and DSC), who is qualified under TCOLE regulations to be licensed as a County Jailer, as defined by state law.
11. Employee/Personnel: Applies to any person employed by the Dallas County Sheriff's Office, including Reserve deputies and Posse members while on-duty.
12. Juvenile: Any person under the age of 18, unless under adult court supervision and confined or detained in a prison or jail.
13. Is not required to: an action that negates a duty or condition precedent when used in these General Orders.
14. May: creates discretionary authority or grants permission or a power and has the meaning of "permissive" for the purposes of this manual.
15. May not, Will not: imposes a prohibition and is synonymous with "shall not."
16. Must: creates or recognizes a duty or condition precedent.
17. Permanent Employee: an employee, who has completed entry-level employment probation and receives full-time benefits.
18. Property: real and personal property.
19. Shall: imposes a duty and has the meaning of "mandatory" for the purposes of this manual.
20. Shall not: imposes a prohibition.
21. Special Orders: directives issued by the Sheriff and/or his/her designee to establish Sheriff's Office policies and procedures and to amend the Dallas County Sheriff's Office General Orders Manual. They will be added to the General Orders Manual no later than January 31st of the year following the date of their issuance or they will automatically expire.
22. Sworn Officer: an employee of the Sheriff's Office, regardless of rank, who has sworn, as provided by law, to perform the duties of a deputy sheriff of Dallas County. This term also applies to a reserve deputy and an on-duty certified Posse member.

23. Transfer Order: issued by the Sheriff or his/her designee to direct the transfer of concerned personnel within the Sheriff's Office, or to announce promotional.
24. Will: has the meaning of "mandatory" for the purposes of this manual and is synonymous with "shall."

XIII. Copyright Notice:

This manual is considered a copyrighted/protected work and is the sole property of the Dallas County Sheriff's Office. This manual may contain sensitive material; therefore, any portion thereof may not be duplicated, copied, transmitted electronically, sold, transferred, reproduced, or donated to any individual without the expressed, written consent of the Dallas County Sheriff. The Official Dallas County Sheriffs badge and the Official Dallas County Sheriff's cap badge and likenesses of the Official Dallas County Sheriff's badge and the Official Dallas County Sheriff's cap badge are also registered, copyrighted works, protected under United States Copyright Office, Library of Congress Copyrights # VAU 417556 and VAU 417-557 with an effective date of registration of December 29, 1997 and both are the sole property of the Dallas County Sheriff. No copies, photographs or reproductions may be made or used of the Official Dallas County Sheriff's badge or the Official Dallas County Sheriff's cap badge without the expressed, written permission of the Dallas County Sheriff.

- Dallas sheriff 1997, Dallas Sheriff 2000, Dallas Sheriff 2007

Sheriff's Office personnel shall not reproduce in any form, the likeness of the official badge or cap badge without the expressed permission of the Sheriff. The use of the title Dallas County Sheriff, Dallas Sheriff's Office, Dallas Sheriff's Office, or any similar reference to the Office of the Sheriff of Dallas County, Texas in connection with any kind of fund raiser, solicitation, promotion, or other enterprise without the express written permission of the Sheriff or the executive chief deputy is strictly forbidden. This includes, but is not limited to, use by any association, labor organization, non-profit organization, person, or persons.

Chapter 1.2 Organization Principles

I. Purpose:

The purpose of this policy is to outline the guidelines set forth by the state of Texas on certification of peace officers and county jailers, to provide law enforcement officers of this agency with the oath of office that ultimately empowers them as peace officers of the State of Texas and a Deputy Sheriff of Dallas, County, Texas, and to provide members of the Dallas Sheriff's Office with the mission statement and values that the department is dedicated to.

II. Policy:

It is the policy of the Dallas County Sheriff's Office that that all detention officers and deputies shall complete the required training and certifications that are set forth by the State of Texas, that an elected or appointed officer shall take the oath of office prior to performing the duties of the office, and that the Dallas Sheriff's Office in cooperation with local, state, legislative, and judicial branches of government, shall ensure that justice in a free society is perpetually prevalent.

III. State Certifications of Peace Officers, County Jailers, and Telecommunicators

A. Reason for Certification:

1. Texas Statutes mandate that all peace officers attaining permanent status on or after September 1, 1970, must be certified by the Texas Commission on Law Enforcement

B. Responsibility for Basic Certification:

1. Upon the completion of a basic training class, it shall be the responsibility of the Training Division Commander to forward all required forms to the Texas Commission on Law Enforcement.
2. Upon completion of an in-service course completed at the Sheriff's Training Academy, it shall be the responsibility of the Training Division Commander to forward all required forms to TCOLE.
3. It is the employee's responsibility to maintain required in-service training.

IV. Oath of Office.

A. Who Must Take the Oath?

1. All elected and appointed peace officers, before they enter upon the duties of their offices, shall take the oath of office.

B. Definition:

1. Who are peace officers: Texas CCP Art. 2.12 Sheriffs, their deputies, and those reserve deputies who hold a permanent peace officer license issued under Chapter 1701, Occupations Code.

C. Authorized to administer the Oath:

1. The Sheriff or his/her designee shall administer the Oath of Office to all newly appointed/employed full-time and part-time sworn personnel.

Oath of Office:

'I, _____, do solemnly swear (or affirm) that I will faithfully execute the duties of the Office of Dallas County Deputy Sheriff of the State of Texas, and will to the best of my ability preserve, protect, and defend the constitution and the Laws of the United States, so help me God.'

(Ref: The Texas Constitution, Article 16 - General Provisions, Section 1 – Official Oath)

Chapter 1.3 Departmental Organization

I. Purpose:

The departmental organization of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public. The establishment of this policy is to provide all employees with the authorized personnel designations and an outline of the Sheriff's Office administrative structure.

II. Policy:

It is the policy of the Sheriff's Office that the designations of all personnel and the administrative structure are provided for all employees. The administrative structure of the department is arranged in a manner which simplifies the direction, coordination, and management of personnel.

III. Sheriff's Office Administrative Structure:

A. The Sheriff is responsible for the direction of all activities of the department. This direction is accomplished through written and oral orders as well as by personal leadership. Written orders take the form of General Orders, Standard Operating Procedures and other directives as needed. The Dallas County Sheriff's Office is divided into offices, bureaus, divisions, sections, and units.

B. The major structural entity of the Department is as follows (executive offices):

1. The Office of the Sheriff.
2. The Office of Administration.
3. The Office of General Services.
4. The Office of Detentions Services.
5. The Office of Management Services.
6. The Office of Special Services

C. Bureaus: subdivision of an office and responsible for performing one or more functions:

1. The Investigations Bureau.
2. The Enforcement Bureau.
3. The Inmate Housing Bureau.
4. The Technical Services Bureau.
5. The Support Services Bureau.

D. Divisions: responsible for performing specific functions and directed by a captain/commander/manager:

1. The Court Services Division
2. The Professional Standards Division.
3. The Special Investigations Division.
4. The Freeway Management Division.
5. The Resource Development Division.
6. The Intake/Release Division.
7. The Auto Theft Task Force Division
8. The CJIS Administration Division
9. The Inmate Programs Division
10. The Data Management Division
11. The Inmate Services Division
12. Bond Entry Information Division
13. The Support Services Division

14. The Medical Services Division
15. The Reserve Division.
16. The Posse Division.

E. Detention Facilities: approved facilities for the detention of inmates. Dallas County Jails:

1. The West Tower (Lew Sterrett) Detention Facility.
2. The North Tower Detention Facility.
3. The South Tower (Suzanne Kays) Detention Facility.

F. Sections:

Sections within the Sheriff's Office where employees are assigned with a somewhat broad range of responsibilities. Section designations are as follows:

1. Criminal Investigation Section
2. Physical Evidence Section
3. Warrant Execution Section
4. Traffic Section
5. Personnel Section
6. Training Section
7. Court Services Section
8. Communications Section
9. Intelligence Section
10. Fugitive Section
11. Classification Section

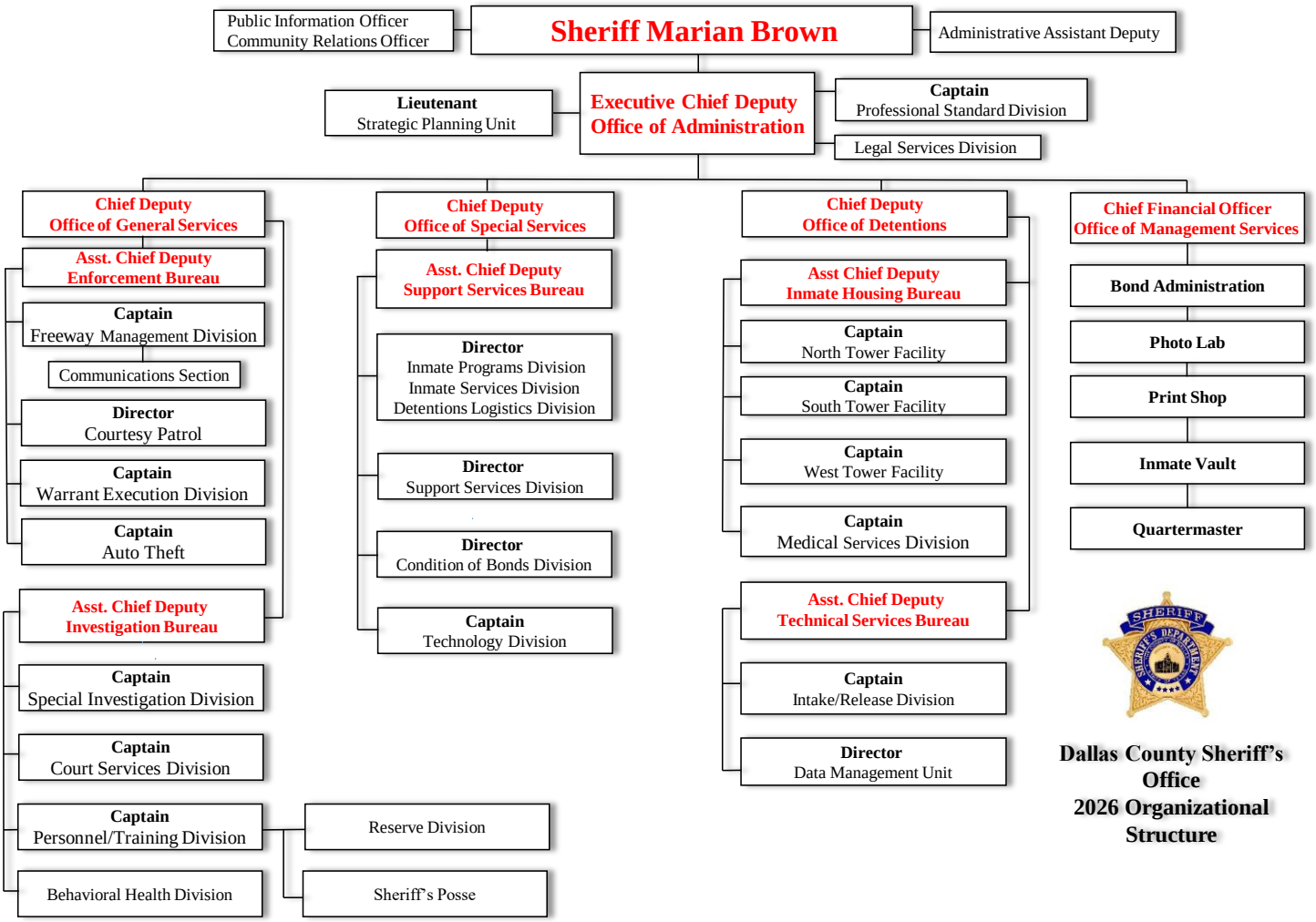
G. Units:

1. Specialized units are units within a public safety organization that are trained specifically to deal with certain concerns with the community. What makes each of these units unique is the equipment and specialized training each unit has at its disposal to address the challenges within their sphere of influence.

2. Some of the units are staffed with employees who are assigned to the unit full time while others are called upon when needed. Each member receives the training necessary to function within their assignment with a high degree of skill and professionalism.

    a. Legal Affairs Unit.
    b. Media/Community Relations Unit.
    c. Strategic Planning Unit.
    d. Fleet Operations Unit.
    e. Sheriff's Honor Guard Unit.
    f. Special Response Team.
    g. Gill-Hernandez Medical Operations Unit.
    h. Courtesy Patrol Unit.
    i. High Occupancy Vehicle Unit
    j. Commercial Vehicle Enforcement Unit
    k. SWAT Unit
    l. Quartermaster Unit
    m. Property/Evidence Room Unit
    n. Special Hospital Observation Team
    o. K9/Drug Interdiction Unit
    p. Mental Health Unit
    q. TDC Desk Unit
    r. Compliance Unit
    s. Civil Writs Unit
    t. Vehicle Crimes Unit

Chapter 1.4 Organizational Structure



Revised January 2026

I. Purpose:

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public. This section is to provide all department members with an outline of the organizational structure.

II. Policy:

The Dallas Sheriff's Office ability to make organizational adjustments to meet changing needs is essential in order to maximize the use of assigned resources. To ensure stability, the basic department structure should not be changed in the absence of a demonstrated need brought about by changing community conditions. The department is organized so that related tasks and activities may be grouped for assignment to an organic unit. A logical and clear-cut chain of command has been established, with definite channels of communication, responsibility, and authority. Personnel and equipment are organized to meet current needs, but with sufficient flexibility to be readily adapted to new and changing situations.

III. Organizational Charts:

A. The Sheriff is the highest authority within the Dallas County Sheriff's Office. The Sheriff has responsibility for all administration, organization supervision and discipline related functions of the Department.
B. The principles of unity of command ensure efficient supervision and control within the department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Organizational charts geographically depict organizational entities, levels of command, lines of authority and positions established for the duties of personnel.
C. These charts shall be reviewed by each division commander prior to the next fiscal year, revised through the Strategic Planning Unit and posted on all applicable department websites.

IV. Authority:

At all levels of the department, authority will be delegated to employees to make decisions necessary for the effective execution of their responsibilities. Employees are accountable for the use of, or the failure to use, delegated authority. Each employee is accountable for the use of authority delegated to others and for the performance of any personnel under their control.

V. Chain Of Command:

A. Employees are responsible for knowing their chain-of-command and operating within it except when impractical to do so. If an employee bypasses the chain-of command, the employee will notify his affected supervisor as soon as practical.
B. When a written directive requires an employee to notify an immediate supervisor and the immediate supervisor is not readily available, the employee will notify the person designated as the acting supervisor; or notify his next-level manager; or notify another supervisor of equal rank/grade with similar responsibilities (e.g., another patrol sergeant, another detention supervisor).
C. All official communications of the department, whether moving downward, or requests, information, suggestions, or complaints moving upward, shall be confined to official channels. Each link in the chain of command shall be respected.
D. It is the responsibility of each echelon to forward communications to the next higher echelon with his approval, disapproval, or recommendation. The chain of command is the extension of authority and responsibility from the Sheriff down to the level of execution. All responsibility is accompanied by commensurate authority.
E. Employees shall respond to and make a good faith and reasonable effort to comply with lawful orders of superior officers and other proper authority. No member is required to obey any order that outwardly appears to be in direct conflict with any federal law, state law or local ordinance.
F. Following an unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. Responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.
G. Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that conflicts with a previous lawful order, department policy, or other directive, shall respectfully inform the issuing supervisor of the conflict.
H. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Employees who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict are not held accountable for disobedience of the lawful order or directive that was initially issued.
I. The department is an organization with a clearly defined hierarchy of authority. This is necessary because obedience of a superior's lawful command is essential for the safe and prompt performance of law enforcement operations.

J. Orders from a supervisor to a subordinate will be in clear and understandable language, civil in tone, and issued pursuant to departmental business.
K. Employees will not publicly criticize nor comment derogatorily to anyone about instructions or orders they have received from a supervisor.
L. Employees will promptly obey any lawful order from a supervisor of higher rank, regardless of if the supervisor is outside of the employees' chain-of-command. Employees will obey any lawful order from a supervisor, even if the order is relayed through an employee of a lower rank.

VI. Proper Channels:

A. The chain of command within the department will be from the Sheriff to the executive chief deputy, chief deputies, assistant chief deputies and down through the various levels of command as shown on the organization chart.
B. The department will utilize a chain of command for communication, command, and direction of employees of the department.
C. Employees will follow the chain of command in matters related to the operation and of concern to the department.
D. Each level of responsibility will be accompanied by commensurate authority. With each level of rank, employees will receive increased responsibilities.

VII. Lines of Authority

Employees at every level of rank will keep their supervisor informed of any unusual activity, situation, or course of action, and of the day-by-day accomplishment of their duties.

VIII. Orders:

A. Employees shall respond to and make a good faith and reasonable effort to comply with lawful orders of superior officers and other proper authority.
B. Employees will be familiar with their chain of command and will follow this chain of command in all matters relating to Dallas County Sheriff's Office business except when impractical to do so. If an employee bypasses the chain of command for any reason, the employee will notify their immediate supervisor as soon as practical.

IX. Conflict Resolution:

A. When a problem cannot be resolved between an employee and his supervisor, no Supervisor shall refuse the employee's right to proceed to the next highest level in the chain of command.
B. An exception to following the chain of command may be made when an employee has reason to suspect another employee of criminal conduct or harassment. In this case, an employee may report directly to Internal Affairs or to the director of the county human resources department as required by the Dallas County Code, Section 86-785.
C. The chain of command for sworn personnel, by descending rank is:

1. Sheriff
2. Executive Chief Deputy.
3. Chief Deputy.
4. Assistant Chief Deputy.
5. Captain.
6. Lieutenant.
7. Senior Sergeant.
8. Sergeant.
9. Deputy Sheriff.

D. The chain of command for civilian management personnel, in each division is:

1. Fiscal Management Services

    a. Chief Financial Officer
    b. Fiscal Manager
    c. Vault Senior Sgt.

2. Inmate Programs Division

    a. Director of Inmate Programs

3. Inmate Services Division

    a. Director of Inmate Services

4. Food Services Division

    a. Director of Food Services

5. Data Management Unit

    a. Director of Data Management
    b. Assistant Data Manager
    c. DMU Coordinator
    d. Process Support Supervisor

E. The chain of command for civilian detention service personnel is:

1. Detention Service Commander (DSC).
2. Detention Service Manager (DSM).
3. Detention Service Supervisor (DSS).
4. Detention Service Officer (DSO).

F. Clerical Personnel:

1. Clerical personnel will be classified by grade, the lowest being Grade-5 and the highest being Grade-10 or Grade A.

X. The Order of Succession:

A. Should the Sheriff become incapacitated through illness, death or for any reason, or be absent from the county, the below order of succession shall be adhered to:

1. Executive Chief Deputy, Office of Administration.
2. Chief Deputy, Office of General Services.
3. Chief Deputy, Office of Special Services
4. Chief Deputy, Office of Detentions
5. Assistant Chief Deputy, Enforcement Bureau.
6. Assistant Chief Deputy, Investigation Bureau.
7. Assistant Chief Deputy, Support Services Bureau.
8. Assistant Chief Deputy, Technical Services Bureau.
9. Assistant Chief Deputy, Inmate Housing Bureau.

XI. Office of the Sheriff:

A. The Sheriff of Dallas County, Texas is elected by, and is directly responsible to, the citizens of Dallas County, Texas. By virtue of his/her office, the Sheriff holds the ultimate responsibility for the administration, command, and both internal and external operations of the Dallas County Sheriff's Office.
B. As required by Texas state law, the Sheriff shall be a conservator of the peace in his county and shall arrest all offenders against the laws of the state, in his view or hearing, and take them before the proper court for examination or trial.
C. He/she shall quell and suppress all assaults and batteries, affrays, insurrections and unlawful assemblies.
D. He/she shall apprehend and commit to jail all offenders, until an examination or trial can be had.

XII. In addition, the Sheriff shall:

A. Act as chief law enforcement officer of Dallas County, Texas.
B. Act as the executive officer of the county and district courts of Dallas County, Texas.
C. Supervise the Dallas County jails and all Dallas County prisoners.
D. The Sheriff shall execute all processes and precepts directed to him/her by legal authority and shall return the process or precept to the proper court on or before the date the process or precept expires.
E. In addition, the Sheriff shall execute subpoenas and other processes directed to him/her that are issued by the Speaker of the House of Representatives, the President of the Senate, or the Chairman of a Committee of either House of the Legislature.
F. When a prisoner is committed to jail by warrant from a magistrate or court, he/she shall be placed in jail by the Sheriff.
G. It is a violation of duty on the part of any Sheriff to permit a defendant so committed to remain out of jail, except that he may, when a defendant is committed for want of bail, or when he/she arrests in a bailable case, give the person arrested a reasonable time to procure bail; but he/she shall so guard the accused as to prevent escape.
H. On the first day of each month, the Sheriff shall give notice, in writing, to the District or County Attorney, where there be one, as to all prisoners in his/her custody, naming them, and of the authority under which he/she detains them.
I. The Sheriff shall receive and hold exhibits consisting of firearms or contraband and release them only to the person or persons authorized by the court in which such exhibits have been received or dispose of them as provided by law.

XIII. The Executive Chief Deputy, Office of Administration.

The Executive Chief Deputy is appointed by and is directly responsible to the Sheriff. He/she is the second in command of the Sheriff's Office and assumes the duties of the Sheriff in his/her absence. He/she acts in the capacity of an administrator and executive to the Sheriff, who may detail specific administrative and executive duties to him/her at any time.

XIV. The Chief Deputy, Office of General Services.

The Chief Deputy, Office of General Services, is appointed by the Sheriff and is directly responsible to the Executive Chief Deputy. He/She is third in line of succession/command of the Sheriff's Office and is responsible for the operation of the specified divisions under his/her command. He/She acts in the capacity of an administrator and executive to the Sheriff, who may detail specific administrative and executive duties to him/her at any time. In the absence of the Sheriff and the Executive Chief Deputy, the Chief Deputy, Office of General Services assumes command of the department.

XV. The Assistant Chief Deputy, Enforcement Bureau.

A. The Assistant Chief Deputy, Enforcement Bureau is appointed by the Sheriff and is directly responsible to the Chief Deputy, Office of General Services.
B. He/She is sixth in line of succession/command of the Sheriff's Office and is responsible for the operation of the specified divisions under his/her command.
C. He/She acts in the capacity of an administrator and executive to the Sheriff, who may detail specific administrative and executive duties to him/her at any time.
D. In the absence of the Sheriff, Executive Chief Deputy, the Chief Deputy, Office of General Services, the Chief Deputy, Office of Special Services and the Chief Deputy, Office of Detentions Services, the Assistant Chief Deputy, Enforcement Bureau assumes command of the department.

XVI. The Assistant Chief Deputy, Investigation Bureau.

A. The Assistant Chief Deputy, Investigation Bureau is appointed by the Sheriff and is directly responsible to the Chief Deputy, Office of General Services. He/She is seventh in line of succession/command of the Sheriff's Office and is responsible for the operation of the specified Divisions under his/her command.
B. He/She acts in the capacity of an administrator and executive to the Chief Deputy, Office of General Services, who may detail specific administrative and executive duties to him/her at any time.
C. In the absence of the Sheriff, Executive Chief Deputy, the Chief Deputy, Office of General Services, the Chief Deputy, Office of Special Services, the Chief Deputy, Office of Detentions Services, and the Assistant Chief Deputy, Enforcement Bureau, the Assistant Chief Deputy, Investigation Bureau assumes command of the department.

XVII. The Chief Deputy, Office of Special Services.

A. The Office of Special Services will be comprised of a Chief Deputy who is appointed by the Sheriff and is directly responsible to the Executive Chief Deputy, Office of Administration.
B. He/She is fourth in line of succession/command of the Sheriff's Office and is responsible for the operation of the specified divisions under his/her command.
C. He/She acts in the capacity of an administrator and executive to the Executive Chief Deputy, Office of Administration, who may detail specific administrative and executive duties to him/her at any time.
D. In the absence of the Sheriff, Executive Chief Deputy, the Chief Deputy, Office of General Services, the Chief Deputy, Office of Special Services assumes command of the department.

XVIII. The Assistant Chief Deputy, Support Services Bureau:

A. The Assistant Chief Deputy, Support Services Bureau is appointed by the Sheriff and directly responsible to the Chief Deputy, Office of Special Services. He/She is the eighth in the line of succession/command of the Sheriff's Office and is responsible for the operation of the specified divisions under his/her command.
B. He/She acts in the capacity of an administrator and executive to the Chief Deputy, Office of Special Services, who may detail specific administrative and executive duties to him/her at any time.
C. In the absence of the Sheriff, Executive Chief Deputy, the Chief Deputy, Office of General Services, the Chief Deputy, Office of Special Services, the Chief Deputy, Office of Detentions Services, the Assistant Chief Deputy, Enforcement Bureau, the Assistant Chief Deputy, Investigation Bureau, the Assistant Chief Deputy, Support Services Bureau assumes command of the department.

XIX. The Chief Deputy, Office of Detentions Services:

A. The Chief Deputy, Office of Detentions Services is appointed by and directly responsible to the Sheriff. He/She is fifth in the line of succession/command of the Sheriff's Office and is responsible for the operation of the specified divisions under his/her command.

B. He/She acts in the capacity of an administrator and executive to the Executive Chief Deputy Office of Administration, who may detail specific administrative and executive duties to him/her at any time.

C. In the absence of the Sheriff, Executive Chief Deputy, the Chief Deputy, Office of General Services, and the Chief Deputy, Office of Special Services, the Chief Deputy, Office of Detentions Services assumes command of the department.

XX. The Assistant Chief Deputy, Technical Services Bureau:

A. The Assistant Chief Deputy, Technical Services Bureau is appointed by the Sheriff and is directly responsible to the Chief Deputy, Office of Detentions Services. He/She is the ninth in the line of succession/command of the Sheriff's Office and is responsible for the operation of the specified divisions under his/her command.

B. He/She acts in the capacity of an administrator and executive to the Chief Deputy, Office Detention Services, who may detail specific administrative and executive duties to him/her at any time.

C. In the absence of the Sheriff, Executive Chief Deputy, the Chief Deputy, Office of General Services, the Chief Deputy, Office of Special Services, the Chief Deputy, Office of Detentions Services, the Assistant Chief Deputy, Enforcement Bureau, the Assistant Chief Deputy, Investigation Bureau, the Assistant Chief Deputy Support Services Bureau, the Assistant Chief Deputy Technical Services Bureau assumes command of the department.

XXI. The Assistant Chief Deputy, Inmate Housing Bureau:

A. The Assistant Chief Deputy, Inmate Housing Bureau is appointed by the Sheriff and directly responsible to the Chief Deputy, Office of Detentions Services. He/She is the tenth in the line of succession/command of the Sheriff's Office and is responsible for the operation of the specified divisions under his/her command.

B. He/She acts in the capacity of an administrator and executive to the Chief Deputy, Office of Detentions Services, who may detail specific administrative and executive duties to him/her at any time.

C. In the absence of the Sheriff, Executive Chief Deputy, the Chief Deputy, Office of General Services, the Chief Deputy, Office of Special Services, the Chief Deputy, Office of Detentions Services, the Assistant Chief Deputy, Enforcement Bureau, the Assistant Chief Deputy, Investigation Bureau, the Assistant Chief Deputy, Support Services Bureau, and the Assistant Chief Deputy, Technical Services Bureau, the Assistant Chief Deputy Inmate Housing Bureau assumes command of the department.

Each of the chief level positions listed above are subject to random, unannounced drug/alcohol testing. Each chief level employee must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXII. Captains.

A. These positions are accountable for managing a division within the Sheriff's Office, and hold the civil service rank of captain

B. Minimum qualifications for this position are established by the Dallas County Sheriff's Office's Civil Service Commission.

C. This position is subject to random, unannounced drug/alcohol testing. This employee must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXIII. Civilian Managers/Directors:

A. These positions may command a division but hold no law enforcement civil service rank. Personnel staffing these positions are not sworn and have no peace officer authority. These civilian positions command areas of specialized services and departmental functions, such as:

1. Data Management Division.
2. Management Services Division.
3. Inmate Services Division.
4. Inmate Program Division.
5. Support Services Division.
6. Bond Entry Division
7. Detentions Logistics

B. These positions are subject to random, unannounced drug/alcohol testing. These employees must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other County employees, other law enforcement organizations and the general public.

XXIV. Lieutenants:

A. These positions are accountable for managing a section or unit within the office of General Services or Office of Detentions Administration, may supervise a specialized detail, or provide staff assistance, as necessary.
B. These positions hold the civil service rank of lieutenant.
C. Minimum qualifications for this position are established by the Dallas County Sheriff's Office's Civil Service Commission.
D. These positions are subject to random, unannounced drug/alcohol testing. These employees must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXV. Senior Sergeants

A. These positions are accountable for supervising a variety of law enforcement activities. These positions hold the civil service rank of senior sergeant.
B. Minimum qualifications for these positions are established by the Dallas County Sheriff's Office's Civil Service Commission. These positions are subject to random, unannounced drug/alcohol testing.
C. These employees must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXVI. Deputy Sheriffs/Investigators/Detectives.

A. Deputy Sheriffs, investigators, and detectives perform a variety of law enforcement tasks involving frequent public contact and requiring discretion and a comprehensive knowledge of the law, proper legal procedures, department procedures and policies.
B. These positions are responsible for performing police duties involved in protecting life, property, preserving the peace, prevention and suppression of crime, and the apprehension of law violators. Deputies perform as bailiffs and are also assigned to inmate custody duties for prisoner facilitation.

C. Within the civil service rank of deputy sheriff are designated titles such as deputy sheriff, investigator, and detective. These titles are designators of positions held within certain divisions or sections; however, all titles have equal civil service rank. Criteria for investigator and detective are:

1. Detective: Plain clothes and/or uniformed assignment that has the primary duties of researching cases/offenses resulting in the arrest and subsequent filing of charges with the District Attorney's Office for prosecution.
2. Investigator: Plain clothes and/or uniformed assignment that has the primary duties of research resulting in the arrest of offenders but not filing cases with the District Attorney's Office for prosecution.

D. These positions are subject to random, unannounced drug/alcohol testing. These employees must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXVII. Deputy Sheriff Cadets.

A. Positions in this entry level of sworn law enforcement are characterized by the participation in a basic law enforcement training program involving both classroom instruction and field observation. The duties of these positions may include any or all of the following:

1. Completing all prescribed training for basic peace officer as per the Texas Commission on Law Enforcement and passing the final examination for basic peace officer licensing.

B. These positions are subject to random, unannounced drug/alcohol testing.
C. These employees must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXVIII. Detention Service Commander.

A. These civilian positions are accountable for managing a jail facility within the Inmate Housing Bureau and hold the civil service rank of detention service commander. Personnel staffing these positions are not sworn and have no peace officer authority.
B. They may supervise civilian personnel of the rank of detention service managers, detention service supervisors, and/or detention service officers. They may also supervise sworn personnel of the rank of lieutenants, senior sergeants, and/or deputies.
C. However, that supervision ceases when the mandated duties of a Texas peace officer take precedence under the laws of this state.
D. Minimum qualifications for these positions are established by the Dallas County Sheriff's Office's Civil Service Commission.
E. These positions are subject to random, unannounced drug/alcohol testing. These employees must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXIX. Detention Service Managers.

A. These civilian positions command watches and/or sections within the Detention Bureau and hold the civil service rank of detention service manager. Personnel staffing these positions are not sworn and have no peace officer authority.

B. They may supervise civilian personnel of the rank of detention service supervisors, and/or detention service officers.
C. They may also supervise sworn personnel of the rank of senior sergeant and/or deputy. However, that supervision ceases when the mandated duties of a Texas peace officer take precedence under the laws of this state.

XXX. Detention Service Supervisor.

A. These civilian positions supervise and coordinate the activities of subordinate personnel assigned to them within the Inmate Housing Bureau.
B. These positions hold the civil service rank of detention service supervisor. Personnel staffing these positions are not sworn and have no peace officer authority.
C. They may supervise civilian personnel of the rank of detention service officer.
D. They may also supervise sworn personnel of the rank of deputy. However, that supervision ceases when the mandated duties of a Texas peace officer take precedence under the laws of this state. Minimum qualifications for this position are established by the Dallas County Sheriff's Office's Civil Service Commission.
E. These positions are subject to random, unannounced drug/alcohol testing. This employee must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXXI. Detention Service Officers.

A. These civilian positions provide the support personnel necessary to the operation of the Dallas County jail system.

B. Personnel staffing these positions hold the civil service rank equivalent of civilian detention service officer. Personnel staffing these positions are not sworn and have no peace officer authority.
C. This position is subject to random, unannounced drug/alcohol testing.
D. These employees must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXXII. Probationary Detention Service Officer.

A. Positions in this entry level position are characterized by the participation in a Basic Correction Officer training program involving both classroom instruction and field observation.
B. The duties of these positions may include any or all of the following:

1. Completing all prescribed training for Basic Correction Officer as per the Texas Commission on Law Enforcement, and
2. Passing the final examination for Basic Jailer licensing.

C. These positions are subject to random, unannounced drug/alcohol testing.
D. This employee must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXXIII. Civilian Classified Employees.

A. A large number of non-sworn positions are required to provide the support services necessary to the operation of the Dallas County Sheriff's Office. These classified positions include clerical, technical, supervisory, and managerial assignments.
B. These positions are subject to random, unannounced drug/alcohol testing.
C. This employee must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.

XXXIV. Reserve Deputy Sheriffs/Posse Members

A. The regular law enforcement employees of the Dallas County Sheriff's Office are supplemented by reserve and Posse personnel who volunteer on an as-needed basis.
B. Reserve and Posse personnel are appointed by and serve at the discretion of the Sheriff without any compensation or civil service rights and only in a supplementary capacity to augment the full time Sheriff's Office employees.
C. They are governed by the same rules and regulations as full-time paid personnel.
D. Employees are not allowed to work as reserve peace officers or unpaid regular officers for any other police agency.
E. Employees may apply to be Reserves or Posse members with this agency.
F. The application to work as a member of the reserve or Posse may be granted or denied by the Sheriff or his/her designee based on the following criteria:

    1. Overtime compensation or comp time would be due for the reserve/Posse duties.
    2. The number of hours proposed in the reserve or Posse position.
    3. The employee's work record in his/her position.
    4. A conflict of interest is created.
    5. The reserve/posse service is not in the best interests of the department.

G. Reserve and Posse personnel work under the direction of regular law enforcement and have a similar rank structure.
H. Reserve deputies or Posse members will not wear their rank insignia when working a uniformed assignment with regular Dallas Sheriff's Office full-time law enforcement personnel.
I. Reserve deputies and Posse members are also subject to Reserve Division or Posse Division rules and regulations.
J. All promotions, demotions, or policies regarding Reserve deputies and Posse members are subject to review by the Sheriff or his/her designee.
K. Reserve deputies and Posse members will work the total number of hours required by their division each fiscal year.
L. Any full-time employee that volunteers as a reserve with this department must do so on their own time. County compensatory time or overtime pay shall not be accrued.
M. These positions are subject to random, unannounced drug/alcohol testing.
N. These employees must have the ability to understand and follow complicated written laws, regulations, and policies, as well as verbal procedural tasks and instructions, efficiently organize and process work, and establish and maintain effective working relationships with other county employees, other law enforcement organizations and the general public.
O. Reserves/some Posse members must complete the mandated Basic Peace Officer Course (BPOC) in accordance with TCOLE rules and regulation.
P. The Academy may elect to break the BPOC up into segments for the convenience of the candidates taking the class.
Q. Additionally, it is the policy of the Dallas County Sheriff's Office to recognize retired reserve peace officers, those who have served the Dallas County Sheriff's Office as a peace officer assigned to the Posse or Reserve Division for a minimum of 20 (twenty) years of total service (of which ten years must have been served as a Peace Officer), as Honorably Retired Peace Officers, when they discontinue service with our department:

These retired Deputies are eligible for an Honorably Retired Identifications Card as outlined by Texas Government Code, Section 614.124. (Reserve Law Enforcement Officers, those officers without a Peace Officer License, will not be recognized as Honorably Retired Peace Officers.) Therefore, when a deputy, upon resignation presents himself/herself to the Dallas County Sheriff's Office, Personnel Section, the TCOLE records are reviewed. Total service as a "Peace Officer" with our department must meet or exceed the parameters established by this policy to qualify for an Honorably Retired Identifications Card

Chapter 2.1 Office of the Sheriff

I. Purpose:

The purpose of this policy is to provide all employees with the duties of each division within the Sheriff's Office.

II. Policy:

The Sheriff's Office's divisions shall be comprised as indicated and shall adhere to the duties of those offices.

III. The Office of the Sheriff**.**

The Sheriff of Dallas County shall oversee, administer, and direct policy for the fluid, safe and effective operation of the Sheriff's Office. The department shall ensure fair and just treatment of all persons, employees, and citizens alike all while enforcing and or causing to be enforced all applicable laws as required by law.

IV. The Administrative Assistant to the Sheriff.

A. The administrative assistant to the Sheriff is directly responsible to the Sheriff and is responsible for the following:

1. Performing duties as assigned by the Sheriff.
2. Coordinating and scheduling all events for the Sheriff.
3. Act as departmental liaison for civic affairs.

V. Community Relations Office Unit.

A. The Community Relations Unit is responsible for the following:

1. Community relations officer(s) sustain positive relationships with community members, non-profit organizations, social services, and employees in order to cultivate a favorable operating climate for the Dallas Sheriff's Office.
2. Dallas Sheriff's Office Community Relations Officer carefully develops strategies designed to make positive contributions to all communities within Dallas County, while raising awareness for the Dallas County Sheriff's Office.
3. All personnel that would like to participate in community events must receive permission from their supervisor.

B. Public Information Officer(s):

1. The public information officer will act as the Sheriff's Office's liaison to the media. Additionally, the public information officer may respond to serious incidents and provide information on behalf of the Sheriff's Office. The Sheriff's public information officer will:

a. Report to the Sheriff.
b. Be responsible and answerable to the Sheriff and the executive chief deputy for the collection of information regarding Sheriff's Office programs, operations and activities that affect the public and be made known to the public.

c. Evaluate proposed Sheriff's Office public relations programs, respond to inquiries regarding the Sheriff's Office, issue news bulletins, and releases to media representatives, update and distribute departmental brochures, coordinate departmental displays and specialized media projects, maintain records of media contacts and agreements, accept requests for departmental speakers, maintain an

event master calendar, be responsible for news conferences and awards ceremonies, and maintain social media accounts.

2. When an event occurs that stimulates general community interest, the Sheriff's Office public information officer should make a best and reasonable determination based on advice of legal counsel on the release of that information.

C. Scope and Content of the Release of Information:

1. The scope and content of each release of information must be determined according to the facts of each situation. Generally, a description of the circumstances, which is not legally privileged, and which will not prejudice the rights of suspects or interfere with an investigation, will be made.

2. Such determination will be made by the Sheriff's Office public information officer or by the senior deputy at the scene after consultation with the investigating deputy or other responsible authority, and the public information officer.

D. Cooperation for Feature Articles:

1. Requests for Sheriff's Office cooperation in the preparation of articles for newspapers, magazines, and other publications will be individually considered, and, if approved by the public information officer and the Sheriff's Office, permission for the interviewing of the Sheriff's Office personnel and the photographing of the Sheriff's Office facilities will be limited to the scope of approval.
2. Employees participating in the preparation of such articles should ascertain the scope of approval and should be cautious not to exceed those limits. In any event, employees should exercise care and discretion so as not to make statements or convey information which, if later quoted, may create a misunderstanding or compromise the effectiveness of the Sheriff's Office.

E. Responsibility of Deputies to Supply Information:

1. Frequently, due to public expectations and because of their accessibility, deputies are called upon to supply information both related and unrelated to their law enforcement function. Deputies should appropriately answer questions put to them or refer the person to the proper individual or agency for such answers.
2. When a request is made for information about a law enforcement matter, deputies should decide if they are in possession of sufficient facts and are qualified to respond, and whether the person making the request is a proper person to receive the information. Generally, deputies should be open in their dealings with the public and, unless there is a reason to the contrary, they should supply the information requested or refer the individual to a supervisor or the public information officer.
3. In any event, deputies should be cautious to avoid representing their individual opinions as facts.

F. Tours of the Sheriff Department Facilities:

1. To acquaint the public with the tasks of the Sheriff's Office, the Sheriff's Office will, upon request through the public information officer, conduct tours of certain Sheriff's facilities.
2. The scope of such tours will be dependent upon security requirements and personnel availability. If the request is for a detention facility, permission must be given by the chief deputy office of detentions services.

G. The Release of Mug Shots and/or Photographs:

1. Mug shots or photographs taken in conjunction with an offense for which the arrested person is subsequently convicted are subject to the Texas Public Information Act, and must be released to the media upon request, unless the Sheriff's Office can demonstrate that an exception to disclosure applies.
2. Mug shots or photographs of arrested persons who have not previously been convicted may also be released under the Texas Public Information Act unless an exception applies.
3. If a request for an arrested person's photograph or mug shot is received, the request and a copy of the mug shot will be referred to the Sheriff's Office legal advisor for directions on such release.

Chapter 2.2 Office of Administration

Purpose:

The purpose of this policy is to provide employees with the duties of divisions within the Department.

I. Policy:

The department's divisions shall be comprised as indicated.

II. The Office of Administration:

The executive chief deputy is appointed by and is directly responsible to the Sheriff. He/She assumes the duties of the Sheriff in his/her absence. He/She acts in the capacity of an administrator and executive to the Sheriff, who may detail specific administrative and executive duties to him at any time.

III. The Office of the Legal Advisor.

The primary duty of this position is to provide legal services to the Sheriff and the Sheriff's Office. The Sheriff's Office legal advisor will report directly to the Executive Chief Deputy.

IV. The Professional Standards Division.

A. This Division will have a captain who will report directly to the executive chief deputy and will be comprised of:

1. Internal Affairs

a. The primary function of Internal Affairs is to investigate complaints against employees of the Dallas County Sheriff's Office or incidents involving employees of the Sheriff's Office. In addition, this division is responsible for the investigation of allegations of serious misconduct by employees of the Sheriff's Office during of their employment.

B. Internal Affairs will be responsible for:

1. Ensuring the complete and impartial investigation of all complaints against any employee of the Sheriff's Office.
2. Maintaining an organized, secure, and confidential record of investigations, allegations of serious misconduct, and the actions taken by the department.
3. Scheduling disciplinary hearings, present factual evidence, and testify before the Sheriff's Civil Service Commission.
4. Preparing a monthly and annual statistical report to the Sheriff with an analysis of cases and status of open cases.
5. Developing and maintaining a profile record and make recommendations regarding policy or training issues to prevent further occurrences.
6. Complaints are investigated at the lowest appropriate organizational level.
7. Internal Affairs may investigate any complaint when:

a. Requested thru the chain of command with the final approval by the executive chief deputy for IA to investigate.
b. The complaint alleges serious misconduct.
c. Directed by the Sheriff or the executive chief deputy.

V. Compliance Unit.

A. The Compliance Unit will have a detention service manager who will report directly to the captain over the Professional Standards Division.

1. The Unit is comprised of a detention service manager over four separate areas, all of which report directly to the detention service manager. The sections are:

    a. Detention Inspector (detention service officer).
    b. Grievance Officer and Alternate Grievance Officer (detention service officer).
    c. Disciplinary Officer (detention service officer).
    d. Fire Safety Coordinator (detention service officer).
    e. PREA (Detention Service Supervisor and Detention Service Officer)

VI. Executive Office Staff.

A. Chief Deputy - Office of General Services**:**

    1. Assistant Chief Deputy - Enforcement Bureau.
    2. Assistant Chief Deputy - Investigation Bureau.

B. Chief Deputy - Office of Special Services:

    1. Assistant Chief Deputy - Support Services Bureau

C. Chief Deputy - Office of Detentions

    1. Assistant Chief Deputy - Technical Services Bureau.
    2. Assistant Chief Deputy - Inmate Housing Bureau.

VII. The Strategic Planning/Research Unit:

A. The Strategic Planning Unit will have a Lieutenant directly responsible to the Executive Chief Deputy and will include:

    1. The Fleet Services Unit
    2. Executive Administration Administrative Assistants
    3. Detentions Administration Administrative Assistants
    4. Detentions Administration Personnel

Chapter 2.3 Office of General Services

I. Purpose:

The purpose of this policy is to provide all department members with the duties of each division within the department.

II. Policy:

The department's divisions shall be comprised as indicated and give full attention to their duties.

III. The Office of General Services**:**

A. The Office of General Services will have a chief deputy who is appointed by the Sheriff and is directly responsible to the Executive Chief Deputy, Office of Administration and will be comprised of:

1. **The Enforcement Bureau** will have an assistant chief deputy who is appointed by the Sheriff and is directly responsible to the Chief Deputy, Office of General Services. This bureau will consist of the following:

a. The Freeway Management Division will have a captain directly responsible to the Assistant Chief Deputy, Enforcement Bureau and will be comprised of:

i The Traffic Section

1 The Livestock Control Section
2 Commercial Vehicle Enforcement Unit
3 HOV UNIT
4 Vehicle Crimes Unit

b. Warrants Division will have a captain directly responsible to the Assistant Chief Deputy, Enforcement Bureau. The captain is responsible for all aspects of warrant execution, fugitive extradition, and tactical operations, and will include:

i Warrant Execution Section

1 SWAT

ii Fugitive Section

c. North Texas Auto Theft Task Force

d. Courtesy Patrol will have a director directly responsible to the Assistant Chief Deputy, Enforcement Bureau

2. **The Investigation Bureau** will have an assistant chief deputy who is appointed by the Sheriff and is directly responsible to the Chief Deputy, Office of General Services. This bureau will consist of the following:

a. The Special Investigations Division will have a captain directly responsible to the Assistant Chief Deputy, Investigation Bureau and will be comprised of:

i The Criminal Investigations Section

1 Physical Evidence Section

ii Property/Evidence Room Unit
iii Intelligence Section

1 K9/Interdiction Unit

b. Court Services Division

1. Bailiff Section
2. Court Security Section

c. The Resource Development Division will have a captain directly responsible to the assistant chief deputy, Investigation Bureau. The captain is responsible for all aspects of hiring, recruiting, and personnel, and will include:

i Personnel Section
ii Training Section

d. The Reserve Division is a volunteer unit and will have a reserve commander directly responsible to the Assistant Chief Deputy, Investigation Bureau.
e. The Sheriff's Posse is a volunteer unit that will have a commander and is directly responsible to the Assistant Chief Deputy, Investigation Bureau.

Chapter 2.4 Office of Detention Services

I. Purpose:

The purpose of this policy is to provide all employees with the duties of each division within the Sheriff's Office.

II. Policy:

The Sheriff's Office's divisions shall be comprised as indicated and shall adhere to the duties of those offices.

III. **The Office of Detentions.**

A. The Office of Detentions will have a chief deputy who is appointed by the Sheriff and is directly responsible to the executive chief deputy. The chief deputy, Office of Detention Services is the chief administrator of all aspects of the administration, detention, care, custody, and control of all inmates in Sheriff's custody. The Office of Detention Services will be comprised of:

1. **The Inmate Housing Bureau** will be comprised of an assistant chief deputy who is appointed by the Sheriff and directly responsible to the chief deputy, Office of Detention Services. This bureau will consist of the following:

   a. The Sterrett West Tower Jail Division will have a commander directly responsible to the assistant chief deputy, Inmate Housing Bureau.
   b. The Sterrett North Tower Jail Division will have a commander directly responsible to the assistant chief deputy, Inmate Housing Bureau.
   c. The Suzanne Kays South Tower Jail Division will have a commander directly responsible to the assistant chief deputy, Inmate Housing Bureau.
   d. The Special Response Team will have a coordinator directly responsible to the assistant chief deputy, Detention Technical Services Bureau
   e. The Medical Services Division

      i The Gil Hernandez Medical Facility
      ii The Special Hospital Observation Team

2. **The Technical Services Bureau** will have an Assistant Chief Deputy, appointed by the Sheriff who is directly responsible to the Chief Deputy, Office of Detention Services. This bureau will consist of the following:

   a. The Intake/Release Division will have a captain directly responsible to the assistant chief deputy, Technical Services Bureau, and will be comprised of:

      i. The Intake Section
      ii. The Release Section
      iii. The Classification Section
      iv. The Inmate Mail Unit
      v. The Inner-City Section
      vi. The Identification Section
      vii. Probation Check

   b. Data Management Unit

Chapter 2.5 Office of Special Services

I. Purpose:

The purpose of this policy is to provide all employees with the duties of each division within the Sheriff's Office.

II. Policy:

The Sheriff's Office's divisions shall be comprised as indicated and shall adhere to the duties of those offices.

III. **The Office of Special Services**

A. The Office of Special Services will have a chief deputy who is appointed by the Sheriff and is directly responsible to the Executive Chief Deputy, Office of Administration and will be comprised of:

1. **The Support Services Bureau** will have an Assistant Chief Deputy, appointed by the Sheriff who is directly responsible to the Chief Deputy, Office of Special Services. This bureau will consist of the following:

a. The Support Services Division

i Food Services
ii Laundry Services

b. Inmate Programs Division

i Education
ii Life Development
iii Substance Abuse

c. Inmate Services

i Inmate Services
ii Law Library
iii Indigent Services
iv Video Services

d. Technology Division

Chapter 2.6 Office of Management Services

I. Purpose:

The purpose of this policy is to provide all employees with the duties of each division within the Sheriff's Office.

II. Policy:

The Sheriff's Office's Divisions shall be comprised as indicated and shall adhere to the duties of those offices.

III. **The Office of Management Services.**

A. The Office of Management Services will be commanded by a civilian Chief Financial Officer, directly responsible to the Executive Chief Deputy, Office of Administration, whose office is responsible for conducting the Sheriff's Office's fiscal operations and some auxiliary functions which include the operation of the following:

1. The Financial Services Unit
2. The Digital Photo Lab
3. The Bond Administration Section
4. The Vault Section
5. The Print Shop
6. Quartermaster

Chapter 3.1 Administrative Orders and Notary Commissions

I. Purpose:

The purpose of this policy is to provide employees with the general guidelines for administrative matters regarding orders and notary commissions while working for Dallas County.

II. Policy:

It is the policy of this Sheriff's Office that the following administrative procedures for the creation and implementation of Sheriff's Office rules and orders shall be utilized and that employees adhere to the following notary commission procedures.

III. Written Directives.

A. Sheriff's Office employees are responsible for all rules and regulations established by:

1. Dallas County Commissioners' Court.
2. Dallas County Human Resources.
3. Administrative Directives.
4. Sheriff's Office Civil Service
5. Sheriff's Office.

B. Sheriff's Office Reserve Division and Posse members are responsible for adhering to their own division rules and regulations and all rules and regulations as established above, with the exception of Civil Service.

IV. Sheriff's Office Orders and Policies.

A. All captains, commanders, and directors will maintain all rules and regulations (Written Directives 1 thru 5).
B. No Sheriff's Office orders, or policies will be issued in conflict with those of higher command.
C. Orders and policies will be in writing, dated, signed (not electronically) and distributed to those affected.

V. General Orders Manual.

A. The Sheriff will approve the General Orders Manual, and any amended or updated version from the dates of issuance to establish:

1. Sheriff's Office policies and procedure.
2. Inter divisional policy or procedures.
3. Duties and responsibilities.
4. Chain of command.

B. Amendments/cancellations may be made by:

1. Total revision.
2. Section replacement.
3. Addition/deletion.

VI. Special Orders.

A. The Sheriff will approve Special Orders for the same purpose as the General Orders Manual. However, special orders will be for a specified time period.

B. Special orders will automatically be cancelled on January 31 each year following the date of their issuance unless otherwise incorporated into the General Orders Manual.

VII. Issuing General and Special Orders.

A. Proposed orders and amendments will be coordinated through the Strategic Planning Unit.
B. The Strategic Planning Unit will send proposals to affected bureaus/divisions for review and comments.
C. Reviews of staffing comments will be made by the Strategic Planning Unit and the originator of the order.
D. Submitting of proposed orders and amendments to the administrative staff will be done by the Strategic Planning Unit.
E. Approved orders will be published for distribution to all bureaus and divisions by the Strategic Planning Unit.
F. All supervisors will be responsible for ensuring each subordinate is aware of all applicable orders.
G. Updates will be made as needed or annually.
H. The Strategic Planning Unit will ensure that a current copy of the General Orders Manual is readily available to all Sheriff's Office employees, in a suitable location, on the departmental intranet site. The Strategic Planning Unit will also cause electronic copies of past General Orders to be placed in a suitable location on the departmental servers.

VIII. Operational Orders.

A. The Sheriff will authorize issuance of Operational Orders by the executive chief deputy, bureau, or division supervisory staff.
B. Operational orders are lasting in nature and will immediately become part of the affected division's SOP.

IX. Personnel Orders.

A. The Sheriff will authorize issuance of Personnel Orders by the executive chief deputy to announce:

1. Appointments.
2. Assignments or transfers.
3. Promotions.
4. Terminations by retirement or death.
5. Sheriff's Office awards.

X. Training Orders.

A. The Training Division captain will authorize the issuance of training orders by the Training Section to announce:

1. Upcoming schools, classes, or training sessions.
2. Personnel accepted for in-service training.
3. Established training material and.
4. The schedule of mandated firearm qualifications.

XI. Standard Operating Procedures (SOP).

A. Each chief, captain, commander, director, or person in command of a bureau, section and or unit shall be responsible for maintaining and keeping a current SOP for his/her respective areas:

1. SOP changes will be forwarded through the chain of command and approved by the assistant chief deputy over each bureau.

2. After approval by the bureau assistant chief deputy, the Strategic Planning Unit will receive an approved copy of each SOP and will maintain those copies in an electronic file suitably located on the departmental servers, as well as having them published on the county intranet where they may be accessed by all Sheriff's Office employees. The Strategic Planning Unit will also maintain an electronic library, in a suitable location, of past SOP's.
3. All Standard Operating Procedure manuals will include the following sections:

    a. Table of contents.
    b. Organization Chart.
    c. Unit Chain of Command.
    d. Job Descriptions.
    e. Operating Procedures.
    f. Emergency Procedures.

B. All SOP's will be reviewed and updated by each bureau, division, section, and unit. These reviews/updates shall be submitted electronically to the Strategic Planning Unit in October of each year. If no revision is needed, then a memorandum will be submitted to that effect.

XII. Correspondence.

A. Supervisory staff of bureaus, divisions, sections and units, when authorized by the Sheriff, may forward necessary communications to persons or groups outside of the Sheriff's Office. Communications should be limited to the operations of their command.
B. Supervisory staff authorized by the Sheriff to send communications will maintain a file of all outgoing correspondence.
C. An employee will not initiate or send any communications regarding the operations of the Sheriff's Office without first going through his chain of command for express approval.

XIII. Outgoing Letter (Block).

A. A block style letter on Sheriff's Office standardized letterhead will be used on all external correspondences, except for inter-county or intra-county correspondences, where memorandums will be used as needed. The recommended line spacing for the body of the letter is as follows:

    1. The date of correspondence should be at or between the twelfth and fifteenth lines from the top of the paper.
    2. The date should not interfere with the letterhead.
    3. The body of the correspondence should look professionally centered on the page with reasonable margins.
    4. Double line spacing (skipping one line) should be used between paragraphs and other component parts (date, address, closing, etc., except for the signatory section.

B. When additional pages are needed, use plain paper. The heading will be started at the left margin on or about the sixth line from the top of the page and adhere to the following format:

    Page 2
    The name of the addressee
    Date

C. After the last paragraph of the letter, the courtesy closing should be professional (i.e., "Sincerely").
D. If the Sheriff is signing the letter, skip approximately four lines from closing, type his/her name and title in upper and lower case letters, then type his/her title in upper and lower case letters on the next line.
E. If the Sheriff is not signing the letter, skip one line from closing, type his/her name in all capital letters, then type his/her title all in capital letters on the next line. Skip approximately four lines

and type the name of the person signing the letter in upper and lower case letters. On the next line, type the signer's title. On the next line, type the signer's location of assignment.

F. Envelope: Sheriff's Office number and postage (for county business only).

XIV. Report to Sheriff.

A. Employees of the Sheriff's Office are sometimes involved in incidents which are not appropriate for introduction into the normal reporting system. Because of the uniqueness and/or magnitude of these incidents, the Sheriff immediately needs a factual report from the personnel involved. The purpose of this order is to establish the requirements and format for writing a report to the Sheriff.

B. An employee will immediately submit a report addressed to the Sheriff and sent through the employee's chain of command concerning any on-duty and off-duty incidents (including off-duty employment) when:

1. Requested or ordered.
2. A person is injured as a result of an employee's action.
3. A Deputy discharges a firearm except when engaged in a lawful sporting activity.
4. Dallas County equipment is stolen, lost, or damaged.
5. An employee is the subject of an investigation conducted by another law enforcement agency.
6. An employee is involved in a situation or incident, in which the employee's supervisor reasonably believes may result in a complaint being filed against that employee.
7. A Deputy conducts an investigation and/or makes an arrest while off duty.
8. An employee in a supervisory position becomes engaged in a romantic and/or sexual relationship with an employee over whom they have authority.

XV. Instructions for Writing to the Sheriff.

A. The report will be in block form and will be written in the first person.
B. The report will be submitted on plain bond paper.
C. Date: The date will be the date the report is written.
D. Address: All reports will be directed to the Sheriff, by name as follows:

Sheriff Marian Brown, Dallas County Sheriff
Frank Crowley Courts Building
133 N. Riverfront Blvd., LB-31
Dallas, Texas 75207 4313

E. Subject: The subject should briefly explain why the report is written.
F. Salutations: All reports to the Sheriff will begin with the salutation 'Dear Sheriff'.
G. Body: The following is a guide to be used:

1. The block paragraph form will be used with double spacing between paragraphs.
2. The opening paragraph will contain the date and time the officer/employee was dispatched, notified or became involved in or observed the incident reported; assigned elements and the nature and location of the call or incident. It will identify the actors, times, places and any pertinent information concerning the incident.
3. The report will follow the sequence of events, starting at the beginning and will continue with a chronological account of actions and events, until it reaches the completion of the incident.
4. The report must be factual and contain only those events which actually transpired. If opinion or hearsay is to be included, clearly label it as such, i.e., reporting officer's note:
5. The report will be brief, concise, complete, and accurate.
6. The report will contain the name, address, age, sex, and race of each individual involved.
7. The closing paragraph will contain the disposition or action taken or recommended in handling the incident.
8. The closing line.

9. The signature will contain the employee's name, identification number, rank, division and/or section assigned. Example:

   Name and Badge/ID Number
   Rank
   Division and/or Section

   Dear Sheriff Letter Example block style:
   Date:

   Sheriff Marian Brown, Dallas County Sheriff
   Frank Crowley Courts Building
   133 N. Riverfront Blvd., LB-31

   Dallas, Texas 75207 4313
   Subject: (Briefly explain why the memorandum is written).
   Dear Sheriff: (current elected Sheriff's name)
   Body: (event\incident), (will be written in the block paragraph form).
   Respectfully Submitted,
   Signature: (Will contain the employee's name, Badge/ID number, Rank and assignment).

10. When additional pages are needed:

    Page 2
    The name of the addressee
    Date

XVI. Memorandum.

A. Memorandums will be used for the exchange of information.
B. All memorandums, with the exception of memos such as birth and death announcements, that are addressed to all personnel must be generated by the Executive Chief Deputy's office with his/her signature.
C. Memorandums will be on the Sheriff's Form 2 or a computer generated equivalent. Assignment watermarks may be used but must first be approved by the bureau commander.
D. The following is a guide to be used:

1. **Date:** (The date is the date the memorandum is written).
2. **To:** (Should designate to whom the memorandum is directed).
3. **From:** (Give name, division and/or section of the originator).
4. **Subject:** (Briefly explain why the memorandum is written).
5. **Thru:** (When a memorandum is sent to someone of higher rank or outside of the normal chain, this should be indicated by writing "Channels").
6. **Body:** (Will be written in the block paragraph form).
7. **Closing:** (Respectfully submitted).
8. **Signature:** (Will contain the employee's name, badge/ID number, rank and assignment).

E. If the memorandum is to be faxed, a Sheriff's Office fax cover sheet containing a confidentiality disclosure statement will be used:

NOTICE OF CONFIDENTIALITY

This facsimile is intended for the individual or entity named above. You are hereby notified that any dissemination, distribution, copying, use, or reliance of the information contained in and transmitted with this facsimile by or to anyone other than the intended recipient designated above, is UNAUTHORIZED AND STRICTLY PROHIBITED. If you have received the facsimile in

error, please notify the Dallas County Sheriff's Office by telephone at (214)749-8641 immediately. Any facsimile erroneously transmitted to you should be immediately returned to the sender via U.S. Mail, or, if authorization is granted by the sender, destroyed.

XVII. Notary Commissions.

A. A request for notary will be made by memorandum to the Office of Management Services from the bureau commander.
B. The request will contain the full name of the applicant, justification for an additional notary and the source of funding for the notary.
C. Upon authorization by employee's department head, a notary public "Application for Appointment" will be furnished by the Office of Management Services.

    1. The application must be filled out completely, giving the applicant's name as it will appear on notarized documents.
    2. After the application has been completely filled out, it must be returned to the Office of Management Services.

D. A notary bond will be mailed to the applicant's home address by the Secretary of State. The applicant must file the bond on, or before, a specified date to qualify.

    1. Upon receiving a bond card, the applicant will sign the card in both designated signature spaces, exactly as signed on the application.
    2. After the card is signed, it must be notarized by any notary public immediately, and then taken to the Fiscal Section without delay in order that the date stamped on the card does not elapse.
    3. The Fiscal Section will forward the form to the Auditor's Office.

E. When renewing the notary commission, no corrections may be made on the renewal card. In the event of a misspelled or changed name, a new application is required.
F. When notarizing any document, the only signature that can be used, is the one on the notary bond.
G. Notaries are allowed to notarize documents anywhere in the State of Texas but may not charge for the service if the notary bond was sponsored by Dallas County.

Chapter 3.2 Court Attendance

I. Purpose:

The purpose of this policy is to give the employee a guideline to follow in regard to subpoenas.

II. Policy:

The policy of this Sheriff's Office is that all employees that are served with subpoenas shall be present in court unless arrangements are made with the court ahead of time or unless an immediate supervisor approves the absence. Sworn personnel testifying on behalf of Dallas County in criminal, civil, or federal court will be in a Class "A" or Class "B" uniform or in proper civilian attire which complies with standards set forth in the General Orders Manual. Sworn personnel will be allowed to wear any type of uniform they are issued from the Quartermaster for their assignment, unit, or division for Justice of the Peace Court only. Detention Service Officers testifying on behalf of Dallas County in criminal, civil, or federal court will be in his/her Class "B" uniform or in proper civilian attire which complies with standards set forth in the General Orders Manual. Civilian employees must be in proper civilian attire which complies with standards set forth in the General Orders Manual.

III. Subpoenaed Court Appearance.

A. All Dallas County Sheriff's employees as well as Reserve Deputies/Posse members will be considered officially notified to appear in a criminal, civil, or juvenile court within Dallas County when they receive a subpoena or a routing slip from the court or grand jury from any of the following:

1. Court Bailiff, including Grand Jury Bailiff.
2. Court Clerks.
3. Assistant District Attorneys.
4. District Attorney Investigators.
5. The Legal Advisor.
6. Deputy Sheriffs or Constables serving subpoenas.
7. Supervisory and command officers of the Dallas County Sheriff's Office.
8. Court Notify Criminal Subpoena Management System.
9. Civil Service Commission.

B. In criminal cases outside of Dallas County and in civil cases, employees and Reserve deputies or Posse members will only respond to a subpoena.

C. Subpoenaed Sheriff's Office employees and Reserve deputies or Posse members who are unable to be present in court will notify their immediate supervisor and the court coordinator or the District Attorney's office as early as possible, in advance of the court session.

IV. Verbal Recommendations.

A. No employee of the Dallas County Sheriff's Office or Reserve deputies/Posse members will make any verbal recommendation to any judge, clerk, prosecutor, or other person connected with any court or grand jury regarding the suspension of penalty or the dismissal of any case pending or to come before that court or grand jury.
B. The above does not apply to recommendations routinely and properly made by investigating deputies in the discharge of their official duties.

V. Civil Suits.

A. No Dallas County Sheriff's employee or Reserve deputy/Posse member shall render aid or assistance in civil cases except to prevent an immediate breach of the peace or to quell a disturbance actually existing:

1. This rule is not intended to prevent employees from informing any citizen as to the steps necessary to secure assistance.
2. When a citizen asks a Sheriff's Office employee or Reserve Deputy/Posse member for information concerning an attorney, the Sheriff's Office employee or Reserve Deputy/Posse member should refer the citizen to the Dallas Bar Association Lawyer Referral Service. Sheriff's Office employees or Reserve Deputies/Posse members will not recommend any individual attorney to the citizen.

B. No employee of the Dallas County Sheriff's Office, Reserve deputy or Posse member will sign any statement, affidavit or deposition for any defense attorney in any criminal proceeding, or for any insurance adjustor or investigator, or attorney in any civil case pertaining to any police matter the Sheriff's Office employee or Reserve deputy or Posse member may be investigating or involved in, except with the permission of the Sheriff or by the order of a court:

1. Dallas County Sheriff's Office employees or Reserve Deputies/Posse members receiving subpoenas to give depositions to attorneys in criminal or civil cases growing out of incidents which they investigated will notify their division commander through channels so, if necessary, the legal advisor may furnish counsel for the affected personnel and the Sheriff's Office.

   2. Sheriff's Office employees or Reserve deputies/Posse members who receive Duces Tecum subpoenas to bring before any attorney or court, the records of this Sheriff's Office or physical evidence in the possession of the Sheriff's Office will notify their division commander who will contact the legal advisor for legal advice, if necessary.

C. Sheriff's Office employees or Reserve deputies/Posse members may give depositions to military officials for use in the prosecution of military personnel before any military tribunal.
D. No Dallas County Sheriff's Office employee, Reserve Deputy or Posse member will file a civil suit regarding any police incident without first notifying the Sheriff in writing. This action is not intended to prohibit an employee from initiating civil actions, rather to keep the Sheriff informed regarding the actions of Sheriff's Office employees or appointed employees.

E. Civil suit action against Sheriff's Office personnel:

1. When a Sheriff's Office employee, Reserve deputy or Posse member receives notice of a pending civil action that has arisen out of official job duties, he/she will:

   a. Immediately upon receipt of 'Service of Process', note on the front the time, date and how the "Process" was served.
   b. Send the 'Process' along with all accompanying papers through channels to the Legal Advisor.
   c. Employees will report to the legal advisor when notified to do so with all information pertinent to the incident.

2. Dallas County Sheriff's Office employees, Reserve deputies or Posse members will notify by memorandum the Office of the legal advisor immediately when they become involved in civil suits in any manner, or in any other court action not arising out of official duties.

Chapter 3.3 Public Information

I. Purpose:

The purpose of this policy is to provide employees with the proper and legal procedures related to the Public Information Act, criminal history data, and the release of reports/records generated by the Sheriff's Office. This policy will provide a procedure by which public information may be inspected efficiently, safely and without delay and by which criminal histories may be reviewed and/or disseminated within and outside the Sheriff's Office.

II. Policy:

The Dallas County Sheriff's Office shall comply with the Texas Public Information Act as set forth in Chapter 552 of the Texas Government Code and with all federal and state guidelines as related to criminal history data.

III. Texas Public Information Act (PIA).

A. In accordance with the Texas Public Information Act (also known as the Texas Open Records Act), the Sheriff is the legal custodian of the information created or received by the Dallas County Sheriff's Office.
B. Each bureau commander shall be an agent of the Sheriff for the purposes of complying with this act. The bureau commander must provide the public information requested, via the Office of the legal advisor, or if the information is unavailable, the Office of the legal advisor shall state in writing when it will be available.
C. If a request has been received for information that the Attorney General has previously ruled is exempted from disclosure, then the information can be withheld.
D. If there is no ruling that the specific information is exempted, one must be requested from the Attorney General within ten (10) business days of receipt of the request. Such requests and questions regarding any disclosure matters will be directed to the Office of the Legal Advisor for action.
E. Upon receipt of a request to view or have copied, information which may be excepted from disclosure, the Sheriff's legal advisor must forward the request to the Texas Attorney General along with a copy of the documents.
F. The Office of the Legal Advisor shall maintain a log to track all open records requests received and acted upon by the Sheriff's Office.

IV. Rights of Requestors.

A. Texas law gives citizens the right to access government records and government officials may not ask why the records are requested.
B. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of information.
C. The Dallas County Sheriff's Office shall promptly release requested information that is not confidential by law or information for which an exemption to disclosure has been sought.
D. Requestors have the right to:

1. Prompt access to information that is not confidential or otherwise protected.
2. Receive treatment equal to all other requestors, including accommodation in accordance with ADA requirements.
3. Receive certain kinds of information without exceptions, like the voting record of public officials or information related to the receipt, expenditure or estimated need of public funds and other items.
4. Receive a statement of estimated charges, when charges exceed $40, in advance of work being started and an opportunity to modify the request if the charges are too high.
5. Choose whether to inspect the requested information (most often at no charge), receive copies of the information, or both.

6. Notice when the governmental body asks the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions.
7. Make a complaint about charges for public records with the General Services Commission and a complaint related to other possible violations with the Dallas County District Attorney or Office of the Attorney General.

V. Procedure to Obtain Information.

A. To obtain information from the Dallas County Sheriff's Office, requestors must:

1. Submit a written request:

a. By mail
b. By fax or e-fax
c. By Gov QA portal on the Dallas Sheriff's website
d. In Person

VI. Sheriff's Office Responsibilities.

A. In accordance with the Public Information Act, the Sheriff is required to make available all public information. The Sheriff must also:

1. Establish reasonable procedures for inspecting and copying public information and inform requestors of these procedures.
2. Treat all requestors equally, including accommodation in accordance with ADA requirements.
3. Be informed about open records laws and educate employees on the requirements of those laws.
4. Inform requestors of the estimated charges greater than $40 and any changes in the estimates, and confirm, in writing, that the requestor agrees to pay the costs before finalizing the request.
5. Inform the requestor if the information cannot be provided promptly and establish a date and time to provide it within a reasonable time.
6. Ask for a ruling from the Office of the Attorney General regarding any information to be withheld and inform the requestor of this request for ruling.
7. Segregate public information from information that might be withheld and provide that public information promptly.
8. Inform third parties if their proprietary information is being requested from the Sheriff's Office.
9. Respond in writing to all written communications from the General Services Commission or the Office of the Attorney General regarding complaints involving violations of the Act.
10. Request an Attorney General's opinion by the tenth (10th) business day after the request for information was received and in the request the Department shall:

a. State which exceptions apply.
b. Notify the requestor of the referral to the Attorney General; and
c. Notify third parties if the request involves proprietary information.

B. Failure to request an Attorney General's opinion and notify the requestor within ten (10) business days will result in a presumption that the information is open unless there is compelling reason to withhold it.
C. The Sheriff's Office must release information determined by the Attorney General to be open or file suit within thirty (30) calendar days, and the Sheriff's Office may not ask the Attorney General to reconsider a decision.
D. The legal advisor shall notify all employees when their personnel records are requested. Personnel records shall be released as required by the Public Information Act.

VII. Certain Information That May Be Withheld:

A. Certain information is exempted from disclosure by the Act and may be generally classified as follows:

1. Information that is confidential by law.
2. Information in personnel files if disclosure would constitute a clearly unwarranted invasion of personal privacy.
3. Information involving litigation of Dallas County or the Sheriff's Office.
4. Certain information related to criminal cases and/or to law enforcement.
5. Information that would give advantage to competitors or bidders.
6. Information pertaining to the location or purchase price of real or personal property for public purposes prior to public announcement of the project.
7. Drafts and working papers for proposed legislation.
8. Matters attorneys are prohibited to disclose per state bar ethics, rules or evidentiary rules.
9. Private correspondence and communications of an elected official that if disclosed would be an invasion of privacy.
10. Trade secrets obtained from a person that is confidential by statute or judicial decision and commercial and financial information, the disclosure of which would cause substantial competitive harm to the person from which it was obtained.
11. Information agencies use relating to the regulation or supervision of financial institutions or securities.
12. Student records at educational institutions funded wholly or in part by state revenue.
13. Home addresses and telephone numbers, social security numbers and information revealing the existence of family members of current or former employees of a government body, peace officers or security officers.
14. Information contained or derived from triplicate prescription forms filed with the Department of Public Safety pursuant to Section 3.09 of the Texas Controlled Substances Act.
15. Photographs of peace officers or security officers.
16. Test items developed by an educational institution funded wholly or in part by state revenue.
17. Birth and death records.
18. Records of a library or library system, supported in whole or in part by public funds, that identify a person who requested, obtained, or used a library material or service.
19. Information relating to a governmental body's economic development negotiations with a business prospect, until an agreement is made.

VIII. Request for Employee Information.

A. Employee information such as addresses, telephone numbers, etc., sworn or civilian, shall not be released unless approved by a chief deputy or higher rank.
B. If there is any doubt concerning employee information, employees shall refer the request to the Sheriff's Legal Advisor.

IX. The Public Information Act – Fees.

A. All reproductions should be charged at a rate determined by the General Services Commission.
B. All questions regarding payments and actual payments for reproductions shall be forwarded to the Office of Management Services for action.

X. General.

A. All communications operators will have access to the CRNEWS and TLETS newsletters and all posted notices. A permanent file of these notices will be kept for reference.

B. The teletype terminal will be kept secure at all times, and access will be restricted to authorized personnel only.
C. All problems relating to TCIC/NCIC will be forwarded to the Terminal Agency Coordinator (DCIM Coordinator) for resolution.
D. The department's participation in the TCIC/NCIC system is conditional upon our adherence to policy as set out in the NCIC Operating Manual and applied through these guidelines.
E. The department is subject to audit by the DPS and/or FBI on a triennial basis for compliance to all TCIC/NCIC policies.
F. All controlled access doors are to remain secure at all times.
G. All TLETS workstations shall be secured from public view of all prisoners, witnesses, and civilians.
H. Employees will not allow the usage of such workstations, by unauthorized persons at all times.
I. Employees shall maintain security of all CJIS data while on duty and off duty. A secure location also includes departmental patrol vehicles.
J. All mobile data computers (MDCs) are to be secured in locked patrol vehicles and shall be secured from public view when in use.
K. The MDCs shall be mounted in a manner which prevents them from being easily removed.
L. The MDCs shall remain locked to the in-car mount except when being removed by authorized personnel while performing his/her departmental duties and responsibilities.
M. Prior to leaving the patrol vehicle, or placing any person inside the vehicle, deputies must lower the MDC screen or use the screen "blackout" feature.

XI. Information Obtained over the TLETS Terminal.

A. Who can request information?

1. Within the Dallas Sheriff's Office, only deputies and other authorized persons will be allowed to request teletype inquiries of any kind.
2. Requests from outside the department will be honored when the identity of the requestor can be verified as a commissioned peace officer, or authorized person (probation officer, parole officer, etc.) who is making the request for a criminal justice purpose.
3. Appropriate logging for CCH (Computerized Criminal History) information, as indicated, is mandatory.
4. All authorized personnel are responsible for limiting their request to official, criminal justice purposes only.
5. Stolen and wanted information can be requested by deputies as needed. No dissemination log is necessary, and the information can be broadcast over the radio without restriction, except as necessary to safeguard the officer.

XII. Criminal Histories - Release of Information.

A. Authorized persons:

1. Criminal history information is confidential and certain restrictions apply to the purposes for which it can be requested and how it can be disseminated.
2. Criminal history information is designed exclusively for use by law enforcement and criminal justice agencies in conducting their lawfully authorized duties within their respective jurisdictions and between agencies as required. Persons authorized to request criminal history information are:

a. Within the Sheriff's Office, only deputies and authorized persons can request criminal history checks. These requests can be made through appropriate personnel.

b. Requests from outside the department will be honored only when the requestor can be verified as an authorized person as indicated in Part 10 of the NCIC Operating Manual, "Who May Access Criminal History Data." Logging of the required information is mandatory.

B. By law, employees of the Dallas County Sheriff's Office may release criminal history information to the following and no others:

1. All law enforcement agencies at all governmental levels that is responsible for enforcement of general criminal laws.
2. Prosecuting agencies and departments at all governmental levels.
3. Courts at all governmental levels with a criminal or equivalent jurisdiction.
4. All correction departments at all governmental levels, including corrective institutions and probation departments.
5. Parole commissions and agencies at all governmental levels.
6. Agencies at all governmental levels which have as a principal function, the collection and provision of fingerprint identification.
7. Regional or local governmental organizations established pursuant to statute which collect and process criminal justice information and whose policy and governing boards have, as a minimum, a majority composition of employees representing criminal justice agencies.

C. All persons requesting or receiving a criminal history must present official identification credentials issued by the agency for which they are employed.
D. Information will be released to only those agencies and employees of those agencies allowed by law.
E. Purposes for which CCH can be requested:

1. The request must be for a criminal justice investigation or investigation of background of a criminal justice applicant (applicant at the sheriff's office, police department, or other criminal justice agency—not at a non-criminal justice city or county office). If the request is for a job applicant, the type of job must be filled in.
2. It cannot be requested by anyone regardless of rank or status for any other purpose. The telecommunications officer will report to his/her supervisor any CCH inquiries that he/she knows are for unauthorized purposes.
3. No one shall request inquiries for unauthorized purposes or persons.

XIII. Criminal Histories – Requests.

A. Requests for criminal history information may be presented to the Communications Section teletype operator in writing and must include the following:

1. The date of the request.
2. The name of the subject of the criminal history request.
3. The race, sex, and date of birth of the subject of the criminal history request.
4. The social security number of the subject of the criminal history request, if known.
5. The driver license number or state identification number of the subject of the criminal history
6. The name of the person making the request.
7. The name of the agency making the request.
8. The signature of the person making the request.
9. An indication of whether the request is made for criminal justice purposes or for an applicant shall be made.

B. The Communications Section will maintain a criminal history log containing all of the above enumerated requirements for each request.
C. Logging of CCH inquiries:

1. Requestors must be properly identified in the "REQ" field and "ATN" field. The title, first and last name of the requestor shall be entered in the Attention and Requestor fields (example: REQ/Deputy John Doe; REQ/Detective John Doe; REQ/Captain John Doe.)
2. If the requestor is an authorized person from another agency or office, identify that person by name and the name of their agency or office in the "REQ" and "ATN" fields (example: REQ/Officer Tim Moon Anywhere PD). When running a criminal history for another agency, that agencies ORI shall be used.
3. The person actually operating the terminal must be properly identified in the "OPR" field. The operators first and last name along with badge number, if available, shall be entered (example: OPR/Cynthia Cox 123). If a badge number is not available place the section name such as DMU, Traffic, etc.
4. All operators are to be consistent in identifying the Requestor, Attention, and Operator fields.

XIV. Criminal Histories – Dissemination of CCH information:

A. All criminal history information is for the exclusive use of this department and under no circumstances is it to be released in its original or copied forms either physically or through electronic means.
B. The criminal history information obtained over the teletype will be given only to the person in the REQ or ATN field. It can be passed to that person through an appropriate support person.
C. If someone outside the department needs a CCH printout, another CCH inquiry will be made because of frequent updates/revisions to the NCIC III and TCIC CCH records.
D. Personnel requesting and receiving criminal history information through TLETS are responsible for the proper integrity and dissemination of that information and that it remains part of the case file at all times.
E. Inaccurate or incomplete printouts of criminal history information are to be immediately shredded and not discarded through other trash receptacles.
F. Broadcasting of CCH information, criminal history data may be transmitted over an electronic device when an officer determines there is an immediate need for this information to further an investigation or there is a situation affecting the safety of an officer or the general public.

XV. Policy Violators.

A. Dissemination of criminal history information to persons not authorized to receive such information is strictly prohibited and may result in disciplinary action up to and including termination and the possible filing of criminal or civil actions.
B. Department personnel violating TLETS/NLETS, TCIC/NCIC policies are subject to administrative and/or criminal sanctions based upon the severity of misuse. Violations will be handled on a case by case basis by the agency administrator and may lead to the following action(s):

    1. Written or verbal counseling
    2. Written reprimand
    3. Suspension
    4. Demotion
    5. Termination
    6. Prosecution under Texas Government Code §411.085.

C. A person commits a criminal offense if he/she knowingly or intentionally obtains:

    1. Criminal history record information in an unauthorized manner, uses the information for an unauthorized purpose, or discloses the information to a person who is not entitled to the information.
    2. Provides a person with a copy of the person's criminal history record obtained from this Sheriff's Office; or
    3. Violates a regulation of this Sheriff's Office regarding the release of information.

4. Offenses under this section C 1 and 2 are Class B misdemeanors.
5. An offense as enumerated in this section C 1 is a Second Degree Felony if the person:

    a. Obtains, uses, or discloses criminal history record information for remuneration or for the promise of remuneration.
    b. Employs another person to obtain, use or disclose criminal history record information for remuneration or for the promise of remuneration.

XVI. Criminal Records.

Individuals desiring to review their own criminal records involving felony or misdemeanor charges filed in, or outside of, Dallas County courts will be directed to the Identification Section of the Technical Services Bureau.

XVII. Offense/Incident Reports, Accident Reports - Release of Information

A. The "front page" of an Offense/Incident Report will be released to:

    1. Employees of the news media upon request.
    2. Any person who is the complainant on such a report, the complainant's attorney, insurance representative, or any other legal representative when authorized by the complainant in writing.
    3. Any person upon written request if the case is not in criminal or civil litigation.
    4. Any law enforcement or criminal justice agent or agency upon request.

B. Copies of witnesses' statements, confessions, and lists of evidence or laboratory reports will not be released in any case without the approval of the commander of the section/unit assigned the case.
C. Release of the "front page" of an Offense/Incident Reports will be made by the Fiscal Section or the Legal Advisor's Office upon receipt of the required fee for each copy of the report. There will be no fee charges to criminal justice agencies.
D. Requests for bulk or gross numbers of Offense/Incident Reports (such as all burglary reports for 1999) shall be referred to the Office of the Legal Advisor.
E. Copies of accident reports retained by this Sheriff's Office will be released to any person who presents the appropriate identifying information required by the Transportation Code.
F. Release of accident reports will be made by the Fiscal Section upon receipt of the required fee for each copy of the report. There will be no fee charges to criminal justice agencies.
G. Copies of records generated within the Communications Section, such as 911 call recordings, non-emergency phone recordings, radio transmissions, MDC chat records, NCIC/TCIC queries, and etc. may be released upon request to authorized personnel for investigative/ administrative purposes:

    1. Authorized personnel include:

        a. The Sheriff or the Executive Chief Deputy or his/her designee.
        b. The Legal Advisor or his/her designee.
        c. The Public Information Officer; only after consulting the Legal Advisor.
        d. The chain of command of any involved employee.
        e. Dallas Sheriff's Office detectives/investigators that require the information for an investigation.
        f. Any law enforcement or criminal justice agent or agency that requires the information for an investigation.
        g. Other persons if release is required by the Public Information Act.

    2. Requests originating within the Dallas Sheriff's Office must be made in written memorandum form and directed to the Communications Section supervisor. Requests

from other law enforcement or criminal justice agencies must be submitted on that agency's letterhead.

3. The Communications Section commander, or designated Communications Section personnel, will pull those records from the pertinent system and record them to CD or another digital format.
4. Requests will be retained in the Communications Section for a period of one year.

XVIII. Responsibility of Deputies to Supply Information.

A. Frequently, due to public expectations and because of their accessibility, deputies are called upon to supply information both related and unrelated to their law enforcement function.
B. Deputies should appropriately answer questions put to them or refer the person to the proper individual or agency for such answers.
C. When a request is made for information about a law enforcement matter, deputies should decide if they are in possession of sufficient facts and are qualified to respond, and whether the person making the request is a proper person to receive the information.
D. Generally, deputies should be open in their dealings with the public and, unless there is a reason to the contrary, they should supply the information requested or refer the individual to a supervisor or the Public Information Officer.
E. In any event, deputies should be cautious to avoid representing their individual opinions as facts and should exercise care and discretion so as not to make statements or convey information which, if later quoted, may create a misunderstanding, or compromise the effectiveness of the Sheriff's Office.
F. The scope and content of each release of information must be determined according to the facts of each situation.
G. Generally, a description of the circumstances, which is not legally privileged, and which will not prejudice the rights of suspects or interfere with an investigation, will be made. Such determination will be made by the Sheriff's Office Public Information Officer or by the senior deputy at the scene after consultation with the investigating deputy or other responsible authority, and the Public Information Officer.
H. Failure of an employee to furnish his last name and badge or I.D. number to any person upon request constitutes Dereliction of Duty (Code of Conduct 4.02.G.).

Chapter 3.4 Computers, Electronic Devices and Social Networking Sites

I. Purpose:

The purpose of this policy is to establish guidelines for the use of electronic media communications and computer usage and for the carrying and use of personal electronic devices.

II. Policy:

It is the policy of the Sheriff's Office that all employees shall operate electronic media and computer devices according to the Sheriff's Office guidelines, and applicable laws and that no employee shall use an electronic device in a manner that prevents any employee from their full attention to duty, safety, and efficiency of overall operations in designated areas of the department.

III. Availability of Access:

A. Access to the Sheriff's Office's Computer Aided Dispatch (CAD) System, Records Management System (RMS), any Dallas County owned or leased LAN (Local Area Network), WAN (Wide Area Network), mainframe, access to the internet, electronic mail (Email), NCIC/TCIC systems, Mobile Data Computers (MDC), laptops or desktop computers are made available to Sheriff's Office employees exclusively for instructional, official, and investigative purposes only. This includes, but not limited to:

1. Criminal history inquiries.
2. Driver's license inquiries.
3. Voter's registration inquiries.
4. Sheriff's Office in-house inquiries.
5. Dallas County in-house inquiries.
6. Wanted persons inquiries or verification.
7. Motor vehicle registrations.

B. In this order the term investigative purposes shall mean an act instigated by an employee in an attempt to substantiate the probable correlation between the person(s) being investigated and a particular criminal offense or incident. Additionally, this term may apply to administrative investigation as well.
C. Non-compliance with any regulations within this section or the operation of any equipment in violation of federal or state laws governing such use may result in disciplinary action and/or criminal/civil prosecution.

IV. Acceptable Use.

The Sheriff or his/her designee shall develop and implement guidelines consistent with the purposes and mission of the Dallas County Sheriff's Office and with laws and policies governing copyright.

V. Monitored Use.

A. Electronic mail (E-mail) transmissions, electronic chat rooms and other use of the Mobile Data Computers (MDC), Dallas County Administrative Business System, Computer Aided Dispatch (CAD) System, Records Management System (RMS), Internet access and use of other Dallas County owned or leased information systems shall not be considered confidential, except where governed by state or federal laws and may be monitored at any time by designated personnel to ensure appropriate use for Sheriff's Office purposes.
B. The Sheriff's Office shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions, users' mistakes or negligence or any cost incurred by users. The Sheriff's Office shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

C. County owned or leased equipment will be used only for those purposes consistent with the mission and goals of Dallas County and the Dallas County Sheriff's Office. Commercial use of Dallas County owned, or leased equipment, resources or access is strictly prohibited.

VI. Copyrighted Software.

A. Copyrighted software or data may not be placed on any equipment owned or leased by Dallas County without permission from the copyright holder.
B. All personnel will adhere to prevailing laws regarding the use or disclosure of criminal or other restricted information.

VII. Individual Use Guidelines.

A. Individual employees shall not use another employee's sign-on or login code to gain access to any Dallas County resource at any time without the direct knowledge of that employee. Individual employees remain responsible for the use, or the proper use, of any Dallas County resource entrusted to them, including sign-on codes and login codes.
B. No Dallas County owned, or leased resource shall be used at any time for illegal purposes, in the support of illegal purposes, or for any other activity prohibited by Dallas County or Dallas County Sheriff's Office policies.
C. Employees who have electronic mail must purge their mail account in accordance with established retention guidelines.
D. Employees may redistribute copyrighted programs or copyrighted data only with the written permission of the copyright holder or his designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, Dallas County policy and Dallas County Sheriff's Office regulations.
E. Employees shall not upload or download computer data which is not related to the official business of the Dallas County Sheriff's Office to Dallas County computers and/or electronic devices. This includes, but is not limited to videos, pictures, music, movies, instant messengers, material from social networking sites, e-mail attachments, documents, etc. Any exceptions to this rule must be authorized by the sheriff or his/her designee.
F. No protected, privileged data or information held as confidential by law shall be transmitted to any person or uploaded to any system that is not specifically authorized by law for possession of such data.

VIII. Vandalism.

A. Any malicious attempt to harm or destroy Dallas County owned or leased equipment, materials, data of another user or any agencies or networks connected to any Dallas County owned or leased equipment is prohibited.
B. Deliberate attempts to degrade or disrupt any Dallas County owned or leased system may be viewed as a violation of department policy and possibly considered as criminal activity under applicable state and federal law. This includes, but is not limited to, the intentional uploading or creating of computer viruses.
C. Intentional vandalism as defined above will result in the cancellation of user privileges and will result in disciplinary action and/or criminal or civil prosecution.

IX. Forgery.

A. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other employees or the deliberate interference with the ability of other employees to send or receive electronic messages is prohibited.
B. No employee shall sign-in or logon as another employee for purposes of deception, forgery, or impersonation.

X. Electronic Etiquette.

A. Employees are expected to observe the following electronic etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
3. Pretending to be someone else when sending or receiving a message is prohibited.
4. Transmitting obscene messages, electronic mail, or pictures/cartoons is prohibited.
5. Revealing personal addresses or telephone numbers of users or others is prohibited and the employee may be subject to civil and criminal actions.
6. Using any electronic resource leased or owned by Dallas County in such a way that would disrupt the use of the resource by other employees is prohibited.

XI. Telephone Use: Land Line.

A. All telephone conversation (including intercom transmissions) shall be conducted in a business-like and professional manner.

B. Long distance calls are only allowed for the following:

1. County business.
2. Personal emergency.
3. A personal call that is charged to the individual employee's personal long distance account.

C. A record of all long distance calls is electronically maintained by the county and each employee who has an authorized Dallas County Long Distance Access Number shall check each statement as provided by his supervisor for accuracy and completeness.

D. All personal long distance calls charged to the county will require reimbursement and shall be paid to the Management Services Division in a timely manner and in accordance with Dallas County Administrative Policies and Procedures at the rate of the cost of the toll call plus 35% surcharge to cover administrative and indirect expenses and 3% for the prevailing tax rate.

E. Requests for telephone changes or repairs should be forwarded through channels to the Dallas County Information Technology Department (Service Desk).

XII. Telephone Use: Cellular.

A. Employees who have been issued or have access to Dallas County owned or leased cellular telephones should keep phone calls, photographs and text messages restricted to county business.

B. Personal use of Dallas County owned cell phones may result in disciplinary action. In addition, personal telephone numbers, text messages and photographs on a Dallas County cell phone may be subject to retention and release under the Texas Public Information Act, depending upon the frequency of personal use.

XIII. Electronic Devices in Secured Areas:

A. For the purposes of this chapter an electronic device is defined as cell phones, cell phone watches, radios, mp3 players, IPODs, DVD players, laptop/handheld computers, gaming systems (i.e., Gameboy, PSP, etc.), TVs, digital cameras, cameras, recording devices (including body cameras), G.P.S. devices, etc.

B. No personal electronic device shall be carried into any secured area of a detention facility unless it meets one of the criteria under the below listed exceptions in XIV exceptions. (Ref: Texas Penal Code, Chapter 38, Section 38.11 Prohibited substances and items in correctional facility).
C. Cell phones will be allowed to be carried into secured areas under Section XIV. Criminal charges will be filed on any Dallas County employee, vendor, outside agency, and/or visitor if an investigation shows he/she provided his/her cell phone or any electronic device to an inmate or prisoner in a secured area.
D. This includes, but is not limited to, officers booking prisoners into the jail and or officers picking up prisoners.

XIV Exceptions:

A. Electronic devices that are issued, owned, leased, provided by and or compensated either directly or indirectly by Dallas County or other government entity.
B. Officers assigned to outside units that may require them to achieve an arrest and or be required to transport an inmate/prisoner, must secure their cell phone in the same manner listed in Section XIII.
C. Upon the approval of the Sheriff and/or his designee, media outlets may be permitted on a case by case basis and be escorted into specified and secure areas of a detention facility as to conduct mutually agreed interviews. This is including but not limited to inmates who are incarcerated in those areas.
D. At no time shall any prisoner or inmate have access to a county owned/issued or personal telephone or other electronic device without the permission of the Sheriff or his/her designee.
E. Attorneys and paralegals will be allowed to bring in electronic communications (i.e., I-Pads, tablet computers, lap top computers and other similar devices) to conduct legal business only. Use of these devices cannot interfere with security or disrupt operations. Any attorney or paralegal that violates any policy set forth by the Dallas Sheriff's Office General Orders will lose their rights to bring in electronic devices.
F. Sworn peace officers, detectives, and/or investigators conducting criminal investigations will be allowed to bring in electronic devices (i.e., I-Pads, tablet computers, lap top computers, cameras, recording equipment, cell phones, and other similar devices) in order to assist them with their investigation
G. Secured areas, for the purposes of this chapter, are detention/jail facilities that are locked as to keep the general public from entry and used to incarcerate prisoners/inmates.

XV. Cell Phones in Secured Areas definitions:

A. Secured Areas: include all Detention (Jail) Facilities, including North Tower, West Tower, South Tower, Central Intake Division, Release Division, Gil Hernandez, and Special Hospital Observation Team areas, which are locked from the use of the general public and are used to incarcerate prisoners/inmates.
B. Electronic Devices: are defined as cell phones, cell phone watches, bluetooth attachments, radios, mp3 players, IPODs (internet pod – Apple), DVD (digital video disc) players, laptops, tablet computers, I-Pads (internet personal access device), gaming systems (i.e., Gameboy, PSP, etc.), televisions, digital cameras, cameras, recording devices (including body cameras), G.P.S devices, wristwatches, which are similar to cell phones and transmit information, etc.

XVI. Cell Phones and Electronic Devices are prohibited in Secured Areas:

A. Cell phones and electronic devices will not be used or stored in any secured areas, unless one of the exceptions listed below applies:

B. Exceptions:

1. The Sheriff, Executive Chief Deputy, Chief Deputies, Assistant Chief Deputies, Captains, Lieutenants, Senior Sergeants, Detention Commander Administrators, Detention Service Managers, Detention Service Supervisors, and civilian Sheriff's Office Division Managers

may use electronic devices to conduct official Sheriff's Office or county business in secured areas.

2. Officers assigned to outside units that may require them to achieve an arrest and or to transport an inmate/prisoner, may use their personal cell phones to conduct official Sheriff's Office or county business in secured areas.
3. Sworn peace officers, detectives, and/or investigators conducting criminal investigations will be allowed to use electronic devices to conduct official Sheriff's Office or county business in secured areas.

C. Criminal charges will be filed on any Dallas County Sheriff's employee, Dallas County employee, vendor, outside agency and or visitor, if an investigation shows he or she provided his or her cell phone or any electronic device to an inmate or prisoner in a designated secured area. (Texas Penal Code 38.11(K): Prohibited Substances and items in a Correctional or Civil Commitment Facility).

XVII. Cell Phones and Electronic Devices in Unsecured Areas:

A. Unsecured areas are all areas not designated as a secured area (i.e., administrative offices and remote sub-stations, county vehicles, etc.).
B. All employees shall exercise discretion when using county issued/authorized and/or personal electronic devices while in uniform, on-duty and/or off-duty and in uniform.
C. At no time shall any prisoner or inmate have access to a county owned/issued, or personal telephone, or other electronic device without the approval of the Sheriff or his/her designee.

XVIII. Electronic Devices in Crime Scene Locations:

A. A crime scene is a location where an illegal act took place and comprises the area from which most of the physical evidence is retrieved by trained law enforcement crime scene detectives.
B. A crime scene is a location wherein evidence of a crime may be located. It is not necessarily the location the crime took place. Indeed, there are primary, secondary, and often tertiary crime scenes. Even though the offender did not commit the crime at a particular location, evidence of the crime may be found there.
C. All locations wherein there is the potential for the recovery of evidence are considered crime scenes. Legal concepts impacting the usefulness of evidence in court (chain of custody, etc.) apply to the recovery of evidence whether or not a crime actually occurred at that location.
D. At no time shall any employee utilize any electronic device/equipment at or near a crime scene, regardless of who owns the device, if it is not authorized as part of an official investigation.
E. Any device not authorized in an investigation may be seized as evidence.
F. This includes but not limited to any form of documentation, pictures, video, audio, etc.
G. Only authorized personnel shall be permitted to use electronic devices pursuant to an investigation unless approved by personnel in charge of the investigation.

H. Exceptions at Crime Scenes:

1. A personal cell phone may be used for personal emergency situations only when a personal situation arises. Cell phones will be utilized as far away from the scene as possible.

XIX. Electronic Devices in the Communications/Dispatch Room:

A. At no time shall any electronic device be exposed to the dispatch area/room of the Communications Section.
B. If any employee is required to enter the dispatch area/room of the Communications Section all electronic devices shall be left outside the area/room or turned off as not to cause interference with the 911 Emergency System.

XX. Use of Social Networking Sites.

A. The purpose of this policy is to establish oversight and procedures related to the utilization of social media for investigative or public information purposes which promote the mission of the agency.

B. The Dallas County Sheriff's Office recognizes the use of social media as a means to further the mission, vision, and goals of the agency. Utilizing social media platforms in successful and strategic ways can enhance the safety and security of Dallas County and advance the best interests of the Dallas County Sheriff's Office.

Social media provides a potentially valuable means of assisting agency personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related goals. This policy identifies potential uses that may be explored or expanded upon.

The personal use of social media can have a bearing on agency personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by agency personnel.

The goals of the Dallas County Sheriff's Office social media program are as follows:

1. To promote positive interaction and engagement between the Dallas County Sheriff's Office and the public.
2. To disseminate safety, security, and emergency information to Dallas County residents in a trusted and efficient manner.
3. To monitor and respond to community concerns related to public safety.
4. To leverage publicly available social media information to detect and prevent criminal activity and threats to Dallas County residents.
5. To monitor social media platforms for community members in crisis and connect them with appropriate resources.

C. Definitions

1. **Blog:** A self-published commentary on a particular topic that may allow visitors to post responses, reactions, or comments. This term is short for "Web log."
2. **Editor:** Any person or persons authorized to access the areas of the Dallas County Sheriff's Office Official Website or Facebook Page in order to make any changes to content, templates, images, or any other data contained within the Dallas County Sheriff's Office.
3. **Dallas County Sheriff's Office Official Website (herein referred to as the 'Website"):** All of the Dallas County Sheriff's Office information servers and Dallas County Government information servers which disseminate information to both internal personnel as well as to the general public to include the Official Facebook Page and all information contained thereon.
4. **Information:** Any electronic data contained within the county's website.
5. **Page:** The specific portion of a social media website where content is displayed and managed by an individual or individuals.
6. **Post:** Content an individual shares on a social media site or the act of publishing content on a site.
7. **Profile:** Information that a user shares about himself or herself on a social networking site.
8. **Social Media:** A category of internet-based resources that integrate user-generated content and user participation. This may include, but is not limited to, social networking sites (Facebook, Nextdoor); microblogging sites (Twitter); photo and video sharing sites (Flicker, Snap Chat, Instagram, YouTube); wikis (Wikipedia); blogs; and news sites (Digg, Reddit).
9. **Social Networks:** Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

10. **Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
11. **Electronic Communications:** Electronic communications include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, pagers, telephones, cellular and mobile devices including those with cameras, intranet, internet, back-up storage, information on a memory or flash card, jump/USB or zip drive, any other type of internal or external removable storage drives or any other technology tool.
12. **Social Media Coordinator:** The Sheriff or designee shall appoint an employee to serve as the social media coordinator for the agency. The social media coordinator shall be responsible for managing and maintaining all Dallas County Sheriff's Office social media platforms and monitoring programs in accordance with agency goals.
13. **The Social Media Coordinator:** shall work closely with the social media contributors for the success of the social media program.
14. **Social Media Contributors:** The Dallas County Sheriff's Office's social media program may be operated by volunteer staff ambassadors who shall be designated by the Sheriff or designee as social media contributors. The social media contributors shall assist in advancing the agency's social media program by helping develop and post relevant content on a regular basis that will resonate with Dallas County community. Additionally, they may assist with monitoring the agency's social media platforms as well as publicly available social media sources. Social media contributors shall work closely with the social media coordinator for the success of the social media program.
15. **Social Media Playbook:** The Dallas County Sheriff's Office shall maintain a Social Media Playbook that contains specific guidelines for posting content on the agency's various social media platforms as a guide for both social media contributors as well as the Social Media Coordinator. The Social Media Playbook shall be updated as needed.

D. Responsibilities

1. The Public Information Officer shall serve as the social media manager. The social media manager shall appoint a social media coordinator to oversee the activities of the social media contributors.
2. The social media manager, or designee, shall conduct Social Media training once a year for the agency social media coordinator and social media contributors.
3. Employees selected to be social media contributors shall review the Dallas County Sheriff's Office Social Media Playbook and Social Media Policy prior to being authorized to post content on any social media platform.

E. Procedures

1. Use of Dallas County Sheriff's Office Social Media Accounts.

    a. The Dallas County Sheriff's Office may maintain accounts on a variety of social media platforms, including (but not limited to) Facebook, Twitter, Instagram, YouTube, and Snapchat. These accounts shall be used only for official business of the agency. A community password shall be maintained by the social media coordinator. This password shall be changed anytime an employee with access to them leaves employment with the agency.
    b. The Dallas County Sheriff's Office social media platforms constitute a limited public forum. The Dallas County Sheriff's Office shall establish a Terms of Use that shall govern public interaction with all official Dallas County Sheriff's Office social media accounts providing guidelines for content and comments. The Terms of Use also provide guidance for the agency's social media coordinator and social media contributors. When permitted by the social media platform, the Terms of Use shall be publicly posted. The Terms of Use shall be updated as needed and is part of the Social Media Playbook.

F. Web administration code of conduct

1. The Dallas County Sheriff's Office Official Website and social media platform may be used to disseminate information to the general public, media outlets, and others looking for information regarding the Dallas County Sheriff's Office.
2. Anyone accessing the administration area of the Dallas County Sheriff's Office official website and/or any Sheriff's Office social media platform must adhere to the following set of guidelines, which may be amended at any time by the Sheriff or designee.

G. Editing of information

1. When editing the website or social media platform, editors shall:

    a. Maintain a professional attitude that reflects well upon the Dallas County Sheriff's Office in all information posted.
    b. Not disclose any confidential information concerning the property, agency, or affairs of the Sheriff's Office without proper legal authorization.
    c. Not willfully or corruptly make any false statement(s), accusations, certificate(s), mark(s), rating(s) or report(s) in regard to any information, or in any manner commit or attempt to commit any fraud via any Sheriff's Office social media platform.
    d. Not willfully or corruptly make any changes to any data other than generic content without expressed written consent by the Sheriff or her designee. This would include but not be limited to Templates, Database Structure(s), Active Server Code, Layout Schemes, and directory structures (both true and virtual).
    e. Not inject any information of a subjective nature that could be construed as opinion. All information written to the website shall be of a factual and objective nature.

H. Agency-Sanctioned Presence

1. All agency social media sites or pages shall be approved by the Sheriff or designee according to agency policies.
2. Social media pages shall clearly indicate they are maintained by the agency and shall have agency contact information displayed.
3. Social media content shall adhere to applicable laws, regulations, and policies, including information technology and records management policies.
4. Content of social media pages is subject to the Texas Public Information Act.
5. Agency personnel representing the agency via social media outlets shall conduct themselves as representatives of the agency and shall adhere to the agency's code of ethics. They shall identify themselves as members of the agency; not make comments regarding the guilt or innocence of suspects or arrestees; not make comments concerning pending prosecutions and not post, transmit or otherwise disseminate confidential information, including pictures, videos, evidence, or other materials of the agency relating to training, work assignments, and enforcement efforts without the express written permission of the Sheriff or designee.
6. Content that is humorous in nature may be posted for community outreach purposes. However, humor can be very subjective, and may be misconstrued by the viewer. Caution shall be used when posting humorous material. Humor shall not be directed at other individuals or groups in a negative or mocking way.
7. Material posted by others may be shared or "retweeted", if appropriate. It is important, however, that the person or organization originally posting the content be vetted prior to sharing their content on agency social media accounts. No content shall be shared which is posted by any person or organization that engages in discriminatory or offensive conduct or speech, conduct or speech which violates the Terms of Service outlined in this policy, or where association with the Dallas County Sheriff's Office official social media accounts would damage the public perception or reputation of the agency or law enforcement in general.

8. Every effort should be made to acknowledge or respond to all comments on agency postings, or posts related to or mentioning the Dallas County Sheriff's Office. No response should be made to comments or replies which are abusive or designed to provoke anger or controversy (commonly known as "trolling"), where a response may only provoke further inappropriate comments.
9. Free speech is a constitutionally protected right, and the Dallas County Sheriff's Office encourages the public to share ideas, opinions, and comments on its social media accounts. The social media manager, coordinator, and contributors responsible for social media management shall be mindful of this, and protective of community discourse and debate conducted in a civil manner.
10. Inappropriate posts or comments on any official agency social media platform which violate the Terms of Use incorporated in the Social Media Playbook should be hidden as soon as practical by the social media coordinator or designee.
11. Agency personnel shall not conduct political activities or private business on agency social media.
12. Agency personnel shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.
13. Social media is a valuable tool when seeking evidence or information regarding missing persons, wanted persons, gang activity, crimes perpetrated online, photographs or videos of a crime posted by a participant or observer.
14. Social media can be used for Community Outreach by providing crime prevention tips, offering online reporting opportunities, sharing crime maps and data, and soliciting tips about unsolved crimes.
15. Social media may be used for time-sensitive notifications of road closures, special events, weather emergencies, and missing or endangered persons.

I. Social Media Monitoring

1. The Dallas County Sheriff's Office may scan publicly available social media sources to detect and prevent criminal activity and threats to Dallas County residents and agency members, identify community concerns, and to identify community members in crisis and connect them with appropriate resources. Scanning may be accomplished on an ongoing basis, with special attention during times of heightened security or when there are imminent threats to the safety of Dallas County residents and agency members.
2. The Dallas County Sheriff's Office respects the rights of all individuals to engage in constitutionally protected rights, including free expression via social media and online forums. The agency shall safeguard the privacy of individuals and organizations who choose to use social media. Accessing private or restricted social media content may be considered a search under the Fourth Amendment. No personnel shall access social media accounts or content where a reasonable expectation of privacy exists, except for legitimate law enforcement purposes, where such a search has been authorized by a warrant issued from a court of competent jurisdiction or valid consent obtained from account holder.
3. Social media monitoring shall be used only to advance a legitimate law enforcement purpose, including criminal investigations, criminal intelligence development, crime analysis, and situational assessments, such as an event or large gathering; or to assess social media use during crisis events for law enforcement planning purposes. Employees are strictly forbidden from using social media monitoring tools for any personal, political, or business purpose.
4. Biased-based profiling shall not be utilized in any social media monitoring.
5. Social Media Monitoring software may be used. However, access shall be limited to designated individuals and can only be accessed for legitimate law enforcement purposes.
6. If threatening content is located, it shall be captured, retained or otherwise preserved and the information forwarded to the appropriate enforcement personnel.

J. Social Media Critical Incident Management

1. In the event of a critical incident, whether criminal, natural, or accidental, the effective use of social media to inform the public in a timely manner is vital.
2. Once the Incident Command System (ICS) is initiated, the incident commander or his designee may notify the social media coordinator or an on-duty social media contributor of the incident and determine what information should be released to the public immediately. This information may include:

a. Shelter-in-place or evacuation orders.
b. Road closures and traffic notifications.
c. Severe weather or disaster notifications.

3. The incident commander or shift commander may assign a social media contributor to post content and monitor social media during the critical incident if necessary.
4. At times, there may be a critical incident occurrence where no ICS is initiated. If this happens, the shift commander may instruct a social media contributor to post the appropriate information for the public as needed. Due to the dynamic nature of critical incidents, it may be necessary to provide preliminary information to the public without delay, in order to better ensure the safety of the community and first responders.
5. If the critical incident is likely to generate significant interest from the media, the shift commander shall notify the public information officer.

K. Criminal Investigations

Social media may contain data that constitutes evidence in ongoing criminal investigations, including evidentiary photos, admissions and confessions, location data, alibi information, and identities of co-perpetrators. This data shall be captured and forwarded immediately to the appropriate personnel for further investigation.

L. Complaints

In the event a complaint against an employee of the agency is received via social media, it shall be documented according to agency policy.

M. Archiving Requirements

All content created by the Dallas County Sheriff's Office and posted to its official social media accounts is public record, and subject to the Texas Public Information Act. All such content, along with associated comments, replies, "likes", and "retweets" should be preserved and retained in accordance with State of Texas retention schedules.

N. Personal use of social networking

1. Employees may utilize appropriate personal/social networking pages or sites while on-duty and off-duty. The use of social media while on duty shall be limited in nature, professional and shall not interfere with their work assignment. Employees are prohibited from engaging in any type of conduct on social media sites which may impair the work of the agency for which confidentiality is important; tarnish the agency's reputation; or create a safety/security risk to the agency's mission.
2. Agency personnel are cautioned that representing themselves as employees of the agency in their off duty social networking may bring about targeting of the employee. Agency personnel are cautioned that when using social media, their speech becomes part of worldwide electronic domain. Posting of personal photographs and other personal information by agency personnel may subject them to becoming targets of criminal acts, harassment, or other forms of abuse due to their employment.
3. Employees are prohibited from posting or re-posting the following information on agency or personal social media or any other medium of communication unless the information is used for investigative or public information purposes which promote the mission of the agency:

a. Any text, photograph, audio, video, or other multimedia file related to any investigation of this agency
b. Video, audio, photographs, or any other images that memorialize a law enforcement action of this agency
c. Logos, badges, seals, uniforms, vehicles, equipment or any other item or symbol that is affiliated with or representative of this agency
d. Any other item or material which is identifiable to this agency

4. Agency personnel shall not post materials which promote violence or weaponry, obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
5. Agency personnel may not divulge information gained by reason of their authority; make statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this agency without express authorization of the Sheriff or designee.
6. Employees are prohibited from using their rank and/or title in any social media or social networking activity unless the communication is of an official nature and is serving the mission of the agency.
7. Employees who are subject to administrative investigations may be ordered to provide the agency, or its designated investigator, with access to the social media and social networking platforms they maintain.
8. If requested, any employee shall complete an affidavit attesting to all the social media and social networking sites in which they participate.

O. Terms of Use

Dallas County Sheriff's Office
Social Media Terms of Use

All persons posting materials on any official Dallas Sheriff's Office social media account will be required to follow these listed guidelines. Comments and/or materials which are prohibited under these guidelines will be hidden from the account.
Dallas County Sheriff's Office social media accounts are created and maintained as limited public forums under the law relating to the First Amendment to the U.S. Constitution. The Dallas County Sheriff's Office invite members of the public to comment and provide materials on all social media accounts. However, the following comments and/ or related materials are prohibited:
Comments directly advocating violence or illegal activity or containing threats toward any person;
Obscene or pornographic materials, as defined by Texas law;
Comments which are defamatory, violate any persons' privacy or reveal confidential information;
Materials posted which violate copyright or trademark law;
Materials advertising any commercial business, product or service;
Materials advertising any political campaign of a person or ballot referendum;
Comments which discriminate against or disparage anyone based on their race, gender, age, religion, national origin, disability, sexual orientation, veteran status or any other legally protected characteristic;
Duplicate comments or materials which are posted repeatedly within a short period of time;
Materials that contain a hyperlink to any website other that those controlled by the Dallas County Sheriff's Office or Dallas County; or
Posts or materials unrelated to The Dallas County Sheriff's Office activities.

Please call (214) 653-3453 if you have any questions regarding these Terms of Use. If you need immediate emergency assistance, do not post on social media, but call 911.

XXI. Use of Personal Cell Phones/Computers for Official Sheriff's Office Business.

A. Public Information is defined by the Texas Public Information Act as all information which is written, produced, collected, assembled, or maintained in connection with the transaction of official business of the Sheriff's Office. Information related to the official business of the Sheriff's Office is still public information, even if it was created or is stored on a personal device such as a cell phone, tablet, or computer. For this reason, an employee shall not create or save any documents, text messages, emails, photographs, video, instant messages, or items created in any other media containing Sheriff's Office or Dallas County business on their personal devices.
B. If an employee inadvertently or in an emergency creates or saves public information in a personal device, he or she shall preserve the information according to the requirements of the Texas Public Information Act and all laws related to the destruction or disposition of public information. Under the requirements of the Public Information Act, an employee is specifically required to:

    1. Forward or transfer the information to another device or server maintained by the Sheriff's Office or
    2. Preserve the information in its original form in a backup or archive file on the personal device for the time period required by law.

C. A current or former employee of the Sheriff's Office does not have, by virtue of the employee's position or former position, a personal or property right to public information that the employee created or received while acting in an official capacity.
D. Willful destruction, mutilation, removal without permission, or alteration of public information is a criminal offense in Texas. In addition, an employee's failure to surrender, return or maintain public information as required by law and this policy will result in disciplinary action, up to and including termination of employment.
E. In the event of lawsuits involving the Sheriff's Office and/or Dallas County, personal cell phones, tablets or computers may be required to be produced for inspection if they are known to contain public information, as defined in Subsection A, above.

Chapter 3.5 Discrimination, Harassment, and Retaliation

I. Purpose:

This Policy defines discrimination, harassment, and retaliation in the workplace, outlines responsibilities for reporting and preventing such conduct, and explains the procedures for investigating and resolving discrimination, harassment, and retaliation complaints.

II. Policy:

Dallas County prohibits all forms of unlawful discrimination, harassment, and retaliation and charges all employees with the responsibility for ensuring that the workplace is free from such conduct. This means that all employees must avoid any action, conduct, or behavior that could be viewed as unlawful discrimination, harassment, or retaliation and report any suspected discrimination, harassment, or retaliation. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

III. Definitions:

A. The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. Complainant means an employee or applicant who makes a report of discrimination, harassment, or retaliation to a supervisor, manager, or the director of the Dallas County Human Resources/Civil Service Department/director's designee.
2. Supervisor or Manager means an individual vested with the authority to control the working conditions or tangible job benefits of another employee.
3. Unlawful discrimination occurs when an employer fails or refuses to hire, discharges, or otherwise discriminates against an individual with respect to the compensation, terms, conditions, or privileges of employment because of protected characteristics, such as the individual's race, religion, color, sex, national origin, age, veteran status, pregnancy, leave status, or disability.
4. Unlawful retaliation refers to an adverse action taken against an employee because the employee engaged in activity protected by law, such as participating in an investigation related to discrimination, taking leave protected by the Family and Medical Leave Act, or reporting in good faith a violation of law by Dallas County to an appropriate law enforcement authority.
5. Unlawful harassment is unwelcome conduct based on a characteristic protected by law. Harassment is unlawful where:

    a. enduring the offensive conduct becomes a condition of continued employment or
    b. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

B. Sexual harassment is a type of unlawful harassment and refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
4. Conduct considered harassment could include:

    a. Making derogatory or abusive statements, comments, slurs, noises, or gestures based on an individual's protected characteristic.

b. Stereotyping, mocking, ridiculing, or mimicking an individual's culture, accent, appearance, or customs.
c. Posting, circulating, or displaying written or graphic material (including cell phone pictures) that denigrates or shows hostility or aversion toward an individual or group based on a protected characteristic.
d. Using sexually suggestive language or engaging in offensive touching, such as patting, pinching, or rubbing.
e. Making unwelcome request for sexual favors, sexual advances, or requests for "dates"; and implying, by words or actions, that an employee must tolerate or submit to sexual advances or offensive, inappropriate, or abusive conduct.

IV. Complaint Reporting, Investigation, and Resolution Procedures.

A. Any employee who believes the employee or any other employee or applicant has been subjected to unlawful discrimination, harassment, or retaliation by a manager, supervisor, co-worker, vendor, customer, or other third party must report the alleged violation immediately to a supervisor, manager, elected official/department, or the Director of the Dallas County Human Resources Department/Director's designee.
B. All complaints of discrimination, harassment, and retaliation shall be taken seriously and addressed within a reasonable timeframe. After receiving a complaint, the recipient shall notify the Dallas County Human Resources Director/Director's designee. Upon receipt, the Human Resources Director/Director's designee shall promptly investigate and address the matter. This process may include interviews, a review of relevant documents, and temporary measures deemed necessary to protect employees or to preserve evidence, such as investigatory leave reassignment.
C. If it is determined that a policy violation occurred, Dallas County will take appropriate actions designed to stop the inappropriate conduct and avoid its repetition. The Human Resources Director/Director's designee shall advise the complainant, the accused, and other relevant parties of any findings, taking care to preserve confidentiality to the extent possible.
D. An employee may not retaliate against another employee for participating in the investigation.

V. Manager's and Supervisor's responsibilities.

A. Managers and supervisors shall take the initiative in preventing discrimination, harassment, and retaliation by:

1. Modeling appropriate professional behavior in accordance with this policy.
2. Actively monitoring the work environment for indications of discrimination, harassment, and retaliation.
3. Ensuring that each employee is aware of this policy and of the procedure to report suspected incidents of discrimination, harassment, and retaliation.
4. Ensuring that an employee does not suffer retaliation for reporting allegations of violations of this policy or for cooperating in an investigation into alleged policy violations.
5. Taking appropriate disciplinary action when an investigation substantiates an allegation.
6. Immediately reporting all complaints to the Dallas County Human Resources Director/Director's designee.
7. Attending discrimination, harassment, and retaliation training at least once per year and ensuring subordinate employees attend such training at least once per year.

B. Any manager or supervisor who fails to comply with these responsibilities may be subject to disciplinary action, up to and including termination.

VI. Employees' responsibilities.

A. A county employee shall take the initiative in preventing unlawful discrimination, harassment, and retaliation by:

1. Acting in a professional manner and in accordance with this Policy and all Dallas County policies designed to prevent lawful but inappropriate workplace conduct (such as bullying or commenting upon an employee's gender identity).
2. Ceasing any conduct if told by a supervisor, manager, or co-worker that such conduct is offensive or otherwise inappropriate.
3. Cooperating in any investigation into alleged violations of this Policy.
4. Immediately reporting perceived violations of this Policy to a supervisor or manager, an elected official or department head, or the Director of the Dallas County Human Resources Department/Director's designee.

B. Any employee who fails to comply with these responsibilities may be subject to disciplinary action, up to an including termination.

VII. During the investigation.

A. Depending upon the severity of the incident or action the alleged harasser may be temporarily reassigned to a different work area. The complainant may be reassigned if he or she agrees to the reassignment:

1. **Confidentiality to Be Preserved:** Information regarding the investigation shall be released on a need to know basis only to those parties deemed necessary, preserving confidentiality to the fullest extent possible throughout the investigation.
2. **Duty to Investigate:** Any information received by an elected official, department head, supervisor, manager, or the Dallas County Human Resources Department Director regarding unlawful harassment claims must be taken as notice and carries with it the duty to investigate.
3. **Disciplinary Action to Be Taken:** In the event of a finding of unlawful harassment upon completion of the investigation, disciplinary action up to and including termination will be taken based upon the severity of the findings. If the harasser is not a county employee, he/she may be subject to administrative or legal action.

VIII. Implication of Charges.

A. All charges of unlawful harassment shall be taken seriously and dealt with in a prompt and effective manner. When an elected official, department head, or supervisor/manager is notified by an employee of a complaint of unlawful harassment, the Sheriff's Office shall in turn notify the Dallas County Human Resources Department Director immediately for assistance in the investigation of the allegation.
B. Any employee, who, in good faith and belief, alleges the existence of unlawful harassment which is later determined to be substantiated, unfounded and/or unsubstantiated may not be the subject of any retaliation by any party.
C. Any employee who knowingly files a false accusation of unlawful harassment for reasons which may include but are not limited to malice, spite or ill-will may be subject to disciplinary action up to and including termination.

Chapter 3.6 Romantic/Sexual Relationship

I. Purpose:

The purpose of this policy is to establish guidelines regarding workplace relationships to ensure the integrity and effectiveness of the chain of command, and to prevent a conflict of interest which can affect supervision, productivity, safety, or security when supervisors, managers, and co-workers engage in romantic/sexual relationships. It is also intended to reduce the risk of sexual harassment allegations, and to protect employees from coercive or hostile relationships that may damage morale and reduce productivity because of bias, favoritism, or harassment.

II. Policy:

It is the policy of the Dallas County Sheriff's Office that employees engaged in intimate, romantic, or sexual involvements shall not be kept in, or transferred to, supervisor and subordinate positions in order to avoid a hostile work environment, to maintain an efficient workplace free of perceived or actual bias and conflicts of interest, and to ensure that work-related activities, benefits, assignments, and other personnel actions are not based on personal relationships.

III. General

All employees in the Dallas County Sheriff's Office, regardless of rank, are expected to conduct themselves in a professional manner reflective of the department's standard of conduct and organizational values.

The Sheriff's Office recognizes that social relationships may develop between employees at some point, and that such consensual relationships are a matter of personal choice and privacy between the employees involved. It is not the department's desire to discourage friendship among employees, nor is it the intent of this policy to inhibit the social interactions (such as sharing meals, attendance at entertainment, events etc.) that are or should be an important part or extension of the working environment.

However, the Department strongly discourages any such relationship that may be contrary to the best interests of the department. Consensual "romantic" or sexual relationships sometimes lead to complications and significant difficulties for all concerned. Specifically, employees are prohibited from engaging in conduct that impairs the operation, efficiency, or morale of the department or from engaging in any activity in which there is a significant potential for conflict of interest.

Relationships shall be restricted when they could result in unfavorable criticism or disruption of daily activities of the Sheriff's Office or interfere with the performance of duties. Any such relationship will be considered to have an adverse effect in the workplace if:

A. The employees involved have a direct reporting relationship at work.
B. It unreasonably interferes with or materially and adversely effects either employee's work performance, objectivity, judgment, professionalism, reputation, or ability to conduct himself or herself in an appropriate professional manner; or
C. It unreasonably interferes with or materially and adversely affects the work environment of other employees; or
D. It results in sexual harassment or allegations of sexual harassment.

IV. Relationships between Supervisors, Managers, and/or Executives and Subordinates.

A. Each level of supervision within the department has the immediate responsibility and authority to lead, as well as, direct and control the activities of employees in their command. County policy requires employees in supervisory or managerial positions to maintain a productive work environment and provide leadership by setting a positive example. Engaging in intimate, romantic, or sexual relationships with a subordinate creates a significant likelihood of conflict(s) of interest and adversely impacts the workplace.

B. When an employee in a position of supervision has a romantic and/or sexual relationship with an employee over whom they have authority to influence assignments, overtime, developmental opportunities (training, conferences, etc.) or disciplinary matters, this type of relationship may negatively impact operations. This impact may include, but is not limited to:

   1. Charges of sexual harassment (see Chapter 3.5 for the Department's Harassment policy),
   2. Overt or covert favoritism or perceptions of favoritism that adversely affect the morale and productivity of the division, section, etc. and/or
   3. Creating an environment where the supervisor can lose the respect and credibility of subordinates, thus reducing the supervisor's effectiveness.

C. Managerial/supervisory staff shall be held accountable for issues affecting their section, etc. which stem from these types of relationships.
D. Romantic and/or sexual relationships are not allowed between supervisory personnel and an employee, while the employee is subject to the supervisor's authority. One party to a relationship will not be placed under the authority of the other party to the relationship.
E. Any member of the department in a supervisory position who becomes engaged in a romantic and/or sexual relationship with an employee over whom they have authority must promptly report the relationship to the Sheriff (by submitting a Report to the Sheriff) and to their immediate supervisor. The Sheriff or his/her representative will be responsible for taking appropriate action in such situations.

V. Dating relationships between other employees.

Intimate, romantic, and/or sexual relationships between employees are permitted. However, if such relationships become divisive, cause friction in the workplace, adversely impact efficiency or safety, and/or involve an identifiable conflict of interest, the Sheriff or his/her representative has the responsibility to correct the adverse effects. This may include transferring one or both parties to different areas of the department and may subject one or both parties to disciplinary action. Likewise, persons should not be kept in, or transferred to, a position where such a relationship would exist.

VI. Other Actions.

A. The Sheriff, the executive staff, divisional commanders, and all managerial/supervisory staff are encouraged to review all matters pertaining to this policy and these situations with the Sheriff's Office's Legal Advisor, the Dallas County Human Resources/Civil Service Section and/or the Civil Section of the District Attorney's Office prior to taking actions.
B. This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

Chapter 3.7 Drugs and Alcohol

I. Purpose:

The purpose of this policy is to provide all employees with the requirements regarding policies governing drug and alcohol usage and abuses. The ultimate goal is to maintain the safety of all persons that an employee may come into contact with.

II. Policy:

All employees shall utilize this policy and fully understand that Dallas County is a drug and alcohol free environment. Abuses and or violations shall be dealt with according to disciplinary procedures outlined in the General Orders Manual and the Dallas County Code.

III. Definitions.

A. The following words, terms, and phrases, when used in this subchapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. Alcohol: Means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl Alcohol.
2. Drugs and Controlled Substances: Means substances regulated under V.T.C.A., Health and Safety Code chapters 481 - 485 including, but not limited to, marijuana, hashish, cocaine, heroin, morphine, codeine, opiates, amphetamines, barbiturates, and hallucinogens.
3. Prescription drugs: Means drugs currently prescribed for the employee by a licensed physician and taken as prescribed. They shall not be considered a drug under this policy unless they are not taken according to a physician's instructions. However, if an employee is taking medication and knows or has reason(s) to believe the medication may cause the employee to act in a manner consistent with being under the influence of drugs and/or alcohol, the employee must immediately notify the supervisor. The supervisor may require the employee to provide documentation from the doctor stating that such use will not impair the employee's ability to perform safety-sensitive functions. As a precaution, employees occupying safety-sensitive positions should always inquire of their doctor and/or pharmacy about the possible side effects of any medications (prescribed or over the counter).
4. Safety Sensitive Positions: Safety-sensitive positions are generally those positions that require close interacting with children, carrying weapons, handling prisoners, or driving a vehicle as an intrinsic part of the job.
5. Department of Transportation (DOT) regulated Safety-sensitive positions: Means any position that requires an employee or applicant to possess a commercial driver license and operate a commercial vehicle as defined by DOT.
6. Commercial Motor Vehicle means a self-propelled or towed vehicle, other than a farm vehicle with a gross weight, or gross weight rating of less than 48,000 pounds, that is used on a public highway to transport passengers or cargo if the vehicle or combination of vehicles has a gross weight, registered weight or gross weight rating of more than 26,000 pounds; the vehicle is designed to transport more than 16 passengers, including the driver, or the vehicle is used to transport hazardous materials in a quantity requiring placarding by a regulation issued under the Hazardous Materials Transportation Act.
7. Non-DOT regulated Safety-sensitive positions: Means any other position designated by Commissioners Court as safety-sensitive.
8. The specific positions regarding Dallas County Sheriff employees include:

a. Local Transport Drivers.
b. Drivers- Cook Chill.
c. Detention Service Officers.
d. Posse Members.
e. Communications Personnel.
f. Clerk I- Court Services.
g. Clerk I- Assignment Desk.

h. Clerk I- Fines Clerk.
i. Clerk II- TDC Clerk.
j. Clerk II- Incident Clerk.
k. Clerk III- Records Supervisor.
l. TDC Transport Drivers.
m. Deputy Sheriffs.
n. Reserve Deputy Sheriffs/Posse Members.
o. Recruit/Cadet Deputy Sheriffs.
p. Courtesy Patrol Personnel.
q. Clerk I- Bond Section.
r. Clerk I- Vault Section.
s. Clerk II- TCIC Quality Control.
t. Clerk II- Disposition Clerk.
u. Clerk II-TCIC Post Verification.
v. Clerk IV- Booking Supervisor.

B. This list is subject to change, without prior notice, at the discretion of the Sheriff and in accordance with the law. Employees and managers should check with the Dallas County Human Resources Department for the most recent list of safety-sensitive positions.
C. Split-sample Collection: Means the collection of urine into a specimen container capable of holding at least 60 milliliters. The specimen, in the presence of the donor is poured into two specimen bottles. Thirty milliliters shall be poured into one bottle, to be used as the primary sample. At least 15 milliliters shall be poured into the other bottle, to be used as the split-sample.
D. Under the influence of Drugs and/or alcohol: An employee tested positive for alcohol in excess of a concentration of 0.04 or greater grams of alcohol when measured per 210 liters of breath, 100 milliliters of blood, or 67 milliliters of urine; or an employee had a positive drug test; and/or documented specific instances of drug or alcohol abuse obtained by personal observations and corroborated by a trained supervisor or an elected official/department head. This may include observing actual use of drugs or alcohol, and/or physical signs of behavior which would include, but is not limited to, slurred speech, odor of alcohol on breath, glazed and/or blood shot eyes, inability to walk a straight line, staggering, drowsiness, incoherent conversation, physical or verbal altercation, inability to perform job functions, and/or an accident or injury or history of accidents or injuries in which the actions of the employee apparently caused or cannot be discounted as having caused the accident or injury.

IV. Drug and Alcohol Policy.

A. There is an immediate lowering of esteem and suspicion of ineffectiveness when there is public contact by an employee evidencing the use of intoxicants. Additionally, the stresses of law enforcement require an employee to be mentally alert and physically responsive.
B. The Dallas County Sheriff Department recognizes that alcoholism and stress related problems are genuine medical problems which deserve the same concern and degree of understanding as the more traditional illnesses. Every employee of the Sheriff's Office should be aware of the symptoms of alcoholism and stress.
C. Employees should not hesitate to seek professional assistance for themselves or offer to help fellow employees affected by these disorders. The personal obligation of individual employees regarding assistance to fellow employees includes the recognition of the symptoms of alcoholism and/or stress problems. There is also an accompanying moral obligation to encourage the affected employee to seek professional assistance.
D. Supervisory personnel becoming aware of behavioral patterns indicative of alcoholism or stress among employees should immediately meet with the concerned employee to determine if alcohol abuse or stress may be causing the problem behavior. Initially, the supervisor should encourage the concerned employee to voluntarily seek assistance from qualified professionals if alcohol abuse or stress is the basis for an employee's problem. If necessary, the concerned employee may be required to report to the Sheriff Department's Resource Development Division for psychological evaluation.

V. Objectives of County: Application of and Compliance with Provisions.

A. The objective of Dallas County is to provide a drug-free and alcohol-free workplace, which will help ensure a safe and productive workplace. In order to further this objective, this policy regarding alcohol and drugs in the workplace has been established.

B. This policy applies to all employees and or volunteers, regardless of rank or position within the county. Any reference to an employee or group of employees should be interpreted to include any volunteers working for or representing Dallas County including, but not limited to, Sheriff Department Reserve deputies and posse

C. As a condition of employment or appointment, all current and future employees or volunteers are required to sign an Acknowledgment Form, which states that they have read and will comply with the Dallas County Drug and Alcohol Policy.

D. Violation of this policy will result in formal disciplinary action up to and including termination.

VI. Guidelines.

A. Employees are expected and required to report to work on time and in the appropriate mental and physical condition to fully perform their job duties. Employees are prohibited from possessing, purchasing, manufacturing, distributing, using, selling, or being under the influence of drugs, alcohol, and/or abusing prescription or over the counter drugs while on county premises or while representing Dallas County off premises.

B. Employees who violate these guidelines are subject to appropriate disciplinary action, up to, and including termination.

C. Except as necessary in the performance of an official assignment, the consumption of intoxicants is prohibited while an employee is on-duty. Personnel shall not consume any intoxicants at or in any Dallas County facility. While off-duty, employees shall not be permitted to consume intoxicants to such a degree that it impairs their on-duty performance.

VII. Exceptions.

A. Employees working in an official undercover capacity within the guidelines of the Dallas County Sheriff Department General Orders Manual and Standard Operating Procedures are an exception to this policy.

B. Sheriff Department personnel may only consume intoxicants at or in a Dallas County facility if this is part of an approved departmental training exercise or class (i.e., Standardized Field Sobriety Testing School).

VIII. Safety Sensitive Positions.

Employees occupying safety-sensitive positions, as defined under the Department of Transportation Rules, are prohibited from using alcohol during the four hours prior to performing safety-sensitive functions, from using alcohol during the first eight hours following an accident, or until a post-accident alcohol test is administered. Drug tests will be administered within 32 hours of an accident.

IX. Consequences.

Employees who violate the Drug and Alcohol Policy are subject to appropriate disciplinary action, up to and including termination.

X. Refusal to Test.

A. An employee who refuses to submit to drug or alcohol testing will be immediately terminated from employment with the county.

1. Any one of the following constitutes a refusal to test:

a. A direct refusal to test.
b. Failure to provide adequate breath, blood, or other specimens of the human body for alcohol and drug testing without a valid medical explanation.
c. If an employee is unable to provide a urine sample or adequate urine amount, he/she shall be given no more than 24 ounces of fluids for a period of up to two hours.
d. If the employee is still unable to provide an adequate specimen, the insufficient specimen will be discarded, and testing will be discontinued.
e. The medical review officer will be contacted to determine whether or not the sample will be taken by saliva, blood, or hair.
f. The medical review officer will also determine if the employee's inability to provide a sample is genuine or constitutes refusal to test.
g. Tampering with or attempting to adulterate the specimen or collections procedures.
h. Leaving the scene of an accident or injury without a valid reason before a drug and/or alcohol test is administered.

XI. Charges and Criminal Convictions.

A. Any employee arrested, convicted, placed on probation, or granted deferred adjudication of a drug or alcohol infraction shall notify the Sheriff via his respective supervisor, in writing, no later than five days after such charge or conviction, probation, or deferred adjudication. The Sheriff and Dallas County will take the following actions within thirty (30) days of receiving notice with respect to the employee:

1. Charges:

a. The employee may be suspended with pay and placed on administrative leave until an investigation is completed.
b. If there is sufficient administrative evidence, an Internal Affairs investigation will be initiated.

2. Convictions:

a. May result in appropriate disciplinary action, up to and including termination;
b. The employee may be required to satisfactorily participate in and complete a drug/alcohol abuse assistance or rehabilitation program approved for such purpose.

3. Failure to notify the supervisor within 5 days of the charge or conviction will result in disciplinary action up to and including termination.

XII. Workers Compensation/Salary Continuation.

If an employee tests positive for drugs and/or alcohol after an accident or injury, Dallas County will not pay salary continuation or worker compensation to that employee.

XIII. Future Employment with Dallas County.

Employees who test positive for drugs and/or alcohol or refuse to test, will be prohibited from holding future employment with the Dallas County Sheriff Department.

XIV. Testing Compliance.

All testing conducted in Dallas County will be in compliance with all federal and state statutes and will be conducted by certified laboratories. All specimens collected must be accompanied by a properly executed chain of custody. All test results are considered confidential in nature and only those who have a need to know will have access to such information. Violation of this provision will result in disciplinary action taken, up to and including termination.

XV. Reporting.

Although test results are considered confidential, the county will be required to comply with federal, state, and local regulations regarding the reporting of positive test results to certain agencies and licensing authorities. The Dallas County Sheriff Department will contact appropriate agencies to report employees who test positive for drug and/or alcohol.

XVI. Coding of the Employee's Time.

All time spent in conjunction with the actual testing procedures will be considered on-duty and will be paid. For specific details on how such time must be coded, please consult the section of the Dallas County policy pertaining to the actual type of testing.

XVII. Types of Testing.

A. Dallas County may conduct drug and alcohol testing under five distinct circumstances:

1. Reasonable cause testing for all employees.
2. Required pre-employment testing for applicants/employees being hired into safety-sensitive positions.
3. Random testing for employees occupying safety-sensitive positions.
4. Post-accident testing for employees occupying safety-sensitive positions.
5. Pre-duty testing for all employees being hired, promoted, demoted, or transferred to safety-sensitive positions.

B. Reasonable Cause Testing. Reasonable cause testing will occur when one supervisor or other Dallas County official has reasonable cause to believe the employee is under the influence of drugs or alcohol on the job.
C. Reasonable cause to believe the employee is under the influence of drugs or alcohol exists when an employee exhibits patterns of behavior which suggest impairment from drug or alcohol use or when job performance or safety is affected. For specific observable behaviors, see the definition for under the influence located in the definitions section of this chapter.
D. The employee's supervisor will refer the employee for drug and/or alcohol testing. The supervisor must obtain the approval of the Sheriff or his designee prior to referring any employee for drug and/or alcohol testing. The Director of Dallas County Human Resources Department, the county risk manager, the Legal Advisor or the Civil Division of the District Attorney office are also available for consultation prior to an employee being referred for testing.
E. Under reasonable cause testing, supervisors may also require drug and alcohol testing following an automobile accident and/or job related injury, if the employee is exhibiting observable behavior as defined in the definitions section of this chapter.
F. Sheriff Department supervisors shall document the need for testing and may be subject to additional requirements under the General Orders Manual regarding proper procedures for documenting and/or investigating any actions taken under this policy. Sheriff Department employees relieved from duty under this policy are to report to Internal Affairs immediately or if after regular business hours, at 9:00 a.m. the following business day.
G. All drug and alcohol testing will be conducted by a certified laboratory and in compliance with applicable federal and state statutes. For reasonable cause testing, the following procedures should be followed:

1. A supervisor observes the incident or behavior as outlined in the definitions section of this chapter.
2. Supervisor advises the employee of intent to test under reasonable cause.
3. Supervisor notifies his Department head, who shall notify the bureau chief, who shall notify the Director Dallas County Human Resources Department of action to be taken.
4. Supervisor or designee drives and/or escorts employee to the County Employee Health Center or designated medical facility, clinic, or collection site for testing.

5. Alcohol test results will be determined while the employee is at the testing facility, however, a drug test may not be confirmed for up to five (5) days.
6. Pending the result of the drug test, the employee will not be allowed to return to work. Employees will be placed on administrative leave with pay until the drug test result is received.

H. In the case of a positive test result from reasonable cause testing:

1. Alcohol:

   a. If the alcohol test result shows an alcohol concentration level of .02 to .039 when measured per 210 liters of breath, 100 milliliters of blood, or 67 milliliters of urine, then the Supervisor must:

      i. Ensure the employee is safely transported home.
      ii. Place the employee on leave with pay, sick leave or vacation leave and not allow him to return to work for a 24-hour period.
      iii. Take disciplinary action which shall involve at least a written warning to the employee upon return to work. Stronger disciplinary action may be taken in compliance with the County disciplinary policy.
      iv. Provide information to the employee regarding the County Employee Assistance Program.

2. If the alcohol test shows an alcohol concentration level of .04 percent or greater grams of alcohol, when measured per 210 liters of breath, 100 milliliters of blood, or 67 milliliters of urine, then the Supervisor must:

   a. Ensure the employee is safely transported home.
   b. Notify the employee to report to Internal Affairs.
   c. Notify the designated Dallas County Human Resources Department representative who will provide the employee with referral information regarding local substance abuse professionals. In order to maintain strict confidentiality, one designated representative in the Dallas County Human Resources Department handles all matters pertaining to drug and alcohol testing.

3. Drugs:

   a. If the supervisor has reasonable cause to believe an employee is under the influence of drugs, then the supervisor must:

      i. Transport the employee to the nearest Dallas County approved drug test facility.
      ii. After testing, ensure the employee is safely transported home.
      iii. Suspend the employee with pay until the result of the drug test has been received.

4. If the drug test is positive:

   a. Medical review officer will contact the employee to discuss the positive test result. The employee may request the split specimen be tested at a different DHHS-certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. (The medical review officer (MRO) is a licensed physician responsible for interpreting the results of drug tests. The MRO is hired by the certified laboratory under contract with the County).
   b. Medical review officer shall honor such a request if it is made within 72 hours of the employee having been notified of a verified positive test result.
   c. The split-sample testing shall be at the employee expense.
   d. Medical review Officer will notify the designated Dallas County Human Resources representative of the positive drug test result and the intention of the employee to request the second sample be tested.

e. The designated Dallas County Human Resources representative will notify the Supervisor.
f. Supervisor will then immediately notify the employee that he/she is being suspended with pay pending the 72-hour appeal process or until receipt of the result of the split-sample second test result.
g. If the split-sample second test result comes back negative, the first test result will be rendered negative, and the employee will be reimbursed for the expense of the split-sample and reinstated, with back pay. However, if the employee fails to request the testing of the split-sample or if the split sample second test result comes back positive, the employee will immediately be referred to Internal Affairs.
h. The designated Dallas County Human Resources representative will be notified, and he/she will provide the employee with referral information regarding local substance abuse professionals.
i. Pre-Employment Drug and Alcohol Testing for Safety Sensitive Positions. In addition to policies already outlined which apply to all Dallas County employees, the County has established further guidelines for employees occupying safety-sensitive positions.
j. These policies are in compliance with the U. S. Department of Transportation (DOT) rules regarding Controlled Substances and Alcohol Use and Testing Procedures for Transportation Workplace Drug and Alcohol Testing Programs that were published February 15, 1994.

5. Pre-Employee Testing for Safety Sensitive Positions:

   a. In addition to reasonable cause testing for all Dallas County employees, any employees and/or applicants applying for safety-sensitive positions are also required to take a drug pre-screening test prior to being hired into such a position. If evidence of the use of illegal drugs by an applicant is discovered either through testing or other means, the employment process will be suspended.
   b. If an applicant refuses to take the drug test, the employment process will be suspended.
   c. If an applicant attempts to substitute or contaminate his drug screen specimen, the employment process will be suspended. Applicants will be barred in the future from being hired into safety-sensitive positions with Dallas County and from being hired into non-safety-sensitive County positions for two years from the date of test or refusal to test.
   d. Employees/applicants include all employees who are currently occupying a safety-sensitive position, and may include those who are hired, promoted, demoted, or transferred to safety-sensitive positions. In pre-screening for hiring, all applicants and employees will only be tested for drugs. Current employees should be aware that if they are tested for drugs in the prescreening process for a safety-sensitive Position and the results are positive, the employee is subject to immediate termination for being under the influence of drugs while on County premises.

6. Testing Methodology and Procedures for Pre-Employment: The pre-employment testing will consist of a drug test only. When the applicant goes for testing, the following documents/forms are required:

   a. Valid Photo identification (Driver's License).
   b. Social Security Card.
   c. Drug Test Authorization Form; and
   d. Chain of Custody Form.

7. Steps Involved in Pre-Employment/Testing: The supervisor and applicant/employee must follow these procedures:

   a. Pre-employment offer is made to applicant by hiring authority.
   b. The designated Dallas County Human Resources representative is notified of pre-employment offer and begins a mandatory background check involving only issues related to drug testing and CDL.

c. Hiring authority contacts the Dallas County Employee Health Center to schedule a date for a new employee physical. The date for the physical must be at least three days from the date of the drug test. This will allow the results of the drug test to be known prior to the applicant taking his physical.
d. Applicant receives instructions from hiring authority to go for preemployment drug test at the designated medical facility, clinic, or collection site.
e. Employee/applicant is also given tentative date for physical, pending a negative result from the drug test.
f. Employee/applicant takes the required identification, Chain of Custody and Drug Test Authorization Forms to the designated medical facility, clinic, or collection site and is given the drug test.
g. If the pre-employment drug test is negative:

    i. The medical review officer (MRO) notifies the designated Dallas County Human Resources Department representative of the negative result.
    ii. The designated Dallas County Human Resources Department representative begins a mandatory background check involving only issues related to drug testing and CDL. The designated Dallas County Human Resources Department representative will check the applicants past two years of work history in a safety-sensitive position. The applicant cannot have any of the following: alcohol tests with a 0.04 percent or greater, a positive drug test, and/or any refusal to submit to a drug test.
    iii. The designated Dallas County Human Resources Department representative notifies the hiring authority and the Employee Health Center that the applicant can continue with the employment process.
    iv. Hiring authority contacts the applicant to continue with the physical.

8. If the pre-employment drug test is positive:

    a. Health center notifies the applicant of positive result.
    b. Health center notifies the designated Dallas County Human Resources Department representative of the positive result.
    c. The designated Dallas County Human Resources Department representative will then cancel the scheduled employment physical.

9. Random Drug and Alcohol Testing:

    a. Employees who work in safety-sensitive positions are also subject to random drug and alcohol testing. Dallas County testing administrator will use an unbiased, random selection process to select and request an employee to be tested. The percentage of employees to be tested will be at a rate of 50% per year for drugs and 25% per year for alcohol.
    b. Dallas County may modify the random percentage in the future according to changes in DOT requirements. The following procedures will be followed:

        i. Individuals are randomly selected by the County's third party testing vendor.
        ii. Testing personnel will arrive unannounced at the work site. If an employee is selected for random drug and/or alcohol testing, he/she must take the appropriate tests. Refusal to test will be considered insubordination and the employee will be referred to Internal Affairs.
        iii. Employees for testing will provide valid identification (driver license or Department I.D.) and social security number prior to testing.
        iv. Results of the alcohol test are provided at the time of testing; however, a drug test may not be confirmed for up to five days.

10. Results of Random Drug and Alcohol Testing: Any action taken by Dallas County will depend on the results of the employee's drug and/or alcohol test as follows:

a. Alcohol: If the alcohol test results show an alcohol concentration level of .02 to .039 when measured per 210 liters of breath, 100 milliliters of blood, or 67 milliliters of urine, then:

    i. The employee shall be safely transported home. The employee will remain off work, for at least 24 hours before he/she can return to work.
    ii. The Medical Review Officer will notify the Designated Dallas County Human Resources Department representative of the positive results.
    iii. After the employee returns to work, he/she is given, at a minimum, a written warning. Stronger disciplinary action may be taken in compliance with the Sheriff's disciplinary policy if the supervisor deems it appropriate.

11. If the alcohol tests results are 0.04 percent or greater, then:

    a. The employee shall be safely transported home.
    b. The employee shall be referred to Internal Affairs.
    c. The designated Dallas County Human Resources Department representative shall be notified, and such representative will provide the employee with referral information regarding local substance abuse professionals.

12. Drugs: If drug test result is positive, then:

    a. Medical review officer will notify the employee of the positive result of the drug test. The employee may request the MRO to direct the split specimen be tested at a different DHHS-certified laboratory for the presence of the drug(s) for which a positive result was obtained.
    b. Medical review officer will honor such a request if it is made within 72 hours of the employee having been notified of a positive test result.
    c. The split-sample testing shall be at the employee's expense.
    d. Medical review officer will notify the designated Dallas County Human Resources Department representative regarding the positive test result.
    e. The designated Dallas County Human Resources Department representative will notify the Supervisor of the employee's positive drug test result.
    f. Employees who test positive for drugs in violation of this policy will be immediately suspended with pay pending the 72 hour appeal process or until the receipt of the result of the split-sample second test result.
    g. If the split-sample second test result comes back negative, the first test result will be rendered negative, and the employee will be reimbursed for the expense of the split-sample and reinstated, with back pay. However, if the employee fails to request the testing of the split-sample or if the split-sample second test result comes back positive, the employee will immediately be referred to Internal Affairs.
    h. The designated Dallas County Human Resources Department representative will be notified, and he/she will provide the employee with referral information regarding local substance abuse professional referrals as required by federal regulation.

13. Post-Accident Testing:

    a. Following an accident involving an on-duty Sheriff Department employee or, driving a Dallas County owned or leased motor vehicle, the county shall test the driver for illegal drugs and/or alcohol as soon as practical, if:

        i. The accident involved a fatality.
        ii. The driver receives a citation under state or local law for a moving traffic violation arising from the accident and the accident involved.
        iii. One or more individuals, including the employee, being required to receive medical attention; or
        iv. One or more of the motor vehicles being towed away from the scene of the accident; or

v. The employee is exhibiting behaviors consistent with those outlined in the definitions section of this chapter.

14. Testing Requirements:

a. Each employee involved in a DOT-recordable accident will provide an alcohol test within eight hours of the accident and a drug test within 32 hours. If these time frames cannot be met, documentation regarding the lack of compliance must be made.
b. An employee who is seriously injured and cannot provide a specimen at the time of the accident may be required to provide the necessary authorization for Dallas County to obtain medical reports and other documents that would indicate whether there was alcohol or drugs in his system.
c. Consequences of Post-Accident Testing: The results of positive drug and/or alcohol testing are identical to those outlined under Reasonable Cause Testing XVII.B., and Random Drug and Alcohol Testing XVII.E., in the above sections.

XVIII. Record Keeping.

DOT records regarding Dallas County's Alcohol and Drug Testing Program will be kept by Dallas County Human Resources Department, and all reports will be prepared, maintained, and submitted in accordance with DOT rules. All other records will be kept by our third party testing administrator.

XIX. Training.

All supervisors of safety-sensitive employees covered by DOT regulations are required to attend training which covers the physical, behavioral, speech, and performance traits which indicates the use of drugs or alcohol.

XX. Various Sheriff's Office Responsibilities.

A. Different County Departments will assume various roles in implementing the Drug and Alcohol Policy. They include:

1. Elected officials and department heads will be responsible for assisting in identifying jobs where applicants and employees are required to possess a commercial driver license and/or occupy safety-sensitive positions.
2. Supervisors and managers are responsible for documenting poor performance, for recognizing and reporting reasonable cause when they believe the employees under the influence of drugs and/or alcohol, and for carrying out procedures outlined in this policy.
3. The Dallas County Human Resources Department is responsible for:

a Ensuring that all job descriptions, postings, and advertisements for safety sensitive positions reflect the commercial driver license and drug and/or alcohol testing requirements.
b Verifying that all applicants and employees who are subject to testing prior to being hired, promoted, demoted, or transferred to safety-sensitive positions have complied with all testing requirements prior to a safety sensitive appointment.
c Ensuring compliance with DOT required training for employees and Supervisors.
d Assisting departments in complying with this policy; and
e Maintaining appropriate records.

B. The Employee Health Center or a designated medical facility or clinic will act as the collection site for all drug and alcohol testing. Their responsibilities include:

1. Obtaining a signed consent form from the applicant or employee for drug and alcohol testing in a designated laboratory.
2. Arranging transportation of the specimen to the laboratory.

3. Coordinating collections with third party contractors.
4. Ensuring compliance with federal requirements for drug and alcohol testing as outlined by DOT.
5. Receiving test results in accordance with legally and medically approved procedures, methods, and techniques.
6. Communicating test results to designated Dallas County Human Resources representative immediately upon receipt from the laboratory.
7. Maintaining records of all examinations, tests, and results in the employee medical files and for ensuring privacy and confidentiality in accordance with federal requirements.
8. Preparing and maintaining the annual calendar year summary of the results of Dallas County alcohol and testing programs as required by DOT rules.
9. Coordinating the random portion of the testing by notifying departments of those employees who must report for testing.

XXI. Employee Assistance Program.

A. All County employees who believe they may have a problem with substance abuse should immediately contact the County Employee Assistance Program.
B. This is a free, confidential service provided by the county to its employees. The Dallas County Human Resources Department shall be contacted for the most current telephone number.

XXII. Questions.

If any employee has any questions regarding the Dallas County Drug and Alcohol Policy, he/she should contact the Dallas County Human Resources Department.

Chapter 3.8 Tobacco Use and Smoking

I. Purpose:

The purpose of the policies and procedures outlined in this section is to ensure that the Dallas County Sheriff's Office will be in compliance with all appropriate county policies and city ordinances that may regulate smoking and/or use of tobacco products and electronic cigarette products in public buildings, vehicles and/or facilities.

II. Policy:

This smoking policy is established in accordance with the Dallas County Smoking Policy regarding smoking in county buildings. For the purposes of this Section, smoking shall include cigarette, cigar, or pipe smoke, or any other like substance, lighting such a substance, and/or carrying a burning pipe, cigar, cigarette, or like substance of any kind and any electronic cigarette product.

Sheriff employees shall not smoke or use any form of tobacco, including smokeless (chewing tobacco) and electronic cigarette products, on duty while conducting interviews or under any circumstances where such use may be detrimental to good conduct, appearance, or procedure. Employees shall not use tobacco while conversing or transacting business in person, with the public.

III. Responsibilities.

A. Each department head will be responsible for implementing these policies within locations/areas for which they are accountable.
B. Each department head shall be responsible for coordinating with Facilities Management for the placement of proper signs at building entrances, in restrooms, and in other designated locations.
C. Facilities Management shall ensure the uniformity of all signs.
D. Any department head who authorizes or knowingly permits smoking or use of tobacco products or electronic cigarette products in a county building will be responsible for all legal and financial consequences of behavior outside county policy.

IV. Policy of the County.

A. All Dallas County buildings (owned or leased) will be designated non-smoking and tobacco free facilities.
B. Commissioners Court must be notified of all designated smoking and/or tobacco use areas, so that appropriate signs can be installed.
C. All county buildings shall be posted with no smoking and tobacco-free signs.
D. There shall be no smoking or use of tobacco products or electronic cigarette products on county property within 25 feet of any public entrance to a county facility. Tobacco or electronic cigarette products should not be in plain view while inside Sheriff's Office facilities.
E. No employee, elected official, or department head shall smoke or use tobacco or electronic cigarette products in areas designated as non-smoking and tobacco-free by court order, city ordinance, administrative action, or managerial directive. Any employee violating this policy will be subject to disciplinary action as well as prosecution under applicable sections of the appropriate city ordinance.
F. Any conference room, meeting room, or public service area owned, operated or managed by the county shall be non-smoking areas.
G. All public areas and workplace areas for all the county buildings are designated as non-smoking, and no smoking signs shall be installed throughout all buildings.
H. All designated non-smoking areas shall be posted with no smoking signs as specified by the ordinance.
I. An outside smoking area will be designated away from building entrances for each county facility.
J. Restrooms normally accessible to the general public in county-owned, county operated, or county-managed facilities shall be designated non-smoking areas.

K. All vehicles owned and or leased by Dallas County shall be designated as no smoking.

L. Per General Orders, Volume I, Chapter 4.1, Section II A, employees' smoke breaks are to be included in the (2) ten minute breaks for each four hours worked.

Exception: Law enforcement vehicles being used in covert operations upon approval of the division commander.

Chapter 3.9 Access to Secure Areas

I. Purpose:

The purpose of this policy is to outline standards to be followed by personnel to provide a secure environment for employees, visitors, and inmates by restricting access to the secure areas of the Dallas County Sheriff's Office. The establishment of which is also necessary to safeguard Information contained in Department records and files.

II. Policy:

It shall be the policy of the Dallas Sheriff's Office to establish and enforce standards to control access to the secure areas of the department, its equipment, records, inmates, and personnel to help ensure the safety and security of personnel, property, records, and those the Dallas County Sheriff has care, control, and custody of, without unduly inconveniencing employees and visitors, or disrupting official activities.

The movement of employees, service personnel, visitors, and inmates will be appropriately controlled and monitored to protect staff and county property from visitors and inmates, to protect visitors from inmates, protect inmates from one another and visitors, and deter or prevent escapes.

III. Authorized Personnel.

Only personnel who are sworn employees or detentions personnel, licensed by TCOLE and employed by the Dallas Sheriff's Office, shall have access to secure areas of the department, with the following exceptions:

IV. Restriction of Access to Secure Areas:

A. Personnel whose duty assignment is that of a maintenance technician, facilities manager or a member of Information Technology (IT) for the department shall generally be authorized access to secure areas for the purposes of performing maintenance or repair to that equipment that is contained therein and is within their area of responsibility. For these purposes, such personnel may be granted access on an as needed basis.
B. Any person not employed by the department but is under contract to provide maintenance or repair services to equipment or systems housed within the department is authorized access to secure areas of the department. However, such persons shall be authorized to access only that equipment or system for which they are providing maintenance or repair.
C. Persons employed by or under contract to the department to provide janitorial services shall have access to secure areas; however, that access will be limited to only those areas needed to perform their duties. Those persons authorized access by this section will not be allowed access to any equipment or records housed within the department.
D. Personnel granted access for performing maintenance, repairs, or janitorial services must conduct themselves in a manner that will be the least disruptive to the operation of the department. Personnel who have access or have been granted access to a secure area must have a valid reason for entering. Loitering will not be permitted under any circumstances.
E. Persons authorized access by this policy must be escorted at all times. It shall be the responsibility of the escorting member of the department to ensure that the behavior of these personnel is not disruptive to the operation of the department. Persons authorized access by this section will not be allowed access to any equipment or records housed within the department unless such equipment is within their area of responsibility.
F. Dallas County Sheriff's Office employees who work in secure areas are authorized to decide whether to permit access to those persons covered in this policy. Personnel should contact a supervisor if there is any doubt as to whether or not access should be granted.
G. Any person that is not classified in one of the categories described in this policy will be denied access to secure areas.

V. Grounds for Denial of Access:

A. At no time shall any employee of Dallas County or any employee of a company or vendor that is under contract with Dallas County be allowed to enter or have access to a secure facility if that employee has been convicted of any Felony offense within the last ten (10) years. Class A misdemeanors will be reviewed individually by the clearance authority.
B. No employee of Dallas County, vendor, or employee of a company that is under contract with Dallas County shall be allowed entrance or have access to a secure facility if that person is currently on felony probation or parole.
C. Exceptions can be made by the Sheriff or his/her designee. Individuals who may not normally qualify for clearance because of background but have certain qualifications, and or exceptional skills necessary to perform the contracted work can be approved on a case by case basis.
D. If the employee, vendor, or Dallas County contract employee has a felony conviction over 10 years old he/she may be cleared for access, however the nature and seriousness of the offense and the length of time since the offense occurred should be taken into consideration before allowing access to secured facilities.
E. During jail visitation periods, a visitation request can be denied by the Sheriff or her designee. If a staff member believes he/she has grounds to deny a visitor access to a facility, he/she shall contact their supervisor and advise them of the reasons for denial of access.
F. If the supervisor concurs and the decision is approved by the Sheriff or her designee, building access can then be denied. A denial of visitation could be a security or safety issue or a combination of both. Documentation of the denial must be sent to the Chief Deputy, Office of Detentions Services, to be filed.

VI. Security Clearance.

A. Employees of Dallas County or employees of a company that is under contract with Dallas County who are not sworn employees or detention personnel licensed by TCOLE must pass a criminal history/security clearance check before being allowed access to secure areas of the Dallas County Sheriff's Office.
B. This includes, but is not limited to, all employees classified by Dallas County Human Resources as: Administrative and Office Support, Information Technology Services, Skilled/Technical/Trade, or Professionals; all non-Sheriff's Office personnel; and employees of a company under contract with Dallas County.
C. Exceptions to this policy would be emergency medical services personnel or fire department personnel in uniform or otherwise identifiable, responding to the department for a medical, fire, or hazmat emergency, etc.

VII. Prohibited Items in Secure Areas.

A. Supervising inmates entails limiting inmates' access to weapons, drugs, and other contraband. It also includes preventing escapes and reducing assaults against officers and other inmates. Weapons and ammunition are not permitted beyond the security perimeter. Weapons are not allowed in any secured area of the jail.
B. This applies to both the front entrance and the sally port entrance.
C. The control center officer will not open the inner door of the facility until all weapons are secured in a gun locker or the officer has the left the weapon in another secure location (e.g., police vehicle, etc.).
D. Dallas County Sheriff's Office employees, authorized personnel, and/or visitors are prohibited from bringing the following items into secure areas:

1. Weapons (firearms, knives, swords, spears, and others as defined in Texas Penal Code, Chapter 46.01).
2. Metal Containers.
3. Glass Containers.
4. Electronic devices
5. Umbrellas/Walking Canes/Crutches.
6. Chewing Gum.

7. Electronic Control Devices (e.g., electronic control devices).
8. Only personnel authorized to carry a chemical agent, O.C. spray, within a secure area will be permitted to carry the O.C. spray inside. Personnel assigned to other divisions or other agencies will not be permitted to carry his/her O.C. spray into a secure area.

Chapter 3.10 Communications

I. Purpose:

The purpose of this policy is to provide the communications procedures which shall be utilized by all employees of the Dallas Sheriff's Office.

II. Policy:

It will be the policy of the Sheriff's Office that all communications will be conducted in a professional and efficient manner, abiding by the laws of the FCC.

III. Federal Communications Commission Procedures, Calls.

A. False calls, false or fraudulent distress signals, interference with any distress signals, superfluous transmission, obscene, indecent or profane language and the transmission of unaligned call numbers or signals are specifically prohibited by the Federal Communications Act of 1934.
B. It is the responsibility of each employee of the Dallas County Sheriff's Office to take reasonable steps to prevent unauthorized use of any Sheriff's Office radio by unauthorized persons.
C. Monitoring: all conversations on Dallas County Sheriff's Office radio frequencies will be recorded and may be reviewed by Supervisory personnel for infractions or improper radio procedures. Infractions will be brought to the attention of the appropriate Commander.
D. Commanders and supervisors will monitor radio traffic of their personnel, and provide the necessary supervision to prevent radio abuse, and will take appropriate disciplinary action against violators.

IV. Communications Equipment.

A. Sheriff's Office employees will notify the Sheriff's Office Communications Division immediately by telephone or in person when any Dallas County owned or leased telecommunication device, including two-way radios, digital pagers, office telephones, or cellular telephones, have been lost, stolen, or damaged.
B. If the malfunctioning telecommunications equipment is a vehicle two-way radio, mobiledata terminal or mobile data computer, the employee will notify the Communications dispatcher and his supervisor and will report to the radio maintenance shop for repairs. If the employee cannot reach the Communications dispatcher by two-way radio, immediate notification will be made by telephone or in person.
C. Detention division personnel who become aware of any telecommunications equipment that is malfunctioning will advise their supervisor who will take immediate possession of the equipment and have arrangements made to transport the equipment to the radio maintenance shop for repairs.
D. Sheriff's Office employees responsible for budget preparation or grant projects will coordinate specification preparations for any additional telecommunication equipment with the Sheriff's Office Communications Division supervisor.

V. Radio Procedures.

A. Radio transmissions, other than base station transmissions, will be identified by using all letters or digits of the assigned radio call number. The base station will be identified on the hour and half hour.
B. A person's race will be referred to via the radio as:

Actual Race	Radio Term
1. Caucasian	White
2. African/American	Black
3. Mexican/Spanish	Hispanic/Latin
4. Indian	Indian
5. Chinese	Asian

6. Japanese — Asian
7. Other — Specify Nationality

C. Sheriff's Office Communications Division dispatchers will not make any supervisory decisions for any deputy in the field. A field supervisor will respond to any request for supervisory assistance.
D. Except in an emergency, Sheriff's employees will request the dispatcher's clearance before talking to other deputies by radio.
E. When on-duty in the General Services Division, Sheriff's employees will not:

1. Leave their radio without notifying the dispatcher, except in case of an emergency.
2. Request street locations from the dispatcher. They will use their MAPSCO for routine day to day operations. Exception: An emergency situation where using the MAPSCO would prevent a safe response.
3. Interrupt the transmission of another deputy, except in an emergency, or
4. Check a person or property for warrant or stolen information over the radio unless that person or property is in their custody or within their view.

VI. Field Procedures.

A. Mark Out:

1. An employee desiring a "mark out" or time away from the radio at a specific location will give their radio call number and advise the Telecommunications officer of intended activity.
2. The dispatcher will acknowledge and either authorize or deny the request:

   a. If authorized, the employee will give their exact location or destination and not leave the radio until the dispatcher has acknowledged.
   b. During a "mark out" deputies shall monitor all radio traffic.
   c. Employees on a "mark out" may be assigned calls when needed.

3. Information concerning eating and coffee break locations will be given to the dispatcher.
4. Employees will not be on a "mark out" to eat or drink the first or last hour of their shift.
5. Employees will carry their assigned handheld radios whenever they are on a "mark out".

B. Stopping Vehicles:

1. Deputies initiating any form of law enforcement contact with any person shall have articulated reasonable suspicion for such contact. A detainee, once cited or warned, will not be detained beyond the point where there exists a reasonable suspicion of further criminal activity.
2. Deputy Sheriff's preparing to stop a vehicle will notify the Telecommunications officer by stating their radio call number, the word traffic and the location of the actual traffic stop. Example: Two twenty five, traffic, Lawson Road at Highway Eighty When acknowledged by the Telecommunication officer, the deputy will respond with:

   a. The state and number displayed on the vehicles license plate.
   b. The color, Year model if known, make and model of vehicle.
   c. The number, race and sex of the vehicle's occupants, and
   d. The stop location again.

   Example: Texas tag P-Paul L-Lincoln D-David six-four-four, a white Chevrolet Camaro, two white male occupants, Lawson Road at Highway Eighty.

3. If the deputy has reason to believe that assistance might be needed, backup will be requested.

C. Requesting Back up:

1. Safety and efficiency depend upon teamwork, the willingness to call for back up, and eagerness to safely respond to back up requests.
2. When requesting back up, give the exact location and specify the urgency.
3. Always disregard back up when it is no longer required and or have them reduce the urgency when applicable.
4. The backup deputy will immediately advise the Telecommunications Officer when he/she arrives at the requested location.

D. Assist Officer:

1. When a deputy needs immediate emergency assistance, the following information will be given to the Telecommunications officer, if possible:

    a. The deputy's radio call number, assist officer and location.
    b. The number of additional deputies required, if possible.

2. All assist officer calls are to be handled "code three", with red and blue emergency lights and sirens activated, until disregarded by the deputy needing assistance.
3. Deputies' en route to an assist officer call will immediately advise the Telecommunications officer they are en route and proceed as quickly as safety permits.
4. A field supervisor will be dispatched to the scene of all assist officer calls. Field supervisory personnel will control the number of responding deputies.
5. Only those deputies actually responding to the assist officer and who have been acknowledged by the Telecommunications officer as a responding deputy shall respond code three, with emergency red and blue lights and siren activated. All other deputies shall proceed with "code one" and maintain normal driving procedures, unless otherwise directed by a field supervisor.
6. Requesting officer will always disregard back up when it is no longer required or have them reduce the urgency when applicable.

E. Emergency Radio Use:

1. Deputies or employees with emergency radio traffic will give their radio call number and state the word "emergency".
2. The Telecommunications officer will discontinue all regular frequency business, acknowledge the emergency, and grant radio frequency priority to the emergency situation until its conclusion.
3. If the situation is of sufficient magnitude, all radio traffic may be diverted to an alternate frequency at the discretion of the Communications supervisor. All regular or non-emergency radio traffic will be curtailed to the extent necessary to avoid interference with emergency traffic.
4. While operating Code 3, Deputies should:

    a. Always precede safely, as traffic, roadway and/or weather conditions permit.
    b. Not talk too closely, loudly, or rapidly into the microphone.
    c. Keep the Telecommunications officer informed of the location and direction as those changes occur, and
    d. Inform the Telecommunications officer if they leave the radio or discontinue emergency traffic.

F. Checking Persons for Wanted via MDC:

    a. Per the Texas Crime Information Center (TCIC), due to the fact numerous warrants are entered with common last names of Garcia, Martinez, Garza, Smith, etc., and the first letter of the surname being J (Juan, John, Jorge, etc.), there may be a return of No Record TCIC when inquiring with Nam/Sex/Race/Dob.

b. Individual deputies making computerized inquiries should always use another numeric identifier such as social security or driver license number, etc. to assure proper returns of inquiries on common names.

VII. Calls for Service.

A. Emergency Calls:

1. The following calls are considered emergency priority calls:

   a. Any assault in progress with weapons involved.
   b. Assist Officer.
   c. Hold up alarm.
   d. Robbery, Burglary or other Felony in progress.
   e. Shootings, cuttings, gang-fights, and
   f. Other situations such as natural or man-made disasters, explosions, plane crashes, tornados, flooding, etc.

2. Incidents such as accidents involving injury, authorized blood transfers, unruly crowds or riots, may also be designated as emergency calls when justified.
3. The Dispatcher will precede emergency broadcasts with three high frequency tone signals, or "beeps".
4. Emergency calls will be dispatched as "code 3" assignments unless information available to the Telecommunications officer receiving the initial call clearly indicates that no emergency exists.
5. Emergency calls will be given first priority and will be dispatched and answered without undue delay.
6. A conscious effort will be made to hold emergency vehicular traffic to the necessary minimum, giving due regard to the need for safety and the preservation of life.

B. Non-Emergency Calls: Calls not classified as emergency calls will receive immediate attention and will be answered "code 1".
C. Change in Code Classification:

1. Code 1 response may be increased to "code 3" when the responding deputy's immediate knowledge of a situation justifies such change in classification.
2. "code 3" response may be decreased to "code 1" when the responding deputy's immediate knowledge of a situation or when weather and/or road conditions justify such change in classification.
3. Supervisors may, based on their immediate knowledge of a situation, direct that a call be increased or decreased in code classification.
4. No increase in code classification will be exercised until the unit has notified the dispatcher and the dispatcher has acknowledged the unit.

D. Call Dispatching Procedure:

1. The dispatcher will give:

   a. The element's call number.
   b. The nature of the call and its location, and
   c. The time.

2. The assigned deputy will acknowledge receipt by repeating the element number and "received."
3. On arrival at the scene, the deputy will announce the assigned element umber and "out" and the dispatcher will acknowledge by giving the time.
4. Upon completion of handling the call, the deputy will:

a. Give the element's call number, and advise the dispatcher that he/she will be "clear" the location with/without a report, arrest, etc.

5. The dispatcher will acknowledge by:

a. Repeating the element's call number.
b. Giving the clearing time, and the assigned service number, if applicable.

6. The deputy will repeat the service number.

E. When a deputy misses a radio call for any reason, the dispatcher will:

1. Check to ensure the element is not on a "mark out" or a radio call.
2. Assign the call to another element.
3. Complete a memorandum form, and
4. Give the form to the Communications Section commander who will immediately forward the information to the appropriate division commander for action.

F. Assignment of Elements:

1. The calls on which two deputies (two one-man or one two-man elements) shall be dispatched include, but are not limited to, the following:

a. Assist Officer.
b. Burglar or hold up alarm.
c. Disturbance (active/armed).
d. Felony in progress.
e. Shooting.
f. Suspicious Person~~, and~~

2. All other calls may be dispatched as a one deputy element unless circumstances indicate a need for more than one deputy.
3. When two one deputy elements are dispatched on a call, the first deputy to arrive may notify the dispatcher to disregard the second element.
4. To conserve a two deputy element, the dispatcher may assign a one deputy element off its beat to handle a call on another beat even though that beat element is available.
5. Deputies will respond to all calls for service or assistance from citizens or other deputies, without delay. No deputy will fail to respond unless relieved by competent authority.
6. A supervisor may respond to emergency and/or calls of an unusual nature without instructions from the dispatcher.
7. Response to calls will be prompt and direct by the safest, most practical known route. elements will not delay response by tending to other matters.

VIII. Assignment of Channels, Codes, Signals and Call Signs.

A. The Communications Section will be responsible for assigning radio channels for specific uses and radio call numbers.
B. Channel Assignments - All divisions not assigned a regular channel, and all home and remote storage vehicles will monitor the primary channel (5) unless otherwise instructed.

C. Channels:

1.	Channel 01	Constables
2.	Channel 02	Dallas Sheriff's Office
3.	Channel 03	Inter-City Mobile
4.	Channel 04	InterCity Base
5.	Channel 05	Dallas Sheriff's Office
6.	Channel 06	Inter-County
7.	Channel 07	Inter-County
8.	Channel 08	Inter-County
9.	Channel 09	Dallas County Fire and Rescue #6
10.	Channel 10	Dallas County Fire and Rescue #1
11.	Channel 11	Dallas Sheriff's Office
12.	Channel 12	Inter-County
13.	Channels 13 thru 30	Reserved for Future Expansion

D. Codes:

1.	Code 1	Non-Emergency
2.	Code 3	Emergency with Lights and Sirens
3.	Code 8M	Wanted on Warrant (Misdemeanor)
4.	Code 8F	Wanted on Warrant (Felony)
5.	Code 9	Record only (not for cause for arrest)
6.	Code 10	Known Offender (not cause for arrest)
7.	Code 10C	Caution advised (Not cause for arrest)

E. Radio Call Signs - Call signs are assigned by the Communications Section.

1. Certain blocks or increments of numbers are reserved for the administration and for each division within the Sheriff's Office.
2. When a division is in need of a new call number(s) to be assigned for purposes of special assignments, task forces, etc., a section supervisor will contact the Communications Section and request that the new call sign(s) be assigned for the duration of the special assignment, task force, etc.

IX. Radio Failure.

A. When a deputy fails to hear radio traffic for more than 15 minutes, he/she will contact the Communications Section (Station 5) by telephone and report the problem.
B. Jail personnel will notify their supervisor of malfunctioning radio equipment. The supervisor will take possession of the radio equipment and make arrangements to have the malfunctioning radio equipment taken to the radio maintenance shop for repairs.

X. Emergency Distress Radio Transmissions.

A. In the event that a field unit needs to send an emergency distress transmission covertly over the radio the following procedure will be followed:

1. The unit will say "Dallas" and their call number. Example: 'Dallas 523'.
2. The dispatcher will acknowledge the unit by stating the unit # and 'are you 104?' Example: '523 are you 10-4?'
3. The unit will answer 'Roger' then give any appropriate information available. The word "Roger" will only be used by deputies in emergency distress situations to let the dispatchers know that everything is not o.k.
4. The dispatcher will proceed with an emergency broadcast with three high frequency tone signals or 'beeps'.

    a. If the unit initiating the emergency normally operates on channel 2, or 11, the dispatcher will activate three electronic alert tones or "beeps" and verbally announce

'Dallas 5' on all Dallas County frequencies. This activation and the stated words 'Dallas 5' will cause all field units to switch frequencies immediately to channel 5.

b. If the unit initiating the emergency normally operates on channel 5, the dispatcher will activate three electronic alert tones or 'beeps' and verbally announce 'Dallas 2' on all Dallas County frequencies. This activation and the stated words 'Dallas 2' will cause all field units to switch frequencies immediately to channel 2.
c. The unit initiating the transmission will remain on his original channel.

5. Field units switching to the designated channel will immediately acknowledge that they are on the correct channel by checking in with their assigned radio call number. The dispatcher will acknowledge each unit as it reports.
6. After confirmation that all units have switched to the appropriate channel, there will be no radio traffic until instructions are received from the dispatcher.

B. The radio Dispatcher will immediately notify the Communications supervisor and the supervisor of the unit in question of the emergency distress transmission.

1. Appropriate action and unit involvement will be determined by the known information and the location of the available field units.
2. Under no condition should any field unit request information related to the emergency or leave his assigned area without direction from the dispatcher.

C. The Communications Section will be responsible for advising all field units of the emergency and will advise units when normal radio transmission can continue.

XI. Mobile Digital Computer Response to Emergency Transmission.

A. In the event that a field unit sends an emergency transmission on a mobile digital computer the following procedure will be followed:

1. The dispatcher will determine which unit is activating the emergency transmission.

2. Once the identity of the unit is determined, the dispatcher and all personnel will follow the procedures outline in Section X Emergency Distress Radio Transmission.

B. If all known field units check in on the appropriate channel, including the unit initiating the emergency response signal, the dispatcher will advise the unit initiating the emergency response signal to public service (telephone) the Communications Section (Station 5).

1. At the time of the public service, the dispatcher will confirm that the emergency signal was transmitted by mistake.
2. When the dispatcher requests that the unit initiating the emergency response signal public service Station 5, the unit in question will respond by answering '10 4' followed by any additional information the unit may need to relay in reference to the public service.
3. If the unit initiating the emergency response signals wishes to indicate that they still have an emergency situation they will respond with 'Roger,' followed by any additional information that is appropriate.

C. The activation of the emergency response signal will be documented by memorandum by the unit responsible for the action when the signal has been activated in error.
D. This memorandum will be turned in to his supervisor no later than the end of the shift in which the error occurred.
E. The Communications Section will be responsible for advising all field units of the emergency and will advise units when normal radio transmission can continue.

F. In the event that the activation of the emergency response signal is determined to be a valid and an intentional signal for assistance, the radio dispatcher will immediately notify the Communications supervisor and the supervisor of the unit in question.

   a. Appropriate action and unit involvement will be determined by the known information and the location of the available field units.
   b. Under no condition should any field unit request information related to the emergency or leave his assigned area without direction from the dispatcher.

XII. Mobile Digital Computer Decorum.

A. All mobile digital computer transmissions will contain business related information and their use for personal or humorous exchanges shall be prohibited.
B. All transmissions shall be monitored for adherence to this policy by the Communication Section.
C. Any inappropriate transmissions shall be forwarded to the divisional commander for possible disciplinary action.

Chapter 3.11 TLETS Terminal, Mobile Data Terminal and CJIS Security

I. Purpose:

To establish guidelines for use and security of the department issued TLETS Terminal, mobile data terminal equipment and related CJIS information. Failure to comply with this policy can result in disciplinary action or termination.

II. Policy:

It shall be the policy of the Dallas County Sheriff's Office to protect the integrity of the CJIS database and all data and information obtained through use of mobile data terminals and/or hard-wired TLETS terminals by strictly following the procedures outlined in this General Order.

III. Definitions:

A. TLETS: The Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network that is composed of city, county, state, federal and military law enforcement and criminal justice agencies in Texas.
B. MDT: A mobile data terminal (MDT) or mobile digital computer (MDC) is a computerized device used in such as police vehicles, to communicate with a central dispatch office.
C. CJIS: The Criminal Justice Information System (CJIS) site is provided by the Texas Department of Public Safety to assist counties in managing their Computerized Criminal History (CCH) information and heir Federal Firearms Reporting transactions.
D. TCIC: provides a direct link to the NCIC so that law enforcement officers throughout Texas know instantly whether a vehicle, a boat, or other property under investigation is stolen, or a person in question is wanted anywhere in the country.
E. NCIC: Is a computerized index of criminal justice information (i.e. - criminal record history information, fugitives, stolen properties, and missing persons). It is available to Federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year.
F. Access to Criminal Justice Information (CJI)- The physical or logical (electronic) ability, right or privilege to view, modify or make use of criminal justice information.
G. Remote access- Any temporary access to an agency's information systems by a user communicating temporarily through and external, non-agency-controlled network.
H. Authorized user or personnel- Any employee that has completed a fingerprint based state and federal criminal history check in compliance with FBI CJIS Policy and Texas CJIS Access Policy, has a current CJIS security awareness training certification as required by FBI CJIS Policy, and has completed cybersecurity training as required by Texas Government Code 2054.5191 who is granted permission by the Dallas County Sheriff's Office to access CJI.
I. Full-feature Operating System — Full-feature operating systems are traditional operating systems used by a standard desktop computer (e.g., Microsoft Windows, Apple OSX/macOS, LINUX/UNIX, etc.). These operating systems are generally open to user control and configuration and therefore require configuration management to properly secure, or "harden", these devices from malicious network based technical attacks (e.g. malware, spyware, hackers, etc.). These operating systems require traditional protection applications such as antivirus programs and personal firewalls

IV. Dallas County Sheriff's Office Workstations.

A. TLETS Terminal: This term includes all computers (normally desktop) that have access, via wireless or hardwired network, to TLETS, TCIC, NCIC or any law enforcement database.
B. MDT -Mobile Data Terminal: This term includes all computers that have access, via wireless or hardwired network, to TLETS, TCIC, NCIC or any law enforcement database.

C. Secure location: This term includes the areas of the Dallas County Sheriff's Office that are not open to the public and accessible only by authorized personnel. This term also includes official police vehicles that are locked and/or attended by authorized sworn police personnel.

D. Non-secure location: This term includes all locations not defined as 'secure location' above.

V. Procedures:

A. CJIS, TLETS, TCIC and NCIC data shall be accessed ONLY from secure locations, as defined above, unless remote access locations are met.
B. Each person authorized to access terminal/MDT data shall receive security awareness training within six months of appointment or employment and thereafter at least every two years, in accordance with CJIS policy; this training will be documented.
C. Maintain a roster and/or agency-issued credentials (officer badge, access card, etc.) of authorized personnel with unescorted access into physically secure areas.
D. When transporting non-law enforcement personnel in police vehicles, officers will close the screen of the MDT or position it in a manner that will prevent unauthorized viewing of MDT data. TLETS terminal screens shall be positioned to prevent unauthorized viewing.
E. User/operator list shall be reviewed annually and as needed; document when this was performed. Changes in authorized personnel will be immediately reported to TCIC Training section.
F. All printouts of CJIS data shall be promptly filed with the corresponding incident records. Otherwise, such printouts should be promptly shredded; if not shredded, then incinerated. Disposal or destruction is witnessed or carried out by authorized personnel.

G. Disposal and Destruction of Digital Media:

1. If digital media (such as a hard drive) is determined to be inoperable or no longer required, then it shall be removed by desktop support personnel based on the Dallas County Service Desk work ticket being generated.
2. All digital media containing Criminal Justice information shall be destroyed by use of a hard drive punch, documented and witnessed by the desktop support manager or other authorized personnel.
3. The following information shall be documented on the Dallas County Service Desk Support system:

   a. Identification of the media that is to be reused.
   b. The method the media was overwritten.
   c. The authorized person(s) who witnessed the procedure.
   d. Identification of the media to be destroyed.
   e. The method the media was destroyed.
   f. The authorized person (s) who witnessed the procedure.

4. The documentation shall be maintained by the Dallas County Service Desk Support system for period of at least three years.

H. The department shall keep a list of all MDT IDs and contact(s) so that devices can be promptly disabled, should the need arise.
I. The local CJIS network equipment shall be located in a physically secure location.
J. All law enforcement vehicles containing MDTs shall be securely locked when not in use.
K. All computers used for processing CJIS data shall have anti-virus software installed; all will have latest available updates for the operating system and anti-virus. MDT(s) shall have a personal firewall enabled.
L. Employ a Formal Incident Response Plan. It shall be the responsibility of each authorized user to report any violations of this security policy up the chain-of command and/or proper authorities.
M. No personal hardware (PC, laptop, etc.) or software shall be allowed on the agency's TLETS network, unless otherwise authorized.

1. This includes but is not limited to personal cell phones and tablets that might be used to initiate an email client on the device that contains emails with Criminal Justice Information.

N. Any CJIS data transmitted via email must be protected with a password. The file may be transmitted as either a PDF or Word document, and the password must be transmitted in a separate email. Criminal Justice Information is defined by the following criteria:

1. Biometric Data: data derived from one or more intrinsic physical or behavioral traits of humans typically for the purpose of uniquely identifying individuals from within a population. Used to identify individuals, to include fingerprints, palm prints, iris scans, and facial recognition data.
2. Identity History Data: textual data that corresponds with an individual's biometric data providing a history of criminal and/or civil events for the identified individual.
3. Biographic Data: information about individuals associated with a unique case, and not necessarily connected to identity data. Biographic data does not provide a history of an individual, only information related to a unique case.
4. Property Data: information about vehicles and property associated with crime when accompanied by any personally identifiable information (PII).
5. Case/Incident History: information about the history of criminal incidents.

    a. No publicly accessible computers shall be allowed on the agency's TLETS network.
    b. The agency shall authorize and control information system-related items entering and exiting physically secure location.

6. Any Agency-issued device shall meet CJIS Security Policy requirements when access to Criminal Justice Information (CJI) using mobile devices such as laptops, Smartphones, and tablets is authorized, controls are required to manage those devices to ensure the information remains protected.
7. The requirement to use or not use Advanced Authentication (AA) is dependent upon the physical, personnel, and technical security controls associated with the user location and whether CJI is accessed directly or indirectly.
8. Advanced Authentication (AA) shall not be required for users requesting access to CJI from within the perimeter of a physically secure location (CJIS Security Policy Section 5.9), when:

    a. The technical security controls have been met (CJIS Security Policy Sections 5.5 and 5.10), or
    b. When the user has no ability to conduct transactional activities on state and national repositories, applications, or services (i.e., indirect access).
    c. Conversely, if the technical security controls have not been met. Advanced Authentication AA shall be required even if the request for CJI originates from within a physically secure location. The CSO will make the final determination of whether access is considered indirect.

9. If advanced Authentication AA is not utilized for laptops, smartphones and tablets, then laptops, smartphones and tablets accessing CJI shall not be removed from the physically secure location they are assigned.

O. Any Agency-issued device shall meet CJIS Security Policy Requirements:

1. Mobile Device Management – used to maintain control of CJIS on a potentially lost or compromised device.
2. Advanced Authentication Compensating Controls must be utilized.

P. The user/operator shall lock his/her computer screen or log off of his/her computer when leaving their workstation.

VI. Remote Access to CJIS Information

A. Equipment use

1. Accessing the Dallas County network and systems remotely is only authorized on computers with full-featured operating systems owned by Dallas County. No personally owned computers, laptops, or tablets will be used to receive, transmit or store CJI. The use of publicly accessible computers such as those available at public libraries, hotels, schools, etc. to access the Dallas County network remotely is prohibited.
2. Authorized users of a personally owned mobile device must have sufficient safeguards and controls enacted by the Dallas County Information Technology department to ensure that the mobile device complies with the requirements of FBI CJIS Policy Area 13. This includes a mobile device management solution. The use of Dallas County owned mobile devices for remote access is preferred and should be utilized wherever possible, streamline compliance with requirements of applicable open records request needs.
3. Use of a home network, home wi-fi, or mobile "hotspot" is permitted if a passcode is required to connect. Use of unsecured public wi-fi is not permitted when remotely accessing the Dallas County Network
4. Wireless printing of any kind is not permitted. Connections to a wired printer that is accessible only to the authorized person should be used if printing is necessary. If possible, CJI or other sensitive material should not be printed outside of secured areas for the Sheriff's Office.

B. Remote Access Authorization

1. Authorized users permitted by their chain of command for remote access work must complete a Remote Access Authorization form. This form will be kept in the authorized user's Department file and a copy of the form will be forwarded to the terminal agency coordinator.

C. Remote Access Location Requirements

1. The remote access of the Dallas County network shall be limited to one physical location per authorized user.
2. Areas where criminal justice information will be stored, processed, and transmitted should be treated as a controlled area to properly protect CJI. Remote authorized users will:
   a. Limit access to the controlled area during CJI processing times to only agency authorized personnel.
   b. Lock the area room, room, or storage area when unattended.
   c. Position information systems devices, screens or physical documents containing CJI in such a way as to prevent unauthorized individuals from access or view.
   d. Use CJIS compliant encryption if CJI will be stored electronically in a remote location.
   e. Store physical documents containing CJI, that are located at a remote location, in an opaque locked container or cabinet that no unauthorized person is able to access readily.
3. When remotely accessing CJI authorized users shall not change locations. This includes but is not limited to moving vehicles and traveling between hotel rooms, etc.

D. CJIS Data in Transit

1. CJIS compliant encryption will be used when transmitting data outside the Dallas County network's physically secure locations. Use of VPN connections approved by Dallas County Information Technology and compliant with CJIS policy will be employed to access CJIS information.

E. Access Control

1. All remote access will have the capacity to be monitored, reviewed, and authorized by Dallas County Sheriff's Office or its designees.
2. All physical locations where CJI is being remotely accessed or stored are subject to inspection by the FBI, DPS, and Dallas County Sheriff's Office or its designees.

3. All authorized users will have a unique username and password for remote access to the Dallas County network or systems that may contain CJI.

F. Incident Reporting and Information Sanitization

1. Remote access users will report any security breaches to the chain of command via memorandum for evaluation and correction of the security weaknesses.
2. Any physically stored media containing CJI that will not be permanently kept should be transported via secure container by the authorized user to the Sheriff's Office secured areas for shredding or deposited into one of the locked document destruction bins.
3. At the end of the period of authorized remote access, issued devices should be returned to the issuing body. These devices shall be overwritten at least three times or degaussed to prevent CJI spills if they will be released for reuse by an unauthorized individual. This sanitation shall be witnessed by authorized personnel.

Chapter 3.12 License to carry/Firearms Carry Act Formerly Concealed Handgun License

I. Purpose:

The purpose of this policy is to set guidelines for non-sworn employees who possess a Texas License to Carry (LTC) and provide guidelines for deputies who come in contact with citizens who are licensed to carry a handgun or are exercising their right to openly carry a firearm under the Firearms Carry Act.

II. Policy:

With the passing of the Firearms Carry Act, it is the policy of the Dallas Sheriff's Office that persons permitted to carry a handgun by Texas law will not be unnecessarily hindered in the exercise of that privilege. However, deputies must be vigilant toward threats to their personal safety and to the safety of the public during contacts with persons who are found to be armed and who may or may not be committing a criminal offense.

Deputies who encounter license holders carrying a handgun under circumstances that are grounds for suspension or revocation of a handgun license will properly document such circumstances for reporting to the Texas Department of Public Safety. The Service Number (00-000000) will be attached to the top. The Revocation Affidavit can be found on the Texas Department of Public Safety website.

A Handgun License holder or a person permitted to carry a firearm under the Firearms Carry Act will be authorized to carry a handgun in a concealed manner or in a holster visible to the public.

Non-sworn employees shall not possess or carry into any Sheriff's Office facility a firearm unless they are acting in the official capacity as an employee pursuant to their duties or at the direction of a peace officer.

III. Definitions.

A. Concealed Handgun: A handgun, the presence of which is not openly discernible to the ordinary observance of a reasonable person.
B. Emergency Protective Order: An order issued by a magistrate at the time of a defendant's appearance after an arrest for an offense of family violence or an offense of stalking. An emergency protective order is valid for not more than 61 days, or less than 31 days.
C. Handgun: Any firearm that is designated, made, or adapted to be fired with one hand.
D. Intoxicated: Not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body; or having an alcohol concentration of 0.08 or more.
E. License to Carry (LTC): A license issued by the Texas Department of Public Safety under the provisions of the Texas Government Code 411, Subchapter H, and allowing for the carrying of a concealed handgun or handgun in a holster that is visible to the public
F. License Holder: Is a person who has been issued a License to Carry (LTC).

   Notice: for the purpose of UCW Section 46.035 Penal Code, the language of the notice must be as follows: "Pursuant to Section 30.06 Penal code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun law), may not enter this property with a concealed handgun".

   Notice: for the purpose of UCW Section 46.035 Penal Code, the language must be as follows: "Pursuant to Section 30.07 Penal Code (trespass by holder of license to carry a handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun law), may not enter this property openly carrying a handgun".

G. Premise: A building or a portion of a building. The term does not include any public or private driveway, street, sidewalk, or walkway, parking lot, parking garage, or other parking area.
H. Person permitted – A person exercising their right to openly carry a firearm on their person in accordance with the Firearms Carry Act

IV. Texas Firearms Carry Act

A. Applicable to Texas residents and out of state individual
B. Texas has a reciprocity agreement with most states in the United States regarding citizens who possess a license to carry a concealed handgun, or handgun in a holster "open carry" from another state. Officers can find the agreements listed on the Texas Department of Public Safety website.

V. Identification of License Holder during Police Detention or Custody.

A. No individual is required to possess a governmental issued ID, however when a police Officer lawfully requests identification, a person licensed to carry a handgun, who is carrying a handgun concealed or open, must present:

1. A valid Texas Driver's License or a DPS issued Texas Identification Card, and

2. The License to Carry (LTC).

B. During traffic stops, contacts with suspicious persons, and contacts with criminal suspects in which deputies lawfully request identification of the person(s) who are carrying a concealed handgun on their person, or handgun in a holster; the deputy(s) shall ask if the person has a license to carry.
C. If possession of a license to carry is indicated, and the person is in possession of a handgun, the person shall be asked to present the license.
D. Failure or refusal to display the (LTC) may result in a suspension or revocation of the (LTC).
E. If the person is found to be carrying a handgun and fails or refuses to display the (LTC) and appropriate identification, the (LTC) may be suspended.
F. Additionally, the offense of (UCW) may have been committed provided the (LTC) holder has already been suspended once for failing to display the LTC. Deputies should, in each circumstance, forward a (LTC) suspension form to DPS.

1. If an arrest is made for (UCW), the deputy shall make a lawful search of the person and the area, incident to the arrest. The handgun shall be placed into evidence. The LTC shall be photocopied and the original (LTC) placed with the arrestee's property to be returned upon release.

G. During the course of contact, if related computer information reveals that the person is a license holder, and the person is possession of a handgun, but the person has not presented the license upon request, the deputy(s) shall take appropriate safety actions.

VI. Unlawfully Carrying of Handgun by License Holder (PC 46.035).

Sworn personnel should be aware of the differences and similarities between License to Carry and permitted persons. Personnel should conduct themselves appropriately in each situation they encounter and take appropriate enforcement actions when necessary.

VII. Seizure of License Holder's Handgun and License.

A. Deputies may seize as evidence the handgun of any license holder or any permitted person, who is arrested when the handgun is evidence of a criminal offense.
B. When a weapon is seized from an LTC holder, the (LTC) shall be photocopied with the original returned to the licensee.

1. If the licensee was arrested for an offense involving family violence or an offense under Section 42.072 of the Penal Code and the licensee is the subject of an Emergency Protective Order issued under Article 17.292 of the Code of Criminal Procedure, the arresting officer shall seize the (LTC) and forward it with the suspension paperwork.

C. The necessary paperwork to support a suspension or revocation shall be completed and forwarded to the proper Special Investigation Division or Vehicle Crimes Unit. The detective will forward all paperwork to DPS at the direction of an appropriate judge, as stated in a written order issued by the court.

VIII. Affidavit for Suspension of License to Carry.

A. Deputies will prepare an Affidavit for Suspension of License to carry if:

1. The license holder fails to display a (LTC) as required by law, or
2. The license holder carries a handgun of a different category than the license holder is licensed to carry, or
3. The license holder has been charged by indictment with the commission of an offense that would make the license holder ineligible for license on conviction.
4. The appropriate affidavit will contain the specific reasons supporting the Officer's belief.
5. The affidavit will be attached to the related offense, information, arrest, or DWI case report.
6. The original affidavit and copies of all reports relating to the incident will be sent to DPS within five (5) working days.
7. A copy of the affidavit only will be sent to the license holder at the same time.

IX. Disarming a License Holder.

A. While in lawful discharge of official duties, a deputy may disarm a license holder or permitted person at any time when the deputy reasonably believes it is necessary for the protection of the license holder, the deputy, or other individuals.

1. Officers will not disarm a license holder or permitted person, who is cooperative simply because the officer contacts the license holder in a minor enforcement situation.

B. Deputies responding to unstable and potentially hazardous situations in which they encounter anyone armed with a handgun will not be required to determine if the armed person armed is a License Holder before disarming him/her if the situations warrant disarming them.

C. When it is the deputy's belief that the disarming of a license holder or permitted person is necessary, all accepted officer safety principles will apply. The following general guidelines will be followed, when practical:

1. The deputy will tell the license holder why he/she is disarming them in clear and concise language.
2. The Officer will be responsible for removing the handgun from its place of concealment.
3. For officer safety, another Deputy should be present.
4. The handgun will be secured in any place that allows for disarming the person while physically safeguarding the property from being handled by any third party.
5. If the deputy determines during the contact that there is not a threat to the deputy, himself/herself, or other individuals, then the deputy shall return the handgun to the individual before discharging him/her from the scene.
6. The deputy will tell the license holder or permitted person they are free to leave the scene.
7. If the Deputy determines that is not safe to return the weapon, he/she will place the weapon in the Criminal Investigation Section locked evidence room and complete an Incident Report. The deputy will tell the license holder or permitted person how to retrieve their weapon from the Criminal Investigation Section.

XII. Non-Sworn employees holding a License to Carry.

A. Nonsworn employees shall not possess or carry a firearm on their person any time while in uniform.

B. All Employees May:

1. Obtain and possess a Texas license to carry, if eligible under Texas law.
2. Obtain a Texas license to carry at their expense.
3. On/Off duty, non-sworn employees who possess a handgun license shall not:

    a. Be in possession of any firearm on Dallas County Sheriff Department facilities.
    b. Utilize Sheriff Department equipment, gun lockers, or personal assigned lockers to store personal firearms.
    c. Carry a firearm that is not in accordance with all applicable laws governing the issuance of a license to carry a firearm.
    d. Secure any personal firearms in a department facility.
    e. Wear/carry a firearm on their persons while wearing the Sheriff's Office uniform.

C. Exceptions:

1. A non-sworn employee comes into possession of a firearm through acts of his/her official duties as an employee of the Sheriff's Office.
2. A non-sworn employee is acting under the direction of a peace officer

Chapter 4.1 Personnel Time and Attendance

I. Purpose:

The purpose of this policy is to provide employees with the guidelines for on duty work schedules and rest breaks and to provide time and attendance reporting procedures for all department employees.

II. Policy:

It is the policy of the Dallas County Sheriff's Office that the following procedures for on duty work schedules, rest breaks, and leave shall be adhered to by all employees and that time and attendance records shall be maintained properly and accurately for all employees.

III. Hours of Duty.

The hours of all employees shall be regulated by the Sheriff or his/her designee, who has the authority to call any employee back to duty, regardless of the scheduled hours assigned to that employee. Employees must remain at their assignment until properly relieved.

IV. Work Schedule (Employee Breaks).

A. County offices (excluding 24-hour operations) are expected to remain open between the hours of 8:00 a.m. - 4:30 p.m. and remain open during the noon hour. Employees may be granted one break of ten (10) minutes for each four (4) hours worked to include smoke breaks. Employees are paid while on break.
B. A lunch period may be thirty (30) minutes or an hour depending on the work schedule approved by the elected official/department head. Lunch periods are in addition to the regular eight (8) hour work period.
C. Employees are not paid during their lunch period. (Except employees who are subject to being called off of their lunch break.)
D. Employees assigned to a 4 day work week with ten hour shifts each day will receive additional ten minute breaks at the discretion of their department head.
E. The first ten minute break should be taken during the first half of the shift and the second break should be taken in the second half of the shift.

    1. When possible, breaks should be taken approximately in the middle of the first and second halves of the shift.
    2. Supervisors should ensure that no post is left unattended during normally staffed hours.
    3. No breaks will be taken during the first or last hour of the shift.
    4. Employees assigned to a 4 day, work weeks with ten hour shifts are required to expend either compensatory time or annual leave to supplement the use of an eight hour authorized holiday leave.

V. Personnel Time Records.

A. All employees are required to record/report their daily attendance. The time and attendance tracking system includes three time entry methods: time clocks, on-line entry and time sheets. Employees shall use the time entry method designated by their department commander.
B. Employee time records will be maintained in accordance with Dallas County Personnel Rules and Administrative Directives.
C. Each Division Commander will have in their possession, and available to subordinates, copies of County Personnel Rules and Administrative Directives which are kept current at all times.
D. Definitions:

    1. Deputy: Sworn personnel only.
    2. Employee: Sworn and Non-sworn personnel.
    3. Civilian: Non-sworn personnel only.

E. KRONOS Time Keeping: Bureau and division supervisors will be responsible for maintaining time and attendance for subordinates under their command. Posting will be made daily on the KRONOS time keeping system.
F. Supervisors may designate an assistant to perform this task, but the supervisor is responsible for certifying that the information entered is accurate.

VI. Time and Attendance Reports.

A. Each department head is responsible for ensuring that time and attendance reports are maintained, entered into the automated system and signed off on Monday of each week for the prior weeks' pay period.
B. Historical edits to time and attendance reports will be emailed to Sheriff's Office personnel section.

VII. Overtime.

A. Overtime must be authorized by a supervisor prior to being worked, except in an emergency and/or extension of duty without relief or replacement.
B. When overtime has been worked, the Dallas Sheriff's Office Overtime Authorization form must be submitted with the employee's choice of either pay or compensatory time indicated in the appropriate space located in the lower left corner of the form. The department will have final discretion on the type of compensation.
C. Working overtime is not a right of the employee. Overtime is granted on a departmental need. The privilege to work overtime may be granted to individuals without disciplinary or attendance problems. Individuals who are on light/modified duty or continuous FMLA may be excused from working overtime.
D. Persons on intermittent FMLA may be excused from working overtime on the day after his/her absences.
E. Employees with documented attendance or discipline problems will not be permitted to work overtime assignments at the discretion of the Bureau Commander or higher authority.
F. Division commanders and supervisors will document attendance problems of any employee assigned to their division.
G. Attendance problems will be classified as:

    1. Being tardy more than 2 times in any one month period or four times in any three month period.
    2. Developing a pattern of sick leave usage connected to the employee's days off. A pattern is the usage of sick leave connected to their days off 2 times in a 1 month period or 3 times in a three month period.

H. Employees with documented attendance problems or discipline problems; including negative Performance and Counseling reports, in any 12 month period will not be permitted to work overtime at the discretion of the Bureau Commander or higher authority.

I. This policy is not intended to limit or restrict other disciplinary or other action that may be taken.

VIII. Compensatory Time.

A. Dallas County Code requires Fair Labor Standards Act (FLSA) compensatory time balances shall be limited to 240 hours for nonexempt law enforcement (Comp. Law 1.5) and 120 hours for all other nonexempt Dallas County employee(Comp. 1.5)
B. Whenever possible, and practical, compensatory time should be given in lieu of overtime pay.

IX. Leave.

A. Vacation Leave: No employee may expend annual leave without prior approval, and it must be taken in accordance with county policy.

B. Jury Duty: Serving on a jury is a civic duty and as such is fully recognized and supported by the county. Therefore, leave time for jury duty will be granted in reasonable amounts as approved time off with pay. When employees are summoned for jury duty, the following guidelines shall apply:

1. The employee shall immediately notify the supervisor and provide a copy of the jury summons notice.
2. If selected to serve on the jury, the employee shall verbally notify the supervisor.
3. The employee shall report for jury duty each day as instructed by the court.
4. At the completion of the process, the employee will provide the supervisor with documentation from jury services that he/she participated/served in the jury process.
5. If the employee is released from jury service during normal working hours, the employee should either report to work immediately or contact his/her supervisor for further instructions.
6. When requesting an employee to return to work, the supervisor should consider the number of work hours remaining in the day and the amount of travel time required.
7. Failure to return to work or contact the supervisor may result in the employee being required to utilize accrued leave time and disciplinary action as required by section 82-502 of the County Code.

C. Witness Duty: Testifying as a witness is a civic duty and is supported by the county. Reasonable leave time for witness duty will be granted as approved time off with pay. When an employee is summoned as a witness, the employee shall immediately notify the Supervisor and provide a copy of the court order, subpoena, or summons. The following guidelines shall apply:

1. Witness leave is appropriate for duty with a federal, state, or local court.
2. Leave for witness duty must be requested in advance as soon as the employee receives the summons or subpoena.
3. Time to appear in court when the appearance is part of the employee's regular job duties will be approved as regular time worked.
4. Employees who receive compensation from their court for their appearance shall in no instance receive dual compensation from the county.
5. Time to appear in court when the employee is party to the action is the individual employee's responsibility and will not be covered under this policy. However, employees may use accrued vacation or compensatory time for this purpose if time is available.

D. Sick Leave:

1. Employees shall be authorized sick leave for personal illness or illness in his/her immediate family.
2. An employee that has expended all sick leave, may be authorized LWOP by the Sheriff. If LWOP is not authorized, the employee will be given a letter stating that he or she is Out of time and he/she will be terminated if he/she fails to show for work, unless the employee is on authorized Family and Medical Leave.
3. If the employee has expended all leave and is unable to come to work, he or she may put in a request for a leave of absence according to Dallas County Code Section 82-471.
4. Employees who are absent from work for more than three days are required to present a written return to work authorization from their medical professional to his/her supervisor immediately upon returning to work.
5. Supervisors that neglect to remind the employee about obtaining a return to work authorization from a medical professional are subject to disciplinary action for failing to follow this policy.

E. Family Medical Leave:

1. Any employee needing to take Family Medical Leave shall follow the procedures that are in place in the Dallas County Personnel Rules and Administrative Directives. Any employee having questions pertaining to FMLA (Family and Medical Leave Act) should contact the Dallas County Resource Development Division at 214-653-7667.

2. Bereavement Leave: Section 82-504 of the Dallas County Code states that the county recognizes that a death in the family creates some very difficult times for an employee. In an effort to support the employee during this time and to specify the guidelines involved in granting leave to an employee during this time, the following guidelines shall apply:

3. Employees may have the following number of days off, depending on family ties:

    a. Up to five (5) working days (40 Hours) of leave time off for bereavement leave if the relative who dies is a: mother, father, spouse, child, sister, brother, grandchild, grandparent, or someone who has acted as the employee's parent(s).
    b. Up to three (3) working days (24 Hours) of leave time for aunts, uncles, step-parents, stepchild, step-brother/sister, in-laws or for any relative living in the same household.
    c. One (1) working day of leave for cousins.
    d. For funerals of other relatives, friends and acquaintances not included above, the employee shall utilize compensatory time or annual leave.
    e. Such leave shall be charged to the employee's sick leave accruals.
    f. If additional time off is requested and approved; the additional time off shall be charged to the employee's vacation, compensatory and county time accruals or taken off as leave without pay if the employee has no such accruals.
    g. Any additional time off will not be counted as bid vacation. Verification of the absence may be requested (i.e., death certificate, newspaper article, etc.).

F. Quarantine Leave:

1. Section 82-796 of the Dallas County Code, quarantine Leave for peace officers and detention officers, states in accordance with Texas Local Government Code Section 180.008, Dallas County will provide for its peace officers and detention officers who are ordered to quarantine or isolate due to a possible or known communicable disease while on duty. If an employee has a possible or known exposure to a communicable disease while on duty, a recommendation will be made in accordance with recommendations provided by the Centers for Disease Control and Prevention. The employee is required to advise their immediate supervisor of the exposure. The supervisor will forward the information up the employee's chain of command. The assistant chief deputy for the employee will determine if the employee is required to quarantine or isolate due to the possible or known exposure of the communicable disease while on duty.

2. If it is determined that a peace officer or detention officer should quarantine or isolate, the individual shall receive:

    a. All employment benefits and compensation, including leave accrual, pension benefits, and health benefit plan benefits for the duration of the leave;
    b. Reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation; and
    c. No reduction in the individual's sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance.
    d. The employee will be paid "holiday pay".

4. "Detention officer" means an individual appointed or employed by a political subdivision as a county jailer or other individual responsible for the care and custody of individuals incarcerated in a county or municipal jail.

5. "Peace officer" means an individual described by Article 2.12, Code of Criminal Procedure, who is elected for, employed by, or appointed by a political subdivision.

X. Notification of Absence or Tardiness.

A. A Supervisor will be notified at least one hour prior to the beginning of shift, when an employee will be unable to report for duty.
B. If the immediate supervisor is unavailable, the employee will contact the person designated as "acting" for that Supervisor, the next-level manager in their chain of command, or the on duty supervisor in their division, of equal rank/grade with similar responsibilities (e.g., another patrol/traffic sergeant, another detentions supervisor, etc.).
C. The employee is responsible for ensuring that notification is made to his/her supervisor when he/she will be absent from duty.
D. When a sickness or legitimate emergency occurs requiring the employee to leave while on duty, an immediate supervisor must be contacted to obtain permission before the employee may leave his/her duty assignment.
E. The employee is responsible for notifying his/her supervisor if he/she is unable to report to work on time. Notification does not excuse the tardiness.
F. If an employee fails to call-in and/or notify his/her supervisor of the absence and does not report to work, that action will be considered absent without leave and a complaint may be filed with Internal Affairs.

XI. Unauthorized Time Off.

A. Any employee who is more than thirty minutes late to the specified time and place to report for duty shall be considered on unauthorized time off. Employees who are less than thirty (30) minutes late shall be considered tardy.
B. An employee may provide justifiable documentation to the shift commander (lieutenant or above) which justifies the reason for being more than thirty (30) minutes late.

1. The shift commander may change the UTO to compensatory time or annual leave time if he/she finds the absence to be legitimate.
2. If the shift commander is unavailable, then another shift commander in that division may authorize the excused tardiness.

C. An employee may call his/her supervisor one hour or more before shift time requesting permission to utilize compensatory time or annual leave to come in late. If the supervisor approves the time off, then the employee shall not be charged with unauthorized time off.

XII. Excessive Absences (Sick Leave).

A. As defined in the Dallas County Code Sec. 86-392, when an employee is absent, it causes hardship and disruption to the office. Absences are considered excessive when an employee is absent from work for more than six days during a 12-month period and one or more of the following:

1. The absences are frequently unplanned and/or indicate a pattern. (A pattern is the usage of sick leave connected to their days off 2 times in a 1 month period or 3 times in a three month period.
2. Other employees must frequently perform the tasks of the absent employee.
3. Office productivity and the quality of services offered are negatively impacted.
4. The employee's absentee rate is so high the employee's services are of little or no value to the department.

B. These six days do not include time taken off for planned, accrued vacation leave, scheduled doctor visits, death in the family, work-related injuries, jury or military duty or disability resulting in hospital confinement, emergency care, or recuperation for an out-patient procedure.
C. A shift commander may review the sick leave for extenuating circumstances and determine that the incident will not be included in the count for excessive absences.
D. After any incident incurred by the employee, who meets the guidelines outlined in section 86-392 of the Dallas County Code, the supervisors shall utilize the following guidelines:

1. Verbally counsel the employee after the sixth day.
2. Issue a Performance and Counseling after the seventh day.
3. Initiate an Internal Affairs investigation after the eighth day.
4. A supervisor who suspects that an employee is abusing his/her sick time may require a return to work authorization from a medical professional to substantiate a sick leave request only after the employee has been notified in writing that the appearance of abuse exists.
5. The return to work authorization will indicate that the employee is or was under his care. It will also reflect the date that the employee is able to return to duty and any restrictions effecting job performance. Failure to comply with this requirement can result in disciplinary action.

XIII. Excessive Tardiness.

A. Employees are expected to report to duty on time. Department members shall report to daily roll call, at the time and place specified by the division commander, in proper uniform and equipment. Anyone not present at the specified time and place to report for duty shall be considered tardy.
B. To be considered not tardy, an employee must have followed his/her divisions time entry method and are at roll call at the designated time.
C. The six minute window created by the KRONOS time keeping system does not excuse an employee from being present at the designated time for roll call.
D. Excessive tardiness is defined as an employee who is tardy six or more times in a three month period.
E. If an employee provides written justification in memorandum form to the shift supervisor that justifies the tardiness, the tardiness may be excused and not counted against him/her.
F. The supervisor will make the judgment as to whether the circumstances were beyond the employee's control. Written justification will be maintained in the employee's Department file for one year. Supervisors will make a notation in the KRONOS time keeping system for the employee stating that the tardy was excused.
G. Supervisors shall utilize the following guidelines for excessive tardiness:

1. Meet with the employee and conduct a counseling session on the sixth tardy in a three month period.
2. Issue a Performance and Counseling Report when the employee has incurred the seventh tardy in a three month period.
3. Initiate an Internal Affairs investigation after the eighth tardy in a three month period and recommend termination after the ninth tardy in a three month period.

XIV. Job Abandonment.

A. If an employee is unable to report to work as scheduled, the employee must follow the department's policy for making notification of absences.
B. Failure to notify the immediate supervisor according to the policy, after 48 hours, the employee work status shall be considered abandonment of the job and the employee is subject to termination.
C. The immediate supervisor will generate a "Formal Investigation Request" and the "Notice of Separation" and submit the paperwork through the chain of command to be forwarded to Internal Affairs.

XV. Request and Authorization for Leave of Absence (Form Sher/Per/100).

A. The Request and Authorization for Leave of Absence (form Sher/Per/100) will be filled out by employees who are requesting personal time off.
B. The employee will indicate which type of leave is being requested by checking the appropriate box in the center of the request form.
C. With the exception of sick leave, the Sher/Per/100 form will be completed by the employee prior to the time requested off and submitted to his/her immediate available supervisor, who will indicate whether or not the requested time off is approved or disapproved by checking the appropriate box at the bottom of the request form and then signing and dating the form in the appropriate spaces.
D. If the employee's request for leave is denied and the employee takes the time off anyway, the action is considered insubordination and is subject to appropriate disciplinary action.
E. When an employee misses work due to illness, the employee will submit a completed Sher/Per/100 form to his/her immediate Supervisor promptly upon returning to work.

XVI. Leave of Absence (LOA).

A. A leave of absence is an officially approved temporary suspension of employment designed to allow the county to meet its critical business functions while assisting employees who encounter special circumstances that necessitate a limited period of time away from the job, excluding Family and Medical Leave (FMLA) and Military Leave.
B. An employee who requires a Leave of Absence (LOA) shall notify the department immediately upon learning of the need. The Leave of Absence Form should be completed and forwarded to the Sheriff's personnel section and the employee's immediate Supervisor at least two weeks prior to either the first day of the requested leave or the expiration of the employee's family and medical leave (FMLA).
   Example: if the employee's FMLA ends on 3/15/2016, the Leave of Absence Form must be submitted by March 1, 2016. Failure to timely submit the request may result in the employee's termination.
C. If the leave of absence is due to the employee's medical status, the employee will be scheduled for a medical assessment by the county's employee health physician who will provide a medical recommendation to the Sheriff regarding the employee's health status and projected date of return.
D. The Sheriff or designee will review the assessment and determine if the employee will be granted a leave of absence:

    1. If such leave of absence is granted, it shall be for a limited period of thirty (30) days. If the employee needs an extension of the 30 day leave period, he or she is required to submit an extended leave request to the executive chief deputy and the employee's immediate supervisor at least two weeks before the end of the 30 day period. The employee will also be required to have another medical assessment by the county's physician.
    2. Approval of such leave is not automatic due to the business necessity of the department and will be objectively reviewed to determent the impact on the business operations of the department.
    3. If such leave of absence is not granted, the employee is then notified of the denial. If eligible, an employee may appeal his/her denial the Sheriff's Office Civil Service Commission.
    4. If an employee is not eligible to appeal the denial to the Sheriff's Office Civil Service Commission, the employee may be terminated.

XVII Mental Health Leave for Peace Officers

A. In compliance with Texas Government Code Section 614.015 (A-1), the Dallas Sheriff's Office will provide mental health leave for Sheriff's deputies, who experience traumatic events, while in the scope of employment.

B. If it is determined that a peace officer has experienced a traumatic event while on duty, he/she shall receive:

1. All employment benefits and compensation, including leave accrual, pension benefits, and health benefit plan benefits for the duration of the leave; and
2. No reduction in the employee's sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance when he/she has been approved for leave.

C. The Sheriff or her/his designee shall determine if a peace officer is eligible for mental health leave due to a traumatic event while on duty.
D. The Sheriff or her/his designee shall determine the amount of leave to be given. Any leave approved shall be coded as regular time for payroll purposes.
E. The amount of leave which can be approved by the Sheriff or her/his designee shall be a minimum of 24 hours and a maximum of 40 hours of leave with pay per event, not to exceed 80 hours during a 12 month period.
F. Traumatic Events: A peace officer may be granted mental health leave when the Peace Officer:

1. Responds directly to a major disaster which may include weather related events involving multiple casualties; explosions with multiple casualties; or search and recovery missions involving multiple casualties.
2. Responds directly to an incident involving multiple casualties (such as a shooting or traffic accident);
3. Experiences a line of duty death or suicide of a department member.
4. Responds directly to an incident involving a death of a child resulting from violence or neglect; or
5. Witnesses an officer(s) involved shooting.

G. A Peace Officer requesting mental health leave shall file the request at riskmanagement@dallascounty.org. The Dallas County Human Resources Director shall review the request and then submit the request to the Sheriff or her/his designee for approval. Confidentiality of the application shall be preserved to the maximum extent possible.

XVII. Supervisor Responsibility.

A. Supervisors are responsible for enforcing this policy. Any supervisor neglecting to follow this policy is subject to disciplinary action.

Chapter 4.2 Seniority and Temporary Promotion

I. Purpose:

The purpose of this policy is to provide employees with guidelines for determining seniority and for using seniority when making decisions. The policy may also be used as a guideline to fill temporarily vacant supervisor positions but use of this policy is not mandatory for these vacancies.

II. Policy:

The policy of the Sheriff's Office is that seniority will be determined using time in rank, test scores, if any, then length of continuous service. It is also the policy of the department that temporarily vacant supervisor positions shall be filled by qualified employees from the same division as the vacancy or shall be filled on departmental need.

III. Determining Seniority.

A. Determining Seniority upon Hiring:

1. For detention service officers and civilian employees, seniority will begin the day they report for duty with the Sheriff's Office.
2. If two or more Sheriff's Office detention service officers or civilian employees report for duty on the same day, the one with the earliest date on his/her offer letter will have seniority.
3. If there is no offer letter for one or both of the employees, then the one with the earliest date on I-Recruitment System will have seniority.
4. For deputies (D-1), seniority will begin on the date the employees are sworn in as deputy Sheriffs.
5. If more than one deputy is sworn in on the same day, seniority will be determined by their final score on the civil service list.
6. The civil service list is based on the combination of the civil service exams and other tests used for ranking (i.e., B-Pad).
7. If there is a tie on the final list, whoever has the earliest date of employment will have seniority.

B. Promotional Seniority:

1. For civilians, promotional seniority is determined first by the date of the most recent promotion.
2. If two civilians are promoted on the same day, then the one who has the greater length of continuous service with the department will have seniority.
3. Time spent in a particular section, unit, division or bureau shall have no effect on seniority.
4. For detention service officers and deputies who promote to higher positions (detention service supervisor, detention service manager, detention service commander, senior sergeant, lieutenant, and captain). The following guidelines for determining shall apply:

    a. The employee with the highest ranking on the civil service promotional list shall be promoted first. Seniority will be based on the ranking on the civil service promotional list.
    b. If two Officers are promoted on the same day, the officer with the highest ranking on the civil service promotional list shall be considered promoted first (examples listed below).
    c. If two or more officers have the same score, then consideration is given to seniority in rank the officers currently hold.
    d. The civil service promotional list is based on the combination of the civil service score and other tests used for ranking (e.g., B-PAD).
    e. Examples apply to all higher positions listed in Section III. B. 2.

    Example: Deputy A and B took the senior sergeant promotional exam and were promoted on the same day. Deputy A had a combined score of 105. Deputy B had a combined score of 101. Deputy A would be considered #1 on the official promotional list. For

seniority purposes, the officer ranked #1 on the promotional list will be considered to have been promoted before the Officer ranked #2, etc., even when the department administratively decides to promote them on the same day.

Example: Detention service officer A and B took the detention service supervisor promotional exam and were promoted on the same day. Detention service officer A had a combined score of 105. Detention service officer B had

A combined score of 101. Detention service officer A would be considered ranked #1 on the promotional list. For seniority purposes, the officer ranked #1 on the promotional list will be considered to have been promoted before the officer ranked #2, etc., even when the department administratively decides to promote them on the same day.

Example: Deputy A and B took the senior sergeant promotional exam, and both have a combined score of 105. Since there is a tie because they both made the same score (105), the officer who has most seniority as a deputy (which is their current rank) is the more senior officer.

Example: Detention service officer A and B took the detention service supervisor promotional exam and both have a combined score of 105. Since there is a tie because they both made the same score (105), the officer who has most seniority as a detention service officer (which is their current rank) is the more senior officer.

C. Length of Continuous Service Defined:

1. Continuous departmental service is uninterrupted active employment. Length of continuous service of an employee shall be based upon the number of calendar months of continuous departmental service in the employee's current rank and/or employment.
2. Length of service in the rank shall include service in the any other class deemed by the Sheriff (subject to civil service approval) to be equal to, or greater than the employee's current classification.
3. An employee who is demoted, retains all time spent in both the higher and lower rank, as continuous service in the lower rank.
4. An employee who is reinstated to a higher rank after a demotion shall have continuous service in the higher rank, if the reinstatement occurs within 1 year after the demotion.
5. Actions that constitute a break in service for purposes of computing the length of continuous service are termination, resignation, retirement, absence on leave without pay for 30 days or more, and any break in service in which retirement contributions are withdrawn.
6. An employee who resigns from the department, or is dismissed for cause, shall lose all seniority, and subsequent reinstatement or reemployment of the employee shall not restore the seniority, unless reinstatement is ordered by the Sheriff's Civil Service Commission after a hearing.
7. Absences during layoffs due to reduction-in-force shall not be counted as continuous service if the employees are absent for more than one year (more than two years for licensed law enforcement personnel). However, any non-law enforcement employee laid off shall, after timely reinstatement (one year), regain the seniority credit he/she possessed at the time of layoff. Any licensed law enforcement employee laid off shall, after timely reinstatement (two years), regain the seniority credit he/she possessed at the time of layoff consistent with Civil Service Rules.
8. Workers compensation leave, family medical leave, military reserve duty and approved leave of absence shall be counted as continuous service for the purpose of calculating time for service awards.
9. All seniority is retained, including all time away from the job, when the absence was the result of active duty military leave, provided the employee applies for and is reemployed immediately following release from active duty, consistent with federal law and Dallas County policy.

IV. Working Conditions by Seniority.

A. Vacation leave will be granted at the discretion of management at such times that would best serve the Sheriff's Office interest.
B. If more than one employee requests the same dates for bid vacation leave and granting the leave concurrently would not serve the interests of the Sheriff's Office, the employee with the most seniority will be given preference.
C. Days off and holidays will be assigned on the basis of seniority as defined by section III, above, when the Sheriff's Office's interest has been satisfied.
D. All assigned days off are not guaranteed and assignment must be in the best interest of the Department.
E. Assignments to duty stations will not be made on the basis of seniority.
F. Seniority is retained in all lateral transfers.

V. Temporary Assignment in the Next Higher Grade (Acting Supervisor).

A. A promotion is the advancement of an employee from a lower salary grade to a higher salary grade. (Ref. Dallas Sheriff's Civil Service Rules Section 2.34). When a vacancy occurs, the Sheriff or his/her designee shall:

1. Determine whether and when to fill the position based on operational needs.
2. Verify that a position vacancy has appropriate funding and there are no pending grievances/appeals for the position under consideration.
3. When the decision is made to fill the vacancy, the Sheriff must follow all applicable civil service rules and regulations.

Ref. Sheriff's Office Civil Service Rules and Regulations 2.42.A. (5) (6)

B. Temporary Promotion (Dallas County Code Section 86-491):

1. A temporary promotion occurs when an employee is selected to fill a position for a defined period of time. A temporary promotion shall last a minimum of 60 days but may not exceed six months without the commissioners' court approval.
2. The Sheriff or his/her designee may make the appointment without going through the competitive process or posting the position intradepartmental based on the procedures outlined in The Dallas County Code.
3. An officer promoted on a temporary basis without following the formal promotional process will receive no credit for time in rank while in a temporary assignment.
4. Job experience acquired in a temporarily promoted position that was not done through the competitive process shall not be considered applicable job experience for any future regular promotion to that position.

C. Authorization for Sheriff's Office personnel to work in the next higher grade will be made as a temporary appointment by the executive chief deputy and approved by the Commissioners Court.

1. The executive chief deputy will select an employee from the next lower pay grade to temporarily fill the higher rank position.
2. Employees on temporary assignment to a higher rank will receive a salary increase consistent with the salary for the higher rank if all of the following criteria are met:

a. The mission of the Sheriff's Office will be impaired if the position is left vacant, and the vacancy will be for a minimum of sixty (60) days.
b. An equal or higher ranking employee cannot fill the vacancy.
c. The vacancy would result in failure to perform legally required functions or to meet deadlines required by law, and
d. Supporting written documentation is submitted and approved.

D. Procedure for Double Filling a position:

1. Double-fill means when, for a period of time, two individuals are being paid to perform the same job and both individuals are permanent employees (i.e., one individual replacing another).
2. If an individual, who is the rank of detention service supervisor, detention service manager, sergeant, senior sergeant, or lieutenant, must be away from his/her job for an extended length of time for extenuating circumstances (i.e. FMLA, or military assignment), his/her position shall be temporarily filled by a person of the next lower rank from that division. The qualifications for double filling a position are:

    a. Medical emergency.
    b. Military Leave.
    c. Other circumstances approved by the commissioner's court.

3. The division commander will make a recommendation through channels to the executive chief deputy of who should be placed in the acting supervisor slot. The acting supervisor will normally be selected from the same division that needs to fill an opening. The executive chief deputy shall make the final decision as to who will be placed in the acting supervisor position.
4. A written request will then be sent to the budget office immediately for review.
5. The budget office will review the request and submit it to the Commissioners Court for approval.

E. Double Filling:

1. Once approved the individual will be placed in the next higher pay grade.
2. The acting supervisor shall retain retreat rights to his/her former position.
3. The promotion is only temporary, and the acting Supervisor cannot achieve permanence in that rank, unless achieved through the regular civil service promotional process.
4. These employees may be returned to their permanent rank at any time.

F. Reinstatement to Original Rank:

1. Once the need for a temporary replacement has expired, the acting supervisor shall return to his/her original position including shift, days off and pay grade.

VI. Reduction in Force.

A. A reduction-in-force means a decrease in the number of authorized employees resulting from a discontinuance of services, organizational changes, or changes in funds authorization, and is not to be considered a disciplinary action.
B. Retention of employees will be based on seniority, as defined in section I, above.
C. Whenever possible, employees occupying positions to be deleted due to a reduction in force in one department/section shall be referred for reassignment to other position openings for which they are qualified in the same or other departments/sections by coordinating this action with the department's resource division.
D. If possible, a regular employee shall, in lieu of layoff, be afforded the option of demotion within the department to a position of the next lower grade or class; provided that no such demotion shall in turn require layoff or demotion from such lower grade or class of any employee whose layoff rating in his own class is at least as high as that of the other employee.
E. If a non-law enforcement employee is laid off as the result of a reduction in force, and if within a period of one year thereafter, a vacancy should occur in the same department and in the same or in a lower class, the employee shall be reinstated in the vacant position, provided that such employee is willing to accept the offered employment, and provided further that such employee meets all bona fide job qualifications for the position.

F. If a licensed law enforcement employee (such as a deputy and/or any detention service personnel) is laid off as the result of a reduction in force, and if within a period of two years thereafter, a vacancy should occur in the same department and in the same or in a lower class, the employee shall be reinstated in the vacant position, provided such employee is willing to accept the offered employment and provided further that such employee meets all bona fide job qualifications for the position.

G. When more than one laid off person qualifies for reinstatement, persons will be reinstated in order of their seniority, as defined in section III, above.

H. All employees being reinstated from reduction in force status will be subject to restoration of benefits and salary level as determined by the county's compensation policy.

I. All non-law enforcement employees accepting a demotion in lieu of layoff shall be eligible to receive promotional increases greater than what is allowable under promotional policies, but not to exceed their salary at time of demotion.

J. All licensed law enforcement employees (such as a deputy and/or any detention service personnel) accepting a demotion in lieu of layoff shall be eligible to receive promotional increases greater than what is allowable under promotional policies but not to exceed their maximum earned step had they retained the higher grade.

Chapter 4.3 Training

I. Purpose:

The purpose of this policy is to assure that all eligible employees are given the proper in-service classes that are mandated by The State of Texas for maintaining their licenses as detention officers and deputies. The Dallas Sheriff's Office recognizes that training is a critical responsibility of any law enforcement agency. Well-trained personnel are better prepared to effectively respond to a broad spectrum of situations.

II. Policy:

The policy of the Sheriff's Office is that all employees shall take the mandated classes to maintain their licenses. The Sheriff's Office Training Section will also be vigilant in looking for and creating new classes that will satisfy any training needs of the Sheriff's Office and the career development needs of individual employees. Ongoing training results in greater effectiveness of employees and promotes productive job performance.

III. Required Training.

A. All Deputies of the Sheriff's Office shall attend and successfully complete at least forty total hours of in service training courses during each 24 month period in accordance with TCOLE rule 217.11 Legislatively Required Continuing Education for Licensees; Sections (a) through (c)(1)(C)(ii).
B. All Detention Service Personnel shall attend and successfully complete the in-service training course Cultural Diversity during each forty-eight (48) month period in accordance with TCOLE rule 217.11c.
C. All Tele communicators Personnel shall attend and successfully complete at least twenty (20) total hours of in service training courses during each twenty four (24) month period in accordance with TCOLE rules 221.1, 221.3, and the Texas Occupations Code 1701.352 (i)):
D. The Dallas County Sheriff's Office shall be in compliance with the rules for the continuing education of license holders set forth in TCOLE rule 217.11(b), which states:

"Each agency that appoints or employs peace officers, reserve law enforcement officers, jailers, or public security officers shall provide each peace officer, reserve law enforcement officer, jailer, or public security officer whom it appoints or employs with a continuing education program at least once every 48-month training cycle. Part of

This training program consists of topics selected by the agency. This rule does not limit the number of hours of continuing education an agency may provide."

IV. Registration Procedure.

A. Registration to attend classes conducted by the Dallas County Sheriff's Academy requires that the employee submit a memorandum to the Training Division through channels, requesting to attend:

1. These requests must include the applicant's full name, job assignment, shift, phone number and their supervisor(s) full name and email address.
2. When desiring to attend more than one class, the applicant should place all of the desired classes on one request.
3. Registration requests, with the approval of the chain, must be received by the Training Division fifteen (15) working days prior to the starting date of the class. Late registration will be allowed only if space permits.

B. An approved Training Request is considered a temporary assignment and employees are required to attend the class, unless a cancellation notification is submitted in writing and approved through channels to the chief deputy, Office of General Services. Class 'no-shows' may result in disciplinary action.

C. Tuition Fees are for non-Dallas County employees except where noted.
D. Training at Outside Agencies/Academies, etc.:

1. Other training is available at academies outside the Dallas County Sheriff's Office. Materials concerning this information are located at the Dallas County Sheriff's Training Section.
2. For information concerning training at outside agencies and academies, contact the Dallas County Sheriff's Training Section secretary in person.
3. All Dallas County Sheriff's Office personnel attending Training programs/courses/college, etc. which are outside the Dallas County Sheriff's Academy, must forward the appropriate documentation to the Sheriff's Training Section to receive training credit.

V. Advanced Training.

A. Division commanders will be responsible for the continued training of personnel under their command, to include:

1. Identifying in service training needs so that all personnel may receive adequate in service training to effectively carry out their respective assignments.
2. Staying informed as to upcoming schools which may satisfy training needs identified.
3. Effectively assigning personnel to those schools, ensuring that authorized training meets employee as well as Sheriff's Office needs and,
4. That training will be distributed fairly to all employees.

B. The Sheriff's Training Section will be responsible for providing staff assistance to division commanders in the carrying out of their continuing training responsibilities, to include:

1. Identifying and evaluating schools which may satisfy Sheriff's Office in service training needs and developing in service training which cannot be obtained through established schools.
2. Keeping division commanders informed of upcoming schools.

VI. Advanced Training Announcements.

A. When an announcement for advanced training (Training Section brochure, memorandum, email, etc.) is received, the Section/Shift Supervisor will review and evaluate the offered training, giving consideration to the following:

1. Relevance of the training.
2. Need for the type of training.
3. The benefit of the training to the employee and the department.
4. Foreseeable need for any anticipated duties (i.e. desired position, a pending promotion or reassignment, career development, etc.).
5. The number of officers already trained in the specialty.
6. Availability of staffing.
7. Availability of training funds, if applicable.
8. Other pertinent factors.

B. After reviewing the announcement, the supervisor will notify the division commander, through channels, of the availability of advanced training for the division. After review, the commander will determine whether the advanced training would be advantageous and, if so, have the supervisor notify all personnel under his/her command about the training.

C. Interested personnel shall submit a Training Request to attend and include related information about:

1. School/course name and location.

2. A brief summary of the subject matter and/or training provided by the class.
3. The dates and times of the class.
4. Purpose/justification of the request and the benefits expected from the training personally and for the department.
5. A paragraph articulating the reason the applicant believes they meet the qualifications necessary to attend the course.
6. A paragraph articulating how the training/information will be shared with other employees in the department, if appropriate.

D. A resume containing the employee's employment and educational background may be required on some training requests.

VII. Supervisory Review.

A. Upon receipt of a Training Request by a subordinate, the supervisor should review the request and the prerequisites/requirements of the training (if any) to ensure that the employee is qualified to attend.
B. The supervisor should then sign off on the form and include his recommendation as to whether the request should be approved/disapproved based on the above considerations or attach a typed memo with his comments/recommendations and forward it to the next person in the chain of command.
C. At each level in the requesting employee's chain of command, staff members will review the training request and all appropriate considerations before approving or disapproving the request.
D. Training requests will be forwarded with a detailed explanation of why the submitting employee was selected or not selected to go to the training and/or school by each level of the requesting member's chain of command indicating the justification for the approval/disapproval.
E. If the request is approved after the chain of command has signed off on the Training Request and included their comments and/or recommendations, the division commander will forward the form to the Training Section along with the comments/recommendation.
F. If the request is not approved by any member of the employee's chain of command, that staff member must note the reason for this action on the form or an accompanying memo and forward the request to the next command level.
G. If a Training Request is disapproved, the division commander will forward a letter to the requesting employee and his/her chain of command providing them with one or more of the following reasons for the denial:

1. Training not relevant to your current assignment.
2. Training not needed by this section.
3. Staffing restrictions.
4. Training is available locally and at less expense.
5. Request received too late to process.
6. Budget restrictions.
7. Other.

VIII. Assignments to Advanced Training- Procedure.

A. The Sheriff's Office Training Section will:

1. Maintain an approved list of in service training schools available to Sheriff's Office personnel.
2. Maintain a training records system to advise division commanders on the status of the in service training of personnel under their command.
3. Periodically notify division commanders of upcoming schools.

B. Division commanders will submit to their bureau commander a memorandum, listing the personnel they wish to have assigned to an upcoming school.

1. The request will include whether or not tuition, travel expenses, and/or county vehicle is required.
2. The request will indicate whether or not these funds for the school and/or expenses have been approved in the requesting division's budget.
3. If not approved, justification must be attached so that funding can be sought if the request is approved.
4. Notify the Sheriff's Office Training Section, through channels and in writing, when a school assignment must be changed or canceled.

C. The Sheriff's Office Training Section will:

1. Combine requests from all divisions and make assignments to upcoming schools as positions are available.
2. Notify the requesting division commanders as to which of their personnel were assigned as requested.
3. Coordinate all necessary arrangements with the school concerning the assignments.
4. Issue a Training Order. If funds and/or vehicle(s) are required, the Training Order will authorize issuance.

D. When an employee returns from a school and/or training, he/she may be requested to prepare a written summary of the training and a short outline/lesson plan of the subject matter covered during the school or seminar along with copies of any handout material received to share with the staff and other department members if requested.
E. If multiple students attended the class, they may collaborate on a single summary and outline.
F. The employee may also be required to present a summary of the training in writing, during a department meeting, during roll call, or through formal training for other employees.

IX. Impartiality in Assignments.

A. Supervisors/managers must develop a fair, impartial, and reasonable attitude and businesslike manner. Their decisions must be the result of considered judgment and be absent of personal opinion, bias, or favoritism:

"Intergroup bias" is the phenomenon of favoritism due to a perceived inherent similarity among persons, or feelings of kinship and a preference for a person's "ingroup" over anyone viewed as outside the in-group. This type of interaction is linked to prejudice and group conflict and can be expressed in many ways including: evaluations of personnel, favoritism, giving preference for certain opportunities viewed as being desirable, etc. This phenomenon is known variously as "cronyism," "the Good old Boy System," and "The Golden Circle."

A Supervisor/manager must not place himself in a position of compromise by allowing his personal feelings, prejudices, or motives to influence his decisions which might impair his impartiality and effectiveness. Where the supervision and management of personnel is not viewed as being fair and impartial, there follows a reduction in respect and a resistance to Supervisors/Managers who are perceived as being "biased."

B. All training through the Sheriff's Office will be based on:

1. The needs of the Sheriff's Office for such training.
2. The need, suitability and availability of the applicant for training.
3. Funds for the training.
4. Department, bureau, division and section workloads, strengths and priorities.

C. Employees shall not seek the influence or intervention of any person within the Sheriff's Office for purposes of personal preference, training, advantage, transfer, or advancement.

D. Knowledge of such influence or intervention shall be forwarded up that employee's chain of command to the next higher level than the approval was sought.

X. Field Training.

A. All D-1's, including those who have obtained permanent status as an employee but have never completed a field training course, shall attend and successfully complete field training before being considered for a position in the following sections of the Dallas County Sheriff's Office:

1. The Freeway Management Section (including Commercial Vehicle Enforcement, Vehicle Crimes, Highway Interdiction and K-9).
2. The Warrant Execution Section.
3. The Fugitive Section.
4. The Writ Enforcement Section.
5. Court Services Section.
6. The Criminal Investigations Section.
7. The Physical Evidence Section.
8. The Intelligence Section.
9. North Texas Auto Theft Task Force or other law enforcement related specialized task force.

B. The Dallas Sheriff's Office shall provide a Field Training Evaluation Program to develop and advance the skills, knowledge and abilities of its personnel through proper training.
C. Field training assists employees with the direction, guidance, and experience necessary for applying the critical skills of a field officer when performing the duties and responsibilities required of a peace officer in the State of Texas as set forth in the Texas Code of Criminal Procedure.
D. A Field Training Program also helps develop good communication skills and an even temperament when dealing with the public as well as facilitating career development and leadership abilities.
E. Sworn personnel shall attend and successfully complete all phases of the field training program.
F. Training should be completed within six months from the date that the training begins. However, remedial training is available to those who need it.
G. A sworn officer may be given a maximum of two remedial phases, which will extend the training period for another two months. Prior to the successful completion of field training the newly transferred personnel are considered conditional transfers and are not permanently assigned in these positions.
H. Attendance in a field training program is mandatory for all sworn employees assigned to the Sections listed above (X.A.) and all Deputies licensed on or after 06/01/2004 (as per TCOLE Rules).
I. Personnel are expected to complete the field training program on time. If for any reason, such as a lengthy illness, an employee's training is interrupted and he/she is unable to complete their training, the employee will be removed from the training schedule. The decision as to which step in the training process the employee returns to at a later date will be made on an individual basis.

1. Failure to successfully complete any missed mandatory training or transitional training may result in administrative action, which may include a Performance Probation as outlined in Chapter 4.9. XXVII.
2. If an employee is unable to pass the field training program, including any remedial training, then that employee will be subject to transfer, demotion or termination.
3. Newly transferred employees who commit a gross violation of the Sheriff's Office rules of conduct during field training may be recommended for discipline as per the Sheriff's Office Discipline policy up to and including termination.

XI. Field Training Officer/Training Officer:

A. The responsibility of a field training officer/training officer (FTO/TO) will be to provide the proper on the job training and evaluations of new employees assigned to their division.
B. Employees may request FTO/TO appointments by memorandum through channels to the division commander.
C. The appointment to FTO/TO status will be at the discretion of the division commander, only upon the recommendation of the Watch Commander.
D. Training: All FTOs TOs will be required to successfully complete the FTO/TO course at the Dallas County Sheriff's Academy or comparable training program before training a new employee.

XII. Cadet and Recruit Officer Training Period

A. Length of Training:

1. All new employees will receive training from a training officer as required.
2. New employees who have shown exceptional performance during their training may be released from training status upon the recommendation of the FTO/TO and approval from the Watch or division commander at any time after a minimum of three months.
3. New employees who commit a gross violation of Sheriff's Office rules of conduct may be recommended for termination at any time.
4. If for any reason, such as a lengthy illness, a new employee's training is interrupted and he/she is unable to complete their training, the employee will be removed from the training schedule. The decision as to which step in the training process the recruit returns to at a later date will be made on an individual basis.
5. The employee's division commander will notify the Sheriff's Office Resource Development Division by memorandum of any change in status of a new employee.
6. If a probationary employee is unable to pass a field training program, including any remedial training, then that employee will be subject to demotion or termination.

B. Length of Probationary Period:

1. A clerk will be on probation for six months from his effective date of employment.
2. A detention service officer will be on probation from the effective date of employment until twelve months after successful completion of the TCOLE certification test for licensing as a county jailer (as per Sheriff's Office Civil Service Rules and Regulations).

   Exception: A detention service officer who maintained a TCOLE jailer certification via prior employment. The new employee shall be on probation for twelve months from the effective date of employment.

3. Certified peace officers will be on probation from the date of appointment as a deputy Sheriff cadet until twelve months after successful completion of the Dallas County Sheriff's Academy.

   Exception: A certified peace officer who maintained TCOLE certification as a peace officer via prior employment. The new employee shall be on probation for twelve months from his sworn date with the Dallas County Sheriff's Office.

4. Employees who receive a promotion or transfer from one job classification to another will be on probation for six months, beginning on the date of his/her promotion or transfer.

C. Training officers will submit weekly evaluations on all new employees. Evaluations will be submitted on a Training Evaluation form and routed to the Sheriff's Office Resource Development Division.

D. New Employees Evaluation: A memorandum will be forwarded to the Sheriff's Office Resource Development Division through the bureau deputy chief, any time a new employee's performance is below an acceptable standard.

Chapter 4.4 Transfer Procedures and Personnel Status Change

I. Purpose:

This procedure is designed to provide improved staffing of the Sheriff's Office and to allow for individual employee growth and increased job knowledge. This applies to all regular, full-time Deputies and detention service officers (DSOs). In all cases involving the transfer of personnel, the needs of the department will take precedence.

II. Policy:

All eligible employees will be able to submit transfer requests to different sections within the Department. A list of eligible candidates for lateral transfer will be maintained for a six month period.

III. General Provisions.

A. Placing a request does not assure a transfer but use of this procedure will assure consideration.
B. This procedure does not apply to temporary or part-time assignments.
C. A Sheriff's Office member must complete one (1) year in an assignment before requesting a transfer when he/she:

1. Is in an assignment as a result of a previously requested lateral transfer.
2. Has requested a lateral transfer and then declines the transfer after its approval.

D. Any department member who resigns and returns must serve one (1) year in his/her initially assigned position at the time of rehire before requesting a transfer.

Exceptions:

1. A transfer that has been made by the Sheriff or executive chief deputy and has not been requested by the department member.
2. When unusual or extenuating circumstances can be demonstrated by a department member and with written permission from his/her division commander, an employee may apply for transfer prior to the completion of the one (1) year period.

E. The Sheriff or the executive chief deputy can make any transfer to accommodate special needs within the department including but not limited to, transfers for training, specialized skills, and realignment of positions as deemed necessary. Transfers are not appealable under the Department Discipline and Grievance Procedures.
F. All assignments of Senior Sergeant (D-III)/Detention Service Supervisor and higher rank will be made at the discretion of the Sheriff or the Executive Chief Deputy.
G. To withdraw a lateral transfer request, written notification using the "Voluntary Withdrawal of Transfer Request" form must be forwarded through channels to the executive chief deputy. A copy of the "Voluntary Withdrawal of Transfer Request" form shall be forwarded to the Resource Development Division.
H. When possible two weeks prior notice will be given before a transfer, promotion, or other appointment/assignment becomes effective. However, in all cases involving the transfer of personnel, the needs of the department will take precedence.
I. In situations where an emergency, or other urgent need, or unusual or extenuating circumstances exist, significantly less than two weeks may be all the notification that is possible.

IV. Application Period(s), Expiration Date(s), and Authorized Number of Requests.

A. Application Period(s) for Biddable Positions:

1. Applications for transfer will be accepted from January 01 through the close of business on January 15, and from July 01 through the close of business on July 15, of each year.
2. A list of eligible candidates submitting transfer requests will be promulgated department wide by February 01 and August 01 of each year. It is the responsibility of the Resource Development Division to publish this list. The list will be based on seniority, as defined in Chapter 4.2, Section III.

B. Expiration Date(s):

1. The department will maintain a list of eligible candidates for lateral transfer for a period of six (6) months.
2. Request for transfer submitted January 1-15th will expire on June 30; requests for transfer submitted July 1-15th will expire on December 31.
3. In the event that the list of all eligible candidates for transfer to a specific assignment is exhausted prior to the termination of the transfer period, vacancies will be posted department wide on an as needed basis.

C. Authorized Number of Requests:

1. Eligible sworn department members will be allowed to submit a total of four (4) lateral transfer requests during each transfer application period.
2. In the event that a department member with four (4) standing transfer requests desires to submit a request for transfer to an open position, as previously outlined, the employee must first request to be removed from one or more standing transfer requests using the "Voluntary Withdrawal of Transfer Request" form.

V. Stipulations for Deputies.

A. Upon graduation from the Sheriff's Academy, deputies shall be assigned to their first duty assignment.

B. Deputies may request transfer(s) to a particular unit or section except for the following listed positions, which shall be considered non-biddable assignments. Due to the specialized nature of these assignments, and the knowledge and skills required, these positions require a selection process. Non-biddable assignments will be appointed by the Sheriff or executive chief deputy. Non-Biddable assignments include, but are not limited to:

1. Internal Affairs
2. Special Investigations Division (CIS and Intelligence).
3. Personnel Section.
4. Training Section.
5. Fugitive Extradition Section
6. North Texas Auto Theft Task Force
7. Civil Writs
8. Fleet

C. Internal Affairs Unit deputies will be appointed by the Sheriff.

D. A Deputy who desires transfers to non-biddable assignments shall stay within the guidelines of the posting, and submit the following to the Personnel Section:

1. Personally deliver one (1) transfer request (for each position desired) to the Resource Development Division.
2. Resume.
3. Any applicable materials required in the posting.

E. The deputy shall also forward a copy of the transfer request to his/her current commanding officer.
F. The commanding officer of the requested section/unit.
G. The request must be submitted within the specified time periods of the posting.
H. All anticipated openings for non-biddable assignments shall be conspicuously posted for ten (10) business days on bulletin boards and may be publicized by other methods. These postings shall contain the minimum qualifications or requirements necessary to apply.
I. Employees may apply for any and all non-biddable assignments, providing minimum qualifications are met. Members who are on leave with or without pay, are responsible for keeping themselves informed of such postings.

    1. Postings shall be made by Resource the Development Division via fax, and by other methods as determined by the Sheriff. Each posting shall include:

        a. Assignment, location, and work schedule.
        b. Name of the current Division Captain.
        c. Rank requirements, and qualifications.
        d. Minimum commitment and retention requirements, if any (i.e., completion of specialized training or the ability to develop a specialized skill); and
        e. Other requirements or information as appropriate.

    2. All qualified applicants shall be considered.
    3. Disciplinary history of the applicants will also be considered.

J. The following steps are to be taken in filling the vacancy.

    1. The commander of the division or section shall seek approval to fill the vacancy from the bureau commander.
    2. The bureau commander shall submit a posting request to for the anticipated openings.
    3. Anticipated openings for non-biddable assignments shall be posted for ten (10) business days.
    4. The Resource Development Division shall forward all timely non-biddable transfer requests to the division/section commander for review.
    5. The commander of the division/section shall schedule interviews, conduct the selection process, and select the candidate(s).
    6. The commander of the division/section shall submit a memo to the bureau commander detailing:

        a. The names of all applicants.
        b. The names of the qualified applicants that they interviewed, the members of the interview panel, questions asked, and the evaluation instrument.
        c. The candidate recommended for selection.
        d. The chosen candidate's resume and other applicable documentation.

    7. If the commander of the division/section cannot find an acceptable candidate, the position may be posted again, using the process identified above.
    8. The transfer order shall serve as official notice of the successful candidate.

K. Division Commanders may:

    1. Create an interview panel with a minimum of two people.
    2. Create a list of standard questions using guidelines from Human Resources.
    3. Ensure that a minimum of three qualified applicants are interviewed using the standard questions referenced above. (Follow-up questions may be asked, as necessary.).
    4. If there are less than three qualified applicants, all qualified applicants shall be interviewed.

L. The bureau commander shall review the information provided and shall make the final selection of the applicant.

M. The bureau commander will submit their recommendations to the executive chief deputy.
N. The executive chief deputy must approve the final selection.

VI. Stipulations for DSOs.

A. Upon graduation from the Sheriff's Academy, DSOs shall be assigned to their first duty assignment at the discretion of the Sheriff or the executive chief deputy.
B. DSOs may request a lateral transfer(s) to the following Sections:

1. North Tower Jail.
2. West Tower Jail.
3. George Allen Jail (currently depopulated).
4. Suzanne Kays Tower Jail.
5. Court Desk.
6. Intake Division.
7. Release Division.

Note: Other qualifications may be applicable for certain positions.

C. The Special Hospital Observation Team, Gill-Hernandez Unit, Support Services Division, Inmate Programs, Inmate Services, Mail Room, Classification, and the Compliance Unit are considered as non-biddable assignments. The same procedures listed in Section IV of this chapter will be followed for non-biddable assignments for DSOs.
D. Due to the specialized nature of the Special Response Team (SRT) and the knowledge and skills required, these positions require a selection process; successfully pass a departmental psychological evaluation and a physical agility test.
E. DSOs who desire to transfer to the Special Response Team (SRT) shall submit a memo through their chain of command; pass a psychological evaluation and a physical agility test.

VII. Application Process for All Biddable Positions for Deputies and DSOs.

A. Complete the Request for Lateral Transfer (SHER/PER/T-1) form in duplicate for each position desired.

1. Personally deliver one (1) copy (for each position desired) to the Resource Development Division.
2. Forward the original copy through the chain of command.

B. The original transfer request will be forwarded through the department member's chain of command to their respective bureau chief deputy. The bureau chief deputy will forward the completed request application to the Resource Development Division.

VIII. Selection Process for All Biddable Positions.

A. The Resource Development Division will compile a list of candidates, ranked by seniority, and forward this list to the respective division commanders.
B. Division commanders may conduct interviews and/or review the personnel files of applicants requesting transfer to their command. Division commanders will route their recommendations to their respective bureau chief deputy.
C. Bureau chief deputies will compile a list of recommendations for transfer. This list will be forwarded to the executive chief deputy.
D. Upon receipt of the recommendations from the respective bureau chief, the executive chief deputy will make the final determination and forward a list of selected personnel to the Resource Development Division to affect the transfer(s).

E. Seniority, for transfer purposes, is determined in one of three ways.

1. First consideration is to seniority to date of rank. For deputies (D-I), the date of rank shall be the date the Deputy was sworn as a Deputy Sheriff.
2. The second consideration for seniority is the date of employment with the Sheriff's Office. If an employee had a break in service, the date of employment is the most recent date the employee started working for the Department.
3. The third consideration for seniority in transfer requests is the date/time the transfer request was received in the Resource Development Division.
4. Seniority, for transfer purposes, is based on continuous service. Seniority for employees with breaks in service as departmental employees starts over on the most recent date of employment.

F. The division commander shall file written justification in the event that a recommendation, other than the next senior officer in line, is made.

IX. Appointment as a Federal Officer.

A. When any member of the Dallas County Sheriff's Office is to be designated as a Special Federal Officer (SFO) as part of their duty assignment, they shall:

1. Be assigned to the position by the Sheriff or his/her designee.
2. Report to the office of the Sheriff's Legal Advisor and complete the Sheriff's Office form SHER/FIR.ARM/02.
3. Have the completed form notarized.
4. Forward the completed and notarized form through the chain to the Office of the Sheriff.
5. The Sheriff will return the form to the requesting Department member's Supervisor.
6. The Supervisor will make one copy for the Department file and forward the original to the requesting Department member.

X. Personnel Status Change Form (SHER/PER/48).

A. Transfers:

1. When an employee is transferred, a Personnel Status Change Form (Sher/Per/48) will be completed by the employee's immediate supervisor in the section/unit to which he/she is being transferred or promoted, indicating the employee's assignment change, including his division, section, unit, and watch assignment.
2. The completed Personnel Status Change Form will be distributed as follows:

   a. Original: To the Sheriff's Office Resource Development Division.
   b. Yellow copy: To the Sheriff's Office Communications Division.
   c. Pink copy: To Department file.

3. The section/unit from which personnel are transferring will immediately send the employee's Department file and Sher/Per/9 form to the receiving Section/Unit.
4. Scheduled changes which involve the rotating of entire watches will not be reported.

B. Other Uses for the Personnel Status Change Form:

1. The Dallas Sheriff's Office requires all employees to immediately report any change of personal contact information, e.g., telephone numbers, address changes, emergency contacts and their telephone numbers, family status and/or name change.
2. It is necessary to maintain up to date information on all employees in case of emergency situations, to contact the employee in case of long-term illness, or any other situations that may arise where it may be deemed necessary. The Personnel Status Change Form (SHER/PER/48) is used for this purpose.
3. All employees will keep their current address and telephone number on file with the Sheriff's Office for official use.

4. Any change of address and/or telephone number will be reported in writing to the employee's immediate supervisor within twenty-four (24) hours by completing a Personnel Status Change Form (SHER/PER/48).
5. All employees are required to notify their immediate supervisor in writing within fifteen days following a marriage, divorce, death of a spouse, or legal change of name by completing a Personnel Status Change Form (SHER/PER/48).
6. In any case where an address and/or telephone number changes or there is a change in family status and/or name, the immediate supervisor will distribute the copies of the Personnel Status Change Form (SHER/PER/48) as follows:

    a. Original: To the Sheriff's Office Resource Development Division.
    b. Yellow copy: To the Sheriff's Office Communications Division.
    c. Pink copy: To Department file.

XI. Terminating Employees.

A. If possible ten days prior to the occurrence of a vacancy, the division commander will forward a memorandum to the Sheriff's Office Resource Development Division stating:

    1. The name of the employee vacating the position.
    2. The reason for separation.
    3. The effective date, (last actual day worked).
    4. The employee's status for rehire.
    5. Whether or not the position is to be filled, held vacant for a specific amount of time or deleted.

B. Upon receiving the memo, the Sheriff's Office Resource Development Division will forward a memorandum to the Payroll Unit which will remove the employee's name from the payroll.

C. A copy will go to Sheriff's Office Communications Section for removal from the computer roll.

D. If possible, ten days prior to terminating employment with the Sheriff's Office, employees will report to the Sheriff's Office Resource Development Division for a pre-resignation interview with a Personnel supervisor and to complete a short employee resignation questionnaire.

E. Terminating employees will not receive their last paycheck until the Sheriff's Office Resource Development Division has received the employee's:

    1. I.D. card (s).
    2. Deputation.
    3. County issued badge(s) and
    4. If applicable, the clearance sheet from the Sheriff's Office quartermaster.

Chapter 4.5 Off-Duty Employment

I. Purpose

The purpose of this policy is to provide employees of the department with proper procedures regarding the application, approval, and protocol for employment during off duty hours and establish specific guidelines regarding those prohibited activities.

II. Policy

The policy of the department shall be to provide, when possible, authorization for off duty employment for those employees who desire to do so. The department shall be the final approval for all off duty employment. All procedures shall be adhered to by all department members.

III. Off Duty Employment

A. Working an extra job is a privilege and not a right. Often certain occupations inherently conflict with an employee's primary responsibility to the Sheriff's Office; therefore, the department may impose conditions on outside employment or may prohibit it altogether.
B. Determination of the degree of limitation will be based upon the interests of the department in furthering professionalism, protecting the integrity of the employee and the department, and ensuring that the department receives full and faithful services in return for its expenditure of resources.
C. The Sheriff or his/her designee has the ultimate control of determining prohibited activities as set forth in the department's policy. The purpose of this policy is to establish specific guidelines regarding those prohibited activities to prevent bringing any discredit upon the department.
D. No Dallas County Sheriff's Office member shall enter any outside employment without first submitting an application for special duty, summarizing the proposed duties, location, hours of duty, and employer.
E. Outside employment may be authorized in counties contiguous to Dallas County. If the outside employment is in a county contiguous to Dallas County, the county must be included in the address of employment. Counties contiguous to Dallas County are Denton, Collin, Rockwall, Kaufman, Ellis, and Tarrant County.
F. All requests for off duty employment in counties contiguous to Dallas County will be submitted by memorandum through channels to the Executive Chief Deputy.
G. Specific considerations related to the type of off-duty employment are addressed under applicable sections.
H. Supervisors will not work in any off-duty capacity where they report directly to a departmental subordinate that is under their direct supervision.
I. Off-duty employment will be denied if any of the following apply:

1. The rules of this general order are not met.
2. A member of the employee's chain-of-command reasonably believes that the off duty employment is adversely affecting the employee's on-duty performance.
3. The employee's on or off-duty behavior indicates that off-duty employment should be denied for the good of the employee or the department.
4. Employment will be denied at any establishment which may be construed as to bring discredit upon the department. This includes sexually oriented businesses.
5. The employee is a probationary employee in the formal training phase.
6. The division commander determines that providing the service would limit the employee's effectiveness in discharging his/her official duties.
7. The work involves collecting bills or checks, (ref: State of Texas Government Code, subchapter C. Sec. 614.041 Prohibition against Collecting Debt for Another).
8. The work involves domestic issues and has the potential for violence.
9. The work involves surveillance for private security and/or Investigative Services agency or a private individual.
10. The work is for a private detective agency and involves services other than providing security for a business or individual to prevent theft, burglary or robbery.

11. The work involves security for a business whose primary source of revenue is from the dispensing of alcoholic beverages for on premise consumption.
    Exception: traffic control or parking lot security may be worked.

12. If an employee's request to work an off-duty employment is denied, a written justification shall be completed by the reporting supervisor and then forwarded through the employee's chain of command.
13. The chain of command is to resolve the denial by a written approval or rejection. The written justification and the chain of command's written decision will be forwarded to the Executive Chief Deputy for review. The Executive Chief Deputy will make the final decision. His/her decision is final.
14. If a denial of off-duty employment is initiated by a member of the Sheriff's Office Executive staff, the affected employee's immediate supervisor or chain of command are not required to complete a written justification or rejection of the denial. The Executive Chief Deputy will make the final decision. His/her decision is final.

J. Off-Duty employment outside of both Dallas County and counties contiguous to Dallas County (Denton, Collin, Rockwall, Kaufman, Ellis and Tarrant) may be worked under the following circumstances.

1. "Outside Employment – Other Than Police Related Duty" as outlined in section VI. of this chapter.
2. During an emergency, major disaster, catastrophic incident, or
3. Otherwise approved by the Sheriff or his/her designee.

K. Following supervisory and/or department review and with the determination having been made that the proposed outside employment is compatible with the department employment, an employee may not change the nature or location of his/her outside employment without first submitting the proposed change(s) for supervisory and/or department review.
L. If it is determined that the proposed outside employment is incompatible with the department employment due to an inherent conflict with the employee's primary responsibility to the department and/or any of the prohibited activities listed below, the employee shall be notified as soon as possible of such determination and that the proposed outside employment is prohibited.
M. The continuance of outside employment that has been determined to be an incompatible activity shall be considered misconduct and may result in disciplinary action.
N. Initial determination that outside employment is or is not compatible with the department employment shall be made by the concerned supervisor and forwarded up his or her chain of command to the bureau chief. An employee may appeal the determination of his or her respective chain of command to the Executive Chief Deputy, whose decision is final.

1. Prohibited activities include those which:

    a. Involve any employment, activity, or enterprise for compensation which is inconsistent, incompatible, or in conflict with his or her duties as a Dallas County Sheriff's Office employee, or with the duties, functions, or responsibilities of the Dallas County Sheriff's Office.
    b. Involve, for private gain or advantage, the use of county facilities, equipment or supplies, or the badge, uniform, prestige or influence of his or her official position while on county time.
    c. Sworn personnel assigned to an undercover position will be prohibited from working any off-duty employment. Undercover positions include but are not limited to, positions that require the deputy to use a fictitious identity in order to protect his/her personal safety and the safety of others assigned to their unit.

        Exception: Outside employment in uniform may not be a prohibited activity in cases when determination has been made by the department that the employment is in the best interests of Dallas County, promotes the department's

interest in public safety and the duties are substantially the same as those which would be performed if the employee were assigned on-duty.

2. Involve such time demands as would render performance of his or her duties as a department employee less efficient.
3. The Sheriff's Office may take into consideration the medical condition of an employee and the effect the outside employment would have on an employee's ability to perform the duties of his or her position.
4. An employee shall not engage in outside employment when carried on sick, injured on duty, light duty, continuous leave covered by FMLA or restricted duty status.

IV. Worked Hours

A. Worked hours are defined as the combination of hours worked for the county and off-duty employment. Grant overtime and any scheduled initiative overtime will be included with off-duty employment hours; court overtime will also be included.
B. The maximum number of hours a Dallas County Sheriff's employee may engage in off-duty employment shall be no more than 36 hours per week. (12:00 a.m., Saturday through 11:59 p.m., Friday is considered a week).
C. A combination of the number of regular duty hours actually worked including overtime hours worked and the actual number of off-duty hours worked when totaled shall equal no more than 76 hours per week.
D. Approved compensatory or vacation time may be used in lieu of the number of regular duty hours.
E. No more than 18 hours, including duty hours, may be worked in any calendar day (12:00 a.m. through 11:59 p.m.)

V. General Provision

As a general rule, no employee of the Sheriff's Office will be allowed to own, operate, or work in a place in any off-duty capacity where the principal business is the dispensing of alcoholic beverages for on premise consumption. Any exception to this provision will be by special permission of the Sheriff or the Executive Chief Deputy.

VI. Outside Employment - Other Than Police Related Duty

A. Any employee of the Dallas County Sheriff's Office who owns or operates any private business, works on a commission, percentage, or salary for any person, firm, or corporation, other than the County of Dallas, will submit a request to engage in the business. The form used for this purpose is the 'Request for Permission for Outside Employment, Other than Police Duty'.
B. Application requesting permission to operate a business or perform services not pertaining to police duty will be filed prior to entering such business and must be renewed each January 1 and July 1, thereafter.
C. A file of these applications upon written approval of the employee's chain of command thru the divisional commander shall be maintained by the employee for one year.
D. No Dallas County Sheriff's employee will be allowed to engage in any private business or employment where his/her official position might be used to advance private interest.

VII. Off-Duty Police Service

A. Any Dallas County Sheriff's Deputy performing off duty police service will submit a request for 'Application for Special Duty' Sher/Pers/E-2 through channels to the office of his/her division commander at least 24 hours prior to working the off-duty job.
B. When there is not sufficient time to submit the request 24 hours prior to working, the employee's division commander may approve the application and forward it through channels.
C. The Sher/Pers/E-2 request must be approved, or denied, by the employee's chain of command (immediate supervisor thru division commander). The request will then be sent to the Personnel Division.

D. Under no circumstances, will a member of the Dallas County Sheriff's Office engage in any off-duty work until permission has been granted as outlined above.
E. No member of the Dallas County Sheriff's Office will contract or agree to provide off duty Deputy Sheriff's for any event or occasion if five or more deputies are required to police the event, without first receiving approval from the Executive Chief Deputy, Office of Administration.
F. The deputy acting upon such request shall forward the information to the Executive Chief Deputy immediately so that appropriate action can be taken.
G. If the Executive Chief Deputy is not available to approve or deny a request, it can be referred to another Chief Deputy or Assistant Chief Deputy.
H. A supervisor will be assigned to any event or function requiring more than 5 deputies. The deputy initially requesting approval for the detail will determine the number and rank of deputies needed for the job.
I. When five or more off duty deputies are assigned to perform police duties, a regular law enforcement assignment detail will be submitted to the Executive Chief Deputy.
J. In this case it will not be necessary for each officer to fill out a Sher/Pers/E-2A copy of the detail will be maintained by the requesting officer(s) for at least 90 days.
K. When a supervisor requests permission for a detail to work a special assignment, he/she will indicate whether or not he/she is also included in the detail and will state the hours and type of duty he/she will perform.
L. Members of the Dallas County Sheriff's Office shall immediately report, in writing, any incidents or situations arising from, or connected with, their outside employment which might adversely affect the department or its personnel.
M. In the event an off-duty incident within Dallas County occurs which requires law enforcement action, the following procedure shall be followed. Off duty incidents or arrests in counties contiguous to Dallas County must be handled by the outside county's agency. The officer will immediately report, in writing, any incidents or situations that occur in the outside county:

    1. In the event of an emergency situation where a deputy requires immediate assistance, the deputy will contact the Communications Section by telephone or by radio, giving their badge number or their assigned squad number and stating, "emergency transmission".
    2. The dispatcher will give priority to this transmission and dispatch an appropriate number of units to respond to the situation.
    3. The dispatcher will then notify the closest available on duty field supervisor of the incident. This policy does not preclude a deputy from using 911.
    4. For non-emergency situations where a deputy working off-duty is taking law enforcement action, the deputy will do the following:

        a. Determine if a violation of the law has occurred and if so, who is the complainant and does the complainant wish to pursue charges.
        b. The deputy will call the agency having primary jurisdiction to come to the location.
        c. The deputy will assist the agency having primary jurisdiction by securing the crime scene and identifying all witnesses.
        d. The off-duty deputy may request the Dallas Sheriff's Office to respond to the scene if the agency having primary jurisdiction does not respond in a reasonable amount of time or refuses to respond.
        e. Communications will contact the on-duty Warrant Execution Section Supervisor. If they are not available, communications will contact the on-duty patrol/traffic supervisor.

    5. In the event the Dallas Sheriff's Office is responding to the scene, the controlling supervisor shall:

        a. Determine the most appropriate response to the incident and respond to the location if necessary.
        b. Be responsible for the incident until its conclusion, the subject has been transported to jail or released, or they have been relieved.

c. Send an on-duty squad to take over the incident or transport an arrested person to jail. If an on-duty squad is not available, the Release Division will transport the arrested person for the off duty deputy.
d. Ensure all required notifications have occurred.
e. Notify the off duty deputy if they are required to report to the Intake Section to complete the book in process.

6. In the event the Dallas Sheriff's Office is responding to the scene, the arresting deputy shall:

a. Secure the crime scene
b. Obtain a written statement from the complainant and identify all witnesses
c. Complete an RMS offense/incident report for the transporting deputy, if the deputy has internet access available.
d. (Provide an affidavit or statement detailing their involvement in the incident, if the controlling supervisor has elected to have on-duty personnel take over the incident.

N. In the event an off-duty deputy is making a warrant arrest, the controlling supervisor will determine the most appropriate response based on the totality of the circumstances to include the seriousness of the offense the subject is wanted for and available staffing.
O. On-duty personnel should not be used to assist an off-duty deputy for Class C only warrant arrests.
P. In the event the arrested person is sent to the hospital for medical treatment, the arrested person will be released from custody for all misdemeanor offenses unless required by law, or the controlling supervisor determines the incident necessitates maintaining custody of the arrested person.
Q. If custody of the arrested person is maintained, it will be the responsibility of the Release Division to take custody of the arrested person and the transporting deputy shall remote book the arrested person.
R. An off-duty deputy who is booking an arrested person will contact the on-duty sworn field supervisor who shall be responsible for report approval.
S. An off-duty deputy who is booking an arrested person into the Dallas County Jail is authorized to park in the Sally port while they complete the booking process. The off-duty deputy will advise the officer working the Sally port control center where their car is parked and provide a description of it.
T. An off-duty deputy who is required to report to Intake to complete the book in process shall be considered on-duty and shall be compensated as on-duty. The off-duty deputy shall end compensation from the off-duty employer before going on duty to complete the book in process.
U. Members of the Dallas County Sheriff's Office shall immediately report, in writing any incidents and/or situations arising from, or connected with, their outside employment in a county contiguous to Dallas County (Denton, Collin, Rockwall, Kaufman, Ellis or Tarrant) which might adversely affect the department or its personnel.
V. The off-duty Deputy shall notify 911 in the county of employment and that agency shall be responsible for the investigation and arrest. The off-duty deputy shall notify communications and his/her chain of command as soon as possible if an arrest is made. In the event the off-duty deputy must use any type of force including deadly force, the off-duty deputy shall immediately contact the communications section and the deputy's chain of command. The on-duty field supervisor will respond to the scene and determine what action needs to be taken. The procedures set forth in Chapter 7.1 of the General Orders, Use of Force, will be followed in the case of deadly force.
W. Non-sworn employees may engage in off duty employment as private security guards provided that the following provisions are followed:

1. The employee must comply with all other facets of the General Orders, Dallas County Sheriff's Office Civil Service Commission Rules and Regulations and Dallas County Administrative Policies and Procedures, pertaining to off duty employment.

2. Non-sworn employees must be licensed in accordance with existing State Law (Texas Occupations Code; Chapter 1702) and the policies of the hiring company.
3. Non-sworn employees are expressly prohibited from representing themselves as members of the Sheriff's Office while engaging in security employment.
4. Non-sworn employees are expressly prohibited from wearing the uniform, any portion of the uniform, using county owned equipment, or displaying any insignia and/or identification card of the Sheriff's Office while engaging in off-duty employment as private security guards.
5. Non-sworn employees must understand that being commissioned as a security guard carries no law enforcement authority and that the Dallas County Sheriff's Office does not grant any authority.
6. Non-sworn employees are prohibited from carrying a firearm while in Dallas County Sheriff's Office uniform or while not in the scope of his/her employment as a properly commissioned private security guard.
7. Employment will be denied at any establishment which may be construed as to bring discredit upon the department.
8. No Dallas County Sheriff's Office employee will be allowed to take any sick leave for the 8 hours immediately prior to performing any off-duty employment or the 8 hours immediately after any off-duty employment.
9. This includes performing any off-duty employment during his/her normal working hours during when he/she has taken sick leave.
   Exceptions: are that the employee had a previously approved doctor's appointment or in rare cases the employee's supervisor approves an exception (i.e., emergency cases).
10. If any request for off-duty employment is denied, the employee making the request shall have the right to appeal through channels up to and including the Executive Chief Deputy who has the final authority.
11. In addition to the criteria listed above, a commander will consider the following factors in reviewing an application:

    a. Whether the work would interfere with the employee's assigned duties within the Sheriff's Office.
    b. Whether the employee's attendance and productivity records are satisfactory.
    c. Whether the employee has a high frequency of complaints against him/her.
    d. Whether the place of work is frequented by convicted felons.
    e. Whether it is suspected that illegal activities are conducted at the place of work.
    f. Whether the nature of the activity at the place of work would bring discredit upon the Dallas County Sheriff's Office.
    g. Whether the employment is political, morally questionable, in conflict with police objectives, or could be detrimental to the Dallas County Sheriff's Office's integrity.

12. It is prohibited for any Reserve Sheriff's Deputy or Certified Posse (Reserve) member to work any security job, or function as a peace officer or law enforcement officer for remuneration of any sort, as a representative of the Dallas County Sheriff's Office or as a peace officer.
13. It is expressly prohibited for any Reserve Deputy, Certified (Reserve) Posse member, or Non-Certified Posse member to work any job as a representative of the Dallas County Sheriff Department or representing themselves as a peace officer.
14. Reserve Deputies, Certified (Reserve) Posse members, and Non-Certified Posse members are expressly prohibited from wearing the Dallas County Sheriff's Office uniform, any portion of the uniform, using county owned equipment, or displaying any insignia and/or identification card of the Sheriff's Office while engaging in any type of outside employment.
15. Part-Time Bailiff Pool members are expressly prohibited from wearing the Dallas County Sheriff's Office uniform, any portion of the uniform, using county owned equipment, or displaying any insignia and/or identification card of the Sheriff's Office while engaging in any type of outside employment.

VIII. Telephone Approval

A. Employees seeking telephone approval for off duty employment will contact the supervisor in their respective division for a previously approved job only and:
   1. Give the employer's name, the location of the employment, telephone contact number, type of employment, names and badge numbers of other departmental personnel working, date and times of the employment.
   2. Provide information if the employment utilizes other law enforcement agencies and who is coordinating the job and who is supervising the job.
   3. Obtain the approved Sher/Pers/E-2 prior to the beginning of their tour of duty with the approving supervisor's name. File any reports through the chain-of-command.

B. Approving supervisor will:

   1. Not provide any telephone approval for:

      a. Any hazardous location. (Exception**:** the location has written prior approval and the deputy is filling in).
      b. Off-duty law enforcement employment inside a business whose primary revenue is from alcoholic beverages which are consumed/dispensed.
      c. Employment the supervisor believes is such in nature that the activity at the place of work would bring discredit upon the Dallas County Sheriff's Office.
      d. Employment, which is political, morally questionable, in conflict with law enforcement objectives, or could be detrimental to the Dallas County Sheriff's Office's integrity.
      e. Or any other employment that is not allowed by the general orders or is against local, state, or federal laws or county ordinances.

   2. If approved, the supervisor will sign a Sher/Pers/E-2 and forward it to the employees shift supervisor for review.

X. Recurring or Regular Permanent Off-Duty Jobs

A. Off duty jobs that are worked on a recurring or regular basis may be given annual approval. A Sher/Pers/E-2 must be submitted every January of the new calendar year that the job is worked.

XI. Supervisors Responsibility

A. All supervisors will be held accountable for:

   1. Reviewing each deputy's off-duty employment application for compliance with department policy.
   2. Supervisors will ensure that all approved off-duty job requests are signed by the employee's chain of command.
   3. Supervisors will forward at the end of each calendar month the Sher/Pers/E-2 to the Personnel Section for filing.
   4. Make verification checks of place of employment, via telephone or personal contact if needed.

XII. Off-Duty Services Requiring Five or More Deputies

A. Deputies must obtain approval from the Executive Chief Deputy before agreeing to arrange for off-duty security or traffic control requiring 5 or more deputies. The coordinating deputy will submit a request to the Executive Chief Deputy by memorandum through the employee's Chain of Command with a copy going directly to the Executive Chief Deputy at least 48 hours prior to working the off duty job. The memorandum must contain the following:

   1. Pertinent employer's information
   2. Names of all personnel working off-duty employment
   3. Name of supervisor who will assume supervisor responsibility

4. Detailed description for the need of multiple deputies

B. The final determination of the number of supervisors and the ranks of the supervisors needed for the job will be approved by the Executive Chief Deputy:
   1. For 5 to 10 officers, at least one senior sergeant must be assigned
   2. For every additional 10 officers, at least one additional senior sergeant must be assigned
   3. For every 3 senior sergeants, at least one lieutenant must be assigned
   4. For every 2 lieutenants, at least one captain or chief must be assigned

C. The deputy arranging off-duty employment will route a copy of the memorandum to each deputy to submit to their chain-of-command for division approval.
D. In incidents related to performance of off-duty activities, the deputy who arranges the job is responsible and is in charge.
E. In police related incidents where police action is required, the command reverts to the ranking law enforcement supervisor at the scene. The ranking individual at the scene is responsible for ensuring that all departmental required reports and activities are completed.
F. A deputy must immediately report to the Sheriff of Dallas County in writing any incident arising from off-duty service that might adversely affect the Dallas County Sheriff's Office. This includes any incident that would require the presence of a supervisor if it had occurred while the officer was on-duty.
G. Emergency procedures for requesting off-duty services requiring 4 or more deputies:

   1. When there is not sufficient time to submit a request forty-eight hours prior to working an event or occasion requiring 4 or more deputies, employees may seek telephone approval for emergency off duty employment only.
   2. The deputy receiving such a request shall forward the information to the Executive Chief Deputy immediately so that appropriate action can be taken.
   3. If the Executive Chief Deputy is not available to approve or deny a request, it can be referred to another Chief Deputy or Assistant Chief Deputy of the requesting employee's bureau, who may approve the request and forward the information to the Executive Chief Deputy.
   4. If approved, the deputy will submit the required memorandum with the necessary information and forward it to the Executive Chief Deputy as soon as possible for review.
   5. The memorandum shall give the employer's name, the location of the employment, telephone contact number, type of employment, names and badge numbers of other departmental personnel working, date and times of the employment and when the deputy received the request, information about other law enforcement agencies working the same duty, who is coordinating the job, who is supervising the job, which Chief or Assistant Chief approved the duty, and when they were notified.

XIII. Hazardous Locations

A. Designated locations where the local law enforcement agency having jurisdiction have made a departmental determination that the safety of the location, due to the ongoing criminal element, is of great risk to the officers patrolling and or responding to calls for service.
B. Other factors may designate an off-duty job as a hazardous location:

   1. Jobs generated where a threat of violence has been expressed or is believed imminent by the employer (workplace violence).
   2. Location where the threat of family violence has been expressed.
   3. Religious sites, churches, other places that the public have the right to congregate where a threat of violence has been expressed.

C. Application for off duty hazardous duty employment:

   1. All deputies submitting a request for any off-duty employment will contact the local agency having law enforcement jurisdiction and advise them of the location to be worked and ask if the location has been determined to be a hazardous location.

2. All deputies requesting to work off-duty at a hazardous location will submit the request by memorandum through channels to the Executive Chief Deputy.
3. Division commanders who approve the application will give written approval for any off-duty employment at hazardous duty locations.
4. When approved to work a hazardous duty location, there must be a minimum of 3 deputies and a supervisor working. If a deputy arrives at a location and the fellow deputies fail to show, the job will not be worked without a replacement for the absent deputy or supervisor.

5. The first deputy will:

    a. Notify their on-duty watch commander and attempt to fill the job in a reasonable time.
    b. Make every reasonable effort to notify the employing party that deputies will not be at the location.

XIV. Required and Optional Equipment

A. Officers must wear the department approved uniform while engaging in off-duty security or traffic direction employment.
B. Deputies may denote that an event is a plainclothes assignment on their off-duty request form and submit it through their chain-of-command for approval from the division commander to work in a plainclothes capacity.
C. Officers providing traffic control services must wear a reflective vest. Headgear is optional but must comply with departmental uniform code.
D. Tactical uniforms and or polo shirts and BDU pants will not be authorized for any off-duty employment

XV. Off-Duty Police Employment with Private Businesses and Individuals, and Private Investigative Services and Security Agencies

A. No employee of the department will engage in any work involving surveillance for any private business or agency, or any private investigative services or security company, or any private individual.

    1. In this context, surveillance means the act of following a person(s) or vehicle(s) for the purpose of tracking or recording their movement, for a possible criminal or civil case or matter.
    2. Surveillance as used here does not prohibit:

        a. A deputy from monitoring, either personally or via television camera, an individual's movement within a place of business where the officer has been hired to provide theft, burglary, robbery, or vandalism protection.
        b. A deputy hired to house sit a residence by a private individual from monitoring any movement on the grounds of the residence.

B. No employee of the department will own or accept employment with any private Investigative services or security company which is or would be governed by the private investigators and private security agencies act, except that officers may accept off duty employment; to work at businesses to prevent theft, burglary, robbery, or vandalism or to provide traffic control services.
C. No deputy working in any capacities as security officer will wear the uniform of any private security company.
D. No employee of the department will assist in any manner, for pay or gratis, in an investigation, interrogation of witnesses or suspects, or in the recording of any conversations by private investigative services agencies.
E. Unless, serving as a representative of the Dallas County Sheriff's Office, no member of the department will be present, either on-duty or off-duty, when any private investigator or

investigative services agency is conducting any criminal or civil investigation, interrogating any witnesses or suspects, or recording any conversations. Prior to working with a private investigator or investigative services agency as a Dallas Sheriff's Office representative, the deputy will first obtain consent from their division commander.

F. Employees of the department are specifically prohibited from using their employment with the Dallas County Sheriff's Office to obtain for off-duty employers any information to which normally the public would not have access or for which the general public would be required to make a formal request through departmental channels.

G. Should an off-duty employer request a member of the department provide information or services which could reasonably be construed to create the appearance of a conflict of interest, the Deputy will advise the employer to contact the departmental Legal Advisor with a formal request.

XVI. Off-Duty Law Enforcement Employment at Businesses Where the Primary Revenue is from the Sale of Alcoholic Beverages Which are Dispensed for the Purpose of Being Consumed on Premises

A. No Deputy shall provide off-duty law enforcement service/employment for a business whose principal specialty is the sale, dispensing and subsequent on-premise consumption of alcoholic beverages. This does not include:

1. Deputies working the business' parking lot.
2. Deputies performing traffic control for the location.

B. Parking lot defined: An alcohol dispensing / consumption business parking Lot is the area utilized for the parking of vehicles for persons patronizing an alcohol dispensing business. These lots are usually adjacent (but not limited to) to the business' physical structure and owned or leased by the business.

C. Other Restrictions

1. No less than (2) two deputies will work at each approved location.
2. Deputies may not stand at or near the entrance to the establishment (including any location where it gives the appearance that the deputies are working the door) unless immediate law enforcement action is required.

   i Deputies should devote their attention to the security of the parking lot area.

3. Deputies may enter the establishment only if immediate law enforcement action is required. After which, they will return to the parking lot.
4. Deputies may not enter the establishment to eat or take breaks.
5. Deputies may enter the establishment to notify the employer that they have reported for duty or ended their duty.
6. Alcohol related violations will be strictly enforced, and intoxicated individuals will be prevented from driving.
7. Deputies will not enforce house rules and will function only in a law enforcement capacity.

XVII. Off-Duty Employment Prohibited at Sexually Oriented Businesses

A. Restrictions

1. No employee of the department will be allowed to perform off-duty Law Enforcement Service, security, traffic control or parking lot security, or in the proximity of establishments that are regulated by a sexually oriented business.
2. Supervisors will determine whether a particular questionable business is covered by any city ordinance defining the location as a sexually oriented business by contacting the local agency having law enforcement jurisdiction.

3. No employee of the department will be allowed to, own, lease, lend, or sublet any property or structure that will be utilized for the purpose of promoting any sexually oriented business.
4. No employee of the department will perform any non-law enforcement employment at any establishment defined as a sexually oriented business.
5. These functions include but are not limited to:

    a. Manager/night manager/bouncer.
    b. Clerk/cashier/waiter/waitress.
    c. Contractor/sub-contractor.
    d. Promoter.
    e. Dancer.
    f. Disc-jockey/soundman.

B. Classification of Sexually Oriented Businesses

1. Adult Arcade: Adult bookstore or adult video store.
2. Adult Cabaret: a commercial establishment that regularly features the offering to customers of live entertainment that:

    a. Is intended to provide sexual stimulation or sexual gratification to such customers.
    b. Is distinguished by or characterized by an emphasis on matter depicting, simulating, describing, or relating to specified anatomical areas or specified sexual activities.

3. Adult Motel: a hotel, motel or similar commercial establishment that:

    a. Offers accommodations to the public for any form of consideration; provides patrons with closed-circuit television transmissions, films, motion pictures, video cassettes, slides, or other photographic reproductions which are characterized by the depiction or description of specified sexual activities or specified anatomical areas; and or has a sign visible from the public right of way which advertises the availability of this adult type of photographic reproductions; or
    b. Offers a sleeping room for rent for a period of time that is less than 10 hours; or allows a tenant or occupant of a sleeping room to sub-rent the room for a period of time that is less than 10 hours.

4. Adult Motion Picture Theater: commercial establishments where, any form of consideration, films, motion pictures, video cassettes, slides, or similar photographic reproductions are shown which are characterized by the depiction or description of specified sexual activities or specified anatomical areas.
5. Adult Theater: a theater, concert hall, auditorium, or similar commercial establishment which regularly features persons who appear in a state of nudity or live performances which are characterized by the exposure of specified anatomical areas or by specified sexual activities.
6. Escort Agency: A person or business association, who furnishes, offers to furnish, or advertises to furnish escorts as one of its primary business purposes, for a fee, tip, or other consideration.
7. Nude Model Studio: Any place where a person who appears in a state of nudity, or displays specified anatomical areas, is provided to be observed, sketched, drawn, painted, sculptured, photographed, or similarly depicted by other persons to pay money or any form of consideration.
8. Sexual Encounter Center: A business or commercial enterprise that, as one of its business purposes, offers for any form of consideration:

    a. Physical contact in the form of wrestling or tumbling between persons of the opposite sex; or

b. Activities between male and female persons and /or persons of the same sex when one or more of the persons is in a state of nudity or semi-nude.

XVIII. Off-Duty Employment at Apartment Complexes - Sworn Personnel

A. Deputies may be allowed to work as

1. Managers, assistant managers, night managers, or security for apartment complexes, including the complex where they may reside.
2. Under no circumstances will a deputy be employed in any managerial capacity and as a security officer concurrently at the same apartment complex.
3. Requests to work as a manager, assistant manager or night manager must be submitted on the Request for Outside Employment, Other Than Police Duty form.
4. Deputies may work security at an apartment complex.
5. Provided they first obtain permission using the Application for Special Duty form and notify the division commander where the job is located. The division commander will review the location and see if any foreseeable conflicts or problems exist.

B. Enforcement Action

1. Deputies working as managers, assistant or night managers, or security will take action against felony offenders to prevent burglaries, auto thefts, thefts, sexual assaults, and other crimes against the person which, by their very nature and appearance, are a threat to society.
2. Deputies working in any management position will not enforce class C misdemeanors, become involved in family disputes or minor disturbances unless loss of property or bodily injury appears imminent, nor will they enforce on premise traffic violations. deputies will report those minor infractions and breaches of the peace (not involving bodily injury) that require police action to on-duty police personnel by calling 9-1-1.
3. Deputies employed as managers, assistant managers, or night managers may enforce property management policies (house rules) acting in their capacity as property managers only and will never enforce management policies acting under the color of law (using their badge or police authority or in uniform).

XIX. Off-Duty Employment at Apartment Complexes - Non-Sworn/Civilian Personnel

A. Non-Sworn/Civilian Personnel may be allowed to work as

1. Managers, assistant managers or night managers for apartment complexes, including the complex where they may reside.
2. Under no circumstances will non-sworn/civilian personnel be employed in the capacity as a security officer for the apartment complex.
3. Requests to work as: a manager, assistant manager or night manager must be submitted on the Request for Outside Employment form.
4. Non-sworn/civilian personnel may not work security at an apartment complex.

B. Enforcement Action

1. Non-sworn/civilian personnel working as managers, assistant or night managers shall not take any law enforcement action other than that prescribed by law for a citizen of this state [Texas Code of Criminal Procedure; Chapter 14, Article 14.1(a)].
2. Non-sworn/civilian personnel working in any management position will report any violations of the law and or breaches of the peace that require police action to on-duty police personnel by calling 9-1-1.

3. Managers, or night managers may enforce property management policies (house rules) acting in their capacity as property managers only and will never enforce management policies acting under the color of law (using their department credentials or in uniform).

XX. Violation of Off-Duty Employment Policy

A. Deputies and non-sworn personnel are required to notify a supervisor whenever they learn, through personal observation or report, or complaint of any violation of the off-duty employment policy by any departmental employee. The supervisor will immediately:

1. Conduct a review of the circumstances.
2. Initiate an investigation into the alleged violation.
3. If necessary, forward the written allegations through the chain-of-command to Internal Affairs.

B. Supervisors personally observing a violation will

1. Take the appropriate action to address the infraction.
2. Determine if the employee needs to immediately discontinue the off-duty job.
3. If necessary, forward the written allegations through the chain-of-command to Internal Affairs.

C. In addition to any appropriate disciplinary action, the individual's chain-of-command may suspend all of an employee's off-duty employment privileges for any of the following reasons:

1. Any failure to comply with the requirements of the off-duty employment policy.
2. The employee has received notice from the Sheriff or designee that due to related suspension or demotion the employee is currently prohibited from working off-duty employment.

XXI. Training Requirements

A. Sheriff's Office entry-level employees will not engage in any off-duty police service while attending basic academy certification training.
B. While assigned to the field training program, the employee will not be allowed to engage in outside employment until after the employee has successfully completed a Sheriff's Office field training program.
C. The Dallas County Sheriff's Office Training Academy will provide an "Off Duty Encounters" course to all sworn personnel who have not successfully completed a field training program during his/her employment with the Dallas Sheriff's Office.
D. Starting January 1, 2018, no sworn member shall engage in off-duty police service Employment unless:

1. He/she has successfully completed a full field training program in the General Services Bureau.
2. He/she has the rank of senior sergeant or higher.
3. He/she has successfully completed the "Off Duty Encounters" course provided by the Dallas County Sheriff's Office training academy.

Chapter 4.6 Employee Associations, Labor Unions, and other Bona Fide Organizations

I. Purpose

This policy provides guidelines for membership and participation in employee associations, labor unions, and/or professional associations and for the Sheriff's Office's relationship with such organizations.

II. Policy

The Sheriff's Office recognizes the right of all employees to actively join and participate in the activities and goals of an employee association, union or other labor group and encourages participation in such organizations. All activities of employee associations, labor unions, and other bona fide organizations must be conducted outside of work hours and in non-work areas. County supplies and equipment may not be used for these activities.

III. Employee Membership/Participation

A. Membership, participation and/or support of any association, union or other labor group must be:

1. At the employees own expense.
2. On the employees own time.
3. If during duty hours the employee must request vacation or compensated time off.
4. No county owned, issued, contracted, or leased equipment will be used by any employee for any association, union or other labor group business and or activities.

IV. Employee Association Business Conducted During Assigned Duty Hours

A. With the exception of those circumstances for the good of the Sheriff's Office requiring dialog between the Sheriff and/or the administrative staff, the elected employees of an association/union or recognized labor organization representatives, board of directors, or other employees must be off-duty or in an approved leave status while attending meetings or conducting association/union business.
B. Representatives, directors, or employees planning to attend association/union meetings or conduct association business during their normal working hours should request approval of vacation or compensatory time from their first line supervisor at least 24 hours in advance.
C. Every effort will be made to accommodate the representatives, directors, or employees. Attendance at such meetings, however, will not take priority over an assigned law enforcement incident, court assignment, or other requirements and/or needs.
D. Representatives, directors, or employees attending association/union meetings will not use County equipment, facilities and or vehicles for transportation.

E. When On-Duty, Special Assignment Status May Be Granted

1. The Sheriff or executive chief deputy may grant on-duty, special assignment status to representatives of an employee association/union, or to individual employees, who attend:

a. Conferences or symposiums that are directly related to Sheriff's Office business.
b. Events that demonstrate a compelling community interest.

2. The department may allow up to five (5) members of an organization or five (5) individuals to attend conferences, seminars, ceremonies, and/or other events. Sworn or civilian personnel wishing to attend any such event may make a request in writing. The following conditions will apply:

a. The department is interested in educating all of its employees.
b. Employees that have not attended any seminars, conferences, ceremonies, and/or other events will be given priority over others that have attended in the past.
c. Only five (5) sworn or civilian personnel at a time may be allowed to attend, providing there is no cost to the county.
d. If the employees' absence is detrimental to the operations of the department, the requests will not be approved.

3. One of the following must be completed in memo form in order to receive approval:

   a. Request for special assignment to attend employee association conferences, Training, or non-work related activities (submitted by the president of the association/union).
   b. Request for special assignment by individual employee to attend association conferences, training, or non-work related activities (submitted by the individual in memorandum form through their chain of command to the executive chief deputy).

4. Requests for special assignment must be sent by the individual or Association/Union Labor Organizations to the executive chief deputy through their chain of command.
5. Requests for special assignment must be sent by the president of the association/union. In each instance the request must be sent 60 days in advance of the conference or event and must identify the name and date of the conference or activity. The conference/symposium or activity announcement material and agenda must accompany the request form.
6. The executive chief deputy will review all association/union/labor Organization applications.
7. The review will be conducted for consistency with precedent as well as for compliance with the General Orders Manual.
8. The executive chief deputy will document their findings in the specified portion of the application form and will forward it as follows:

   a. When an association/union is requesting special assignment for a certain number of attendees, but the individual names have not yet been identified, the executive chief deputy will still take into consideration the subsequent benefits to the Sheriff's Office and labor group.
   b. If the application is disapproved by the Sheriff or executive chief deputy, a copy will be returned to the association/union.
   c. If the application is approved, a copy shall be returned to the association/union with instructions that a list of attendees must be provided to the executive chief deputy not later than ten days prior to the conference or event.
   d. Upon receipt, the executive chief deputy will notify affected bureau commanders of the personnel under their command who will be attending. Bureau commanders may ask the Sheriff or executive chief deputy to reconsider particular names based upon unit workload, manpower shortages, etc.
   e. When an association/union is requesting special assignment and the names of the attendees are known, the list of names will be attached to the application form.
   f. The executive chief deputy will forward copies of the application form to the affected bureau commanders for a review of nominees and the bureau commander's recommendation.
   g. After receiving responses from the bureau commanders, the executive chief deputy will forward the original application with bureau commander responses to the Sheriff or designee for consideration.
   h. Whether approved or disapproved, a copy of the application indicating the Sheriff's or executive chief deputy's decision will be returned to the association union.
   i. A copy will also be furnished to the affected bureau commanders for notification to subordinate commanders.
   j. When an individual is requesting special assignment, the executive chief deputy will send the application to the affected bureau commander for recommendation.

k. The form will be forwarded to the Sheriff or designee for consideration. Whether approved or disapproved, a copy of the application indicating the Sheriff or chief's decision will be forwarded to the affected Bureau Commander.

9. Attendance by other individuals not approved by the Sheriff or Executive Chief Deputy will require the use of off-duty, vacation, or compensatory time.
10. Attendees will not be reimbursed for any costs associated with attending the Conference (lodging, meals, transportation, etc.). Compensatory time or overtime will not be earned for travel to or from the conference.
11. Within 14 days of return, attendees must submit a written report along with copies of materials directly associated to credit training to the Sheriff or executive chief deputy, summarizing the conference or event with particular focus on emerging issues and concerns identified at the conference, or results of participation by individuals.
12. The Resource Development Division will maintain files on all applications and the number of hours granted to each association/union or individual.

V. Solicitation

A. Representatives of employee associations, labor unions and other bona fide organizations may talk to employees, and pass out information, recruiting leaflets or literature.

B. Such organizations may solicit only during non-work hours. Work hours include the normal workday or shift assignment, including any break periods. Solicitation may occur before and after work and during lunch periods as long as such solicitation is not disruptive and does not interfere with county operations.

VI. Access to County Property, Buildings and Work Areas

A. Solicitation by such organizations is only permitted in non-work areas. Non-work areas include the outside and surrounding county facilities, the general public areas of county facilities, and general public county cafeterias and lunchrooms. Sheriff's Office lunch and/or break rooms are considered work-areas. Solicitation of employees assigned to work in public areas is prohibited during their regularly scheduled work.
B. Dallas County Human Resources Department, in consultation with any involved Department(s), will answer any questions as to whether or not an area is permissible for solicitation purposes.

VII. Posting of Notices

A. As per Commissioners Court Order 96-1108: Associations and organizations shall submit all notices to the Dallas County Human Resources Department along with a request for distribution.
B. After review by the Dallas County Human Resources Department to ensure appropriateness, the information will be distributed to Departments for posting on non-work related bulletin boards only. All postings must be approved by the executive chief Deputy.

VIII. Use of County Facilities for Meetings

A. As per Commissioners Court Order 96-1108 and Dallas County Rules and Regulations, Revised Use Policy, Section E, County Buildings - Special Use B. 5.04:
B. Any group wishing to use county facilities shall submit a written request to the Commissioners Court detailing the purpose and type of event/use.
C. Requests should be submitted 15 days in advance of the event to the Commissioners Court administrator's office and the elected official or department head of by that facility elected officials or department heads who object to a special use shall notify Commissioners Court.
D. The use of any county facility or meeting room by such associations or organizations will be subject to approval by Commissioners Court. Requests for use of facilities will be treated like any other request by a non-county group under the terms and conditions of the Dallas County Building Use Policy.

Chapter 4.7 Injured Employees and Employees Needing Assistance

I. Purpose

This policy provides employees (including Reserve deputies and Posse members) with guidelines for reporting an injury sustained while on duty/at work.

II. Policy

Work related injuries will be reported and documented in a timely manner.

III. Report of Injured Employee

A. An employee who is injured while performing his/her duties shall notify his/her supervisor of the injury immediately. In the case of life threatening injuries an ambulance will be called first and then the supervisor will be notified.
B. The injured employee and the supervisor shall call the Company Nurse® at 1-888770-0931 (updated 2013). This service is available 24 hours a day. This must be done by the end of the shift or within twenty-four (24) hours.
C. The nurse at Company Nurse® will gather all information over the phone and will assist the injured employee in receiving appropriate medical treatment.
D. The supervisor will write a memorandum describing the incident and any actions taken.

IV. Hospitalization of Employees Injured on Duty

A. If an employee who is injured on duty/at work requires emergency treatment, the employee may choose the hospital at which he/she wishes to receive treatment and the physician who will administer the treatment.
B. Whenever possible, the treating physician will be called immediately to avoid duplication of services.
C. In a life or death situation, the employee will be taken to the nearest hospital unless the employee specifies otherwise.
D. In the case of an injury requiring hospitalization, a supervisor and another employee from the injured employee's division will go to the location of the spouse or family in order to notify them of the injury and to provide transportation to the hospital. If possible and if requested, a Sheriff's Office Chaplain or the family's minister will be notified of the injury.
E. Additional transportation to and from the hospital for the family after the initial trip will be handled on an individual need basis.

V. KRONOS

A. When an employee is off-duty as a result of an injury that was sustained while on duty, his/her time will be entered on KRONOS by the Human Resources/Civil Service Department.
B. It will be the responsibility of the injured employee's immediate supervisor to make the necessary confirmation that the leave and any subsequent leave stemming from the same injury is a result of an on duty injury.
C. Employees must work more than half the month in order to accrue vacation, sick or holiday pay or time for that month.

VI. Progress Report

A. The division or bureau commander will ensure that a supervisor makes contact with any employee who is absent from duty due to either illness or injury received on or off duty. Contact will be made by phone or in person, at least once every ten (10) calendar days (including days off) during the first 30 days.

B. The supervisor will counsel with the employee regarding any problems that may arise from his/her absence with reference to departmental policies and procedures. Supervisors will offer employees assistance regarding any injury/illness related benefits which he/she is eligible for.
C. The division commander will submit an original memorandum to the bureau assistant chief deputy regarding any sick or injured employee who has not returned to duty for a period of ten consecutive days (including days off). This report will reflect the date of contact, the name of the contacting supervisor, any assistance rendered and the employee's condition, progress, or probable return to duty.

VII. Supplemental Reports

A. A supplemental report of injury, TWCC-6, will be completed if any of the following occur:

1. An Employee returns to work after losing time due to a workers' compensation injury.
2. An Employee has intermittent lost time from work.
3. An Employee terminates, resigns, or dies.

B. These completed reports shall be provided to Risk Management within 24 hours of receipt.

VIII. Employee's Release to Work

A. It is the employee's responsibility to provide notification to their direct supervisor and to the workers' compensation specialist in Risk Management immediately upon receipt of the treating physician's release for return to either modified or full duty.
B. Law enforcement employees including detention service officers, supervisors, or managers who are absent from work for more than 30 days due to an illness or injury, must receive medical clearance from the county's employee health doctor in order to return to work.
C. All other non-law enforcement employees must receive a clearance letter after being absent for more than 45 days.
D. When the treating physician releases the employee for either modified or full duty, the employee must contact the workers' compensation specialist in Risk Management, to be scheduled for a medical clearance appointment by Employee Health.
E. Sheriff's Office employees shall contact Human Resources, in person and immediately following their appointment at Employee Health, regarding return to work procedures.

IX. Treatment and Billing

A. Injuries sustained prior to July 1, 1974:

1. A written request must be sent to the Commissioners Court, through the Sheriff, for approval prior to any hospital or medical treatment.
2. Subsequent aggravation, relapse or re injury occurring after July 1, 1974, is considered a new injury, and will be handled as such.

B. Dallas County must be billed directly by all doctors, hospitals, and pharmacies for expenses incurred by employees for on duty injuries. The bill should be addressed to Dallas County Human Resources/Civil Service Department, workman's compensation representative.

X. Behavioral Health Division

A. The Behavioral Health Division (BHD) exists to provide support to current departmental employees. BHD staff will provide support in the following areas:

1. Suicide prevention.
2. Substance abuse prevention.
3. Operational stress management.
4. Critical incidents.
5. Family support

These services will be delivered across four primary areas:

1. Confidential mental health care.
2. Critical Incident Services.
3. Outreach/Prevention/Training.
4. Consultation.

B. Procedures

1. Current Employees seeking voluntary, confidential mental health services may call the BHD at (214) 653-7800 to schedule an appointment. Walk-in appointments will be accepted during "open office hours" which are listed on the BHD's webpage on the DCSO intranet. All appointments will be made on a first come, first served basis, or as determined by the BHD Director.
2. Behavioral Health Sessions can be conducted either virtually or in person at the BHD. Recording of services by either party is strictly prohibited, including the use of a body camera.
3. Related to, or following a critical incident, the division commander may refer an employee, or the employee may proactively request assistance. If referring an employee, the division commander must first consult with BHD staff to determine the appropriateness of the referral. Though encouraged, prior consultation is not required in cases in which the appointment is mandated per policy, such as an officer involved shooting or for those in select, high exposure assignments.
4. BHD records are considered patient records and are subject to the rules of confidentiality outlined in the Medical Records Act, Vernon's Civil Code, the Texas State Board of Examiners and Psychologists Ethical Code, and HIPAA guidelines.
5. All sessions and information disclosed in session are considered confidential apart from the following limitations.

    a Mandated reporting due to disclosure or suspicion of the abuse of a child, elderly person, person with a disability, or other vulnerable adult.
    b Concern for a client being a danger to him/herself or others.
    c If a court order, signed by a judge of a competent jurisdiction, is received for the records. Legal services will receive all subpoenas and court orders of records for review and disposition.
    d When permitted by completion of an authorization of release of information form.
    e Providing information to and contact with medical personnel in a medical emergency.

Chapter 4.8 Death of an Employee - Honor Guard

I. Purpose

The purpose of this policy is to give the employees of the Dallas County Sheriff's Office an established procedure to follow in the event of death an- 'in the line of duty', or the death of an off-duty active employee, Reserve deputy, or Posse member.

II. Policy

It is the policy of the Dallas County Sheriff's Office to maintain concern and attention whenever an employee or volunteer (including Reserve deputies and Posse members), whether on or off duty, dies. The Sheriff's Office Honor Guard may be available to all families or active employees who die in the line of duty or off duty. Definitions:

Line of duty death - any law enforcement officer who has died as a direct and proximate result of a personal injury sustained in the 'line of duty'. This includes law enforcement officers who, while in an 'off-duty' capacity, act in direct response to an emergency situation involving the general public or a violation of the law.

III. Notification

A. Employees shall immediately notify the Sheriff's Communications Section upon receiving information that an employee or volunteer has died.
B. Sheriff's Communications Section shall immediately notify all executive staff, public information officer, and the Sheriff's Office chaplains.
C. It shall be the Strategic Planning and Research Unit's responsibility to make the next-of-kin notification. In the case of an 'off-duty death', or 'at home death', next-of-kin notification may not be necessary.
D. Notification to the spouse or close relative shall be made in person, whenever possible.
E. In certain instances, the Strategic Planning Unit may designate others to make the notification, such as a supervisor, an employee who was close to the deceased, and if possible, a Sheriff's Office chaplain. The decision as to when to tell the spouse or family of the death will be left to the discretion of the notifying employees.
F. In the event of an in the line of duty death or in certain circumstances involving the death of a tenured employee, the Sheriff's Office Communications Division shall send a teletype in the name of the Sheriff to all Texas stations advising that such employee has died. A second teletype will be sent advising final funeral arrangements.
G. The Strategic Planning and Research Unit will notify the Honor Guard Commander.
H. In the event of an in the line of duty death, the Dallas Sheriff's Office Traffic Division and\or Warrant Division will assign at least one (1) marked unit to stay with the Officer killed in the line of duty at all locations, including but not limited to, the hospital, medical examiner's office, and funeral home, until the burial is complete.
I. The division commander will notify the following once advised of a non-line of duty employee's death:

    1. The Communications Section.
    2. The Honor Guard Commander.

IV. Assistance to the Family

A. The Strategic Planning Unit shall be the coordinating unit for assisting the family of the deceased, if requested.
B. The Sheriff's Public Information Office shall send a broadcast memorandum to employees of the Sheriff's Office and shall notify any concerned organization that does not receive broadcast memorandums of the completed funeral arrangements.

V. Dallas Sheriff's Office Honor Guard Ceremonial Services for in the Line of Duty Death

A. Any Dallas Sheriff's Office employee, including Reserves or Posse, killed in the Line of Duty may receive the following full honors service as listed below:

1. Casket sentinels (employees who are assigned to stand post until time of burial).
2. Escort\usher detail (employees who serve as ushers at the chapel, directing visiting officers prior to and after the service and logistical support at the cemetery allowing for unencumbered egress and ingress by the casket detail).
3. Colors detail (consists of at least 4 but no more than 6 employees to carry and post the U.S., Texas, county, and departmental flags with two guards).
4. Casket detail (assigned employees to carry the casket and fold the U. S. flag, from the casket and prepare the flag for presentation to the designated survivor by the Sheriff or designated representative).
5. Firing detail (consisting of 7 riflemen and team leader to fire three volleys during the burial ceremony).
6. Bugler (consist of at least one bugler to play taps at the burial ceremony).
7. Bagpiper (consists of one or more pipers to play musical honors during the flag fold and presentation).
8. Caparison horse (consists of a rider-less horse with reverse mounted boots affixed to a black leather saddle and one handler. The caparison horse can either be walked in procession or to be stationary near the gravesite).
9. Flyover (consists of at least one law enforcement helicopter to render an aerial salute during the burial service based on availability).
10. Final call (consists of calling the deceased employee's call number or badge number over the radio and placing it out of service).

VI. Dallas Sheriff's Office Honor Guard Ceremonial Services for non-Line of Duty Deaths

A. Any active duty Deputy Sheriff, Detention Service Officer, Communication Technician, licensed Posse or Reserve member, or those who have retired from these positions, involved in a non-line of duty death may receive the services below:

1. Subject to the wishes of the family the Honor Guard may offer:

    a. Casket sentinels (employees who are assigned to stand post until time of burial).
    b. Casket Detail (assigned employees to carry the casket and fold the U. S. flag, from the casket and prepare the flag for presentation to the designated survivor by the Sheriff or designated representative).
    c. Honor Guard Rituals (Appropriate ceremonial rites and salutes, including the playing of taps and any other customs or rituals in accordance with department traditions).

B. Active duty or retired civilian personnel may receive the following services upon their death, if appropriate and subject to the wishes of the family:

    a. Casket Detail (assigned employees to carry the casket and fold the U. S. flag, from the casket and prepare the flag for presentation to the designated survivor by the Sheriff or designated representative). (If applicable)
    b. Honor Guard Rituals (Appropriate ceremonial rites and salutes)

C. The roles of the Honor Guard and usage of other department resources are subject to staffing considerations and availability of equipment.

Chapter 4.9 Discipline

I. Purpose

The purpose of this policy is to protect the integrity of the employees and department thus ensuring the continued public support through fair and equal application of the department's disciplinary procedures.

II. Policy

It is the policy of the Dallas County Sheriff's Office to provide a fair and just disciplinary process that will provide protection for the employees, the department and the public.

III. Definitions

A. Employee(s): Any person who holds a full-time or part-time position in the department regardless of position, rank, or assignment, including all sworn and nonsworn, salaried and non-salaried (appointed reserve/posse members), full time and part time individuals.
B. Formal Complaint: All allegations of misconduct against an employee, in which the alleged act of misconduct can be identified as a major act of misconduct, provided the allegation has been reported in accordance with the provisions of this order.
C. Informal Complaint: An allegation of misconduct against an employee, in which the alleged act of misconduct is one where no major act of misconduct can be readily identified.
D. Misconduct: An act committed by an employee which in itself or the consequences thereof, is in violation of the Code of Conduct, General Orders, Departmental policy, Civil Service Rules and Regulations, Dallas County Rules and Regulations or a statute of the state of Texas, or the laws of the United States.
E. Gross Misconduct: An act of misconduct committed by an employee that is intentional and deliberate or careless and reckless. The act may be criminal conduct but that is not required. Gross misconduct is an action that has a serious impact or consequence that cannot be described as a mistake or an act of negligence. Whether or not an action is considered "gross misconduct" will depend on the specific facts and circumstances of the incident.
F. Violations of an Immediate Serious Nature: Acts of gross misconduct that are of such outstanding significance or consequence that they demand immediate attention. They are generally criminal in nature, though not always. These incidents have, or are likely to have, a major effect on the Department and/or cause a public outcry. These acts of gross misconduct are of such a serious nature that upon learning of them a supervisor or commander should immediately relieve the violator from duty and take immediate custody of any credentials/firearms issued by the Sheriff's Office.
G. Violations of an immediate serious nature may include, but are not limited to, offenses such as:

    1. Abuse of Official Capacity - Texas Penal Code 39.02.
    2. Official Oppression - Texas Penal Code 39.03.
    3. Violation of Civil Rights - Texas Penal Code 39.04.
    4. Allegations of Corruption - Texas Penal Code, Title 8. Offenses against Public Administration.

H. Externally Originated Complaints: Complaints that originate from sources other than employees, such as private citizens, inmates, or other agencies, etc.
I. Internally Originated Complaints: Complaints that originate from another employee.
J. Disciplinary Officer: A member of the Sheriff's executive staff, designated by the Sheriff, as the presiding officer over disciplinary hearings and responsible for the final dispensing of disciplinary action regarding formal complaints.
K. Formal Discipline: Disciplinary action taken in accordance with this order which exceeds a Performance and Counseling Report. Formal discipline will become a permanent part of the employee's employment record, unless the department and/or Civil Service Commission finds the complaint to be false, unfounded, or the employee is otherwise shown to be not guilty of

any infraction of the rules of the department or the Civil Service System; then the complaint may be expunged as outlined in this chapter in Section XXI and XXIX.

L. Informal Discipline: Disciplinary action taken below the level of a Written Reprimand at the divisional level that may include Verbal counseling or Performance and Counseling Reports.

M. Verbal Counseling: Verbal counseling is an informal disciplinary action that takes place between supervisors and employees when non-compliant behavioral problems of a less serious nature are observed, to discuss employee job performance problems, or for minor acts of misconduct:

1. The supervisor should try to determine the cause of the problem, identify a solution for correcting the problem, and make the employee fully aware that the problem must be corrected.
2. Verbal counseling sessions may be documented, and the documentation may be retained by the Supervisor.
3. The documentation shall not be put in the employee's file.
4. The documentation should make note of the meeting, what was discussed, what was decided, and if any documents were given to the employee (copies of General Orders, S.O.P.s, etc.).
5. This documentation shall not become a permanent part of the employee's employment record.
6. Verbal Counseling is the first step in the discipline level process, and it is not a permanent part of the employee's record.
7. Supervisors will not have the employee to sign for a verbal counseling.
8. "Late Letters" are not official department forms. If used, they are limited in the same manner as documentation for a verbal counseling session.
9. Late Letters, notes, etc., handwritten or typed, about an employee's performance, attendance, etc. are limited to use by the supervisor to record actions of an employee, actions taken by a supervisor, etc. that have a need to be documented for future reference, e.g., for documenting tardiness until the time a Performance and Counseling Report is issued, for reference when evaluations are done, etc.

J. These supervisory aids should be treated in the same way as the documentation for a verbal counseling session. Late Letters, notes, etc. shall be retained by the supervisor. They do not go in an employee's Department file. This type of documentation shall not become a permanent part of the employee's employment record.

K. Performance and Counseling Report (P and C): The Performance and Counseling Report (P and C) serves a dual purpose. It is normally handled at the Division level of the employee. A more thorough explanation for its use can be found in G.O.5.4. II.

L. A Performance and Counseling Report can be used as an informal disciplinary action taken against an employee for a minor act of misconduct, acts that are in violation of the rules, regulations, and/or policies of the department, as well as any performance in need of improvement.

M. It can also be used to document any outstanding performance or act of an employee, to recognize and award an employee for a high level of professional conduct, or for an act that has brought honor to the employee and/or the Sheriff's Office.

N. An employee's immediate supervisor has the authority to initiate a Performance and Counseling Report and will use this report to record all instances of employee performance both above and below accepted levels to justify the employee's Performance Evaluation, to use as an aid in training, for recognition of outstanding performance, etc.

O. Performance and Counseling Reports shall not become a permanent part of the employee's employment record but will be removed from the employee's Department file at the end of the immediate evaluation period during which they are utilized.

P. Written Reprimand: A statement issued in writing to an employee regarding an act of misconduct. This is the lowest level of formal discipline and shall become a permanent part of the employee's employment record. A Written Reprimand may be expunged as outlined in this chapter in Section XXIX.

Q. Suspension: A formal disciplinary action which removes an employee from duty and in the case of salaried members, from the payroll for a designated period of time, due to misconduct. A suspension may be up to 30 days. All suspensions will be working days.
R. Dismissal: Disciplinary action which terminates an employee's employment with the Dallas County Sheriff's Office as a result of misconduct.
S. Demotion: Reduction in grade or rank.
T. Mental Health Care Professional: A licensed professional, mental health caseworker, counselor, psychotherapist, psychologist, or psychiatrist who is departmentally authorized.
U. Disciplinary Matrix: Formal schedule for disciplinary actions, specifying both the presumptive actions to be taken for each type of misconduct and any adjustments to be made based on an employee's previous disciplinary record. Refer to Code of Conduct and Discipline Matrix Addendum to the Code of Conduct.

IV. Disciplinary Procedures

A. Discipline is, by definition, action expected to produce a specific type or pattern of behavior, especially action that produces moral or mental improvement. This action, when effective, unites an organization in its conduct. There are two types of discipline:

1. Positive Discipline: Voluntary compliance with rules, which is preferred.
2. Negative Discipline: Coerced compliance, which is not preferred.

B. This order establishes procedures for the use of the disciplinary matrix and for investigating alleged or suspected violations of the Code of Conduct, General Orders, Departmental Regulations and the laws of the state of Texas. This order applies equally to sworn, non-sworn members and appointed members of the Dallas County Sheriff's Office.
C. This order also establishes a procedure for the fair and equitable dispensing of disciplinary action when such action has been deemed necessary to preserve the integrity of the Dallas County Sheriff's Office.

V. Discipline Matrix Procedures

A. Application of the Matrix: The application of the disciplinary matrix is designed to take into account any similar prior conduct that resulted in previous disciplinary action. However, unrelated prior disciplinary action may result in an appropriate upward adjustment in the amount of discipline. Additionally, the consequences of any violation will be taken into account when making adjustments in the amount of discipline. Other factors which may be taken into account when deciding the punishment level under the matrix include prior disciplinary history, severity of the violation, whether the employee takes responsibility for his actions, the employee's reason for the violation, and other mitigating or aggravating factors. Application of one or more of these factors could result in the punishment being up to three levels higher or one level lower than the level in the matrix.
B. The discipline will be appropriate to and that which is needed to correct the conduct and is in compliance with the Discipline Matrix.
C. The Sheriff's Office may allow an employee to admit to an allegation. If the employee admits to an allegation, he/she may be eligible to receive the minimum disciplinary action for that offense.
D. The employee must be told that if he/she agrees to a minimum disciplinary action for that offense, he/she will waive his/her right to appeal. Internal Affairs will then forward the file to the Sheriff or his/her designee for approval.
E. The minimum disciplinary action for that offense must be approved by the Sheriff or his/her designee. Once the minimum disciplinary action is approved, the minimum disciplinary action is granted, and appeal rights are waived for the employee.
F. Some offenses will be assigned to and investigated by Internal Affairs. Other offenses will be assigned to and investigated by the captain of the division in which the employee is assigned.

G. Allegations and complaints assigned, investigated and classified/sustained by Internal Affairs will utilize the Discipline Matrix and will require a pre- disciplinary hearing and an appeal hearing under the Sheriff's Office Civil Service Rules if the discipline imposed could be expected to be a

written reprimand, a suspension without pay, a demotion or a termination as stated in the Discipline Matrix.

Exception: Any offense that is punishable up to demotion or termination will require a disciplinary hearing.

H. Those allegations and complaints handled at the division level of the employee will not utilize the discipline matrix. Divisional level discipline options are:

1. Verbal counseling
2. Performance and Counseling Report
3. Remedial Training
4. Referral to Internal Affairs for Investigation

I. If the commander of a division, after investigating an act of misconduct, feels that the disciplinary action taken should be a written reprimand or higher, he/she shall refer the case to Internal Affairs for investigation.

VI. Discipline Matrix: Refer to, Code of Conduct

VII. Requirement for Making Formal Complaints

A. Prior to signing a sworn complaint, the complainant should be given a "Personnel Complaint Warning" form, which details the requirements for filing a formal complaint as well as the penalties for the filing of a false complaint against an employee.
B. Complaints shall be made in writing and signed by the person having personal knowledge of the incident or access to a public record or report. Affidavit form is preferred, although not required.
C. In some instances, a signed letter of complaint may be sufficient after verification is made that the letter is not signed by a fictitious complainant.
D. A signed letter from a supervisor or other employee, who is aware of the facts of the complaint, may fulfill the requirements for an internally originated complaint.
E. The complaint must contain the elements which establish reasonable cause to believe that the affected employee's actions were in violation of the Code of Conduct, General Orders, and Departmental Regulations, the laws of the state of Texas or of the United States. (If reasonable cause is not established, there will be no basis for a complaint.).
F. If, upon preliminary investigation, a formal complaint is found to contain only minor violations by the affected employee, it may be classified and disposed of as an informal complaint by the Internal Affairs commander. The minor violations will be sent to the employee's division commander for completion.
G. Anonymous complaints will be accepted.
H. On-line complaints will be accepted through the Sheriff's Office website, or the on-line complaint form can be mailed or emailed to the complainant.

VIII. Authority and Responsibility

A. The primary responsibility of Internal Affairs is to insure an impartial and thorough investigation for the benefit of all concerned parties into allegations of misconduct against any employee, regardless of the source of the complaint.
B. Internal Affairs will exercise staff supervision over the investigation of all alleged violations which possibly may result in formal disciplinary action.
C. Internal Affairs may investigate:

1. Properly filed allegations of misconduct made by private citizens and/or other employees against an employee.
2. All allegations against employees involving the commission of a criminal offense, gross misconduct, or negligence in the performance of duty.

3. Shooting incidents in which a Sheriff's Deputy discharges his/her weapon, whether on duty or off duty and whether or not an injury is incurred:

    a. Internal Affairs will determine the reasonableness in the justification for the discharge.
    b. This may exclude target practice, Sheriff's Office qualification or training, and lawful hunting.
    c. Internal Affairs may investigate a weapon discharge by a nonsworn employee at the discretion of the Sheriff.

4. All allegations against employees upon request of a division commander.

D. Internal Affairs may conduct an investigation at the request of any employee who, with reasonable justification, feels threatened by a false accusation or a contrived situation involving false evidence. Such persons are authorized to report this situation directly to the commander of Internal Affairs.

E. Preliminary Investigations

1. To ensure the integrity of the Dallas County Sheriff's Office and maintain the confidence of the citizens of Dallas County, it may sometimes be necessary to conduct investigations into alleged misconduct or mishandling of law enforcement incidents, although initially the allegations do not meet the requirements for making a formal complaint.
2. These investigations will be considered preliminary investigations and will not reflect on the personnel record of any involved employee unless a violation is identified, in which case a formal complaint will be initiated by the investigator who is aware of the facts.
3. An investigation may be conducted into allegations from a third party at the discretion of Internal Affairs commander.
4. Such allegations must be in writing and signed by a person with personal knowledge of the incident and must be brought within the time limit established for the acceptance of formal complaints.
5. An investigation may be conducted into all referrals from the Dallas County District Attorney or the department.
6. An investigation may be conducted into all allegations of criminal misconduct, regardless of the source.

F. Complaints relative to differences of opinion between a private citizen and an employee over the issuance of a citation or the guilt or innocence of a citizen, regarding an arrest, will not be investigated by Internal Affairs, but will be properly disposed of within the judicial system.

G. However, if a private citizen can furnish sufficient evidence that the citation or arrest was malicious and/or illegal; the complaint may be investigated at the discretion of Internal Affairs commander.

H. A supervisor having such evidence of wrongful arrest will, if the complainant is in custody, terminate the arrest effort and if there are no other charges, release the complainant from custody. Such supervisor will thoroughly document the incident and immediately forward this documentation to Internal Affairs.

I. Internal Affairs will maintain care, custody and control of all Dallas County Sheriff's Office records regarding all formal complaints on employee misconduct, including records on disciplinary actions taken. These records shall remain permanent unless otherwise directed by competent authority.

J. All Employees

1. Each employee participating in a complaint investigation and/or having knowledge of a reported incident will submit a Special Report on a Sheriff's Office Memorandum Form to Internal Affairs or the detective assigned to the case before reporting off duty on the day of such involvement.

2. If the employee is off duty when becoming aware of such involvement, the Special Report will be submitted immediately upon the employee's return to duty unless otherwise instructed by competent authority.
3. The Special Report will include all information known and/or reported to the employee relative to the incident.
4. This Special Report shall be considered confidential and will be marked as such until the investigation is completed.
5. Any employee who, upon reasonable evidence, witnesses and/or has direct knowledge of violations of the Sheriff's Office General Orders and Code of Conduct Manual will take timely action to prevent and/or report said violation to a supervisor.
6. The employee will submit their memorandum to the employee's division commander and the division commander will determine if the allegation should be investigated by Internal Affairs. The division commander will follow the steps listed in, Chapter 4.9, Section VIII. K. Supervisors, if he/she determines there is a violation of the General Orders and Code of Conduct. The employee may report directly to Internal Affairs if the allegation involves criminal offenses or offense of a serious nature.

K. Supervisors

1. Supervisors and/or management personnel of the Dallas Sheriff's Office will initiate an investigation when they become aware of the possibility of any offense or violation of the Department's General Orders/Code of Conduct having been committed by any member of the Sheriff's Office. They will not look to higher authority to initiate action.
2. The supervisor and/or manager who first becomes aware of the suspected violation will perform a preliminary investigation into the allegation.
3. If the preliminary investigation confirms the possibility of an offense or violation having occurred, the supervisor and/or manager will send the preliminary investigation report of the incident through the chain of command to the division commander.
4. If the division commander determines the investigation should be turned over to Internal Affairs, he/she will send the preliminary investigation report of the incident up the chain of command to the assistant chief deputy of the bureau who will make the final decision as to whether the investigation will be turned over to Internal Affairs.
5. If there is an allegation of use of force and/or protection of rights, the supervisor and/or manager will notify Internal Affairs and the division commander immediately.
6. The division commander will follow the chain of command and notify the assistant chief deputy of the bureau who will then notify the executive chief deputy as soon as possible:

    a. If the suspected violation is considered to be of an immediate serious nature, or an allegation of use of force and/or protection of rights, the on duty supervisor will notify the division commander and duty detective of Internal Affairs by telephone or in person. After work hours contact will be made through the Communications Division.
    b. If the alleged violation is not considered to be of an immediate serious nature, the supervisor will submit a Special Report by memorandum through the chain of command to the division commander who will make the initial determination as to whether the investigation should be handled divisionally or turned over to Internal Affairs.
    c. He/she will then send the Special Report up through the chain of command to the assistant chief deputy of the bureau who will make the final decision as to whether the investigation will be turned over to Internal Affairs.
    d. If the complaint is found, upon preliminary investigation, to be unfounded, the supervisor doing the preliminary investigation will document the incident and maintain the report in a file. It shall not be placed in the employee's Department file nor become a permanent part of his employment record.

IX. Employees' Rights during Internal Investigations Conducted by the Internal Affairs Division.

A. Requirement to Answer

1. An employee may be summoned to the Office of Internal Affairs regarding a complaint investigation at any time. When possible, this should be done at a time that will be of the least inconvenience to the employee, however, the needs of the Sheriff's Office shall take precedence.
2. An employee can be required to give testimony and/or answer questions specifically directed and narrowly related to the performance of the employee's official duties and/or fitness for duty.
3. An employee can be required to give testimony and/or answer questions specifically directed and narrowly related to any official Departmental investigation regarding allegations of misconduct which the employee may have witnessed and/or have knowledge of.
4. Any such required testimony could be used against the employee in a departmental disciplinary action or civil proceeding. The testimony would not be admissible in any State criminal action.
5. Voluntary statements or confessions by an employee which are not "compelled statements" given as a condition of employment may be admissible in a subsequent criminal proceeding. Immunity for compelled statements only applies to the use of the statements themselves, and to any evidence gained as a result of the protected statements.
6. If there is a confession by an employee of a criminal offense, unrelated to the current questioning in the administrative investigation, the Internal Affairs Investigator shall:

    a. Cease the internal investigation.
    b. Read/advise Miranda Warnings to the employee.
    c. Refer the criminal case to the Special Investigations Division.

B. Counsel's Presence during Interview

1. An employee will not be permitted to have counsel present during an interview regarding an administrative investigation.
2. An employee will be permitted to be represented by legal counsel at any interview during a criminal investigation.

C. Internal Investigation Warning

1. The Internal Investigation Warning will be given in writing to the employee prior to the taking of a sworn affidavit by a member of Internal Affairs.
2. The employee will acknowledge the receipt of a written Internal Investigation Warning by his/her signature. The Investigator giving the warning will also acknowledge by his/her signature.

D. Miranda Warning

1. The Miranda Warning is not required to be given to an employee during an administrative investigation.
2. The Miranda Warning will be given to an employee during an investigation involving criminal conduct.

X. Time Limit on Accepting Complaints

A. Complaints leveled against an employee must be initiated within thirty (30) days of the date of occurrence of the alleged incident or the complainant becoming aware of an alleged incident, with the following exceptions:

1. If the complaint involves a criminal violation, the criminal statute of limitations will prevail. However, such limitations will not prevent the Sheriff's Office from taking disciplinary action deemed necessary to preserve the integrity of the Dallas County Sheriff's Office.

2. When the complainant can show good cause for not making the complaint within the specified time limit.
3. The Sheriff or the executive chief deputy may, at his/her discretion, waive the thirty (30) daytime period so that a complaint older than thirty (30) days may be accepted.

XI. Reception of Externally Originated Formal Complaints (Administrative – Non-Criminal Investigations Only)

A. Private citizens who telephone or appear in person between 8:00 a.m. and 4:30 p.m. on normal business days and wish to make a complaint against an employee, which cannot be readily resolved by the employee's chain of command, will be referred to Internal Affairs.
B. When the office of Internal Affairs is closed, private citizens will be referred to any Supervisor, whose responsibility will be to:

1. Interview the complainant either in person or by telephone and obtain all pertinent information so the complaint will cause a Special Report to be generated to Internal Affairs.
2. If personally contacted by a complainant, the supervisor will advise the complainant that, in order for formal action to be taken against an employee, the complaint must be in writing and signed by the complainant.
3. Prior to obtaining a written complaint detailing the incident, the supervisor will advise the complainant that it is a criminal offense to file a false complaint.
4. The supervisor will send the original complaint directly to Internal Affairs in a sealed envelope marked "CONFIDENTIAL" and one copy of the complaint will be sent through the employee's Chain of Command to his/her bureau commander.
5. The interviewing Supervisor's Special Report will accompany the complaint to Internal Affairs.
6. If contacted by telephone, the supervisor will, after obtaining all pertinent data regarding the complaint and advising the complainant of the requirements for the filing of a formal complaint, instruct the complainant to report to the Office of Internal Affairs at 9:00 a.m. on the next business day to file a complaint.
7. The supervisor will then generate a Special Report to Internal Affairs and deliver said report prior to the complainant's appearance in Internal Affairs.
8. Complaints involving on-duty employees will be reported to the employees on duty supervisor as soon as possible.

C. If the receiving supervisor deems a complaint to be of such a nature as to require immediate attention, the duty detective of Internal Affairs will be notified immediately by telephone or in person. After hours contact will be made through the radio room. Internal Affairs will then exercise staff supervision over the receiving of the complaint.

XII. Reception of Internally Originated Formal Complaints

A. The following procedure will apply to internally reported violations for which formal disciplinary action may be justified:
1. The supervisor who first becomes aware of an alleged or suspected violation by any employee will submit a Special Report to Internal Affairs stating the details of the alleged violation.
2. A copy of this Special Report will be routed by the generating supervisor to the affected employee's division commander.
3. If the reporting supervisor deems the alleged violation to be of a serious enough nature to require immediate attention, the duty detective of Internal Affairs will then assume staff supervision over the receiving of the complaint.

B. If the alleged violation is reported by a supervisor in the employee's immediate chain of command, and the violation is not deemed serious enough to demand the immediate attention of Internal Affairs, the supervisor will deliver a written allegation detailing the misconduct and a written order to respond to the employee as soon as practicable.

1. The employee will acknowledge receipt of the allegation and order to respond, by affixing his signature and the date and time received. Said member's signature shall signify only receipt of the notice and shall not be considered an admission of guilt or innocence.
2. The original allegation and order to respond will be given to the employee. A copy of the allegation and order signed and dated by the employee, will be routed to Internal Affairs.
3. The employee, upon receipt of a written allegation and order to respond from a supervisor, will immediately submit a Special Report relating in detail all the information of which the member has knowledge regarding the allegation, to the supervisor.
4. The supervisor will then route the member's Special Report to Internal Affairs after a copy is reviewed by the employee's division commander.

C. All Special Reports regarding formal complaints shall be considered confidential and will be marked as such.

XIII. Investigation of Formal Complaints

A. All formal complaints of external origin not taken by a supervisor, including those referred by a supervisor, will be taken by Internal Affairs.
B. The commander of Internal Affairs will examine the content of all formal complaints to determine if the complaint meets all the requirements of a complaint. If the external complaint is deemed to involve an offense that can be handled at the division level, the Internal Affairs Commander may refer the complaint to the employee's supervisor for investigation.
C. If it is deemed that a complaint meets all the requirements as detailed, the Internal Affairs commander will assign a control number to the case and an Internal Affairs Detective will be designated to examine the allegation.
D. Upon receipt of an assigned investigation and after a preliminary review, the assigned Internal Affairs Detective will deliver a written allegation detailing the misconduct and a written order to respond to the affected employee.
E. A copy of the original complainant's statement shall be included with a written allegation.
F. The employee will acknowledge receipt of the allegation and order to respond, by affixing his signature and the date and time it was received. Said employee's signature shall signify only the receipt of the notice and shall not be considered an admission of guilt or innocence.
G. The original allegation and order to respond will be given to the employee. A copy of the allegation and order signed and dated by the employee, will be routed to Internal Affairs.
H. The employee, upon receipt of a written allegation and order to respond, will be required to submit a Special Report relating in detail all information of which the employee has knowledge regarding the allegation to the Internal Affairs office as ordered. The Letter of Allegation will state when the report is due.
I. The Special Report may be in memorandum or affidavit form, at the discretion of the requesting authority. However, reports submitted by employees in the course of their duty shall be considered binding whether in affidavit form or otherwise.
J. The written allegation should be given to an employee at the beginning of an investigation unless it is deemed by the investigating authority that such immediate notice could hinder the progress of the investigation.
K. Any employee believed to have knowledge pertinent to the complaint investigation may be required to submit a Special Report detailing said knowledge.
L. It will be Internal Affairs' responsibility to keep the division commander informed as to the progress of all investigations forwarded to.
M. Upon completion of an investigation the assigned Internal Affairs Investigator will compile a summary report and recommend a classification of the findings of the investigation. This summary report and all pertinent items of information (Special Reports, affidavits, photographs, etc.) will be placed in an Internal Affairs file for submission to the Internal Affairs Commander.

N. The assigned supervisor, on an investigation sent to a division commander for investigation, will submit a summary report and all pertinent data to the division commander for review prior to forwarding the completed investigation to Internal Affairs.

O. The assigned Internal Affairs Investigator, upon receiving a completed investigation from a division commander, will compile a summary report based on the findings of the investigation.
P. The completed investigation will be placed into an Internal Affairs file by the assigned Internal Affairs Investigator for submission to the Internal Affairs Commander.
Q. Upon reviewing a complete investigation, the assigned Internal Affairs Investigator may generate additional charges if infractions are identified but have not been addressed by the investigating supervisor.
R. These additional charges may then be handled as separate violations and shall require a written allegation and order to respond to be served on the employee. A charge against an employee which accuses him/her of being untruthful during an investigation and is supported by sufficient evidence may be added to the original charge after the service of an additional written allegation on the employee.
S. The investigation may again be forwarded to the division commander for completion of the investigation.
T. All correspondence regarding an ongoing complaint investigation will be identified by the assigned control number and will be routed in sealed envelopes which are marked "CONFIDENTIAL."

XIV. Review of Completed Investigation

A. Upon the completion of an Internal Affairs investigation, the assigned Internal Affairs Investigator will recommend a classification for the findings of the completed investigation as one of the following:
   1. Unfounded: Allegation is false or not factual
   2. Exonerated: Incident complained of did occur but was lawful and proper
   3. Not Sustained: Insufficient evidence either to prove or disprove the allegation
   4. Sustained: Allegation is supported by sufficient evidence
   5. Return to Division: Referred back to division by Internal Affairs
   6. Return to Division: Referred back to division during disciplinary hearing

B. The Internal Affairs commander will review the completed investigation and classification recommendation. He/she will then classify the investigation. The complaint will be classified as unfounded, exonerated, not sustained, or sustained.
C. A complaint investigation may contain more than one allegation regarding more than one act of misconduct. Each allegation in a complaint investigation will be classified separately and may, depending on the evidence, receive differing classifications.
D. The Internal Affairs commander may, with just cause, reduce a formal complaint to informal status.
E. If a legal issue is involved, the Internal Affairs commander will have the completed investigation and recommended classification reviewed by the Sheriff's Office Legal Advisor and/or the Civil Section of the Dallas County District Attorney's Office.
F. Internal Affairs Commander will review the investigation and determine if there is just cause to implement a behavioral cause investigation:

   1. Determination will be based upon the nature of the complaint and/or the employee's previous disciplinary history.
   2. If deemed necessary, the Internal Affairs Commander will initiate the behavioral cause investigation prior to any hearing before the designated disciplinary officer.
   3. If an allegation is classified as unfounded, exonerated or not sustained, the Internal Affairs commander will notify the employee, in writing, through the employee's chain of command.
   4. The completed Internal Affairs file may be routed through the employee's chain of command for review, at the discretion of the Internal Affairs commander.
   5. The complete file will be maintained in Internal Affairs in accordance with the established retention policy in effect.
   6. If an allegation is classified as Sustained, the Internal Affairs commander will route the completed investigative services file through the employee's chain of command for

review. All individuals listed on the staff review form will initial to the right of their name after the review.
7. The employee's bureau commander will return the completed investigative services file to the Internal Affairs commander, who will then schedule a disciplinary hearing upon the complaint.
8. Internal Affairs will notify the original complainant of the final disposition of a formal complaint, except when a pending criminal case might be compromised by the disclosure of the information.
9. Notification will consist only of advising the complainant of the classification of the findings of the investigation.
10. Notification may be made in writing, in person, or by telephone.

XV. Disciplinary Hearing

A. A formal disciplinary hearing on sustained complaints will be held prior to disciplinary action being taken against any employee in all cases where a recommendation for formal disciplinary action has been requested by one or more supervisors in the employee's chain of command.
B. Internal Affairs will notify the employee in writing of the disciplinary hearing, unless otherwise directed by competent authority.
C. An Order of Disciplinary Hearing should include the following information and instruction:

1. A synopsis of the employee's action which caused the need for disciplinary action.
2. A statement of the sustained finding.
3. The date, time, and location of the disciplinary hearing and
4. A written order directing the affected employee to appear at the disciplinary hearing.

D. The Order of Disciplinary Hearing may be personally served on the employee by Internal Affairs, or any supervisor so designated for service at least 48 hours prior to the hearing date, unless circumstances exist that require an emergency hearing.
E. An employee will acknowledge receipt of an Order of Disciplinary Hearing by affixing his/her signature and the date and time received.
F. Acknowledgment shall not be considered an admission of guilt or innocence. Along with the Order of Disciplinary Hearing, the employee shall be given copies of the relevant documents establishing that he/she committed the offense.
G. Exceptions: to personal service of Order of Disciplinary Hearing:

1. Service or attempted service made by certified mail at the employee's last known address will suffice if a reasonable attempt for personal service has been unsuccessful.
2. Service made by telephone communication with the employee, when so directed by competent authority, will suffice. Service may be made by Internal Affairs, or any supervisor so designated for service.

H. The Disciplinary Hearing will be attended by the following:

1. The employee: The disciplinary hearing may be conducted, regardless of the lack of presence of the employee, if an Order of Disciplinary Hearing has been executed.
2. The chain of command of the employee: A Sheriff's Office member of the chain of command may be excused from attendance by competent authority.
3. The designated disciplinary officer.
4. Sheriff's Office members of Internal Affairs.
5. Other persons authorized or ordered by competent authority. The employee will not be permitted to have legal counsel present in the disciplinary hearing.

I. The disciplinary hearing will not be open to attendance by the public news media.

J. A written Order of Disciplinary Action will be given to the affected employee at the conclusion of the disciplinary hearing.

K. The affected employee will acknowledge receipt of the Order of Disciplinary Action by affixing his/her signature and the date and time received.
L. Acknowledgment shall not be a concurrence or non-concurrence with the disciplinary action dispensed nor shall it preclude a subsequent appeal of the disciplinary action by the affected employee.
M. In cases where the affected employee has failed to attend the disciplinary hearing after proper notice, any Order of Disciplinary Action issued as a direct result of said hearing may be delivered the same as an Order of Disciplinary Hearing.
N. The Order of Discipline will be distributed as follows:

1. The employee will receive the original order.
2. One copy will be sent to the Sheriff.
3. One copy will be sent to the disciplinary officer.
4. One copy will be placed in the employee's personnel file.
5. One copy will be placed with the Investigative Services file in Internal Affairs.
6. One copy will be sent to the Dallas County Sheriff's Office Civil Service Commission.
7. One copy will be placed in the employee's Department file.
8. In cases of suspension or dismissal only, one copy will be sent to Personnel/Payroll Unit.

O. The employee, in cases of disciplinary action resulting in suspension from duty, will surrender his/her official Dallas County Sheriff's Office credentials, including all Dallas County Sheriff's Office badges, all Dallas County Sheriff's Office identification cards, and if applicable, all issued Dallas County Sheriff's Office weapons, to competent authority prior to the effective date of said suspension or immediately, if so ordered.
P. The employee, in cases of disciplinary action resulting in dismissal, will immediately surrenders his/her official Dallas County Sheriff's Office credentials, including all Dallas County Sheriff's Office badges, all Dallas County Sheriff's Office identification cards, and if applicable, all issued Dallas County Sheriff's Office weapons, to competent authority.
Q. An employee who receives Verbal Counseling or a Performance and Counseling report may appeal the disciplinary action by requesting an informal meeting with his/her chief deputy. No further appeal from this decision shall be allowed.

XVI. Informal Complaints

A. All complaints of an informal nature will be forwarded to the division commander of the employee who, with reasonable justification, will take the action he/she deems appropriate.
B. In most cases, disciplinary action regarding an informal complaint will not exceed a Performance and Counseling Report.
C. An informal complaint may be cause for remedial or corrective training.
D. In all cases, the disciplinary action taken shall be documented.
E. If in the course of investigating an informal or formal complaint, a supervisor identifies an act of major misconduct allegedly committed by an employee, the supervisor will generate a formal complaint regarding the act of misconduct based on the facts revealed.
F. The Internal Affairs commander, with just cause, may reduce a complaint originally filed as a formal complaint to informal status.

XVII. Special Examinations

A. An employee may submit a request in writing that he/she is administered an intoxilyzer, clinical, or polygraph test, if the employee believes the requested test would be beneficial to his/her defense.
B. The department may require such test of an employee. However, the results of such test would be limited to administrative use, except as provided by law.
C. Should an employee refuse to submit to any test designed to assist an administrative investigation, after being instructed to submit by the Sheriff or his/her designee, the employee may be subject to disciplinary action, up to and including dismissal, for refusing to cooperate in an administrative investigation.

D. Upon the refusal of an employee to submit to any test designed to assist an administrative investigation, the original complaint, if supported by evidence, will be classified as Sustained.
E. In some cases, a complainant will be asked to submit to a polygraph examination to substantiate an allegation made against an employee.
F. If said examination reveals the complainant is truthful, the affected employee may be instructed to submit to a polygraph examination as an Investigative Services aid in the administrative investigation.

G. Inspection, Search of Equipment

1. All desks, lockers, vehicles, electronic communication devices, and computer equipment belonging to the department (departmental equipment) shall be maintained for department purposes and an employee shall have no expectation of privacy in such property.
2. Inspection of departmental equipment (desks, lockers, vehicles, electronic communication devices, computer equipment, etc.) and facilities assigned to the exclusive or joint use of an employee may be conducted by a supervisor at any time by order of the Sheriff or the Sheriff's designee for the maintenance of discipline or for security purposes. Inspection may include electronic monitoring as well as other types of inspection.
3. If, with probable cause, a search is initiated by Internal Affairs or a supervisor for the purpose of securing evidence to be used in an administrative disciplinary action, the search would be reasonable. The search must be for an enforcement of Dallas County Sheriff's Office regulations and not exploratory or for the discovery of criminal violations.

XVIII. Fitness for Duty Medical and Psychological Examinations

The Dallas County Sheriff's Office strives to provide a safe and productive work environment and ensure that all employees can effectively perform the essential functions of their jobs. Under limited circumstances, the Sheriff or the Executive Chief Deputy may require a professional examination of an employee's physical or mental capabilities to determine the ability to perform essential functions. This professional examination may be different from the pre-employment examinations required by the Sheriff's Office

A. Employee Responsibilities

1. It is the responsibility of each employee to maintain physical stamina and psychological stability sufficient to effectively perform the essential duties of the position.

2. Any employee who feels unable to perform their duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to effectively perform their duties, such observations or belief shall be promptly reported to a supervisor.

B. Supervisor Responsibilities

1. All supervisors should be alert to any indication that an employee may be unable to safely perform their duties due to an underlying physical or psychological impairment or condition.

2. Such indications may include, but are not limited to the following:

a. An abrupt and negative change in the employee's usual or normal behavior;
b. A pattern of irrational conduct, hostility, or oppositional behavior;
c. Personal expressions of instability;

d. Inappropriate use of alcohol or other substances, including prescribed medication;

e. A pattern of questionable judgment, impulsive behavior, or the inability to manage emotions; and

f. Any other factor or combination of factors causing a supervisor to believe the employee may be suffering from an impairment or condition requiring intervention.

3. Supervisors shall maintain the confidentiality of any information consistent with this policy.

C. Duty Status Fitness for Duty Examination

1. The Bureau Commander within the employee's chain of command or the Internal Affairs Commander may make a preliminary determination regarding the employee's duty status.

2. If a determination is made that the employee can effectively perform essential job functions, the employee 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 employee's conduct or behavior represents an inability to effectively perform essential job functions, a memo should be sent up the Chain of Command to the Executive Chief Deputy or the Sheriff. The Executive Chief Deputy or the Sheriff may require a fitness for duty examination of the employee based on the preliminary determination of the Bureau Commander or the Internal Affairs Commander. If an examination is required, the Sheriff or the Executive Chief Deputy should immediately relieve the employee of duty pending further examination.

4. An employee relieved of duty shall be placed on administrative leave with pay until the examination results are obtained. If the employee is determined to be unfit for duty, they may utilize any leave they may be qualified for and must comply with the Dallas County leave policies. An employee relieved of duty shall comply with the administrative leave provisions as set out in the Sheriff's policies or directives and the Dallas County policies.

5. The Dallas County Human Resources Department shall be promptly notified if any employee is relieved of duty.

D. Fitness for Duty Examination

1. A fitness-for-duty examination (FFDE) may be ordered whenever circumstances reasonably indicate that an employee is unfit for duty.

2. DEFINITION OF A FFDE: An FFDE is a formal, specialized examination of an incumbent employee that results from:

a. Objective evidence that the employee 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.

3. 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 employee is able to effectively perform his or her essential job functions.

E. Threshold Considerations for a FFDE

1. Referring an employee for an FFDE is indicated whenever there is an objective and reasonable basis for believing that the employee, 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 themselves or others

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

3. When deciding whether to conduct an FFDE, both the Dallas Sheriff's Office and the fitness for duty examiner shall consider its potential usefulness and the appropriateness of the examination given the specific circumstances, and the Department may consider whether other remedies (for example, education, training, discipline, physical FFDE) are appropriate.

4. The examiner shall strive to remain impartial and objective and to avoid undue influences by any of the parties involved in the case.

5. Mental health professionals shall refrain from rendering fitness-for-duty opinions when they are not conducting an FFDE.

6. The Sheriff or the Executive Chief Deputy shall provide written notice of the examination to the employee before the examination is conducted. Written notice shall include the reasons for the examination and a deadline for the employee to complete the examination. The examining practitioner will be selected by the Executive Chief Deputy or his/her designee in consultation with Dallas County Human Resources Department staff.

7. To facilitate the examination of any employee, the Sheriff's Office will provide all appropriate documents and available information to the examining practitioner.

8. 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.

9. All reports and examinations submitted by the examining practitioner shall be part of the employee's confidential medical file.

10. Determinations regarding duty status of employees who are found to be unfit for duty or fit for duty with limitations will be made in consultation with the staff of the Dallas County Human Resources Department.

11. Any employee 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 employee to discipline, up to and including termination.

F. Agency's Responsibilities to Notify TCOLE

1. A License Holder is defined as a Texas County Jailer, Peace Officer, or Telecommunicator.

2. The Executive Chief Deputy 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 notification 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 Executive Chief Deputy 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 Executive Chief Deputy 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.

G. 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 qualifications necessary to conduct such examinations.

2. Depending on the referral question and the examiner's professional judgment, an FFDE examiner should strive to utilize multiple methods and data sources to optimize the accuracy of findings. Examiners s 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 receive background and collateral information regarding the employee'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 employee'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.

H. Appeals

1. Employees disputing the application or interpretation of this policy may submit a grievance if the dispute meets the criteria in Civil Service Rule 4.04.

XIX. Appeal of Disciplinary Action

A. An employee, upon written notification of disciplinary action taken against him/her including, but not limited to, suspension, demotion or dismissal, may exercise his/her right of appeal in accordance with Chapter IV of the Dallas County Sheriff's Office Civil Service Rules and Regulations.
B. Promotion probationary employees shall have a right of appeal as stated in Section XXVI.C., of this chapter.
C. Any such appeal of disciplinary action shall not preclude the dispensing of the recorded action but may result in a revision of such action if so ordered by the Dallas County Sheriff's Office Civil Service Commission or other competent authority.

XX. Expunging of Disciplinary Records

If an employee has a complaint filed against him and the Department and/or Civil Service Commission finds the complaint to be false, unfounded, or the employee is otherwise shown to be not guilty of any infraction of the rules of the department or The Civil Service System, then all files relating to the aforementioned matter will be sealed within six months to be expunged from all department and commission records within two (2) years.

XXI. Expunging of Disciplinary and Complaint Records, Additional Complaint.

A. If the employee has another complaint filed against him within the two (2) years period and the department and/or Civil Service Commission finds the complaint to be false, unfounded, or the employee is otherwise shown to be not guilty of any infraction of the rules of the department or the Civil Service System, the file will not be expunged after the two (2) year period and will remain intact for an additional two (2) years.

B. If no other complaint is filed within the next two (2) year period, the file will then be expunged from all department and commission records. This will allow falsely accused employees to maintain accurate personnel records and will allow potentially unstable employees to be recognized.

XXII. Disciplinary Records that will not be expunged

If an employee has a complaint filed against him and the department and/or Civil Service Commission finds the complaint to be true, sustained, or the employee is otherwise shown to be guilty of any infraction of the rules of the department or the Civil Service System the file will not be expunged. The possible exception may be in the case of Written Reprimands as outlined in this chapter in Section XXIX. If the complaint is classified as 'not sustained' the file will not be expunged.

XXIII. Confidentiality of Complaint Investigation

A. All complaint investigations, except those concerned with criminal activity, will be classified as confidential and no portion of the investigation may be reproduced without the permission of the originating authority until the investigation is finalized.

B. The investigation may be sent through Sheriff's Office mail channels, if it is sealed in an envelope marked 'CONFIDENTIAL.'

C. All pages of the completed Investigative Services report and other documents relating to the complaint case will be identified by the assigned control number.

D. All copies of completed investigations bearing an Internal Affairs control number will be returned to Internal Affairs by bureau or division commanders.
E. These copies will be maintained in the affected employee's permanent file in Internal Affairs, unless expunged through proper channels.

F. Internal Affairs must respond to any subpoena for records. However, it is the policy of the Dallas County Sheriff's Office and the Dallas County District Attorney to contest all such subpoenas if there is an ongoing investigation.

G. If after contesting said subpoenas, and the court orders Internal Affairs to produce records, the Court order will be obeyed.

H. Records may be released if release is required under the Texas Public Information Act.

XXIV. Complaints Alleging Criminal Violations

A. If an employee is officially charged or indicted for a felony or officially charged with a class A or class B misdemeanor, or a class C misdemeanor involving family violence, the Sheriff may:

1. Temporarily suspend the employee with pay, pending administrative review of possible departmental violations, as allowed by Dallas County Personnel Regulations. A copy of the letter signed by the Sheriff or the executive chief deputy authorizing the suspension will be sent to the following offices by the IAD investigator assigned to the case:

   a. Employee's Division Commander.
   b. County Human Resources.
   c. Sheriff's Office Human Resources.
   d. County Auditor's Office.
   e. Dallas County Civil District Attorney.
   f. Sheriff's Legal Advisor.

2. Collect the employee's credentials if he/she is a certified law enforcement officer and place him/her on restricted duty with pay, for a period not to exceed 30 days after the date of final disposition of the charge.

3. If an employee is suspended without pay, he/she must call in with Internal Affairs every other Monday until reinstated or other action is taken.

B. If an employee is officially charged or indicted for a felony or officially charged with a class A or B misdemeanor, or a class C misdemeanor involving family violence, and he/she has also been charged by the department for violating rules and regulations related to the same incident, he/she may delay the civil service hearing for not more than 30 days after the final disposition of the charge. This does not delay the implementation of any disciplinary action taken by the Sheriff.

C. Internal Affairs will investigate complaints alleging criminal activity of an employee when so directed by competent authority or when the allegations stem from line of duty performance.
D. Internal Affairs will notify the Criminal Investigation Division commander of a complaint which alleges criminal activity by any employee.
E. The Criminal Investigation division commander will make the decision regarding the filing of criminal charges.
F. If, while conducting an administrative investigation, Internal Affairs uncovers suspected criminal activity on the part of any employee, the Criminal Investigation Division Commander will be notified.
G. Internal Affairs may suspend the administrative investigation if it is believed that a concurrent investigation would hinder criminal investigation and/or prosecution.

H. The Criminal Investigation Division commander will notify Internal Affairs upon the initiation of an active criminal investigation of any employee.
I. Internal Affairs will be immediately notified by the on duty supervisor who first becomes knowledgeable of the arrest of any employee.

XXV. Damage to Dallas County Owned or Leased Equipment

A. Complaints alleging the intentional misuse and/or the destruction of Dallas County owned, or leased property will be handled as a misconduct complaint in accordance with this order.
B. Misconduct and/or violation of Sheriff's Office rules found to be a major contribution in an accident involving a Sheriff's Office vehicle may be investigated by Internal Affairs if deemed necessary by competent authority.
C. The investigation may be conducted in addition to the prescribed accident investigation and review board.

XXVI. Resignation While Under Investigation

A. When a Dallas County employee resigns under administrative investigation, the employee's Division commander will notify Internal Affairs and the Resource Development Division via memorandum.
B. Pending investigations regarding resigned employees may be suspended if their completion is not deemed necessary by the Internal Affairs commander. Any employee who resigns waives all appeal rights.

XXVII. Probationary Employees.

A. Supervisors that have probationary employees under their supervision, will document the affected employee's deficiencies in job performance, any act of misconduct, and/or other types of job performance that does not meet department standards. They will forward the documentation through their chain of command to Internal Affairs or the Resource Development Division for action if such action is deemed necessary.
B. Internal Affairs may take action concerning promotion probation employees for acts of misconduct such as moral turpitude, violations of criminal statutes, etc.
C. Dallas County Sheriff's employees on initial employment probation, who fail to perform satisfactorily during the probationary period, may be suspended, demoted, or dismissed without right of appeal as stated in Section 2.07 of the Dallas County Sheriff's Office Civil Service Rules and Regulations.
D. Dallas County Sheriff's employees, who are on promotion probation as stated in Section 2.41 of the Sheriff's Office Civil Services Rules, shall have a right to a hearing as stated in Section XV-A., of this chapter.
E. Promotion probation employees are those that are newly hired, upgraded, or promoted from one job classification to another. For example:

    1. Upgraded from clerk to detention service officer, or
    2. Upgraded from detention service officer to deputy, or
    3. Promoted from deputy to sergeant, etc.

F. When an employee is in a probationary status and goes on authorized sick leave or maternity leave for a period of more than two (2) weeks, the employee's probationary period will be extended for the period the employee was absent from his/her job assignment.
G. A letter will be placed in the employee's file at the Resource Development Division, and a copy will be placed in his/her Department file stating that the employee's probation has been extended.
H. The letter will cite the reason for the extension, and the new date on which the probation will end.

XXVIII. Performance Probation.

A. An employee whose performance is below an acceptable standard may be placed on performance probation at any time by his/her division commander with the approval of the executive chief deputy, a chief deputy or an assistant chief deputy.

B. Such probations will be for thirty (30) day periods, and not to exceed ninety (90) days.

C. The employee may be removed from performance probation by the commander recommending the probation period if the employee's performance so merits, with approval of a chief deputy or assistant chief deputy.

D. At any time, poor performance appears to be beyond reasonable improvement, or at the end of ninety days (90) if the prescribed improvements have not been met, the commander recommending the performance probation will recommend that the employee be reduced in grade or rank, or removed from the payroll, whichever is appropriate or applicable.

E. An employee who is on promotion probation will be given a hearing before he/she is demoted to his/her prior rank. The hearing will be conducted according to the procedure in Section XV of this General Order. The hearing will be conducted by a disciplinary officer.

XXIX. Removal of Written Reprimands from Personnel File.

A. An employee may request that a Written Reprimand be permanently removed from his/her personnel file by submitting a memorandum to the executive chief deputy.

B. The executive chief deputy shall review the request and may decide to remove or not to remove the Written Reprimand at his/her sole discretion. The following rules shall be used during this process:

1. The Written Reprimand must be dated ten (10) years from the date of the request, or more.
2. The employee must not have had any other discipline during the ten (10) years or more between the Written Reprimand and the request for removal.
3. The employees Performance Evaluations for the last three (3) years must be satisfactory or better.
4. There shall be no appeal of the decision of the executive chief deputy. The matter is not grievable under the Dallas County Sheriff’s Office Grievance Policy.

Chapter 4.10 Employee Grievances

I. Purpose

The purpose of the grievance procedure is to settle all grievances between the Sheriff and all employees under the Sheriff's Office Civil Service System as quickly as possible and at the lowest administrative level possible, so as to assure efficient work operations and maintain employee morale.

II. Policy

All employees shall use the outlined procedures when filing grievances for conduct or actions they feel were, or are, inappropriate for an incident they were involved in.

III. Definitions

A. Excluded employee: All Dallas County Sheriff's employees classified as a "Category A employee" as outlined in Section II.B.1 are considered exempt and excluded from the civil service system. Additionally, all temporary, full-time employees; regular, part-time employees or temporary, part-time employees are excluded from the system.

B. Regular, full time Employee: An individual employed by the department on a continuing basis without limitation as to duration of employment and has a regularly assigned work schedule of 40 hours per week or more, less authorized leave with or without pay.

C. Temporary full-time employee: An individual employed by the department to perform a job for a limited period of time, generally not to exceed six months and who has a regular assigned work schedule of 40 hours per week or more. Temporary employees are generally not eligible for paid leave (vacation, sick), holiday pay, insurance, or retirement benefits. *Specific eligibility for all benefits must be determined by reviewing each policy allowing such benefit.

D. Regular part-time Employee and Sheriff's Office Bailiff pool: An individual employed by the department on a continuing basis without limitation as to duration of employment and who has a regularly assigned work schedule of less than 40 hours per week. Part-time employees are generally not eligible for paid leave (vacation, sick), holiday pay, seniority pay, insurance or retirement benefits. Specific eligibility for all benefits must be determined by reviewing each policy allowing such benefit.

E. Part-time temporary employee: An individual employed by the department to perform a job for a limited period of time, generally not to exceed six months and who has a regularly assigned work schedule of less than 40 hours per week. Part-time employees are generally not eligible for paid leave (vacation, sick), holiday pay, insurance or retirement benefits. Specific eligibility for all benefits must be determined by reviewing each policy allowing such benefit.

   Note: All part-time and temporary employees in positions normally scheduled to work more than 900 hours or more per year and are scheduled to last longer than six months in duration are required by state law to participate in the Texas County and District Retirement System.

F. Inactive employee: An employee who is on approved leave of absence without pay, in excess of 31 continuous days, but not to exceed 180 days, and who does not accrue length of service credit for benefit purposes. Leave of absence creates a delay in merit increase, step increase and retirement vesting.

G. Employment Probationary Period: The period of time consisting of the first six months (twelve months for certified law enforcement personnel, i.e., deputies and detention service officers) of employment with the Department, from the employee's effective date of full-time employment, for regular, full-time employees in which they must demonstrate their ability to satisfactorily perform the duties required. The immediate supervisor will periodically evaluate and advise the employee of his progress and assure that the employee receives any necessary training required in order for the employee to successfully perform job duties. Failure of the

employee to perform satisfactorily during the probationary period will result in dismissal without right to appeal. For positions certified by the state, (deputy and detention service officer), the probationary period starts the day they graduate from training and are certified by the state agency, i.e., complete certification testing successfully.

IV. Employee Grievances

A. Effective management and respect for individual dignity requires that employees have means available for the proper redress of grievances.
B. A Sheriff's Office employee having a complaint relating to any matter affecting his or her employment is ensured the right of review at succeeding levels of department authority, until his or her grievance is resolved.
C. The right of an employee to file a grievance and its administrative review promotes efficiency and results in improved morale.
D. Those positive benefits are defeated if employees are reluctant to file a grievance. Therefore, no action of a formal or informal nature shall be taken by the department against any employee, his or her witnesses, or employee representative, merely for his or her having filed a grievance, nor is such filling to be otherwise looked upon with disfavor by the department.
E. Eligibility: Any Category B, C, or D regular, full -time employee may process a Personal grievance.
F. Classified employee

1. Category A employee: The executive chief deputy, chief deputies, assistant chief deputies, manager of management services, public information officer and legal advisor.
2. Category B employee: All regular, full-time certified law enforcement employees.
3. Category C employee: All other regular, full-time employees who are paid from county funds.
4. Category D employee: All regular, full-time employees paid from other than county funds, such as grants, contacts, self-supporting projects, etc.
5. Grant employees are covered by civil service rules, except they are not eligible for back pay or reinstatement beyond the termination of the funding sources.

G. Scope of Grievance Appeal Procedures

1. A personal grievance may be filed by an employee, on one of the following grounds:

a. Improper application of rules, regulations, and procedures.
b. Unfair treatment, including coercion, restraint, or reprisal.
c. Discrimination because of race, religion, color, national origin, sex (including pregnancy), age, disability, gender identity, sexual orientation or political affiliation.
d. Disciplinary actions taken against him/her without proper cause or due process.
e. Improper application of fringe benefits or improper working conditions.

V. Grievances - Time Limits

A. Grievances shall be filed in writing no later than close of business on the seventh (7th) calendar day from its occurrence, and/or from the date of receipt of written notification of disciplinary action, exclusive of holidays, unless it is beyond the control of the employee.
B. The applicable time limits (by close of business on the seventh calendar day exclusive of County holidays for investigation and determination, and by close of business on the seventh (7^{th}) calendar day, exclusive of county holidays for appeal) shall be used consistently after the initial appeal for both levels of management.
C. A mutually agreed time extension: between the aggrieved party and management for fact finding purposes, emergencies, etc. may be granted by filing the written agreement with the County Human Resources/Civil Service Department.
D. Employee's Failure to Meet Time Limits: If the employee fails to meet the filing time limits, the grievance will be considered null and void.

E. Supervisor's Failure to Meet Limits: If the supervisor fails to meet the time limits, the employee may then file with the next higher level of management without waiting for a determination.
F. Process Expedited: If succeeding levels of management are aware of all facts contained in a grievance and concur with the preceding Supervisor's determination, they may elect to allow the grievance to be forwarded on the next higher level of management by initiating their concurrence on the grievance.
G. Record of Date and Time Received: Date and time received, and date and time of response by Supervisor and the employee, must be noted on the grievance to assure verification of compliance with the time limits.

VI. Filing Grievance to Appropriate Persons

A. Disciplinary action exclusive of termination, demotion or suspension grievances shall be initially filed with the first level of supervision above the employee's Supervisor who caused the action, with a copy going to the employee's immediate supervisor, and another copy going up the chain-of-command to the executive chief deputy.
B. All other grievances shall be initially filed with the employee's immediate supervisor.
C. An employee that has been terminated, demoted and/or suspended after a disciplinary board hearing shall file a grievance directly to the Sheriff's Office Legal Advisor's office that will send it to the Dallas County Human Resources/Civil Service Department to have a civil service hearing scheduled and give a copy to the executive chief deputy. Such grievance shall be filed in writing within seven (7) days from day of disciplinary action.
D. Copies: A copy of the grievance should be retained by the employee, another copy shall be routed up the chain-of-command to the executive chief deputy, and a copy shall be filed with the Human Resources/Civil Service Department. All copies shall note the date the grievance was typed or written and the date and time the grievance was received by supervision/management and/or Sheriff's Office legal advisor.
E. Copies of all grievances pertaining to discrimination and/or harassment should be sent to the Legal Advisor's office who shall give a copy to the executive chief deputy.

VII. Assistance with Grievance Submission

A. Employees may seek assistance from the Sheriff's Office Resource Development Division in submitting grievances.
B. The Resource Development Division assistance will be limited to advice on procedures and making available their personnel records.
C. The Resource Development Division may not serve as an advocate for the grievant. Additional assistance may be secured from the Sheriff's Office legal advisor, if appropriate.
D. Information from Records and Regulations: Employees will be given information from official Sheriff's Office personnel records related to their grievances upon request.
E. Employees will also be given full access to relevant regulations and official directives. When feasible, extracts or copies of these regulations and directives will be given to the employee upon request.
F. Records will not be released if prohibited by law.

VIII. Informal Grievance Procedures - Informal Complaint Procedures

A. These procedures must be completed before the grievance can progress to the formal procedure:

1. Step One:

a. The employee must present the grievance to his/her supervisor within seven days of the action's occurrence or within seven days of learning of its occurrence.
b. The employee must inform his/her supervisor, in writing, that this presentation is the first step of the grievance procedure.

c. When the supervisor receives the grievance, he or she will try to resolve it with the effected employee. If the issues are outside the supervisor's authority and responsibility, he or she must contact Sheriff's Office officials who may be able to help.
d. If the supervisor cannot resolve the grievance within seven days of receiving it, the supervisor must inform in writing the employee that he/she was unable to resolve the grievance and that the employee has a time limit of seven (7) days for submitting the grievance to the second step.

B. Second Step

1. If the grievance is not resolved in the first step, the employee must advise the supervisor, in writing, that he/she wishes to go to the second step.
2. After being told that the grievance will go to the second step, the supervisor will set up a meeting between the employee, supervisor, and the Sheriff's Office officials below the Sheriff who have the authority to decide on the matter involved in the grievance within seven days.
3. During this meeting, the grievance will be considered informally. However, the Sheriff's Office official holding the meeting will prepare a memorandum for record (MFR).
4. The MFR will briefly summarize the grievance, the consideration reached, and the course of action seven days after the meeting is completed.
5. If an acceptable solution is not reached during the meeting, the MFR will advise the employee of his/her right to submit the grievance formally.
6. The MFR will also state the time limits for submitting a formal grievance and to whom it should be addressed.

C. Exceptions to the Informal Grievance Procedures: Some grievances may be filed formally, without going through informal procedures.
D. In these cases, the formal nature of the actions involved, and the consideration given to the employee's position before issuing the decision substitutes for the informal procedure.
E. Therefore, grievances involving the following issues may be filed under the formal procedure within seven (7) calendar days of the decision or occurrence:

1. Grievances regarding termination.
2. Grievances regarding suspensions.
3. Grievances regarding demotions, and
4. Grievances when Sheriff's Office management officials and the employee both agree that the steps of the informal procedure would serve no useful purpose, in which case either one or both steps may be waived:

a. For example, steps may be waived if the employee and the supervisor have recently discussed the matter fully but failed to reach a resolution. Since this action fulfilled the requirements for the first step of the grievance procedure, it is unnecessary to repeat it.
b. When Sheriff's Office management officials and the employee agree to waive one or both informal steps, Sheriff's Office management will document the reason for the waiver in the grievance file. The employee and a Sheriff's Office management official will sign the waiver.

IX. Formal Grievance Procedures

A. If a grievance cannot be resolved through the informal procedures, the employee may submit the grievance in writing.
B. This grievance must explain the specific issues involved and the relief sought. The formal grievance procedures must follow:

1. The grievance must be submitted within seven days of receiving the memorandum for record (MFR) of the informal procedural meeting, within seven (7) days of signing the

waiver agreement, or within seven days of the occurrence and/or notification of the termination, suspension, or demotion action.
2. The employee will submit the grievance to the Sheriff's Office Legal Advisor's office.
3. The Sheriff's Office legal advisor shall send it to the County Human Resources/Civil Service Department to have a hearing scheduled and give a copy to the Executive Chief Deputy.
4. The Legal Advisor will send the following information to the County Human Resources/Civil Service Department for utilization by the Sheriff's Office Civil Service Commission.
5. A written designation of the employee's representative, if any.
6. An MFR of the informal second step meeting or a waiver of the informal steps.
7. A letter of transmittal that summarizes the efforts made to resolve the grievance and explain the Sheriff's Office management's position on whether the grievance is timely, whether it can be grieved, and why the relief sought should not be granted.
8. A statement that the employee and the employee's representative have been afforded an opportunity to review the appropriate material to the grievance.
9. Written reprimands may be appealed to the division's chief deputy, whose decision shall be final. No further appeal from a written reprimand will be allowed.

X. Initial Investigation

Supervision shall investigate the grievance and make a written determination no later than close of business on the seventh (7^{th}) calendar day, exclusive of County holidays, from receipt of the grievance.

XI. Written Appeal

A. If the employee is not satisfied with the determination of the grievance, he/she shall have until the close of business on the seventh (7^{th}) calendar day from notice of the determination, exclusive of county holidays, to make a written appeal to the next management level.

B. In solving grievance matters the supervisor should investigate the complaint thoroughly. When needed or at the employee's request, the supervisor may conduct an informal hearing and require witnesses or interested parties to testify, as to verify grievance charges.

XII. Rejecting a Formal Grievance

A. The Legal Advisor's office of the Sheriff's Office will review each grievance for compliance with this directive and recommend to the Civil Service Commission rejection of a grievance if:

1. It has not been submitted in a timely manner.
2. The matter grieved is not covered by the Sheriff's Office grievance system, or
3. The grievance has not been processed through the informal procedures.
4. The grievant has not exhausted all appeals applicable to his grievance.

XIII. Grievance Hearings

A. Grievance hearings: are not judicial in nature and therefore rules of court of law will not be followed.

B. Recording of Grievance Hearing: Whenever possible, a grievance should be electronically recorded in order to reduce the rehearing of testimony during appeal proceedings (recording devices are available for use in the Human Resources/Civil Service Department).

C. Representation: The employee and supervisor will represent themselves during the Departmental hearing. A designated representative will be permitted only during hearings before the Sheriff's Office Civil Service Commission.

D. Administration of Hearing: If a hearing is conducted and the grievance is between two or more employees, then the employee's Supervisor will act as an administrator of the hearing. If the

grievance is between an employee and his supervisor, then the next level Supervisor in the Department will act as administrator of the hearing.

E. Date and Time Established: The administrator will establish a mutually agreeable date and time for the hearing to be conducted when all witnesses can be present and when it is not disruptive to work patterns of the organization and will notify all individuals sufficiently in advance so that they may appear at the designated time.

F. Supervisors Rights: The supervisor will be allowed to present pertinent facts or witnesses to testify, with the employee then being allowed to cross-examine the witness.

G. Employee's Rights: The employee will then be allowed to present his facts or witnesses, with the Supervisor being allowed to cross-examine.

H. Loud and Abusive Language Prohibited: Loud and abusive language by the employee, Supervisor, and/or witnesses will not be allowed and will be grounds for disciplinary action or dismissal from the hearing proceedings.

I. Written Determination: After conclusion of the hearing, the administrator will have seven calendar days, exclusive of county holidays, to make a written determination of the hearing proceedings.

XIV. Appeals Procedure Order

A. A grievance must be appealed through the chain of command in the following order:

1. Grievant immediate supervisor.
2. The Sheriff or the executive chief deputy, the division commander, or the committee appointed by the Sheriff or the executive chief deputy (i.e., a specific individual or individuals will be designated by the Sheriff or the executive chief deputy).
3. Civil Service Commission (or specially designated board or committee appointed by the Civil Service Commission). Only the Civil Service Commission with approval of Commissioners Court may make back pay awards.
4. An employee who is demoted, suspended, or removed from a position, may appeal a final decision of the Civil Service Commission by filing a petition in a district court of the county, no later than the 30th day after the day the decision is issued. An appeal under this system will be tried "de novo" (as if it had not been heard before and no decision rendered).

XV. Civil Service Commission

A. Back Pay: Back pay awards approved by the Civil Service Commission must be approved by Commissioners Court.
B. Subpoena Authority of the Commission: The Sheriff's Office Civil Service Commission has the power to subpoena witnesses and to conduct such investigations as it deems necessary which may require the production of books, papers, or other evidence relevant to the investigation.
C. Investigations: In any investigation conducted by the commission, they shall have the power to subpoena and require the attendance of witnesses, books, papers, and other evidence pertinent to the investigation, as well as the power to administer oaths to such witnesses.

XVI. Follow-Up Action

A. The County Human Resources/Civil Service Department and Supervisors must ensure that the employee's status as a productive member of the workforce is maintained and he/she does not suffer reprisals for filing the grievance.

B. The employee must not let his/her performance suffer due to dissatisfaction with the grievance processing and/or final decision.

XVII. Whistle Blower Policy.

The Dallas County Sheriff's Office shall comply with the law known as the "Whistleblower Act" which prohibits retaliation against public employees who report official Wrongdoing.

The Whistleblower Act [V.T.C.A. Government. Code An. '554.002 (a)] states that a state or local government entity may not suspend or terminate the employment of, or take other adverse personnel action against, a public employee who in good faith reports a violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority.

For more information call the Dallas County Human Resources Department (214) 653-7638.

Chapter 5.1 Uniform Regulations Personal Appearance

I. Purpose

The purpose of this policy is to provide descriptions of all authorized Sheriff's Office uniforms and components and the proper manner of wearing them, and to provide all employees with a guideline to follow for a neatly groomed personal appearance while representing the Dallas County Sheriff's Office.

II. Policy

It is the policy of the Dallas County Sheriff's Office that all employees will have a neat, well groomed, professional appearance. The standards established here are not intended to be overly restrictive nor are they designed to isolate personnel from society. The limits set forth are reasonable, enforceable, and ensure that the personal appearance of Dallas Sheriff's Office employees contributes to a favorable law enforcement image. The grooming standards are based on several elements including neatness, cleanliness, safety, law enforcement image and appearance. Any procedures or components, regarding uniforms or grooming, not discussed in these regulations are prohibited.

The provisions of the Uniform Regulations apply to all personnel who are authorized to wear the Sheriff's Office uniforms. It is issued for information and guidance and requires compliance when wearing the Sheriff's Office uniform. This is the sole source for dictating how to correctly wear uniform and uniform components.

III. Authority of the Sheriff

A. The Sheriff shall be the final authority on matters pertaining to official uniforms, safety equipment, and components items.

B. Only the Sheriff may order such deviations as:

1. Times of emergency.
2. When it is impossible to obtain the article of apparel or equipment specified.
3. When the specifications cannot be maintained due to the effect of an emergency.

IV. Special Uniforms/Equipment Situations Request

A. The Dallas County Sheriff's Office Uniform Board Committee (SDUB) will help inform Sheriff's Office personnel of uniform changes and updates regarding the duty service uniforms and uniform appearance standards and policies.
B. The Sheriff's Office Uniform Board mission will be to balance the Sheriff's Office uniform and equipment needs for Officers and personnel, within the department fiscal constraints and realistic supply cost, to ensure the Sheriff's Office upholds the best possible professional uniform image.
C. Every Sheriff's Office employee, regardless of rank or position, has an opportunity to be heard through the Sheriff's Office Uniform Board process by providing his or her recommendation request to his or her units sergeant or supervisor.
D. The Sheriff's Office Uniform Board will be the process to initiate all uniform changes.
E. Each recommendation request form that is forwarded to the Sheriff's Office Uniform Board shall contain all appropriate supporting documentation and photographs or samples, if possible.
F. Letters of recommendation request shall also contain a complete description of the uniform change recommended and justification for which the recommendation request letter is being submitted.
G. The recommendation request form shall be submitted to the quartermaster, who establishes clothing requirements for the Sheriff's Office.
H. The quartermaster will bring all uniform change requests to the attention of the board. If a recommendation is approved by the board, it will then be sent to the appropriate chief deputy

representing the area where the request originated, who will consider the request and forward it to the executive chief deputy, if warranted. The executive chief deputy may make a ruling or consult with the Sheriff. If the item is approved the request will be sent back to the quartermaster who will coordinate with the chief financial officer to begin providing the item to appropriate personnel and the Strategic Planning Unit will ensure that any needed changes to the General Orders are made.

I. It is important to the Dallas County Sheriff's Office Uniform Board to study and sort through uniform and equipment ideas and issues and make recommendations to the appropriate chief deputy about changes, additions, and discontinuations. Ultimately, the executive chief deputy or the Sheriff decides if and when to make a uniform change.
J. Any recommendation request submitted to the Quartermaster, and 'not adopted' and not approved by the Sheriff's Office Uniform Board and the executive chief deputy, will be forwarded back to the officer by the quartermaster with general comments and action.
K. While the new Sheriff's Office Uniform Board (SDUB) will be a valuable starting place, Sheriff's Office personnel should continue to work through their chain of command for clarification and guidance on the Sheriff's Office dress appearance standards and policies.
L. The quartermaster can provide a copy of the form for an employee to submit.

V. Periodic Inspections

A. The Sheriff may inspect the Department at any time. Every division shall always be prepared for an inspection.
B. The assistant chief deputies, division and section supervisors shall also schedule periodic inspections to determine compliance with Sheriff's Office uniform regulations.
C. All deputies and detention service officers are expected to possess at all times a serviceable uniform and the necessary equipment to perform uniformed duty assignments.

VI. Wearing of the Sheriff's Office Uniforms Off-Duty

Only sworn officers may wear their uniform while off duty. All other employees will only wear a uniform while traveling to and from work and for court appearances.

VII. Uniform Regulations

A. While wearing the Sheriff's Office uniforms, the primary consideration is to have a neatly groomed appearance. The following regulations pertain to the wearing of the uniform and will be adhered to by all uniformed employees:

1. Incomplete uniforms will not be worn at any time. An item of the uniform will not be worn at any time except as a part of the complete uniform.
2. No substitutions for issued uniform items will be allowed unless specifically provided for in the General Orders Manual.
3. Long or short sleeved shirts are optional for year round wear by employees.
4. Only department issued headgear will be worn while in uniform.
5. Uniforms will be kept neat, clean, well pressed and in good condition at all times. Leather items will be clean and well-polished.
6. Uniforms will not be worn by any employee while riding motorcycles, bicycles, or motor assisted bicycles, at any time, unless the employee is specifically assigned to such a unit.
7. Any employee assigned to wear the uniform will report for roll call or detail at the designated time in complete uniform as prescribed in the provision of this order.
8. The use of makeup by female employees, both uniformed and plainclothes will be conservative. This does not imply a plain look but is meant to eliminate gaudiness.
9. All uniformed personnel will maintain a high standard of dress and appearance. Uniforms will be properly fitted (skirts should not fit tightly), and be clean, serviceable, and pressed/laundered as necessary. Personnel must project a professional image.

10. Uniforms will be kept buttoned, zipped, and snapped. Metallic devices such as metal insignia, belt buckles, and belt tips will be kept in proper luster and will be free of scratches and corrosion.

VIII. Prescribed Uniform Components Sworn and Non-Sworn

A. Headgear

1. With the exception of the western hat and watchman's cap, only caps/hats issued by the Sheriff's Office will only be worn. Deputy's caps/hats will be worn at formal functions, funeral services, inspections, and at those times deemed appropriate by the Sheriff's Office commanders.
2. A military style cap with black visor, rigid standing front, and flaring circular rim and black cap band will be worn centered and straight, squarely on the head with the tip of the visor and bottom edge parallel to 1-1/2 inch above the eyebrows.
3. A black or clear plastic combination rain cap cover may be worn. Sheriff and Chief's personnel hatbands are gold; all other hatbands are black with gold departmental cap buttons and cap badge.
4. Only department issued caps shall be worn with the Sheriff's Office uniform.
5. No other types of caps are authorized including but not limited to, baseball type caps.

B. Class "A" Tie

1. The approved Sheriff's Office black clip-on tie is made of authorized fabric measuring no more than 3-1/4 inches wide.
2. Ties will be worn only with the long-sleeved class A shirts.
3. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt button.
4. The bottom hangs within 1 inch of the top of the belt buckle. The tie does not cover the belt buckle.

C. Tie Clasps

1. Tie clasps shall be no more than 5/16 inch wide.
2. Tie tacks shall be no more than 5/8 inch in diameter.
3. The gold necktie clasp will always be worn on the necktie when the class A long sleeve shirt is worn. It will be placed horizontally on the lower half of the necktie midway between the third and fourth buttons from the top.
4. The uniform coat should cover the tie clasp.

D. Undershirt

1. A plain black or plain white undershirt is authorized. Standard undershirts will be made of cotton with quarter length sleeves and have an elliptical (crewneck) collar.
2. Cadets shall wear the white undershirt while in cadet status.
3. A mock turtleneck may be worn with the long-sleeved uniforms.

E. Class "A" And Class "B" - Uniform Trouser

1. Made of authorized (class A) or (class B) navy blue fabric, with belt loops, zippered fly front closure, and two side and back pockets.
2. Fabric of trousers must match the uniform shirt worn (i.e., class B uniform trousers must match the class B uniform shirt, and class A uniform trousers must match the class A shirt.)
3. Trousers shall hang approximately 2 inches from the floor at the back of the shoe and without cuffs.
4. Alterations to peg or flare the trouser legs are unauthorized.

5. Class A trouser of lieutenant rank and higher shall have black tuxedo stripe stitched along the outer seam of the trouser.

F. Class "C" Utility - Trouser and Shirt

1. Made of authorized polyester/cotton navy blue fabric, trouser styling shall incorporate a plain front with straight leg and without cuffs; quarter top drop front pockets and two back pockets, cargo pockets on both thighs, zippered and button fly closure, and belt loops.
2. Fabric of trousers must match the uniform shirt worn (i.e., class C uniform trousers must match the class C uniform shirt.
3. Alterations to trouser leg (peg or flare) are not authorized.

G. Class "D" –Battle Dress Trouser and Shirt (BDU)

1. Made of authorized navy blue or black fabric. Deputies/officers may wear the trousers bloused, using the draw cords, if the trousers are not tucked into the boots deputies/officers will not wrap the trouser leg around the leg tightly enough to present a pegged appearance.
2. Officers will not blouse the boots so that the trouser leg extends down to the ankle area.
3. When bloused, the trousers should not extend below the third eyelet from the top of the boot.

    a Bloused - To tuck the pant legs into boots, or make them appear to be tucked in, so that the fabric can be hung loosely and fully, or "bloused," over the boots.

4. When wearing the BDU long sleeves, deputies/officers will roll the sleeves neatly above the elbow, no more than 3 inches above the elbow.
5. Alterations to trouser leg (peg or flare) are not authorized.

    a Pegged - Pant legs that taper down the leg (larger at the top to smaller at the bottom).

H. Class "B" - Maternity Trouser and Shirt

1. Made of authorized navy blue fabric, maternity trouser is designed to fit loosely; alterations to make the maternity trouser are not authorized.
2. Female deputies/officers will not wear a belt with this uniform trouser.
3. The maternity trousers are designed like the corresponding primary class "B" uniforms trouser, but proportional to fit pregnant women.

I. Class "B" - Food Service Trouser and Shirt

1. Made of authorized navy-blue fabric, trouser styling shall incorporate a plain front; with quarter top drop front pockets and two back pockets.
2. Trouser is straight leg style; alterations to trouser leg (peg or flare) are not authorized.
3. Fabric of trousers must match the uniform shirt worn (i.e., Class B uniform trousers must match the class B uniform shirt).
4. The dress style shirt has a plain front and collar, short sleeves or long sleeve and back yoke; placket front with matching navy buttons, and two breast pockets with flaps and hidden pencil opening.
5. Cooks shall wear; white twill shirt and black/white checker cook's pants.

J. Class "B" - Communications Officer Trouser and Shirt

1. Made of authorized blue fabric with belt loops, zippered fly front closure, and two side pockets and back pockets.
2. Trousers shall hang approximately 2 inches from the floor at the back of the shoe and without cuffs.

3. Alterations to peg or flare the trouser legs are not authorized.

K. Polo Knit Pique Shirts (Data Management Unit/Fiscal Bonds Unit/Technology Division

1. The polo shirt shall be made of approved color pique knit polyester/cotton blend or pique knit 100%cotton authorized fabric, either long or short sleeve; with a three (3) button placket down the front, Departmental breast patch emblem on the left chest; Department embroidered name only.
2. The polo shirt shall have "NO" shoulder emblem.

L. Cotton Twill Pants (Date Management Unit/Fiscal Bonds Unit/Technology Division

1. Department color cotton twill pants with front and back pockets only.
2. Only the Departmental issued uniform belt will be worn while in uniform.
3. It will be a "garrison" style belt, black in color and made of smooth leather with no designs.
4. The buckle will be gold in color, rectangular shaped and metal.

M. Socks (Not County Issue)

1. Black or navy socks made of undecorated, plain, or ribbed knitted material. Knee length or mid-calf socks are authorized.
2. There are no color restrictions when high top shoes or boots that conceal socks are worn.

N. Shoes (Not County Issue)

1. Shoes must be low cut or high top, be made of a black, smooth grained leather or a similar synthetic material having an acceptable likeness to leather, contain soles which are made of leather or a synthetic material, black round edges so that no other color than black is visible while standing, have black stitching and have heels, which, if measured from the top of the sole to bottom of the heel, do not to exceed 1 ½ inches.
2. Loafers, wing tips, or shoes with ornamental designs, buckles, or straps, are not acceptable for wear with the uniform.
3. The shoes must be capable of maintaining a clean, well-polished appearance. Shoes will be completely laced and tied in a neat manner.
4. Boots (not county issue): Wellington type or military style boots may be worn with uniforms with the trouser cuff worn outside the boot tops. Boots must:

    a. Be made of black, smooth grained leather.
    b. Have black soles made of leather or a synthetic material similar to leather.
    c. Have black stitching.
    d. Have a round or medium round styled toe.
    e. Contain no ornamental straps or stitching.
    f. Heel styles must be 1½ inches long base working heel, 1 ½ inch utility heel, 1 ½ inches block heel, or ladies 1¼ inches utility heel, or if military style, black rubber or black composite material.
    g. Heels, measured from the top of the sole to the bottom of the heel, will be a maximum of 1" inches.

5. Athletic type shoes are not acceptable when wearing uniforms, except for detention service officers only.

O. Athletic Shoes (Detention Service Officers)

1. Athletic shoes shall have black stitching and have heels, which, if measured from the top of the sole to bottom of the heel, do not to exceed 1 ½ inches.

2. Athletic shoes must be capable of maintaining a clean, well-polished appearance, will be completely laced, and tied in a neat manner.
3. Athletic shoes shall be black in color with black stitching. No multiple colored or white shoes will be allowed.

P. Mourning Band

1. The mourning band will be worn on the left sleeve of the outer garment, midway between the shoulder and elbow.
2. Deputies/officers will only wear mourning bands approved for sale through the quartermaster.
3. Deputies/officers will wear mourning bands when serving as honorary pallbearers at funerals in an official capacity, and at such times as prescribed by competent authority.
4. Mourning bands may be worn for family mourning.
5. Mourning bands may be worn across the face of the badge to honor fallen law enforcement personnel and will be removed the day after the person being honored is laid to rest.

Q. Winter Duty Jackets

1. Winter duty jackets will be issued to all uniformed employees by the quartermaster. Deputies/officers are required to maintain an authorized winter duty jacket. Wear of the winter duty jacket is permitted with the class A, B, C and D uniforms only.
2. The winter duty jackets are not authorized for wear with civilian clothing.
3. Only authorized Sheriff's Office emblems maybe worn with the winter duty jackets. The authorized emblems are:

   a. Sergeant stripes.
   b. Deputy badge emblems for sworn officers only.
   c. Ranking emblems and collar brass for non-sworn and sworn officers.

4. Deputies/officers shall not wear any length of service stripes or brass gold name plates on the winter duty jacket.
5. Detention service officers - The duty jacket will only be worn on duty.
6. Deputies – The duty jacket may be worn on duty and part-time jobs.

R. Sweater

1. Commando V-neck sweaters: Only the Sheriff, chiefs and captains may wear navy blue, commando V-necks with badge and nameplate holder and epaulets that are purchased at employee's expense.
2. The class A or Class B trousers may be worn with the commando sweater. When the sweater is worn, the shirt collar will be outside the sweater and without necktie.
3. The sleeves of the sweater maybe turned up but should be long enough to cover the shirt cuff.
4. The waistband of the sweater may be turned under but should cover the trousers waistband. The Sheriff and the chiefs will wear the insignia of rank on the epaulets. Captains will wear the insignia of rank on the shirt collar.
5. Sweater for detention service officers (DSO, DSS, DSM, and DSC): The navy blue cardigan sweater may have the Sheriff's Office formal shoulder patches and a 4" Gold embroidered name for detention service officers only.
6. Sweater for Sheriff's Office clerks: The navy blue cardigan sweater may be worn with a 4" embroidered name, no Sheriff's Office shoulder emblems.

S. Raid Jackets or Windbreakers (May be purchased at the Quartermaster)

1. Sworn Personnel (D-1, senior sergeant, lieutenant, and captain).

2. Constructed of black taffeta nylon woven water resistant shell with a light-weight cotton flannel lining; snap-up placket, an adjustable drawstring or elastic bottom, long-sleeved, waist length; windbreaker style raid jacket with a silver 4" embroidered, subdued Deputy badge emblem on the left breast, 'Sheriff' in 6" white letters on a black background on the front, and on the back the "Dallas County Sheriff' in 6 inch patch.

3. Detention Personnel (DSO, DSS, DSM, DSC)

   Constructed of black taffeta nylon woven water resistant shell with a lightweight cotton flannel lining; snap-up placket, an adjustable drawstring or elastic bottom, long-sleeved, waist length; windbreaker style raid jacket with a gold 4" embroidered name and/or badge number, detention service officers gold badge emblem on the left breast, and Sheriff's formal shoulder patches.

4. Sheriff Department Clerical Staff

   Constructed in department color, taffeta nylon woven water resistant shell with a light-weight cotton flannel lining; snap-up placket, an adjustable drawstring or elastic bottom, long-sleeved, waist length, windbreaker style jacket with a 4" embroidered name in a choice of colors, the authorized patch emblem on the left breast, without shoulder patches.

T. Rain Gear

1. When working outdoors, sworn uniformed personnel will wear only wet weather gear issued or approved by the Sheriff's Office with the exception of solid black rain boots or snow boots, which may be worn at the employee's discretion.

   a. Raincoats will be issued to all uniformed sworn personnel only.
   b. Deputies assigned to Patrol/Traffic and Warrants positions may be issued a rain suit in lieu of a raincoat.

2. Umbrellas may be carried at special events (e.g. funerals, formal ceremonies), when weather conditions warrant, provided that safety regulations or practices are not violated.

   a. The umbrella must be solid black, collapsible, and plain (no design or lettering)

U. Nameplates, Nametapes and Custom Embroidery

1. Nameplate is 5/8" inch wide by 3 inches long with clutch-type fastener. Engraved black block-type lettering will be 3/8" inch high by about 3/16" inch wide (unless it must be smaller to accommodate a lengthy name within Standard length) indicating the officer's "One" last name only, no hyphenated names. Symbols, initials, nicknames, or organizational identification will not be placed on name plates.
2. The name plate will be centered 1/8" inch above the right breast pocket on uniform; a horizontal line tangent to the highest point of the pocket will be considered the top of the pocket. The standard Sheriff's Office nameplate will be of brass base material with non-glare finished surface, as sold by approved sources.
3. The standard Sheriff's Office nametapes will be of uniform self-material to match the uniform, as sold by approved sources.
4. Nameplates/nametapes that do not conform to these guidelines are prohibited.

V. Deputies' nameplate/nametape

1. Deputies' nameplates may only be worn on duty and with the Class A or Class B uniforms. Nametapes will be worn with the class C or class D uniforms.

W. Detention Officers' nametapes

1. The nametape letters are ¾ inch high and ½ inch wide gold block lettering (unless it must be smaller to accommodate a lengthy name within standard length), indicating the officer's "one" last name only, no hyphenated names, symbols, initials, nicknames, or organizational identification will not be placed on nametapes. The nametapes will be centered 1/8" inch above the right breast pocket on the uniform; a horizontal line tangent to the highest point of the pocket will be considered the top of the pocket.

X. Clerks' custom embroidery

1. May only be worn on the class C polo shirt uniforms and windbreakers. The custom embroidery will not be worn on the black duty jackets or class A uniform.
2. The custom embroidery is on the right chest with letters in ¾ inch high and ½ inch wide gold block lettering, (unless it must be smaller to accommodate a lengthy name within standard length), indicating the officer's "one" last name only, no hyphenated names, symbols, initials, nicknames, or organizational identification will not be placed on custom embroidery.
3. The custom embroidery will be centered on the uniform.
4. The standard Sheriff's Office custom embroidery will be on the uniform as sold by approved sources. Wearing custom embroidery that does not conform to these provisions, except as noted above is prohibited.

IX. Other Equipment (Leather items)

A. Sworn personnel will wear the following Department issued or Department approved leather items with the class A, class B, or cadet uniform. Issued Items are:

1. "Sam Browne" style belt - black in color and made of a smooth leather with no design. A "Sam Browne" style belt utilizing a "velcro" attachment system is also authorized.
2. If a "Sam Browne" style belt that requires a belt buckle is worn, the buckle will be gold in color, rectangular shaped and metal.
3. A maximum of four (4) black colored smooth leather belt keepers, with a hidden snap or "Velcro" closure system may be worn. If an exposed snap is utilized, it shall be gold or black in color.
4. One (1) black colored smooth leather holster.
5. One (1) black colored smooth leather handcuff case, with a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.
6. One (1) black colored smooth leather closed top double magazine carrier for semi-automatic pistols with a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.
7. One (1) black colored smooth leather baton holder, or an expandable baton holder. (May be used as a flashlight holder if desired; only one holder will be issued).
8. One (1) black colored smooth leather O.C. pepper mace holder, with hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.

B. Approved Items, not issued (may be purchased by employees at their own expense):

1. One (1) black colored smooth leather flashlight holder. If the type holder with a closure is used, a hidden snap or "velcro" closure system will be used. If an exposed snap is utilized, it shall be gold or black in color.
2. One (1) black colored smooth leather cartridge carrier or a maximum of two (2) speed loader carriers for revolvers with a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.
3. One (1) folding lock blade knife, fixed blade knife, or multi-function tool may be worn on the Sam Brown belt to be used for emergency, medical, and/or utility purposes. The blade shall be no longer than five and one-half inches long. The knife/tool shall be carried in a black colored smooth leather carrying case with a flap that conceals the

knife and a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color. The knife/tool shall be carried in a manner that is not easily accessible to another person and does not display it to public view.

4. A black colored smooth leather whistle and/or key ring holder may be worn on the Sam Brown belt, with a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.
5. One (1) black colored smooth leather radio case/holder or black metal belt carrier/clip for the radio may be worn on the Sam Brown belt. If a leather radio case is used, it should use a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.
6. One (1) black colored smooth leather glove case/pouch, with a hidden snap or "velcro" closure system may be worn on the Sam Brown belt. If an exposed snap is utilized, it shall be gold or black in color.
7. One (1) black colored smooth leather handcuff case, with a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.

C. Synthetic Leather or Nylon Duty Items

1. Sworn personnel who are authorized class B, class C, or specialty uniforms may wear the following departmentally approved (employee purchased) synthetic leather or nylon duty items with those uniforms:

    a. Duty belt - black in color and made of 2" wide nylon webbing, either utilizing matching nylon belt keepers or a "velcro" attachment system.
    b. A maximum of four (4) belt keepers, with a hidden snap or "velcro" closure system may be worn. If an exposed snap is utilized, it shall be black in color.
    c. One (1) black colored holster as approved by the Department.
    d. One (1) or Two (2) black colored handcuff case, with a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be black in color.
    e. One (1) black colored closed top double magazine carrier for semi-automatic pistols, or one (1) black colored cartridge carrier or a maximum of two (2) speed loader carriers for revolvers, with a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be black in color.
    f. One (1) black colored baton, or expandable baton, holder. If the type holder with a closure is used, a hidden snap or "velcro" closure system will be used. If an exposed snap is utilized, it shall be black in color.
    g. One (1) black colored flashlight holder. If the type holder with a closure is used, a hidden snap or "velcro" closure system will be used. If an exposed snap is utilized, it shall be black in color.
    h. One (1) black colored O.C. pepper mace holder with a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.
    i. One (1) folding lock blade knife, fixed blade knife, or multi-function tool may be worn on the Sam Brown belt to be used for emergency, medical, and/or utility purposes. The blade can be no longer than five and one-half inches long. The knife/tool shall be carried in a black colored carrying case with a flap that conceals the knife and a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color. The knife/tool shall be carried in a manner that is not easily accessible to another person and is not displayed for public view.
    j. A black colored whistle and/or key ring holder may be worn on the Duty Belt, with a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be black in color. One (1) black colored radio case/holder or black metal belt carrier/clip for the radio may be worn on the Sam Brown belt. If a radio case is used, it should use a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.
    k. One (1) black colored glove case/pouch, with a hidden snap or "velcro" closure system may be worn on the Sam Browne belt. If an exposed snap is utilized, it shall be gold or black in color.

l. Certain employees in specialty units, such as Commercial Vehicle Enforcement Unit, Bicycle Unit, etc. shall have nylon uniform items issued at county expense.

D. Badges, Cloth Badge Emblems and Length of Service Stripes

1. Only badges issued or approved by the department shall be worn.
2. Deputies shall wear current issue gold colored metal badges on all class "A" and "B" Uniforms.
3. Badges shall be worn on the outer-most layer of clothing except coats or jackets.
4. Deputies shall wear a gold cloth badge emblem on any outerwear.
5. Deputies shall wear a silver cloth badge emblem on class C or specialty uniforms.
6. The Special Purpose Badge: may be privately purchased by sworn personnel
7. Deputies may only wear special purpose badges with the Sheriff's written approval through a memorandum or broadcast message. The badges may be worn on the class "A" or "B" uniform. The following Special Purpose Badges are approved.

    a. Honor 19 Badge: May be worn during Police Week. (Week of May 15)
    b. Mourning badge: May be worn to honor a fallen law enforcement officer and shall cease to be worn the day after the person being honored is laid to rest.
    c. Breast Cancer Awareness Badge: May be worn during October

8. Sworn personnel may purchase two (2) of each of the special purpose badges.
9. Reserves, Posse Members, and retirees (under honorable conditions) will be able to purchase one (1) badge.
10. A service stripe for each five years of service will be worn on the lower left sleeve of the long-sleeved class A uniform shirts only.

E. Detention Service Personnel Duty Belt

6. Detention service personnel will wear the following department issued or department approved leather items with department uniform:
7. Only the department issued uniform belt will be worn while in uniform. It will be a "garrison" style belt – black in color and made of smooth leather with no design. The buckle will be gold in color, rectangular shaped and metal.

    a. The department will issue one (1) black colored smooth leather handcuff case, with a hidden or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.
    b. One (1) black colored smooth leather flashlight holder. If the type holder with a closure is used, a hidden snap or "velcro" closure system will be used. If an exposed snap is utilized, it shall be gold or black in color.
    c. One (1) black colored radio case/holder or black metal belt carrier/clip for the radio may be worn on the duty belt. If a radio case is used, it should use a hidden snap or "velcro" closure system. If an exposed snap is utilized, it shall be gold or black in color.
    d. One (1) black colored glove case/pouch, with a hidden snap or "velcro" closure system may be worn on the duty belt. If an exposed snap is utilized, it shall be gold or black in color.
    e. A key ring holder may be worn on the duty Belt.
    f. The Department will issue one (1) pair of stainless steel handcuffs.
    g. Detention service officers will wear a gold detention service officer emblem on the detention service officer shirt and jacket.
    h. Non-sworn employees will not wear or carry any badge or device similar to, or likely to be mistaken for a badge.
    i. Non-Sworn employees assigned to the Honor Guard will be allowed to wear a specialty badge "HONOR GUARD" written across top at any function or event authorized by the Honor Guard commander.

F. Certain items may be purchased by employees and worn in lieu of the issued items. However, only those items approved by the Sheriff or his/her designee will be worn. A catalog of these specifically approved items is available at the quartermaster.

G. Examples of non-issued items that may be worn include, but are not limited to the following

1. Items that are of the same style and specifications as issued or approved items but are of a synthetic material having an acceptable likeness to leather may be worn. However, all leather items worn must be of the same finish.
2. Approved pistol holsters.
3. Cartridge carriers listed in the catalog of Approved optional either items may be worn in lieu of the standard cartridge carrier.
4. Items not specifically authorized, will not be attached to the duty belt.
5. Issued leather uniform items or issued nylon items may be replaced by presenting an approved Uniform and Equipment form and the unserviceable leather or nylon item to the quartermaster.

H. Special-use Items

1. Items issued by the department to employees in specialized positions or items that are approved by the department for private purchase are designated as special-use items. These items are addressed in several sections of this chapter.
2. Specifications for these items will be defined by the bureau commander having jurisdiction and will be coordinated with the quartermaster.
3. Upon recommendation of the bureau commander having jurisdiction, final approval of these items will be made by the Sheriff or his/her designee.

    a. Special use item epaulets:

        i During the month of October, in observance of Breast Cancer Awareness Month, all uniformed employees will be allowed to wear pink epaulets. These optional items shall not be provided by the Sheriff's Office quartermaster and will be obtained at the employee's expense.

I. Rank Insignia, wearing of:

1. All senior sergeants and detention service supervisors: Will wear gold colored chevrons with three upper stripes and one lower rocker, denoting rank on their shirt sleeves and jacket sleeves when in class A or class B uniforms.
2 All senior sergeants and detention service officers: Will wear silver colored cloth chevrons with three upper stripes and one lower rocker, denoting rank on the shirt sleeves and jacket sleeves of class C or specialty uniforms.
3. Lieutenants/detention service managers and above: Will wear gold colored metal insignia, denoting their rank on the class A or class B shirt collar when in uniform.
4. Lieutenants/detention service managers and above: Will wear silver colored cloth insignia, denoting their rank on the class C or specialty uniform shirt collar.
5. Lieutenants/detention service managers and above: Will wear gold colored metal insignia denoting rank on each shoulder.

J. Rank Insignia, Description of

1. Senior Sergeant/Detention Service Sergeant:	Three stripes lower rocker.
2. Lieutenant/Detention Service Manager:	One gold bar.
3. Captain/Detention Service Commander:	Two gold bars.
4. Assistant Chief Deputy:	One gold star.
5. Chief Deputy:	Two gold stars.
6. Executive Chief Deputy:	Three gold stars.
7. Sheriff:	Four gold stars.

X. Uniform Replacement

A. The number of authorized annually issued uniforms is subject to change due to annual county Budget adjustments. A copy of the "Annual Replacement Uniform Issues" list is available at the quartermaster's office.
B. Uniforms are available at the quartermaster and will be replaced when they are no longer serviceable. Unserviceable uniforms will be traded out for serviceable uniforms.
C. A request must be submitted on the Uniform and Equipment Request form and approved by the employee's immediate supervisor.
D. Replacement orders shall be placed with the distributer only in the event uniforms are unavailable at the quartermaster.
E. A uniform or any portion of a uniform in need of replacement will only be replaced by exchanging each old item for each new item.
F. Division commanders may request special issues of uniforms for employees in case of promotion, change of duty, or any emergency.
G. If additional uniform items are required for an employee to perform his/her duty and to maintain a neat, clean, well pressed appearance, the immediate supervisor will submit a memorandum with the justification(s), through channels, to the proper division commander.
H. If the request is approved by the division commander, normal issuing procedures will be followed.
I. Deputies/officers may acquire and maintain more than the initial issue at their own expense.

XI. Non-Uniformed Apparel While On-Duty

A. All Divisions within the Sheriff's Office are uniformed except the following:

1. The Sheriff and Administrative Staff.
2. Internal Affairs.
3. Administrative Assistants.
4. Fiscal/Management Services (except as required).
5. Special Investigations.
6. Criminal Investigation.
7. Legal Advisor.
8. Public Information Office.
9. Community Relations.
10. North Texas Auto Theft Task Force

B. No employee assigned to wear the uniform will report for duty in civilian clothing without permission from their immediate Supervisor.
C. Employees assigned to duties involving frequent contact with the public, such as deputies on Investigative Services assignments and all employees performing office duties, will report for duty in conservative apparel appropriate to an office setting, except when required to wear the uniform.
D. Male employees will report for duty in a suit, or sport coat and dress slacks as required.
E. Female employees will wear dresses, blouses and slacks, or pant suits.
F. Those employees given specific approval by the Sheriff or executive chief deputy may wear casual clothing. Clerical personnel may wear casual clothing on Fridays, Saturdays, and Sundays. Personnel shall maintain an appearance appropriate for a business setting.
G. Casual trousers may be worn. The clothing must be in good condition with no torn or faded areas and must fit in a manner which allows freedom of movement while still presenting a professional appearance. Jeans may not be worn unless approved by the Sheriff or his/her designee.
H. Shirts and blouses:

1. Colors and patterns should be subdued and conservative, rather than gaudy.
2. The shirt or blouse must be tucked in, so it will not interfere with drawing the handgun from the holster.

3. Employees are encouraged to wear the Sheriff's Office approved (for employee purchase) logo polo or sweatshirt.

I. Dark colored athletic shoes, cordura police type footwear, boots or casual shoes may be worn.
J. When in county buildings, personnel in civilian attire shall wear their official Sheriff's Office identification card either suspended on the plastic breakaway chain supplied, on a specifically designed cloth lanyard, sold by this Sheriff's Office, or clipped in its protective sleeve to the left breast area of the outermost layer of clothing worn.
K. Employee photograph will be visible from the front view. The identification card should be visible at all times when in a county building and in civilian attire.
L. Employees, such as photo lab technicians, firearms training personnel, food service personnel, or those employees as designated by the Sheriff, executive chief deputy, or chief deputy, may wear utility uniforms appropriate to the nature of their work. Special uniforms will not be worn in lieu of the regulation uniform or proper civilian dress, when such is required (example: during a court appearance).

XII. Western Hat (Sworn Personnel only)

A. The Western Hat shall consist of 2 separate hats. A straw/shantung hat shall be the summer western hat and a felt hat shall be the winter hat.
B. Western hats are approved for wear with only the class A, B, or C uniform. (The western hat will not be worn at formal functions such as funerals and ceremonies, without approval form an assistant chief deputy or above).
C. The Western hat will be worn well-balanced on the head, front and back, with the tip of the hat brim level with the top of the eyebrows as viewed from the side. There will be no extreme dips in the front or back, or any excessive roll of the brim.
D. No customization of any type may be made to, worn with, or attached to the hat and the highest degree of cleanliness of the hat is to be maintained at all times.
E. The hat shall not be warped or faded to any degree that the hat looks unkempt.
F. Both the summer and winter hat shall meet the following specifications:

1. 4 3/8 finished crown.
2. Cattleman's crease with medium square front brim.
3. If anything, other than a ribbon is worn, the approved hatband must be worn.
4. Approved hatband:

G. The approved western hat for summer will meet the following specifications:

1. White straw (all sworn personnel)
2. Closed weave straw/shantung.
3. The hat shall be a Resistol brand Florida style.
4. Worn from March 1st until September 30th.
5. No open weave or holes forming a pattern or design in the straw/shantung shall be allowed.
6. A hat cover shall be worn on the hat during periods of rain.

H. The approved western hat for winter will meet the following specifications:

1. Black felt (all sworn personnel).
2. May be made from wool or beaver fur or a combination of the two.
3. Worn from October 1st until February 28th (29th during leap years)
4. A hat cover shall be worn on the hat during periods of rain.

I. The Western hat is approved for wear by sworn personnel in plain clothes assignments

XIII. Civilian Attire

A. Purpose

To establish grooming and personal appearance guidelines for compliance by civilian members during business or business related hours or when representing the Sheriff's Office in any manner.

B. Policy

This Policy and Procedure provides the minimum standards. More stringent standards may be required depending on an employee's position and their contact with the public. The Sheriff or designee may waive the dress code for special duty assignments, celebrations, or events.

C. Definitions

1. Body Ornamentation - to include but not limited to tattoos, temporary decals, body art, body modification, dental ornamentation, brandings, and/or other body ornamentation.
2. Business Attire -- A professional, conservative, business like appearance.
   a. Men -- Dress shirt and tie with or without a sports jacket, or a business suit with dress shirt and tie, and appropriate shoes.
   b. Women - Business suit, conservative dress, or slacks with blouse/sweater and appropriate shoes.
3. Business Casual Attire -- A dress code defined as; for men, a collared shirt and slacks and for women - similar to men, including slacks or skirt with a blouse or sweater.
4. Casual Attire - A relaxed dress code which allows more types of pants to be worn, but still portray a professional appearance. A collared shirt for men or blouse for women is still required, but "Capri" pants that extend below the knee cap and denim pants would be acceptable. However, pants must not be white washed, faded, worn, torn, or have holes.
5. Civilian - a member of the Sheriff's Office whose position does not require certification under TCOLE.
6. Uniform Civilian - a member required to wear a uniform provided by the Sheriff's Office.

D. Procedures

1. General

The success and acceptance of the Dallas County Sheriff's Office depends in large measure upon the image its personnel present.

   a. A dress code has been established to present a professional image to our co-workers and the general public, as well as develop pride in the Dallas County Sheriff's Office and its employees. All agency personnel are expected to portray a professional appearance.
   b. The dress code policy will be presented during the interview process and during new employee orientation
   c. All section lieutenants/managers will be held accountable for teaching, role modeling, and enforcing the dress code policy.
   d. All non-uniformed personnel shall be in compliance with the dress code during any business or business-related working hours.
   e. Non-uniformed personnel shall wear suitable business attire. Section lieutenants/managers may authorize other types of suitable clothing in order to achieve specific objectives.
   f. Due to the nature of certain units' work conditions/environment, a uniform, coveralls, or lab coat may be worn to alleviate damage to personal clothing. These coverings will be provided by the agency if justified by the manager. If an employee works

temporarily or daily in an environment which could cause damage to personal attire, the section lieutenant/manager may grant an exemption to the dress code policy.

g. The dress code policy will be covered in the employment process and during new employee orientation.

2. Guidelines

a. Clothing must be neat, clean, wrinkle-free, and of a professional nature and style (not too baggy, too tight, too short, or too long).
b. Fabric must not be washed out, torn, frayed, or faded.
c. Footwear appropriate for business will be worn.
d. Undergarments are required.
e. Clothing, shoes, accessories, and jewelry which could pose a safety hazard are not allowed.
f. Hats or caps are not permitted except with prior approval or specified for safety purposes or job assignment.
g. Hair must be neat, clean, and worn in a style appropriate for the workplace. Radical hairstyles, ornaments and unnatural colors are not acceptable.
h. Sideburns, if desired, will be neat, trimmed, and well groomed. Sideburns may not extend below the middle of the ear or be wider that one inch. The bottom of the sideburn will end with a clean-shaven horizontal line.
i. A neatly trimmed mustache is permitted. The mustache will not extend downward beyond the lip line. "Handlebar" and "Fu Manchu" type mustaches are prohibited unless authorized in accordance with assigned duties.
j. Beards and goatees are prohibited unless authorized in accordance with departmental policy.
k. Nose rings or posts, tongue rings or posts, or any other piercings or posts of any kind in or on any area of the body that is normally visible to the public are not permitted, except earrings as listed in Sheriff's General Orders Chapter 5.1 Section XIV (F).
l. Uniforms, when required, must be worn appropriately.
m. An official Dallas County Sheriff's Office identification badge shall be worn at all times in all designated areas of the Sheriff's Office.
n. Body Ornamentation

    i. No employees shall have tattoos or body ornamentation on the head, face, neck or hands. Tattoos will not be excessive, or offensive. Whether or not a tattoo is considered excessive, or offensive will be determined by the Sheriff or designee.
    ii. Tattoos will not display any wording or depict any conduct that may be considered sexist, racist, offensive, anti-government, obscene, or excessive. In addition, tattoos must not depict, describe, or otherwise refer in any manner to the following:

        1. Sexual conduct, acts, organs, or preferences.
        2. Intolerance of, or discrimination against any race, religion, gender, or national origin; and or
        3. Association with organizations or groups which advocate hate, intolerance, or discrimination.

o. Body modification to any area of the body visible in any authorized uniform or attire are prohibited. Body modifications include but are not limited to:

    i. Tongue splitting or bifurcation.
    ii. The complete or trans-dermal implantation of any uncovered objects other than hair replacement.
    iii. Abnormal shaping of the eyes, ears, or nose.
    iv. Abnormal filing of the teeth or any jewelry added to the teeth.
    v. Branding or scarification.

vi. Nothing in this policy is to be construed as prohibiting body modifications necessitated by deformity or injury.

p. Employees attending in-service training are expected to maintain an appropriate and professional appearance. The following rules shall apply to dress for in-service training:

i. Shirts must be clean and have a collar.
ii. Clean slacks or jeans without holes or tears. No shorts allowed.
iii. Women may wear jeans, slacks, or dresses/skirts.
iv. Clean closed toed shoes with socks are acceptable. Sandals are not permitted.
v. No hats or caps will be allowed for inside training sessions.
vi. Hair shall be neatly groomed, and males shall be clean shaven unless an exception to the personal appearance regulations is granted as required by the Sheriff's General Orders Chapter 5.1 Section XIII (9)
vii. Exceptions to this dress code will be ASP, self-defense, and firearms training, and will be determined by the training coordinator

3. Grooming

a. Hair

i. Males: Hair on the side of the head may touch the top of the ear but may not cover any portion of the outside of the ear. Hair on the back of the head may be no longer than ½ the collar height of a standard dress shirt.
ii. Females: Hair that extends below the lower back must be secured. If loose hair would present a safety problem, it must be secured.
iii. Hair is not to be dyed an unnatural color.

b. Hygiene

i. Body and hair cleanliness is mandatory.
ii. Perfumes and colognes which could be distracting or offensive to co-workers or the public are not permitted.

c. Make-up that is not distracting or offensive may be worn.
d. Fingernails will be kept clean and should not interfere with the person's ability to perform his/her job.

4. Uniform Civilians

a. When uniforms are required, they will be provided by the Sheriff's Office.
b. Members must request replacement uniforms when necessary.
c. The uniform shall be worn as directed by the section commander.
d. No additional patches or decorative items will be attached to the uniform unless approved by the Sheriff or designee.
e. Visible jewelry will be limited to a wristwatch, medic-alert bracelet, and rings. Rings will be limited to one per hand. Engagement rings and wedding bands worn together are considered one ring.
f. No portion of the uniform will be worn while the member is under suspension.
g. Members will not wear issued uniforms to court unless acting in an official capacity.
h. Members will not purchase, possess, or consume alcoholic beverages while wearing the uniform or any part thereof.
i. Members will not purchase lottery tickets or engage in any form of gambling while wearing the uniform or any part thereof.
j. Uniform shoes and boots will be black, plain, round toe, smooth grain leather or leather-like without buckles, straps, or ornaments. Heel's will not exceed one and one-

half inches in height. Specialty units may wear footwear appropriate to the assignment.

k. Non-issued items of dress that detract from the professional appearance of the person or uniform are prohibited. These items include, but are not limited to, extreme makeup, exceptionally long fingernails, patterned or exceptionally bright fingernail polish.

5. Non-uniformed Civilians

All non-uniformed members are expected to dress in a professional and businesslike manner.

a. Females

i. Suits, dresses, skirts, blouses, and slacks will be permitted. The appropriate length for dresses, and skirts shall be no higher than four inches above the middle of the kneecap. Pants/slacks must be full length (to the ankle).
ii. Tights/leggings, shorts, skorts, flip-flops, sun dresses/tops, spaghetti straps, backless, sheer see-through attire, halters or tube tops, or other tops with low necklines revealing cleavage/chest are not allowed.
iii. Jewelry and accessories which could be distracting, or offensive are not appropriate. No more than two earrings or/ posts per ear lobe are permitted.

b. Males

i. Slacks and collared shirts must be worn unless other appropriate attire has been approved by the division captain.
ii. Jewelry and accessories which could be distracting or offensive are not appropriate. No ear decorations are permitted.

6. Casual Day / Unusual Occurrence Attire

The Sheriff or designee may authorize clothing that is more comfortable and relaxed to be worn on casual and/or unusual occurrence days. The notice that a casual attire of dress is authorized will specify whether clothing must conform to a business casual or casual attire. Prohibited dress includes but is not limited to; jeans with holes or stains, shirts that expose the stomach or back, shorts, and any other manner of dress that is revealing or deemed unprofessional. Footwear must also be appropriate for the assignment and comply with any applicable safety standards.

7. Enforcement

a. Personnel who have questions about the appropriateness of specific items of clothing, accessories, or aspects of appearance should discuss them in advance with their supervisor.
b. Personnel whose dress and/or grooming is felt to be out of compliance with the above guidelines will first be counseled verbally then sent home to correct the violation. Docking time or requiring flexing of time missed will be authorized. Progressive disciplinary action will follow for repeated violations of these

XIV. Personal Appearance

A. As representatives of the Dallas County Sheriff's Office, it is imperative that all employees maintain the highest standards of personal appearance at all times.
B. It is the policy of this Department to require standards of personal appearance which will reflect a high standard of professionalism to the public.
C. Employees of the Sheriff's Office have no right to self-expression while in uniform.

D. Personnel shall be professional in their appearance when in uniformed or non-uniformed positions since a professional appearance impacts how citizens view the department.

E. Exceptions to these regulations for covert operations shall be at the discretion of their respective division commander or as otherwise approved by the Sheriff or his/her designee.

F. Hair Cuts for Males:

1. Hair will be kept in an orderly manner and the grooming must be maintained under all but the most adverse conditions, for employee safety purposes.
2. Hair will present a tapered appearance on the sides and the back of the head. The length and/or bulk of the hair will not present an unkempt, extreme, exotic or pretentious style including, but not limited to: mohawks, twists, beads, dreadlocks, ponytails, bright or extreme colored hair dyes, highlights, etc., are not acceptable. (This includes but is not limited to: Blue, Pink, Green, Orange, and fluorescent colors, etc.).
3. Corn rows will be permitted as long as the hairstyle is neat, tight fitting and does not fall over the shirt collar. Corn rows must not prevent an employee from wearing any county issued hat or safety equipment.
4. Block style hair cut in the back is permitted if a tapered appearance is maintained.
5. When combed, the hair will not fall over the ears or touch the collar except for the closely cut hair at the back of the neck.
6. In all cases, the bulk or length of the hair will not interfere with the normal wearing of the standard issued headgear. Hair will not protrude onto the forehead below the band of properly worn headgear.
7. Conservative hair styles may be worn. However, when the uniform hat is worn, hair will present a tapered appearance on the sides and back of the neck. When wearing the uniform hat, hair will not present a bulge, nor will it protrude over the ear or shirt collar.
8. If an individual desires to wear sideburns, they will be kept trimmed and tapered to flat lower edges. Sideburns will not extend downward below part of the earlobe at the tragus (the tragus is the part of the ear that projects immediately in front of the ear canal), and will end in a clean shaven horizontal line sideburns will not be flared or any wider at the bottom than their natural width at the top.
9. The face will be clean shaven; however, mustaches are permitted. If a mustache is worn, it will be neatly trimmed and will not extend below the corner of the mouth. Thick and bushy mustaches or extreme styles such as handlebars are prohibited.

   Exceptions: The employee must present, to the Dallas County doctor, medical documentation from a medical professional stating a medical condition (such as folliculitis, pseudo folliculitis barbate, or other related conditions) exists and will prohibit that employee from following the policy. If an exception recommendation is made by the Dallas County doctor along with an approval from the Sheriff or his/her designee, the employee will be granted an exception.

10. Semi-annual Re-Certification of an exception

    a. After receiving an exception to the policy, employees must re-certify semi-annually. The dates for recertification are between January 1st and January 15th and between July 1st and July 15th. New exceptions will only be granted during these time frames.
    b. The employee must submit updated documentation from their personal doctor to the Dallas County doctor.
    c. Once the Dallas County doctor recommends an exception, the employee will then complete the shave policy exception form (located on the departmental intranet), through channels, to the executive chief deputy. After approval by the Sheriff or his/her designee, an exception will be granted.
    d. A re-certification letter from the Dallas County doctor must be given to the immediate supervisor for the employee's file.
    e. The immediate supervisor must ensure each employee under their command is in compliance with the re certification process.

f. If the employee does not re-certify, the employee must adhere to the original policy of being clean shaven.
g. The employee must shave every day or closely trim the beard with fine-toothed clippers, 1- to 2-mm stubble can be left on the face, leaving the hair relatively long (about that of a typical 5 o'clock shadow), making it less likely for beard hairs to curve back and penetrate into the skin causing inflammation (folliculitis). This should be close enough to allow a sufficiently tight seal when use of a protective mask is required.
h. Exceptions may also be made for personnel working undercover assignments.

C. Hair style requirements for Females

1. Hair will be kept in an orderly manner and the grooming must be maintained under all but the most adverse conditions, for employee safety purposes.
2. Female employees in uniform will wear hair in styles that permit the proper wearing of department issued hat.
3. Hair must be neat and not extend below the bottom of the shirt collar. The grooming and style must be maintained under all but the most adverse conditions.
4. Wigs are acceptable if they meet the prescribed requirements for hairstyles.
5. Corn rows will be permitted as long as the hairstyle is neat, tight fitting and does not fall over the shirt collar. Corn rows must not prevent an employee from wearing a county issued hat or safety equipment.
6. Styles such as pigtails, Mohawks, large bouffant, and bright or extreme.
7. Colored hair dyes, highlights, etc., are not acceptable. (This includes but is not limited to: Blue, Pink, Purple, Green, Orange, and fluorescent colors, etc.).

D. Non-uniformed Employees

1. When wearing plainclothes while on duty or acting in the Sheriff's Office's behalf, all employees will be required to maintain a conservative hairstyle in accordance with contemporary hairstyles. No employee will wear a hairstyle that is associated with any militant group, or radical hairstyles, such as Mohawks, pig tails, bright or extreme colored hair dyes, etc.
2. Hairstyles worn by personnel working undercover assignments will be at the discretion of the division commander. Exceptions are permitted only while the employee is on active undercover assignment.

XV. Jewelry

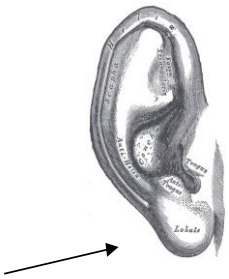
A. Employees in uniform may wear a wristwatch and/or an identification bracelet and/or medical alert bracelet but only one on each arm.
B. Wristwatches/bracelets shall be conservative in design and will not display any design, logo or wording that is offensive. Other bracelets are not authorized while in uniform.
Exception: Employees who are not in field-duty or jail assignments may wear bracelets (only one wristwatch/bracelet on each arm) as long as they do not present a hazard or a distraction in the normal work environment. Rings may be worn, but only one on each hand is permitted. (A wedding set is considered as one ring).

C. Items used by female employees to hold the hair in place will be concealed as much as possible and will be of a color and style that blends with the hair.
D. Decorative items such as ribbons will not be worn in the hair.
E. Body piercing of the face, head, and mouth not only detracts from a professional appearance, but also poses a serious risk and potential for injury in a confrontational situation and shall not be worn by any member of the Dallas Sheriff's Office while on duty or when representing the department.

1. No tongue piercings, nose rings, or any other visible body piercing jewelry worn in uniform or civilian attire.

F. Exceptions

1. Female employees in civilian attire may wear one pair of conservative earrings (one in each earlobe).
2. Female employees in uniform will be allowed to wear one pair of conservative stud earrings (one in each earlobe).
   a. The earring worn in each ear must match.
   b. Earrings will complement the color of the uniform and present a professional image. Earrings shall be no more than 5/16 of an inch (7.94 mm) in diameter and no part of the earrings shall extend beyond the earlobe or protrude from the earlobe in such a manner that they constitute a potential safety hazard or a distraction in the normal work environment or while attending a *business, non-profit and/or civic event.*



The Earlobe

3. Male officers *will not be allowed* to wear earrings while on-duty or when representing the Department.

   Exception: Jewelry worn by personnel working undercover assignments shall be at the discretion of their division commander*. Exceptions are permitted only while the employee is on active undercover assignment.*

4. Nose rings, tongue piercings, or any other body piercing jewelry (except as noted in the exceptions in XV. A and B, above) which is not concealed by the authorized uniform or civilian attire, is prohibited for wear by any employee while on duty or when representing the Department.

G. Necklaces may be worn but should never show while on duty. The chain must have a loop type link (no rope chain or square link) and must not be linked together by more than three loops. The chain may not be thick enough or strong enough to be used to choke the employee or to be used against anyone else in that manner.

H. Employees shall not have any visible dental ornamentation. The use of gold, platinum, silver, or other veneer caps for the purposes of ornamentation are prohibited. Teeth, whether natural, capped or veneered, shall not be ornamented with decorative appliqués, designs, jewels, initials, etc. Dental filling materials will not be made in unusual colors; (e.g., green, blue, purple, pink, etc.). Teeth shall not be filed or sharpened for the purpose of and/or resulting in an abnormal appearance.

I. Jewelry that is prejudicial to good orders, discipline, and morale or is of a nature to bring discredit upon the Sheriff's Office is prohibited. For example, jewelry that is obscene, sexually explicit, and/or advocates discrimination based on sex, race, religion, ethnic, or national origins is prohibited. In addition, jewelry that is related with gangs, supremacists, or extremist groups, advocates illegal drug use, or undermines the values of the Sheriff's Office is prohibited.

J. Jewelry worn by personnel working undercover assignments will be at the discretion of the division commander. Exceptions are permitted only while the employee is on active undercover assignment.

XVI. Fingernail and Makeup Appearance

A. Fingernails will be kept clean and neatly trimmed and will not extend more than one-quarter inch (1/4") from the tip of the finger.
B. Fingernail polish may be worn by female employees if: of only one color, Subdued in color, not bright, gaudy, or garish, and without ornamentation such as pins, Stones, glitter, or studs. Nail colors will be either neutral or natural in color (e.g., reds, pinks, Beige, etc.). No unusual colors are allowed (e.g., green, blue, purple, etc.).
C. While in uniform or wearing plain clothes and acting on the behalf of the Sheriff's Office, employees will be required to adhere to fingernail appearance guidelines.
D. These guidelines apply to sworn and non-sworn employees alike.
E. Exceptions are permitted only while the employee is on active undercover assignments. Fingernail styles worn by personnel working undercover assignments will be at the discretion of the division commander.
F. The use of makeup by female employees both uniformed and in civilian attire will be conservative. This does not imply a plain look but is meant to eliminate gaudiness. The following detract from a professional image and are prohibited:

    1. Excessively applied makeup (e.g., heavy eyeliner or eye shadow, false eyelashes, etc.).
    2. Bright and/or garish eye shadow, lipstick, etc. Lipstick will be either neutral or natural in color (e.g., reds, pinks, beige, etc.), no unusual colors are allowed (e.g., green, blue, purple, etc.)
    3. Glitter.

G. Male employees shall not wear cosmetics while on duty or when representing the Department except as noted in XVI, D. below.

XVII. Tattoo(s)/Body Art/Brands

A. Definition:

    1. Body art/Body alteration/Body: Art made on, or with, the human body. The most common forms are tattoos and body piercings. Scarification, branding, and body painting are a few others. Body art is the deliberate altering or modification of any part of the body for non-medical reasons.

B. Tattoos/body art/brands: shall be concealed at all times, while in uniform or civilian attire, and representing the department. The concealment method must be one of the following:

    1. authorized uniform or civilian attire
    2. makeup
    3. a plain flesh colored bandage/wrap
    4. a sleeve

        a. If a sleeve is used for concealment, it must not have any visible markings of any kind, and must be black or flesh colored

    Exception: Visible tattoos/body art/brands shall be allowed for employees working undercover assignments at the discretion of their division commander. Exceptions are permitted only while the employee is on active undercover assignment.

C. No tattoos/body art/brands will be allowed on the head, face, neck or scalp. The neck area for purposes of this regulation is any portion visible when wearing a crew neck T-shirt or open collar uniform shirt. In addition, tattoos/body art/brands on the torso area of the body shall not be visible through uniform clothing.
D. Tattoos/body art/brands located anywhere on the body that are prejudicial to good orders, discipline, and morale or are of a nature to bring discredit upon the Sheriff's Office are prohibited. For example, tattoos/body art/brands that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnic, or national origins are prohibited.

In addition, tattoos/body art/brands that are related with gangs, supremacist, or extremist groups, advocate illegal drug use, or undermine the values of the Sheriff's Office are prohibited.

1. Exceptions

   a. This regulation does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment. For the purpose of this regulation, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel.
   b. Employee's participating in physical fitness programs.

E. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and/or resulting in an abnormal appearance. Examples of mutilation include, but are not limited to:

1. A split or forked tongue.
2. Foreign objects inserted in the tongue or under the skin.
3. Enlarged or stretched out holes in ears (other than a normal piercing).
4. Intentional scarring on neck, face, or scalp; or
5. Intentional burns creating a design or pattern.
6. Intentional altering of the shape of the ears, resulting in a cropped, pointed, or otherwise unnatural appearance.

Chapter 5.2 Department Identification Cards

I. Purpose

This policy gives employees guidelines for the department issued identification cards.

II. Policy

All employees will have a department issued identification card on or about their person at all times.

III. Identification Cards 322.07 Personnel Performance Rating

A. Only current Department issued, and authorized identification cards will be displayed or accepted as a means of official identification.
B. All Dallas County Sheriff's Office members must be in possession of their identification card at all times.

1. Covert or undercover personnel are exempted from this policy and shall conform to their Section's S.O.P. regarding the carrying of department identification cards.

C. At no time will any department employee loan or allow an unauthorized person to be in possession of their identification card.
D. Those Department members who have been suspended must surrender all departmental identification card(s) to the commanding officer notifying the member of the suspension.
E. All Dallas County Sheriff's Office members when not in uniform shall wear their own Department identification card when:

1. In any office or detention facility under the control of the Dallas County Sheriff's Office or when directed to do so by a supervisor.
2. Covert or undercover personnel are exempted from this requirement and shall conform to their Section's S.O.P. regarding the carrying of department identification.

F. The Resource Development Division will maintain a list of all department members indicating the number of identification card(s), both issued and on individual deposit, that each department member is authorized to possess. A duplicate copy of this list will be kept in the supervisor's office of the Communication Section for 24 hour access.

IV. Wearing of Identification Cards

A. Identification cards will only be worn or displayed in the following manner:

1. Inside the clear plastic clip carrier issued with card.
2. Employee photograph visible to front view.
3. Plastic clip carrier shall be worn on department issued breakaway safety neck chain, authorized private purchase cloth lanyard with the words Dallas Sheriff embroidered upon it (available for private purchase through department), or attached to the outermost garment by clip.
4. Plastic clip carrier with employee's identification card inside shall be worn or suspended on the outer most layer of clothing as close to the heart as possible and shall be fully visible at all times.
5. Department members will not wear or display their identification card in a conspicuous manner while in a public place unless they are acting in an official capacity.

V. Alterations to Identification Card or Carrier

A. No department member will alter the appearance of his or her official identification card or plastic clip carrier in any way.
B. Official identification card(s) and plastic clip carriers will not be cut, pierced, punctured or mutilated in any way.

C. Photographs, stickers, awards, ribbons, tape or charms will not be attached/affixed to the official identification card, clear plastic clip carrier, breakaway safety neck chain or departmentally authorized lanyard.
D. No items(s) will be attached to or placed in the clear plastic clip carrier other than the official identification, timecard and/or electronic door access card.
E. All department members will ensure that their id card and plastic clip carrier are clean.

VI. Issue

A. All department members will be issued one (1) official identification card with the option of obtaining one additional card. Personnel authorized for electronic door access to county buildings and/or parking access on departmental property that requires electronic card access will be issued an official identification card with an embedded magnetic strip that allows for use as both an identification card and electronic door access card.
B. All department members may obtain a second employee official identification card after signing a user agreement and making a deposit. The second employee official identification card will not have embedded electronic access entry capability.
C. All honorably retired department members will be issued an official identification card indicating their status as retired.
D. The Resource Development Division will be responsible for the issue of all identification cards and receipt of deposits from those employees wishing an additional identification card(s).

VII. Replacement Cost, Card Ownership.

A. Cost for replacement of a lost, damaged or stolen identification card will be set by the Commissioners Court.
B. All Dallas County Sheriff's Office official identification cards are the property of and shall remain the property of the Dallas County Sheriff's Office.
C. If any employee is terminated or membership as a Reserve Deputy Sheriff or Sheriff's Posse member is revoked or ended, all identification cards are required to be returned to the Sheriff's Office Resource Development Division immediately.
D. If a deposit was made for an additionally issued identification card, a refund in the amount of the original deposit will be made upon the successful return of all cards.

VIII. Notification of Damaged, Lost or Stolen Identification Cards

A. If an official identification card is damaged, department members will report the damage to their immediate supervisor immediately.
B. If department members are off duty when the damage occurs, they shall report the damage to their immediate supervisor within seventy-two (72) hours or the next business day, whichever comes first.

C. Upon notification the supervisor will forward a Memorandum of Recommendation through channels to the Office of the Executive Chief Deputy.
D. The supervisor will explain how the identification card was damaged and make a recommendation indicating whether the department member should be held responsible for the replacement cost of the card.
E. The decision of the executive chief deputy will be final.
F. Upon notification from the office of the executive chief deputy the Resource Development Division will issue a replacement identification card(s)
G. If an official identification card is lost or stolen, department members will report the loss to their supervisor immediately:

1. If the department member is off duty at the time of the incident; he or she shall report the loss to the Communication Section supervisor on duty.
2. All personnel are required to notify their immediate supervisor upon their return to duty.

3. Upon notification of a lost or stolen official identification card, the Communications Section on duty supervisor will generate a service number for lost/stolen county property.
4. The Communication Section supervisor will also include the loss in the Sheriff's Daily Report.
5. Upon notification, the department member's immediate supervisor will cause a Sheriff's Office Records Management System (RMS) form to be completed.
6. If the ID is stolen the original report will be forwarded to the Criminal Investigation Section for action. A copy of the offense/incident report will be placed in the department member's Department file.
7. The Department member's immediate Supervisor will also forward a memorandum of recommendation with a copy of the offense/incident report through channels to the Office of the Executive Chief Deputy.
8. The supervisor will explain how the official identification card was lost / stolen and make a recommendation indicating whether the employee should be held responsible for the replacement cost of the card.
9. The decision of the executive chief deputy will be final.
10. Upon notification from the office of the executive chief deputy the Resource Development Division will issue a replacement identification card.

Chapter 5.3 Personal Conduct

I. Purpose

The purpose of this policy is to establish a basis of conduct for all members of the Dallas County Sheriff's Office. It is recognized that rules, regulations, policies, and procedures cannot be prescribed for every specific action or circumstance encountered by department members. In emergencies, or situations not addressed in this manual, the individual is expected to use his own discretion governed by sound judgment. All sworn personnel are expected to abide by the Law Enforcement Code of Ethics to guide their personal and professional conduct. This Code will also serve as a guide for all civilian personnel within the department.

II. Policy

It is the policy of the Dallas County Sheriff's Office to ensure that the performance of its members is characterized by lawful actions that are carried out in an exemplary fashion. To this end, the department expects its personnel to maintain the highest standards of appearance and conduct at all times, while on duty or off duty.

III. Standard of Conduct

The Law Enforcement Code of Ethics is hereby adopted as a general standard of conduct for employees of the Dallas County Sheriff's Office.

IV. Law Enforcement Code of Ethics

An employee of the Sheriff's Office shall be familiar with this statement: As a law enforcement officer, my fundamental duty is to preserve mankind - to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the Constitutional rights of all men to liberty, equality and justice. I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in 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 the 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 police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

V. Attention to Duty

A. As most law enforcement work is necessarily performed without close supervision, the responsibility for the proper performance of a Sheriff's Office employee's duty lies primarily with the employee himself.

B. Sheriff's Office employees carry with them a responsibility for the safety of the community and their fellow employees.
C. Employees discharge that responsibility by the faithful and diligent performance of their assigned duty. Anything less violates the trust placed in them by the citizens, and nothing less qualifies as professional conduct.

VI. Responding to persons in crisis

A. There are many reasons a person may be unresponsive, uncooperative or resisting arrest. A person may be uncooperative due to a medical condition, mental, physical, or hearing impairment, language barrier, or emotional crisis, and have no criminal intent. This may not make the individual any less dangerous, but it may require a change in tactics that will be more effective while maintaining officer safety, if these circumstances are known to the officer.
B. All seizures, including seizures for the purpose of taking individuals into custody for treatment, must be reasonable under the Fourth Amendment.
C. Reasonableness is determined on a case-by-case basis.
D. When there is no suspicion of criminal activity, any use of force must be based on the belief that the action is reasonable to protect the subject or others from the threat of imminent physical harm. Frederick v. Motsinger, 873 F.3d 641, 647 (8th Cir. 2017).
E. In situations where a person has threatened or committed self-harm only and poses a risk only to them self, officers are not authorized to use deadly force.
F. However, these situations may rapidly evolve so Officers must continually evaluate the risks and take appropriate actions to maintain safety for the public and themselves.
G. An officer's use of deadly force must meet the parameters set forth by Chapter 9 of the State of Texas Penal Code (justification excluding criminal responsibility) and all of the elements of deadly force must be known or reasonably believed.
H. In determining the reasonableness of a response to an individual in crisis, officers may consider the following:

1. Whether the individual poses an imminent threat of harm to themselves or others.
2. Whether some degree of force is reasonably necessary to address the threat, and
3. Whether the force option used is reasonable under the circumstances.
4. Furthermore, responses to individuals in crisis must also comply with the requirements of General Orders.

VII. De-Escalation.

A. Officers should attempt to de-escalate encounters before using force to respond to resistance or aggression, when safe to do so.
B. At times an officer must exercise control of a violent or resisting person to make an arrest, or to protect the officer, other officers, or members of the community from the risk of imminent harm.
C. Not every potential violent confrontation can be de-escalated, but officers have the ability to impact the direction and the outcome of many situations they handle based on their decision-making and the tactics they choose to employ.
D. When reasonable under the totality of circumstances, officers should gather information about the incident, assess the risks, assemble resources, attempt to slow momentum, and communicate and coordinate a response.
E. Officers should use advisements, warnings, verbal de-escalation, and other tactics and alternatives to higher levels of force.

F. Officers should recognize that they may withdraw to a position that is tactically more secure or allows them greater distance in order to consider or deploy a greater variety of force options.
G. Officers must perform their work in a manner that avoids unduly jeopardizing their own safety or the safety of others through poor tactical decisions.

VIII. Employee's Duty to Report Misconduct.

A. The reporting of misconduct and prevention of the escalation of misconduct are areas that demand an employee to exercise courage, integrity, and decisiveness.
B. Department policy requires that when an employee, who is not a supervisor, becomes aware of possible misconduct by another employee of this Sheriff's Office, the employee shall immediately notify a supervisor.

C. Furthermore, an employee who observes serious misconduct shall take appropriate action to cause the misconduct to immediately cease.
D. The fact that a supervisor is present and not taking appropriate action to stop the misconduct does not relieve other employees of the Sheriff's Office present from this obligation.
E. An employee's obligation to report and prevent misconduct begins the moment the employee becomes employed by or appointed to the Dallas County Sheriff's Office.
F. Deputy Sheriffs, because of their status as peace officers, have an even greater responsibility to report and prevent misconduct.
G. Experience, rank, or tenure are not factors in knowing the difference between right and wrong, and they do not provide an excuse for failing to take appropriate action.
H. Although Supervisors are responsible for investigating allegations of misconduct, all employees are responsible for preventing and reporting misconduct.
I. Dallas County citizens expect and deserve employees who possess a high degree of integrity.
J. Any employee who gives an appearance or is perceived to be condoning or concealing misconduct impairs the trust of the public.
K. Employees must respect and be aware of their responsibility to report all acts of misconduct freely and truthfully, and to take action, as necessary, to prevent the escalation of those acts. This is essential if the Sheriff's Office is to maintain the trust of the public.

IX. Duty to Intervene

A. It shall be the duty of all employees who witness other employees using unlawful physical force will intervene to prevent or stop the physical force that is unlawful and when in a position to do so safely, intervene to prevent the use of excessive force (outlined in Chapter 7.1 of this General Orders), to either stop, or attempt to stop another employee when the force is being inappropriately applied or no longer required.
B. The use of force is defined in Chapter 7.1 of this General Orders manual. The employee must report to a supervisor within 24 hours of the unlawful incident.
C. If the observer is of lesser rank than the offender, the observing employee shall contact an on duty supervisor of equal or higher rank to that of the offender by the end of the shift.
D. The reporting supervisor shall instruct the offender to go to Internal Affairs at 9:00 am the following business day, or at another time if specified. The reporting Supervisor shall be present when the offender goes to the Office of Internal Affairs.
E. Upon learning of the incident, the reporting supervisor shall submit a report within 24 hours to Internal Affairs.
F. The Internal Affairs commander shall notify the appropriate members of the chain of command.
G. If the employee is in fear of retaliation, he/she may report the violation directly to Internal Affairs.

X. Employee Conflict of Interest.

A. Employee Contacts with the Public

1. In each of his contacts with the public, an employee must be aware that his actions, appearance, and statements are those of the Dallas County Sheriff and the Dallas County Sheriff's Office. For that reason, and because of the inherent potential for conflict in many law enforcement contacts, employees must develop a fair, impartial, and reasonable attitude and businesslike manner.
2. Personal feelings or motives, or the possibility of personal gain, will not influence decisions.
3. An employee must not place himself in a position of compromise by soliciting or accepting gratuities.
4. His/her statements must be the result of considered judgment and be absent of personal opinion, bias, or editorial comment.
5. Extended conversation which reflects the employee's personal opinions will normally be considered inappropriate.

B. Employee Relations with Vendors and Contractors

1. When representing the Dallas County Sheriff's Office to outside business organizations which are, or which are likely to become, vendors or contracting parties with Dallas County or the Sheriff's Office, employees must conduct themselves in a manner which will bring credit to themselves and to the Sheriff's Office.
2. Because a Sheriff's Office employee is the most conspicuous representative of Dallas County government, the employee's conduct is likely to be scrutinized far more severely than that of other persons; therefore, when dealing with prospective contractors, employees must avoid becoming engaged in conduct which is, or might appear to be, censurable.
3. Sheriff's Office resources will not be committed to furthering the work of a prospective contractor or vendor prior to the formation of a contract with Dallas County. Similarly, whatever is seen or heard of a confidential nature, or that is confided in an official capacity, will be kept as such unless disclosure is necessitated in the furtherance of department objectives.
4. Personal feelings or motives, or the possibility of personal gain, will not influence decisions.
5. An employee must not place himself in a position of compromise by soliciting or accepting gratuities, even where such activity might otherwise be considered an acceptable form of business negotiations outside the Sheriff's Office.

C. Endorsement of Products and Services

The Dallas County Sheriff's Office's position of providing fair and impartial service dictates that each employee must scrupulously avoid using his official capacity, title, or position in the Sheriff's Office to endorse any organization, program, product, or service when such endorsement is not approved and required in the performance of his duties as defined by the Sheriff or his/her designee.

XI. Liaison with the Criminal Justice System

A. All personnel shall conduct themselves professionally and appropriately while engaged in any working relationship with other agencies within the criminal justice community.

B. The Dallas County Sheriff's Office maintains a close working relationship with other law enforcement agencies, and makes available to them information concerning training, techniques, and procedures developed or used by the Sheriff's Office.
C. The Sheriff's Office shares responsibility with the Judiciary and other law enforcement and prosecution agencies in the criminal justice system. All elements of the system work toward common objectives and each element is functionally complementary.
D. The cooperative and harmonious working relationships which are essential in attaining those objectives are impaired by unnecessary criticism of others engaged in the administration of criminal justice. For that reason, employees should be aware of the effect upon law enforcement of any comments they make which might be interpreted as being critical of other law enforcement or prosecution agencies or individual employees of the Judiciary. However, it is not intended that there be any infringement of an employee's right to express his personal views regarding the criminal justice system in general.

XII. Employee's Duty to Testify

A. Among the duties of the employees are those of preventing the commission of crime, assisting in its detection, and disclosing all information known to them which may lead to the apprehension and punishment of those who have transgressed the law.
B. When an employee acquires knowledge of facts which tend to incriminate any person, it is their duty to disclose such facts when called upon to do so.
C. It is a violation of duty of all employees to refuse to disclose pertinent facts within their knowledge, and such neglect of duty can result in disciplinary action up to and including termination.

NOTE**:** Under State and Federal Law, any testimony or statement made by an employee under administrative compulsion of this policy cannot be used against that employee in any pending or future criminal prosecution in state court.

XIII. Private Police Agencies

A. When an employee of the Dallas County Sheriff's Office is present, for any reason whatsoever, during an investigation or interrogation of any type being conducted by a private agency, he/she will immediately make a report to his Division Commander regarding the incident.
B. Before an employee of the Dallas County Sheriff's Office works in any capacity with a private police agency or an individual or attorney on civil or criminal cases, he must first have prior approval from the Executive Chief Deputy or the Sheriff.

XIV. Discipline

A. It is essential that public confidence be maintained in the ability of the Sheriff's Office to investigate and properly adjudicate complaints against its employees. Additionally, the Sheriff's Office has the responsibility to seek out and discipline those whose conduct discredits the Sheriff's Office or impairs its effective operation.
B. The rights of the employee as well as those of the public must be preserved, and any investigation or hearing arising from a complaint must be conducted in an open and fair manner with the truth as its primary objective.
C. The Sheriff's Office accepts complaints against its employees and fully investigates all such complaints to the appropriate disposition.

Chapter 5.4 Performance Appraisals and Commendations

I. Purpose

The Dallas County Sheriff's Office expects a very high level of professional conduct from all of its employees. The purpose of this policy is to establish procedures to inform employees of their job performance by annual performance evaluations, noting areas that may need improvement and also acknowledging areas the employee is excelling.

Employees of the Sheriff's Office frequently perform their duties in a manner exceeding the highest standards set forth by the Department. This policy also serves to establish procedures for recognition of employees whose conduct or actions bring a positive light upon the individual and/or the Department. Official commendation of such performance and the arrangement of appropriate publicity is to be provided by the Sheriff's Office to give full public recognition to those who have brought honor to themselves and the Sheriff's Office. This recognition is intended to give positive reinforcement to those employees who project themselves through positive contributions to the Sheriff's Office, and thus promote morale.

II. Policy

The policy of the Sheriff's Office is that all full time, regular, employees shall be evaluated on an annual basis. To promote morale and encourage professional conduct, the Sheriff's Office will officially recognize outstanding conduct by individual employees and award employees who have brought honor to themselves and the Sheriff's Office.

III. Performance Appraisals

A. Annual and Probationary Performance Appraisal Periods:

1. All full time, regular, Sheriff's Office employees will receive performance appraisals on an annual basis.

    a. Annual appraisal periods for employees with the last name beginning with (A-L) will be completed in January and the employees with the last name beginning with (M-Z) will be completed in July. Supervisors are encouraged to mentor or counsel their employees prior to their annual evaluation.
    b. The annual appraisal for employees with the last name beginning with (A-L) must be completed no later than January 31.
    c. The annual appraisal for employees with the last name beginning with (MZ) must be completed no later than July 31.
    d. If an employee receives an Opportunity for Change evaluation, he/she will receive another evaluation after six months.
    e. If an employee changes his/her last name due marriage and/or legal name change, the supervisor will be responsible for checking the Department file to determine if he/she received an annual evaluation for that year.

2. All probationary employees will receive monthly performance appraisals for each month of the probationary period.

B. Performance Rating Levels: All Dallas County Sheriff Department employees shall be rated at one of the following three (3) levels:

1. Exceeds Expectations: The employee consistently exceeds performance objectives with virtually no detected preventable/controllable errors. Makes significant contributions well beyond normal job expectations. Individual requires little direction or supervision. The employee is viewed as a role model for consistently delivering outstanding results and has

demonstrated leadership beyond their assigned areas of responsibility in support of Dallas County culture and the Sheriff's Office duty performance.

2. Meets Expectations: The employee is fully qualified in key areas of job performance, overall meets or exceeds performance objectives, and is performing the job as expected and demonstrating support for Dallas County culture. The employee is making a valuable contribution to the company. Errors are infrequent and are typically detected and corrected by the employee.

3. Opportunity for Change: The employee is not meeting performance expectations. Once areas for improvement are identified and addressed, employees in this category are expected to fully meet expectations for the position after an appropriate time. Overall, job performance must improve.

C. Performance Appraisal

1. A Performance Appraisal will be completed for all employees:

   a. Only performance appraisals completed on the Dallas County Sheriff's Office Annual Performance Appraisal Form will be accepted.
   b. Both the employee and appraiser must sign the appraisal.
   c. Supervisors will be required to have written documentation for traits rated as Exceeds Expectations. Supervisors are encouraged to attach positive counseling reports, meritorious conduct awards, and/or letters of recognition to the evaluation.
   d. Supervisors will be required to have written documentation for traits rated as Opportunity for change. Supervisors are encouraged to attach negative counseling reports to the appraisal.
   e. Supervisors will make recommendations to an employee on what steps he/she can take to improve an Opportunity for Change appraisal.

D. The Dallas County Sheriff's Office Annual Performance Appraisal Form

1. This form is a five (5) page form that can either be printed or sent electronically for next supervisory level approval.
2. This form is used for all Dallas County Sheriff Department employees, including supervisors.

E. Processing Procedures

1. An employee's immediate supervisor will complete the Performance Appraisal Form and forward the appraisal through the employee's chain of command to the bureau commander.
2. If the immediate supervisor has only supervised the employee six months or less, the previous supervisor or chain shall complete the performance evaluation.
3. If none of the previous chain of command cannot be contacted or exist, the immediate supervisor shall make note of the limited time under their supervision and complete a performance evaluation based on the period of time under their supervision. All other cases will be evaluated on a case by case basis.
4. Each level of the employee's chain of command shall read and sign their subordinates' appraisal form and may make additional comments or recommendations to the appraisal.
5. If the employee received an Opportunity for Change or Exceeds Expectations evaluation, all first line supervisors must agree with the rating.
6. Bureau commanders, after reviewing, will direct the return of the appraisals to the employees' immediate supervisor.
7. The employee's immediate supervisor will personally review the appraisal with the employee.

8. Employees will be required to sign the appraisal form indicating that they agree or disagree with the appraisal.
9. Employees that do not desire further review of their appraisal will be issued their copy of the appraisal at this step.

F. The employee's first line supervisor will then disseminate the Appraisal Form as follows:

1. Copy to the employee.
2. ORIGINAL: Employee Department file (with all documentation attached).
3. Employees disagreeing with the rating of their performance appraisal will sign and receive their copy of the appraisal. These employees will then comply with Section III, G. Copies of the appraisal will not be placed in the Department file until the appraisal is finalized.

G. Performance Appraisal Review Process

1. Upon receipt of their copy of their individual Performance Appraisal Form, employees who have indicated a desire for further discussion concerning their appraisal level shall begin the Performance Appraisal review process.
2. Employees who have requested further discussion of their performance rating shall meet first with the next supervisor ranked higher than the original appraiser.
3. The employee shall be given the opportunity to meet in a timely manner with all levels of command through their chain of command to the level of the employee's bureau commander.
4. Employees who have had a review through their bureau commander and still desire further review may submit a written request to meet with the executive chief deputy for a final review of the employee's performance rating

    a. The written request must be made within five (5) working days of the employee's review meeting with their bureau commander.
    b. The request will be submitted through the employee's first line supervisor to continue through the chain of command.
    c. The decision of the executive chief deputy shall be final.
    d. A probationary employee shall follow the same appeal procedure, with the exception that the decision of his/her bureau commanders shall be final.

H. Opportunity for Change Performance Appraisals

1. Supervisors who rate employees as Opportunity for Change shall support their ratings by having written documentation. The supervisor may attach copies of negative counseling reports to the evaluation.
2. At the time of the first Opportunity for Change performance appraisal, supervisors shall prepare a written plan to assist employees in improving their work performance. Supervisors shall also document additional training given to employees to improve their performance.
3. At the time of the second Opportunity for Change performance appraisal, supervisors shall forward the performance appraisal with a Special Report to the division commander, as required by General Orders Chapter 4.9, Section VII. The division commander shall send the Special Report and the performance appraisal to Internal Affairs for investigation.
4. After two successive unsatisfactory performance appraisals, employees may be placed on performance probation under General Orders Chapter 4.9, Section XXVIII.

IV. Performance and Counseling Report

A. The Performance and Counseling Report serves a dual purpose in recording specific acts and performances of employees and is to be used as an aid to supervisors in training, performance

evaluations, etc. The reports are of special significance when an employee is being transferred from one Supervisor to another.

B. Performance and Counseling Reports will be used by all supervisors to record any outstanding performance or act of an employee (Positive Performance and Counseling Report).
C. It will also be used to record any performance in need of improvement or an act that is in violation of the rules, regulations, or policies of the Sheriff's Office which the supervisor has either observed or obtained personal knowledge of (Negative Performance and Counseling Report).
D. An employee's immediate supervisor has the authority to initiate a Performance and Counseling Report, positive or negative, without looking to higher authority.
E. The employee's immediate supervisor will complete the employee's Performance and Counseling Report and personally review the report with the employee.
F. The employee will sign and date the report, acknowledging receipt of a copy of the report and that the supervisor has reviewed it with him.
G. The employee's signature shall signify only receipt of the Performance and Counseling Report and shall not be considered an admission of guilt or innocence, agreement, or disagreement.
H. In the event that the employee believes the Performance and Counseling Report to be unjustified, he or she may appeal by submitting a written memo to the captain of the division. This must be done through channels and within seven (7) calendar days from the day the employee received the Performance and Counseling Report.
I. An employee's failure or deliberate refusal to sign a Performance and Counseling Report shall be considered insubordination.
J. A copy of all employee's positive Performance and Counseling Reports will be forwarded through the chain of command to the respective employee's bureau chief, at the discretion of the division commander.
K. The original Performance and Counseling Report dealing with performance in need of improvement or acts in violation of the rules, regulations or policies of the Dallas County Sheriff's Office will be given to the employee and a signed copy will be placed in the employee's Department file.

L. All Performance and Counseling Reports (negative or positive) will remain in the Department file until the end of the annual performance evaluation period. If an employee is given a Performance and Counseling report within 30 days of the end of the evaluation period, the bureau chief shall determine if the report stays until the end of the next evaluation period.
M. The documentation provided by the use of this report to record all instances of employee performance both above and below accepted level will be used to justify the employee's performance evaluation.

V. Personnel Commendations

A. When a supervisor receives a commendation by telephone, letter or in person, it will be his responsibility to complete an intra-department letter and forward it through the chain of command to the employee's division commander for his signature.
B. The original letter and one copy for each employee involved will be completed and forwarded.
C. It is the responsibility of the supervisor receiving the information to verify the identity of the commended employee(s).
D. The letter will include all information which is pertinent to the commendation.
E. Any employee, who is not a supervisor, upon being informed of a commendable act of another employee of the Sheriff's Office, will report the information to the commended employee's supervisor, who will write and forward the above correspondence listed in V.-A.
F. One copy of the commendation letter and/or the intra-department letter will be placed in the employee's Personnel and Department files and one copy will be given to the commended employee.
G. If the division commander determines that the circumstances dictate, a copy will be sent through channels to the Sheriff and/or the Meritorious Conduct Board for appropriate action.

VI. The Meritorious Conduct Board

A. The Meritorious Conduct Board's primary mission is to review cases involving meritorious service and to make recommendations to the Sheriff or his/her designee for proper recognition of outstanding acts as performed by employees of the Sheriff's Office.

B. The Meritorious Conduct Board:

1. Receives recommendations made by the supervisors within the Sheriff's Office for presentations or awards.
2. Approves or disapproves the recommendations and if approved, decides what type of award is to be given, then makes those recommendations to the Sheriff or his/her designee.

C. Any supervisor who observes or receives information regarding the action of any employee which, in the opinion of the supervisor, would qualify for an award shall submit a report to the Meritorious Conduct Board.
D. The report shall be routed through the chain of command for any comments and or recommendations, and then forwarded to the Meritorious Conduct Board chairman. The chairman shall present the report to the Board for approval, denial and/or award.
E. The reporting supervisor will include a complete account of the incident, and statements taken by each employee involved.
F. The recommendations will be submitted within thirty days of the date of the incident, except where there are internal investigations in progress, in which case the thirty days will begin immediately following the close of the investigation.

G. It is also the function of the board to approve recommendations and in some cases, make the choice of employees to receive awards from outside agencies, organizations and/or individuals, upon approval of the Sheriff or his/her designee.
H. All Sheriff's Office personnel shall be eligible for awards.
I. Employees shall not wear any awards that have not been approved by the Sheriff or his/her designee and the Dallas County Sheriff's Meritorious Conduct Board.
J. The Sheriff shall be the final authority on all matters pertaining to official uniforms and component items.
K. Composition of the Meritorious Conduct Board:

1. The board will consist of a chairman (captain or detention service commander) and selected board members. The board will consist of all ranks and positions. All board members will be appointed by the executive chief deputy.
2. The chairman and four employees shall constitute a quorum.
3. The chairman will serve as the presiding officer and will not vote except in the case of a tie.
4. The chairman will call meetings of the board at least once per quarter.
5. Board members will serve (1) to (2) year terms.
6. If a board member is unable to fulfill his term, then the executive chief deputy will appoint a replacement to finish the remainder of that term.

VII. Sheriff's Office Awards

A. The following awards are listed in the order of prominence: (Descriptions and images are available on the Sheriff's Office website)

1. The Sheriff's Cross
2. The Sheriff's Medal of Honor
3. The Sheriff's Medal of Valor
4. The Meritorious Conduct Award
5. The Sheriff's Commendation Award
6. The Life Saving Award
7. The Sheriff's Shield
8. The Purple Heart

9. The Certificate of Civic Achievement Award
10. The Certificate of Merit Award
11. The Perfect Attendance Award
12. Firearms Proficiency Awards
13. TCOLE Law Enforcement Officer Certification Awards
14. TCOLE Instructors Certification Awards
15. Length of Service Awards
16. Field Training/Training Officer Awards
17. Proficiency or Specialty Awards

B. Citizen's Certificate of Merit (awarded to persons not employed by the Sheriff's Office; ranked separately).

C. The 09-11-01 "Never Forget" Commemorative Bar; not an award.

D. . Ranking and display on uniforms

1. All awards are to be worn in order of the above ranking with the highest award being placed on top of all other awards. Proficiency Bars shall be worn in the below order:

    a. Tactical Unit.
    b. Special Response Team.
    c. Accident Reconstructionist.
    d. Advanced Accident Investigator.
    e. National FBI Academy Bar.
    f. Specialized Training/ Leadership school.
    g. K-9 Unit.
    h. Drug Recognition Expert.
    i. Intoxilyzer Operator.
    j. Physical Evidence Investigator.
    k. HAZMAT Training.
    l. Officer/Employee of the Year.
    m. Fire Warden Award.
    n. Fingerprint Tech.
    o. Mental Health Officer.
    p. School Resource Officer.
    q. Bike Unit.
    r. Mounted Unit.
    s. Honor Guard Unit.

2. If there are enough bars that do not cause the highest bar being singled out on top, then the highest bar shall be closest to the shirt buttons. The next highest bar shall be positioned closer to the shirt sleeve and on the same row with the first bar. The next bar would be placed directly below the highest bar next to the shirt buttons thus making two bars on each row.
3. It is also permissible to wear three bars on each row if desired. They also would be in order of ranking as indicated above with the exception of having three bars instead of two on each row.
4. Bars may be mounted onto one single unit at the employee's expense. The 0911-01 bar shall not be mounted onto one single unit or worn with the Sheriff's Office awards except as noted below.
5. The 09-11-01 commemorative bar may be worn with the Deputy class "B" uniform and Detention Officer class "B" uniform with those bars that may be worn on a daily basis that are directly related to the Deputy/Officer's job (i.e., FTO/TO, Tactical Unit, Special Response Team, Mental Health Officer, Accident Investigator, Fire Warden, etc.).
6. If the 09-11-01 commemorative bar is worn alone it will be placed centered above the name plate. If it is worn with those Sheriff's Office Awards allowed to be worn on a daily

basis due to their direct relation to the Deputy/Officer's job, it shall be worn on the bottom row closest to the shirt sleeve in the lowest ranking position since it is not an award.

IX. The Sheriff's Posse/Reserve Division Awards

A. Members of the Dallas County Sheriff's Posse and Sheriff's Reserve Divisions are eligible for awards issued by the Dallas County Sheriff's Office.
B. The Sheriff's Posse and Sheriff's Reserve Division may each have individual awards for:

1. The Silver Spur (Posse).
2. Reserve Deputy of the Year.

C. These awards are issued in accordance with each respective division's rules and regulations regarding requirements and issue for such awards.
D. These bars are ranked in prominence next to the Commendation Award, or if applicable the proficiency bars.

X. Employee of the Month/Year

A. The employee of the month shall consist of three categories:

1. Deputy Sheriff (D-1).
2. Detention Service Officer (DSO).
3. Civilian Employee.

B. Responsibility

1. Each staff employee, deputy, detention Officer, clerk, supervisor, manager and commander is responsible for reading, knowing and implementing these procedures.
2. All chief deputies and assistant chief deputies are responsible for collectively selecting from their respective bureau and forwarding to the Sheriff through the executive chief deputy:

a. Nominations for deputy, detention service officer and civilian employee of the month for each calendar month.
b. (Nominations for deputy, detention service officer and civilian employee of the year for each calendar year.

C. Each Division Commander is responsible for

1. The employee of the month/year program in their division.
2. Making the final and fair selection for their division by the 25th of each month.
3. Forwarding the employee of the month name being nominated to the chief deputy of their respective division through the chain of command by the 26th of each month.
4. Obtaining and presenting a certificate to the employee of the month at that employee's detail by the 5th of the following month after being nominated.
5. Forming a selection committee if the division does not have a watch system.
6. Establishing a rating sheet format, based on the following criteria, for use by the selection committee.
7. Ensuring that a rating sheet is completed on each nominee.
8. It is the watch commander's responsibilities if the division does not have a three watch or shift system.

D. Watch Commanders (if applicable) are responsible for

1. Forming a watch selection committee.
2. Ensuring that a rating sheet is completed on each nominee.
3. Obtaining from the watch selection committee their nomination.

4. Forwarding the nomination with the watch commanders' endorsement to the division commander by the 22nd of each month.

E. Each Watch Selection Committee is responsible for

1. Selecting the watch's monthly nominee in a fair and consistent manner on the 20th of each month.
2. Forwarding the nominee to the watch commander by the 21st of each month.
3. Eliminating any nominee that does not meet the criteria and basing the selection on merit only.

F. Procedure is as follows for selecting and recognizing each month and year as outstanding regular, full-time employee based on the employee's job performance, attendance, attitude, personal appearance, job knowledge, work ethic and interpersonal skills.

1. Only regular, full-time deputies (D1), detention service officers (which includes DTOs) and civilian employees are eligible.
2. Employees of the watch selection committee are not eligible.
3. Employees are nominated by their watch peers or division peers if there is no watch system in the division.
4. The watch selection committee selects the nominee that best meets the criteria outlined below.
5. The watch commander endorses that the nominee selected by the watch selection committee has met the criteria.
6. The watch commander may reject any nominee that does not meet the criteria.
7. The division commander makes the final selection for employee of the month for their division.
8. The division commander may reject as unsuitable any nominee that does not meet the criteria listed below.
9. The assistant chief deputy and the chief deputy may reject as unsuitable any nominee for civilian employee, detention officer and/or deputy of the month that does not meet the criteria listed below.

G. Eligibility Criteria for Civilian Employee, Detention Officer and Deputy of the Month

1. Excellent Attendance

   a. No more than 16 hours of sick leave used, excluding FMLA or the death of an immediate family member, in the last six months, and no more than two (2) reports of tardiness in the last three (3) months prior to the nomination.

2. Attitude

   a. Displays an enthusiastic and positive attitude. Loyal and dedicated employee that is supportive of the Sheriff's Office mission.

3. Appearance

   a. Uniform and personal grooming is in compliance with the General Orders Manual.

4. Knowledge

   a. Displays knowledge of the Standard Operating Procedure for their division.
   b. Displays knowledge of the Sheriff's Office's General Orders Manual and Code of Conduct, Civil Service Rules and Regulations and the Dallas County Policies and Procedures.

5. Work Ethic

a. Job performance is above and beyond the requirement.
b. Promotes personnel safety and exerts every effort toward the reduction of hazards and accidents.
c. Set a positive example in sobriety, dignity, courtesy, discretion, diligence, credibility and integrity.

6. Interpersonal Skills:

a. Works well with other county employees.
b. Works well with the public and other agencies.
c. Displays a professional demeanor with inmates if applicable.

7. Regular, Full-time employee:
a. As defined in the Sheriff's Office Civil Service Commission Rules and Regulations.
b. That is not on probation or in training status.

H. Disqualifications for Civilian Employee, Detention Service Officer and Deputy of the month

1. More than 16 hours of sick leave used, excluding FMLA or the death of an immediate family member, in the last six months, and/or more than two (2) reports of tardiness in the last three (3) months prior to the nomination.
2. Any negative Performance and Counseling reports given in the previous (6) six months prior to the nomination.
3. On probation.
4. Any sustained I.A. complaint in the calendar year.

I. Employee of the Year - Eligibility and Criteria: Criteria are the same as listed above

J. Disqualifications for Employee of the Year

1. Over 32 hours or more sick time used and/or more than (4) four reports of tardiness for the year, excluding FMLA or the death of an immediate family member prior to the nomination.
2. Any negative Performance and Counseling Reports given in the last (12) twelve months on probation.
3. Any sustained I.A.D. complaint in the calendar year.

K. Watch Selection Committee

1. Composed of (1) one supervisor (committee head), (1) one training officer, or (1) clerk training coordinator, (1) one DSO (optional), and (1) clerk (optional).
2. Appointed in writing by the watch commander for (1) one year.
3. The appointment memorandum is forwarded to the division commander.
4. The division commander may reject any committee employee.

L. Procedure

1. Nominations from the watch are due to the watch selection committee by the 20th of each month.
2. The watch selection committee holds a meeting on the 20th of each month and reviews each nominee's:

a. Department file.
b. KRONOS time record.

3. Using the rating sheets, each nominee is to be rated.

4. The committee ranks all of the nominees and based on the criteria, and selects the best nominee
5. In a memorandum with supporting documentation, the committee forwards the selected nominee to the watch commander.
6. The watch commander reviews the selected nominee's qualifications and determines whether the selected nominee meets the eligibility criteria.
7. The watch commander may only reject a selected nominee that does not meet the eligibility criteria and return the memorandum back to the committee.
8. The committee selects the next best nominee and forwards that name in a memorandum to the watch commander when the first nominee is rejected.
9. Once satisfied with the selected nominee, the watch commander endorses in the memorandum that the selected nominee meets the eligibility criteria and forwards the memorandum with supporting documentation to the division commander by the 22nd of each month.
10. The division commander makes the final selection from the (3) three watch nominations by the 25th of each month.
11. The division commander may reject any or all of the watch nominees.
12. By the 26th of each month, each division commander forwards a memorandum with supporting documentation stating the nominee of the month through their respective assistant chief deputy to the chief deputy.
13. The chief deputy and assistant chief deputies select the nominee for the year for the Sheriff's Office from the division's nominees.
14. The chief deputies will forward the selected nominees of the month and/or year for the Sheriff's Office to the Sheriff through the executive chief deputy.
15. The Sheriff or designated representative presents a certificate and any award to the Sheriff's Office's nominee for the month by the 10th of each month at a location determined by the presenter.
16. The Sheriff or designated representative presents a certificate and any award to the Sheriff's Office's nominee for the year at a location and time to be determined by the presenter.

Chapter 6.1 Evidence Procedures

I. Purpose

Provide employees with procedures for the legal and safe care, custody, and control of evidence.

II. Policy

All employees of the Sheriff's Office shall comply with all applicable laws and Sheriff's Office procedures/policies when handling any evidence.

III. Evidence Submission and Storage Procedures

A. Employees of the Sheriff's Office shall adhere to all rules and regulations set forth in this General Orders Manual and the Code of Conduct regarding seized evidence.
B. To ensure the proper submission of evidence to the Southwestern Institute of Forensic Sciences (SWIFS/Crime Lab), a legal chain of custody (Evidence Form) must be maintained. SWIFS will not accept paperwork or evidence which has not been properly prepared. Evidence placed in the Criminal Investigation Section (CIS) locked evidence room is classified as:
    1. Non-narcotic; or
    2. Narcotic.
C. The completion of the Evidence Report Form, the SWIFS Lab Analysis Request Form, the marking and packaging of evidence, and the proper placing of the evidence in the CIS locked evidence room seems detailed and exacting, but each phase involved in handling seized evidence is important and necessary. Errors may cause evidence to be ruled inadmissible in a court of law.
D. A copy of the Evidence Form will be attached to the original Offense/Incident Report to be routed to CIS.
E. The original Evidence Form will accompany the evidence at all times.
F. The Physical Evidence Section will assist, when necessary, with evidence problems and questions.

IV. Criminal Investigation Section Evidence Room

A. The key and logbook to the CIS evidence room will be maintained by Station 9.
B. All evidence will be placed in the lockers in the CIS Evidence Room, unless the evidence is too large, narcotic evidence, and/or monies (currency).
C. Items that are too large shall be properly tagged and may be placed on the floor inside the room.
D. Monies (currency) evidence will be placed in the narcotic lock box, located inside the CIS evidence room, with an evidence bag labeled "currency."
E. All necessary paperwork, envelopes and evidence tags are kept inside the CIS evidence room.

V. Narcotic Evidence

A. When narcotic evidence is seized and a charge is to be filed against an individual, the narcotic evidence will be placed in the narcotic lock box, located inside the CIS Evidence Room.
B. The following rules will be adhered to or submissions will be rejected:
    1. The narcotic evidence will be placed into a 9"x12" manila envelope marked "NARCOTIC EVIDENCE ONLY."
    2. The front of the envelope will be filled out correctly.
    3. An example of the envelope is located on the wall above the Narcotic Lock Box.
    4. The Evidence Form and the SWIFS Lab Analysis Request Form will be filled out properly and will be stapled to the outside of the narcotic envelope before being placed into the narcotic lock box.
    5. Examples of the Evidence Form and the SWIFS Lab Analysis Request Form are located on the wall above the narcotic lock box.

6. Only narcotic evidence that needs to go to the SWIFS lab will be placed into the narcotic lock box.

C. Narcotic evidence that is to be filed as Found Property will be placed in a Narcotic Evidence Only envelope.
D. The Evidence Form will be properly filled out and at the bottom of the form the seizing employee shall mark "TO BE DESTROYED".
E. The Evidence Form is then stapled to the outside of the envelope and the envelope will be placed on one of the shelves in the CIS evidence room for the Property Control Officer.
F. The Physical Evidence Section shall have the only key to the narcotic lock box.

VI. Non-Narcotic Evidence

A. When possible, all non-narcotic evidence should be placed into a 9"X12" envelope or paper sack (container), with the following information written on the outside:
   1. Dallas County Sheriff's Office
   2. Service number
   3. Officer's name and badge number
   4. Offense
   5. Defendant's name, race, sex, date of birth (if known)
   6. Date evidence received
   7. Complainant or victim's name
   8. Description of evidence
B. The original Evidence Form will be stapled to the outside of the container.
C. Evidence tags will be attached to all handgun trigger guards, with the following information:
   1. Service number
   2. Caliber of weapon and make of weapon
D. Then the handgun shall be made safe with gun-ties and placed into a weapon cardboard box with the appropriate information (VI.A.1-8)
E. Rifles/shotguns will be made safe with gun-ties and placed in the locker labeled rifles/shotguns.

VII. Confiscated Monies (Currency)

A. For all amounts under $10,000.00 (ten-thousand), the reporting Deputy/Officer shall:
   1. Place the money in an evidence envelope located in the CIS Evidence Room after counting the money.
   2. A count of the money shall be listed by denomination on the outside of the envelope.
   3. The envelope shall be sealed and placed in the narcotics lock box with the Evidence Form for the money stapled to the outside of the envelope.
   4. The Property Officer on call shall be notified the money has been stored in the narcotics lock box, so it can be retrieved the following business day.
   5. A member of the Intelligence Section shall be available to witness the count by the Fiscal Section.
B. For amounts over $10,000.00 (ten-thousand), the Property Officer shall be notified, and the money will be secured in the vault.
C. The following business day a member of the Intelligence Section shall be available to witness the count by the Fiscal Section.

VIII. Narcotic and Non-Narcotic Evidence Seized in the Same Offense

A. In the event that narcotic evidence and non-narcotic evidence is seized in the same offense, and the narcotic evidence is to be submitted to SWIFS for analysis, the evidence will be packaged separately, and a separate evidence form will be filled out for both the narcotic evidence and the non-narcotic evidence.
B. The narcotic/non-narcotic evidence will not share the same item number on evidence forms.
C. Any questions should be directed to the Physical Evidence Section during normal business hours or through the Communications Section after business hours. The Criminal Investigation Section can be contacted during normal business hours at (214) 653-3481.

IX. Instructions for Completing the Evidence Form

Each blank will be completed by the person initially/actually receiving/seizing the evidence. The remaining blanks (on front and back of the form), after number 21, are for chain-of-custody purposes only and will be filled out by all persons handling the evidence after the initial receiving/seizing of the evidence. The original evidence form will remain with the evidence.

X. Instructions for Completing the Lab Analysis Form

Each blank will be completed by the person submitting the Lab Analysis Request Form. The original Request Form will remain with the evidence to be submitted.

XI. Procedure for Retention/Disposition of Property in Custody (Non-Vehicular)

A. When evidence/property is received by the Dallas County Sheriff's Office via the property room, an inventory will be made. A Property Control Invoice will be generated by the Property Control Manager or designee.
B. The Property Control Manager/designee will forward a copy of the invoice, along with a Property Disposition and Release Card to Station 9 in CIS.
C. The Station 9 deputy will determine what detective has been or will be assigned to the case in which the evidence/property belongs.
D. A copy of the invoice, along with a Property Disposition and Release Card will then be forwarded to the CIS deputy assigned to the case.
E. The deputy will complete the Property Disposition and Release Card. The CIS deputy will have 10 days in which to return the release card to the Property Control Room. The copy of the Property Control invoice may be retained by the deputy for personal records.
F. When the release card is received by the Property Control Manager/designee, he/she will dispose of the evidence/property as indicated on the Property Disposition and Release Card.
G. In January and July of each year, the Property Control Manager/designee will review the Property Disposition and Release Cards marked "Hold for Evidence".
H. Release cards 6 months or older will be pulled and a new card sent to the deputy/officer whose signature is on the old card.
I. The deputy/officer will then update the disposition of the evidence/property being held for him and return the updated card to the Property Control Room within 10 days.
J. If the deputy/officer is unavailable during the 10 daytime period, Station 9 shall notify the Property Control Manager/designee.
K. If the deputy/officer who originally signed the card is no longer employed by the Sheriff's Office, the division supervisor of the deputy/officer will give the card to the deputy presently assigned to the case, that deputy, in turn, will complete the update and return the card to the Property Control Manager/designee.

XII. Release of Weapons from the Evidence/Property Room

A. In compliance with federal statutes, a criminal history shall be initiated on all persons who have requested to have their weapon(s) returned to them.
B. The officer handling the case (or their supervisor) will issue a Property Release card to the Property/Evidence Section, requesting the weapon(s) be released. Upon receipt of the card granting permission to release the weapon(s), a criminal history shall be obtained on the subject to whom the weapon(s) are to be released.
C. Positive proof of identification is required by the person requesting the weapons. Identification can be in the form of:
    1. Texas Concealed handgun license
    2. Valid Driver's License
    3. Texas D. P. S. Identification card
    4. Passport
D. Court ordered release: When a judge from any court with jurisdiction over the case issues an order for a weapon to be released, it will be noted to the judge that a criminal history is required before the weapon can be released.

E. Release of Firearm Form: The person to whom a weapon is to be released shall be required to sign all related documents for the release of said weapons.
F. Related Ammunition: At no time will any ammunition be released with a firearm.

XIII. Persons Prohibited from Receiving Firearms

A. U.S. Code, Title 18 - Crimes and Criminal Procedure, Part 1 - Crimes, Chapter 44 - Firearms, Section 922. Unlawful Acts, Subsection (d) which states; it shall be unlawful for any person to sell or otherwise dispose of any firearm or ammunition to any person knowing or having reasonable cause to believe that such person:
   1. Is under indictment for, or has been convicted in any court, of a crime punishable by imprisonment for a term exceeding one year.
   2. Is a fugitive from justice.
   3. Is an unlawful user of or addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).
   4. Has been adjudicated as a mental defective or has been committed to any mental institution.
   5. Who, being an alien:
      a. is illegally or unlawfully in the United States; or
      b. Except as provided in subsection (y) (2), has been admitted to the United States under a nonimmigrant visa (as that term is defined in section 101(a) (26) of the Immigration and Nationality Act (8 U.S.C. 1101(a) (26)).
   6. Who has been discharged from the Armed Forces under dishonorable conditions
   7. Who, having been a citizen of the United States, has renounced his citizenship
   8. Is subject to a court order that restrains such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child, except that this paragraph shall only apply to a court order that:
      a. was issued after a hearing of which such person received actual notice, and at which such person had the opportunity to participate; and
      b. includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury; or
      c. Has been convicted in any court of a misdemeanor crime of domestic violence.

XIV. Duty of Property Officer upon the Authorized Release of Firearm to a Civilian

A. Upon the completion and approved release of a firearm to a civilian, a sworn deputy or Property Section supervisor of this Sheriff's Office shall carry the firearm to the civilian's vehicle. The sworn deputy should attempt to secure the firearm in a locked area of the vehicle (trunk area).

Chapter 6.2 Eyewitness Identification

I. Purpose

The purpose of this policy is to establish departmental guidelines and outline proper protocol for eyewitness identification procedures for photographic and field identifications (show ups) which maximize the reliability of identifications, protect innocent persons, and establish evidence that is reliable and conforms to established legal requirements.

II. Policy

Eyewitness identifications are a significant component of many criminal investigations. The identification process must be carefully administered to minimize the likelihood of misidentifications. This policy is written to provide guidance on eyewitness identification procedures designed to reduce erroneous eyewitness identification and to enhance the reliability and objectivity of eyewitness identifications.

III. Definitions

1. Administrator: The person charged with presenting a photographic lineup to a witness.
2. Blind Procedure: A procedure wherein the person administering the photographic lineup does not know who the suspect is.
3. Field Identification/Show Ups: The presentation of a suspect to a witness following the Commission of a crime for the purpose of identifying and/or eliminating a possible suspect.
4. Fillers: Non-suspect photographs or persons. The photographs used in a photographic lineup whose race, sex, age, height, weight, hair style and general appearance are consistent in appearance with the description of the alleged perpetrator to ensure that no individual or photo stands out.
5. Illiterate Person: An individual who speaks and understands English but cannot read and write in English.
6. Person with Limited English Proficiency: An individual who is unable to communicate effectively in English with a level of fluency that is typical of a native English speaker. 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.
7. Photographic Lineup: An identification procedure in which a series of photographs, including a suspect photograph and fillers are placed in random order and shown to a witness for the purpose of identifying and eliminating suspects.
8. Sequential Photographic Lineup: An identification procedure in which photographs are shown one at a time to a witness, sequentially.
9. Witness Certification Statement: A written statement that is read out loud to the witness or victim describing the procedures of the identification process.

IV. Preparing Sequential Photographic Lineups

A. Photographic Lineups will be shown using the Blind, Sequential Method.
B. The assigned investigator is responsible for:

    1. Preparing the photographic lineup, including selecting the fillers and ensuring the photographs are numbered or lettered for future reference.
    2. Determining before any presentation if the witness is deaf, illiterate or has limited English proficiency.
    3. If the witness is deaf, illiterate, non-English speaking or has limited English proficiency, the investigator will arrange for assistance to translate the Photographic Lineup Form in the language of the witness or otherwise assist the witness in understanding the instructions before proceeding.
    4. The identification of the assisting individual will be documented as well as the assistance provided.

5. Obtaining a sworn officer who is familiar with the contents of this policy and understands the lineup presentation process.
6. Preserving the photo lineup, whether identification is made or not, together with full information about the identification process for future reference, by placing the photos in their original condition and the Photographic Lineup Form into evidence after the procedure.
7. Preparing the photographic lineup: the assigned investigator should:
    a. Place only one suspect photograph in each sequential photographic lineup.
    b. When multiple photographs of the suspect are available, select a photo that closely resembles the suspect's description at the time of the offense.
    c. Select a minimum of 5 fillers (non-suspects) per identification procedure.
    d. Avoid reusing fillers in lineups shown to the same witness if showing a new suspect.
    e. If you need to show the same suspect to a new witness, have the assigned investigator remix the photos and renumber them accordingly.
    f. When there are multiple suspects, a separate photo array should be conducted for each suspect. There should not be more than one suspect per photo array.
    g. Use photos of the same size and basic composition. Mug shots should not be mixed with other photos. Do not mix color and black and white photos.
    h. Number each photograph.
    i. Cover all portions of the photographs that have any type of identifying information visible.
    j. View the photo lineup, once completed to ensure that the suspect does not unduly stand out.
    k. Place a filler in the lead position.
    l. Place the remaining photos in the lineup in random order.
    m. Place 2 blank photographs at the end of the photo lineup. (Blanks on the same type of photographic paper as the actual photographs but which will not be shown to the witness; this is intended to cause the witness to think there may still be photographs to view in order to reduce pressure to choose what the witness may presume to be the last photograph).
    n. Present the photo lineup to the blind administrator. Do not tell the administrator which position the suspect is in. This will ensure a blind procedure.

C. The administrator is responsible for:

1. Ensuring he/she is familiar with the contents of this policy and the lineup presentation process.
2. Ensuring the photographic lineup is presented in a manner consistent with this policy.
3. Documenting the conduct and results of the lineup presentation in the manner approved within this policy.
4. Returning all lineup materials and documentation to the assigned investigator.

V. Presenting Photographic Lineups

A. It is the intent of this department to present all photographic lineups to witnesses in a blind manner and using a sequential presentation of the photographs.
B. The investigating officer will not be present during the identification process.
C. When presenting a sequential photographic lineup, the blind administrator shall:
    1. Provide the witness with a Photographic Lineup Identification Form and explain the instructions for the lineup.
    2. The administrator shall read the instructions and admonitions verbatim from the form and obtain the witness' signature indicating he/she understands the procedure and sign the form.
    3. Ensure the witness understands the instructions before proceeding.

4. To the extent possible, prevent witnesses from conferring with each other before, during, and after the photo array procedure.
5. Show the witness the photographs in a random order, one at a time, sequentially, and document the order shown. Allow the witness to see only one photograph at a time. When the witness is finished viewing the photo, have the witness hand the photo back.
6. Remove each photograph from the witness prior to providing a new one. Allow the witness to see only one photograph at a time
7. After each photo is handed back, the administrator should ask "Is this the person you saw (insert description of act here)?" If the witness answers "Yes", ask the witness, "In your own words, can you describe how certain you are?"
8. Avoid statements or actions that may influence the witness' decision.
9. Show all photographs. Even if the witness makes identification, show the witness the next photo until you have gone through all the photographs.
10. If a witness asks why he or she must view the rest of the photos, despite already making identification, simply tell the witness that to assure objectivity and reliability, the witness is required to view all of the photographs.
11. Record any identification results and complete the witness' confidence statement. Document the witness' response using the witness' own words.
12. Do not provide any feedback of any kind to the witness during the procedure including whether or not they picked the suspect.
13. Only upon request of the witness, the witness may view the photographic lineup again after the first photo lineup procedure has been completed. It is recommended that the witness not be allowed to view the photo lineup more than 2 times.
14. Only after an identification is made, a follow-up interview should assess any relevant factors that support the identification, such as: special facial features, hair, marks, etc.

VI. Documentation of Photographic Lineups

A. All photographic lineups will be documented in the method reasonably available to the administrator at the time of presentation.
B. Acceptable methods of documentation include:
   1. Video and audio recording (Preferred method)
   2. Audio recording
   3. Written documentation of the lineup presentation process
C. Written Documentation of the photographic lineup procedure includes:
   1. Names of all persons present at the showing of the photo lineup
   2. Date, time, and location of the photo lineup presentation
   3. Both positive identifications and that suspects/non suspects not identified shall be recorded in writing
   4. The witness should sign and date the Photographic Lineup Identification Form. If a witness declines to sign, the administrator shall document that the witness was appropriately instructed

VII. Field Identification Procedures – Show Ups

A. Field identifications should only be conducted when it is not practical or possible to conduct a sequential photographic lineup.
B. When a legal reason to make an arrest exists, there is no need to conduct a field identification. Therefore, when circumstances require the use of field identification, the following guidelines should be followed:
   1. The administrator shall obtain and document an accurate description of the person who committed the offense being investigated.
   2. An on-duty supervisor with knowledge of the incident being investigated must approve the field identification. The field identification should be conducted within 1 hour of the incident being investigated.
   3. Whenever possible, the witness should be transported to the location of the suspect rather than bringing the suspect to the witness.

4. Field identifications should not be conducted when the suspect is in a patrol car, handcuffed or being physically restrained by officers, unless such protective measures are necessary to ensure safety.
5. Witnesses who are viewing the suspect shall read or be read the Field Show up Identification Form.
6. It is recommended to record (utilizing the in-car or body worn audio/video system) the witness being given the written instructions, the viewing of the suspect and the results of the viewing. Officers shall use the steps currently in place for preservation of evidence from the in-car and body worn audio/video system.
7. The same suspect should not be presented to the same witness more than once in the field.
8. When there is more than one witness, they should be separated and prevented from speaking about the details of the incident.
9. When one witness makes a positive identification and probable cause and legal requirements are met for an arrest, a blind, sequential lineup should be presented to the other witness or witnesses.
10. When identification is made, the witness must complete the confidence statement form. When a confidence statement form cannot be written, the administrator must ensure the witness' verbal statement is recorded on an in-car or body worn audio/video system.
11. If identification is not made, the administrator shall document that no identification was made in the officer's notes section of the Field Identification Form.

Chapter 7.1 Use of force

I. Purpose

The purpose of this policy is to provide Dallas County Sheriff's Office employees with guidelines for the use of deadly and non-deadly force.

II. Policy

It shall be the policy of the Dallas County Sheriff's Office that employees use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the employee and others. Use of force shall be authorized based upon Chapter 9 of the State of Texas Penal Code (Justification Excluding Criminal Responsibility), unless such conduct is expressly prohibited by the policies listed within the Dallas County Sheriff's Office General Orders and Code of Conduct. It shall be the policy of the Dallas County Sheriff's Office that employees will not administer any hold, restraint, or force that involves a "neck restraint". Any physical force used against a person will be documented in a report.

III. Definitions

A. Deadly Force: Any use of force that creates a substantial risk of causing death or serious bodily injury.
B. Immediate, or imminent threat: Is described as danger from an individual whose apparent intent is to inflict serious bodily injury or death and the individual has the ability and opportunity to realize this intention.
C. Less-Lethal Force: Any use of force other than that which is considered deadly force that involves physical effort to control, restrain, or overcome the resistance of another. This includes, but is not limited to, an officer's use of come-along holds and manual restraint, as well as force options such as electronic control weapons, pepper aerosol spray, and impact projectiles.
D. Objectively Reasonable: The determination that the necessity for using force and the level of force used is based upon the officer's evaluation of the situation in light of the totality of the circumstances known to the officer at the time the force is used and upon what a reasonably prudent officer would use under the same or similar situations.
E. Serious Bodily Injury: Injury that involves a substantial risk of death, protracted and obvious disfigurement, or extended loss or impairment of the function of a body part or organ.
F. De-Escalation: Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the Immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. De-escalation may include the use of such techniques as command presence, advisements, warnings, verbal persuasion, and tactical repositioning.
G. Exigent Circumstances: Those circumstances that would cause a reasonable person to believe that a particular action is necessary to prevent physical harm to an individual, the destruction of relevant evidence, the escape of a suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.

IV. Procedures

A. Dallas County Sheriff's Office Use of Force Continuum:
1. Physical presence
2. Verbalization
3. Less lethal force (neutralizing chemical agents, electronic control devices)
4. Physical contact
5. Handheld impact weapons
6. Lethal force

B. Use of deadly force: Sheriff's Office employees are authorized to use deadly force or the threat of deadly force to protect him/herself or others from what is reasonably believed to be an immediate threat of serious bodily harm or death.
C. Deadly force restrictions:
    1. Sheriff's employees may use deadly force to destroy an animal only in situations that represent an immediate threat to the deputy and/or others.
    2. On-Duty Sheriff's employees shall not:
        a. Fire warning shots
        b. Fire into any building or places where an offender may be hiding, except when there is no doubt of the offender's location and when the offender's unlawful use of deadly force is being directed at the employee or other persons.
        c. Use deadly force solely to protect property, regardless of value.
        d. Fire at or from a moving vehicle unless the occupant(s) of the vehicle are using deadly force against the employee or another person or the vehicle itself is being used as an instrument of deadly force.
D. Employees shall not voluntarily place themselves in the path of an oncoming vehicle. The authorization to utilize deadly force ends when the vehicle is no longer a threat.
E. Discharge firearms or use deadly force in situations where the use deadly force would not be in accordance with Chapter 9 of the State of Texas Penal Code (Justification Excluding Criminal Responsibility).
F. The restrictions enumerated in the Sheriff's Office General Orders Manual and Code of Conduct shall not apply in the event the Sheriff's Office employee is off - duty and acts within the scope of Chapter 9 of the State of Texas Penal Code (Justification Excluding Criminal Responsibility).
G. A firearm may be drawn and/or displayed when a Sheriff's employee has a reasonable fear for his own safety and/or the safety of another. This includes, but is not limited to building searches, robberies, or burglaries in progress, or when approaching person(s) suspected of being armed, etc.
H. A deputy's conduct must be reasonable, based upon the totality of circumstances at the time of the event.
I. Reports: Employees shall immediately report their discharge of a firearm to the on duty supervisor and a letter to the Sheriff through channels when that discharge occurs:
    1. While on-duty
    2. In the line of duty
    3. Off-duty
J. Exceptions:
    1. When firing as authorized, at the Ken Mitchum Firearms Training Center, a recognized law enforcement firing range or other bona-fide public or private firing range; or
    2. When participating in a lawful hunting or sporting activity.

V. <u>Employee Involved in Serious Injury and/or Death Incident</u>

A. Serious injury and death incidents involving on-duty or off-duty employees will be investigated as follows:
    1. Employees involved or employees witnessing the incident will notify the Dallas County Sheriff's Office Communications Section as soon as possible.
    2. The Communications Section supervisor will notify the law enforcement agency with primary jurisdiction (if applicable), and
        a. The Executive Staff, Legal Advisor and Public Information Deputy(s)
        b. The affected employee's division commander
        c. The on-duty Patrol/Traffic division supervisor
        d. The Criminal Investigation Section supervisor
        e. The Internal Affairs supervisor
        f. The Strategic Planning Unit supervisor
    3. Notification may be made via cell phone/telephone or direct radio contact. The Communications Section will maintain a log verifying each contact.

4. The on-duty Patrol/Traffic Division supervisor will proceed to the scene and start a preliminary investigation in accordance with the Patrol/Traffic Division's Standard Operating Procedure.
5. If the supervisor arrives before the Criminal Investigation Section Employee assigned to the incident, he/she may request the Physical Evidence Section be dispatched to the location to process any evidence as necessary.
6. The Criminal Investigation Section Employee(s) assigned to the incident will proceed to the scene and conduct an investigation in accordance with the Criminal Investigation Section's Standard Operating Procedure.
7. If desired, the assigned employee may request the Physical Evidence Section be dispatched to the location to process any evidence as necessary.
8. Internal Affairs employee assigned to the incident will proceed to the scene and conduct an investigation in accordance with Internal Affair's Standard Operating Procedure.
9. If dispatched to the incident, the Physical Evidence employee(s) shall process the scene in accordance with the Physical Evidence Section's Standard Operating Procedure.
10. The Criminal Investigation Section will determine whether criminal charges are to be filed. The Criminal Investigation Section is also responsible for scheduling a Grand Jury presentation to be made by the employee(s) assigned to the case.
11. Internal Affairs will determine whether the involved employee's actions appear justified by law and Sheriff's Office policies and summarize such findings in a special report to the Sheriff as soon as practical.
12. The Strategic Planning Unit will evaluate the performance of the employee and the circumstances of the incident in regard to possible training, safety or procedural issues and summarize such findings in a report to the Sheriff as soon as practical.
13. Each section or Division involved in the investigation of such incidents will coordinate their findings with Internal Affairs.
14. All employees assigned to the investigation will cooperate with and coordinate their findings with the law enforcement agency who has primary jurisdiction (if applicable) at the location where the incident occurred.

B. When a serious injury or death incident, other than a motor vehicle accident, occurs, the Criminal Investigation Section will command the overall initial investigation. This employee will ensure that only the authorized personnel are admitted to the incident scene. Authorized personnel include:
1. The Chain of Command of the employee involved
2. Internal Affairs employees
3. Strategic Planning Unit employees
4. Sheriff's Office Legal advisor
5. Physical Evidence Section employees
6. Public Information Deputy(s)
7. Patrol/Traffic Division employees assigned to the incident; and
8. Any other personnel deemed necessary by the Criminal Investigation Section deputy in charge

VI. <u>Employee Involved in an Accidental Discharge or Intentional Discharge Incident with No Serious Injury or Death</u>

A. Internal Affairs may investigate an accidental discharge by a non-sworn employee at the discretion of the Sheriff.
B. Accidental Discharge or Intentional Discharge incidents with no serious injury or death involving on-duty or off-duty sworn employees will be investigated as follows:
1. The employee involved will notify the Dallas County Sheriff's Office Communications Section as soon as possible.
2. It is the responsibility of the involved employee to protect the scene as a crime scene until assistance arrives.
3. The employee should make no effort to find the projectile at this time. Only personnel assigned to investigate a departmental firearm discharge shall be permitted within the protected area.

4. The Communications Section supervisor will notify the law enforcement agency with primary jurisdiction (if applicable), and:
   a. The Executive Staff, Legal advisor and Public Information deputy(s)
   b. The affected employee's Division commander
   c. The on-duty Patrol/Traffic Division supervisor
   d. The Criminal Investigation Section supervisor
   e. The Internal Affairs supervisor
   f. The Strategic Planning Unit supervisor
5. Notification may be made via cell phone, telephone, or direct radio contact. The Communications Section will maintain a log verifying each contact.
6. The on-duty Patrol/Traffic Division supervisor will proceed to the scene and start a preliminary investigation in accordance with the Patrol/Traffic Division's Standard Operating Procedure.
7. If the supervisor arrives before the Criminal Investigation Section employee assigned to the incident, he or she may request the Physical Evidence Section to be dispatched to the location to process any evidence as necessary.
8. The ranking on-scene supervisor will secure the discharged weapon until C.I.S., I.A.D., and/or P.E.S. arrives, being careful not to ruin any trace of evidence, in accordance with the Patrol Divisions Standard Operating Procedures.
9. The Criminal Investigation Section employee(s) assigned to the incident will proceed to the scene and conduct an investigation in accordance with the Criminal Investigation Section's Standard Operating Procedure.
10. If desired, the assigned employee may request the Physical Evidence Section be dispatched to the location to process any evidence as necessary.
11. The ranking Criminal Investigator on scene will determine if a criminal act has occurred which may result in a criminal investigation; if so, he/she will be responsible for the scope of the investigation.
12. Internal Affairs employee assigned to the incident will proceed to the scene and conduct an investigation in accordance with the Internal Affairs' Standard Operating Procedure.
13. The ranking Internal Affairs employee on scene will be responsible for the scope of the investigation if it has been determined that no criminal act has occurred.
14. If dispatched to the incident, the Physical Evidence Section employee(s) shall process the scene in accordance with the Physical Evidence Section's Standard Operating Procedure.
15. If the projectile from the discharged weapon has not been accounted for, the employee(s) from the Physical Evidence Section will conduct a search for the missing projectile.
16. If it has been determined that a criminal investigation will be conducted, the ranking Criminal Investigation Section employee will make the determination whether or not to take control of the involved deputy's weapon (for a stated purpose, i.e., evidentiary value, shot accountability, etc.).
17. If the incident will be an internal investigation, the ranking Internal Affairs employee will determine if the firearm that was discharged should be collected from the deputy (for a stated purpose, i.e., functional operating concerns, other mitigating circumstances, etc.).
18. The decision to collect a deputy's weapon will be made on a case by case basis by the departmental employee in charge of the scope of the investigation. If for any reason the deputy's firearm needs to be taken, the Physical Evidence Section employee will collect the weapon.
19. A "loan out" pistol will immediately be offered to the deputy involved in an accidental discharge or intentional discharge with no serious injury or death when his/her primary weapon has been collected. The loan out pistol will be procured by the Property Section.
20. The Criminal Investigation Section will determine whether criminal charges are to be filed. The Criminal Investigation Section is also responsible for scheduling a Grand Jury presentation to be made by the employee(s) assigned to the case.
21. Internal Affairs will determine whether the involved employee's actions appear justified by State of Texas Statutes and Departmental Policy and summarize such findings in a special report to the Sheriff as soon as practical.
22. The Strategic Planning Unit will evaluate the performance of the employee and the circumstances of the incident in regard to possible training, safety or procedural issues and summarize such findings in a report to the Sheriff as soon as practical.

23. Each section or division involved in the investigation of such incidents will coordinate their findings with Internal Affairs.
24. All employees assigned to the investigation will cooperate with and coordinate their findings with the law enforcement agency who has primary jurisdiction (if applicable) at the location where the incident occurred.
25. Any deputy involved in a firearm discharge should be advised that he/she may invoke his/her constitutional right to speak with an attorney before making a statement to investigators or at any time during a criminal investigation.
26. The deputy who discharged the firearm will remain at the scene until the investigation is over or he/she is cleared to leave the scene by the employee in charge of the investigation. The involved employee may be placed on administrative leave after discharging his/her firearm.
27. Any deputy that is involved in a firearm discharge for any reason should be advised that a psychologist and/or a Chaplain are available to talk with them, if he/she desires to do so. His/her immediate supervisor should advise them on how to proceed with those arrangements.

Chapter 7.2 Defensive Chemical Agents

I. Purpose

The purpose of this policy is to provide Dallas County Sheriff's Office employees with guidelines for the use of force with regards to defensive chemical agents.

II. Policy

It shall be the policy of the Dallas County Sheriff's Office that employees use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the employee and others. Use of force shall be authorized based upon Chapter 9.00 of the State of Texas Penal Code (Justification Excluding Criminal Responsibility), unless such conduct is expressly prohibited by the policies listed within the Dallas County Sheriff's Office General Orders Manual and Code of Conduct.

III. Definitions

A. O.C./Oleoresin Capsicum Capsaicin: A less-lethal soft deterrent, chemical agent. O.C. is a powerful inflammatory agent that occurs naturally in Cayenne Peppers. O.C. is an organic, non-enduring substance; therefore, decontamination is relatively quick and simple.
B. Individual issued: A less-lethal aerosol canister weighing a few ounces that is issued to deputies/officers for individual use.

IV. Defensive Chemical Agents – Objective

A. The authorized use of individual canisters of defensive chemical agents or chemical irritant control devices shall have as the primary objective one or all of the following:
   1. The prevention of violence
   2. Temporary incapacitation and removal of a suspect who is endangering life, property and/or public peace and security
   3. To minimize injury to suspects, deputies/detention officers and others
   4. To provide an alternative to batons, collapsible batons, or firearms to incapacitate or defeat animals
   5. Chemical agents are not designed to replace the handgun or baton, but is a defensive weapon intended for use when Department personnel are attempting to subdue an attacker or overcome resistance likely to result in injury to either the suspect, the deputy/officer or a third person.

V. Authorized Personnel

A. The issuance of individual canisters of O.C. may be authorized, as needed, by each Bureau Commander.
B. Only those personnel who have successfully completed a department approved course of instruction in the use of individual canisters of chemical agents will be authorized to be issued or to carry/use these canisters.
C. In an emergency situation, a deputy/officer may lend his chemical irritant control device to a person who has been summoned to assist in making an arrest or preserve the peace.

VI. Responsibility and Inventory

A. Under the direction of the training section, the Sheriff's Office range master shall be responsible for recommending the type of chemical agents to be issued.

B. The range master shall coordinate with the Management Services Section to maintain the Sheriff's Office's inventory of chemical agents. The department uses Sabre Red and/or Def Tec 2%.
C. The quartermaster will issue department approved O.C. chemical agents and 1 black leather holder to all qualified personnel.
D. All O.C. chemical agents not issued to an officer will be stored by the quartermaster. The quartermaster will store the O.C. chemical agents in a secure location separate from inmate housing or activity areas.
E. The quartermaster will maintain all inventories and purchases of all O.C. chemical agents.
F. The quartermaster will be responsible for conducting an annual inventory of the O.C. chemical agents stored in the secured area.
G. Each division/section Lieutenant will have the following responsibilities:
    1. He/she will be responsible for ensuring that the O.C. chemical agents are issued to officers upon their successful completion of training.
    2. He/she will conduct and document periodic inspection of all O.C. chemical agents issued to officers. He/she will ensure the O.C. chemical agent canister has an expiration date stamped on the bottom or side.
    3. He/she will be responsible for ensuring expired chemical agents are not utilized and will be disposed of as per manufacture's recommendation and county policies.

VII. Applications

A. Chemical agents will only be used as defensive weapon
B. Verbal threats of violence by a suspect do not in themselves justify the use of chemical agents
C. Any physical threat must be credible, causing deputies/officers to reasonably believe it would be unsafe to approach or control a suspect.

VIII. Administrative Warning

A. Each human suspect sprayed with a chemical agent by an employee of this Sheriff's Department shall be administered the following O. C. administrative warning:
    1. You have been contaminated with Oleoresin capsicum. I am going to treat you to reduce discomfort as long as you cooperate.
    2. The affects you are feeling will dissipate in a short time. The effects may mask or cover other medical conditions such as toxic levels or overdoses of drugs, such as cocaine, amphetamines, barbiturates, opiates, heroin, PCP, or alcohol.
    3. I am going to ask you 5 questions for your own safety. Refusing to answer these questions or falsifying your answers could delay medical treatment or jeopardize your health or safety.
    4. Are you currently under the influence of any narcotic drug, prescription drug or alcohol?
    5. Have you taken any narcotic drug, prescription drug or alcohol in the last 8 hours?
    6. Do you normally take any narcotic or prescription drug?
    7. Do you have any heart problems, lung problems, diabetes, high blood pressure or serious health defects?
    8. Do you have any allergies?

IX. Safety Factors after Use.

A. Personnel using a chemical agent should be aware that any chemical varies individually in its effectiveness. The deputy/officer should continually stay alert to the possibility that other means may be necessary to subdue a suspect.
B. As soon as practical, after a suspect on whom the chemical agent has been used is under control and is no longer a threat to themselves or to others, follow these actions:
    1. Expose the suspect to fresh air as soon as possible and flush the contaminated areas with large amounts of cold water.
    2. Inform the suspect not to use creams, ointments, or bandages on the affected area.

3. Ventilate the enclosed, affected area by opening doors and windows. All traces of O. C. can successfully dissipate in approximately thirty (30) Minutes.
4. Contaminated clothing can be washed with normal soap and water without fear of mixing with other uncontaminated clothing.

C. Intake personnel will be notified when a prisoner has been sprayed with a chemical agent.
D. This will prevent the possible contamination of other inmates or of Department personnel.
E. The prisoner shall be taken to medical personnel at the Intake Division for examination and, if necessary, taken to a hospital for further treatment.
F. Medical personnel will be advised of the prisoner's answers to the O.C. administrative warning.
G. Arresting deputies should not transport a chemical canister into a secured detention facility.
H. The chemical canister will be secured in the lock boxes provided for securing firearms, ammunition, and other weapons at the entrance of each detention facility.
I. In the event of an emergency, the commander of a detention facility may authorize the introduction and use of a chemical agent within the facility.

X. Reporting the Use of a Chemical Agent (O.C.)

A. When an employee dispenses a chemical agent (O.C.) on another person/animal, either on-duty, in the line of duty, or off-duty, the following procedure for filling a report shall be utilized.
B. The deputy's/officer's immediate supervisor will be notified that a chemical agent has been used. If the incident occurs when the deputy/officer was off-duty, the immediate Supervisor will be notified at the earliest possible moment, no later than the deputy's/officer's next regularly scheduled shift.
C. The deputy/officer will make the appropriate entries in the O.C. Chemical Results Log which will be maintained by each section which issues a chemical agent. Each log should contain the following information:
    1. Date and time chemical agent was used
    2. Approximate amount of use time in seconds
    3. Number of suspect's chemical agent was used on
    4. Effectiveness of chemical agent, i.e., no effect, good effect, excellent effect, etc.
    5. Medical attention: name of nurse who treated suspect at detention facility.
    6. Whether suspect was taken to hospital for treatment and outcome of treatment
    7. Was suspect or deputy/officer injured?
    8. Copies of reports completed related to the incident and service number if applicable
    9. Names and badge number of all department personnel involved in incident
    10. Name and badge number of deputy/officer who actually dispensed chemical agent.
D. Division commanders will retain the O.C. Chemical Results Log for as long as it remains administratively valuable.
E. Each Lieutenant of the section/division will forward a copy of his/her O.C. Chemical Results Log to the quartermaster quarterly.

F. The quartermaster will compile a summary report for the Sheriff annually, with a copy forwarded to the range master for product analysis regarding product effectiveness. These records shall be purged every 36 months.

Chapter 7.3 Chemical Munitions and Flash Sound Diversionary Devices

I. Purpose

The purpose of this policy shall be to establish the procedure for the issue, maintenance and use of chemical munitions and flash/sound diversionary devices within the Dallas County Sheriff's Office.

II. Policy

It shall be the policy of the Dallas County Sheriff's Office that employees use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the employee and others. Use of force shall be authorized based upon Chapter 9 of the State of Texas Penal Code (Justification Excluding Criminal Responsibility), unless such conduct is expressly prohibited by the policies listed within the Dallas County Sheriff's Office General Orders Manual and Code of Conduct.

III. Authorized Personnel: Users

A. Only Sheriff's Office personnel who have successfully completed a Sheriff's Office/TCOLE approved training course in the proper use and deployment of chemical munitions and flash/sound diversionary devices shall be authorized to deploy these devices during actual operations.
B. Authorized personnel shall successfully attend and complete a refresher course annually.

IV. Authorized Personnel: Instructors

A. Only personnel who have successfully completed a Department/TCOLE approved instructor's course in chemical munitions and flash/sound diversionary devices will be authorized to train other Department personnel in the proper use and deployment of such devices.
B. These instructors will be re-certified 1 time every 2 years.

V. Types of Chemical Munitions and Flash/Sound Diversionary Devices

A. Smoke: Yellow in color when released and will turn white when dispersed. Has a camphor odor. Will normally last 5 minutes under average conditions. Although heavy concentrations can produce irritation to the nose and throat, suffocation could occur indoors. Little protection is necessary unless indoors. In these cases self-contained breathing apparatus will be necessary. Unless deadly force is justified, smoke should not be introduced indoors.
B. CN (chloroacetophenone): Container marked in red. Causes irritation to the eyes and heavy tearing. May cause itching or burning to moist areas of the body. May produce nausea, and can be toxic. Does not work on canines.
C. CS (ortho chloro benzo nitrile): Comes in containers marked in blue. Causes heavy tearing and irritation to the eyes. May cause nausea and cause sensations similar to blistered skin.
D. OC (Oleoresin Capsicum Capsaicin): Comes in containers marked in black. Causes choking, gagging, gasping for breath, burning and swelling of the mucous membranes and a burning sensation of the effected skin. Works well against persons under the influence of drugs or alcohol.

E. Flash/sound diversionary devices or flash-bangs: Flash/sound diversionary devices produce a loud bang with a brilliant light that causes confusion and provides a team of deputies a few seconds where suspects are disorientated and confused.

VI. Authorization for Use

Except in extreme emergencies, (i.e.; life threatening situations) chemical munitions and flash/sound diversionary devices shall not be used without prior authorization from a division supervisor or higher.

VII. Justification for Use

A. Generally, chemical munitions and flash/sound diversionary devices may be considered whenever the use of a less lethal diversion would facilitate entry, enable arrest, and potentially reduce the risk of injury.
B. Circumstances justifying the use of chemical munitions and flash/sound diversionary devices shall include, but not be limited to:
   1. Barricaded suspect(s) and/or hostage situations
   2. High-risk warrant service
   3. Circumstances wherein distraction of violent, mentally diminished persons or those under the influence of alcohol or drugs is believed necessary in order to facilitate apprehension
   4. Situations wherein the authorizing person deems their use necessary to safely resolve the incident

VIII. Deployment Considerations

A. Prior to deploying chemical munitions and flash/sound diversionary devices, personnel shall consider available intelligence information and circumstances (i.e., the presence of elderly persons, children, etc.).
B. Circumstances may dictate that exterior deployment of flash/sound diversionary devices is preferable to deployment on the interior of a structure.
C. Whenever possible, devices shall be deployed to an area visible to the deploying deputy. Generally, these devices shall not be used solely for the preservation of evidence.
D. Because chemical munitions and flash/sound diversionary devices have the potential to ignite flammable materials, a portable fire extinguisher shall be readily accessible whenever these devices are to be deployed.
E. Weather: the direction and strength of the wind may affect proper dispersal. Rain may dilute the strength of the munitions, although chemical munitions may have a more pronounced effect on an individual who is wet.
F. Suspect or hostage health: special health considerations will be made when dealing with infants or persons with breathing or heart problems.
G. Structure: building material, number of rooms, quality of ventilation and floor plan questions should be answered prior to deployment.
H. Personnel using flash/sound devices and/or chemical munitions should also be knowledgeable enough to know what type of material should be used to penetrate doors, windows and/or walls and should be able to advise their supervisors in all aspects of their specialty when the assault is planned.

IX. First Aid and Booking of Suspects

A. As soon as practical, after a suspect has been used is under control and is no longer a threat to themselves or to others, the following actions will be followed:

   1. Expose the suspect to fresh air as soon as possible.
   2. Ventilate the enclosed, affected area by opening doors and windows.
B. Intake division personnel will be notified when a prisoner has been exposed to a chemical agent or a flash/sound diversionary device. Although flash/sound diversionary devices do not cause contamination by themselves, persons subjected to their use should be seen by a nurse.
   1. This will prevent the possible contamination of other inmates or of department personnel.
   2. The prisoner shall be taken to medical personnel at the Intake division for examination and, if necessary, taken to a hospital for further treatment.

X. Review Process

A. The operational supervisor shall review the use of chemical munitions and/or flash/sound diversionary devices as soon as practical following each incident or operation to ensure the chemicals or devices were used according to policy and that the chemicals or devices functioned properly.
B. Information thus obtained shall be included in a chemical munitions use or flash/sound diversionary device report and attached to the after action critique and forwarded to the division commander. Both reports will be utilized for statistical and training purposes.

Chapter 7.4 Tactical Team Special Response Team

I. Purpose

The purpose of this policy is to provide Dallas County Sheriff's Office employees with guidelines for the use and or assistance of Tactical Team / area SWAT teams and the Special Response Team.

II. Policy

It shall be the policy of the Dallas County Sheriff's Office that employees use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the employee and others. Use of force shall be authorized based upon Chapter 9 of the State of Texas Penal Code (Justification Excluding Criminal Responsibility), unless such conduct is expressly prohibited by the policies listed within the Dallas County Sheriff's Office General Orders Manual and Code of Conduct.

This is the policy regarding procedures to be followed when requesting assistance by the Tactical Team or area SWAT team(s). This policy complies with the Greater Dallas - Fort Worth Regional Law Enforcement Inter-local Assistance Agreement.

III. Definitions

A. Hazardous Operations: High risk or unusual circumstances beyond the capability or the resources of the Sheriff's Office to safely resolve the situation; and/or search or arrest warrants at locations where intelligence indicates that suspect(s) are in possession of high caliber or automatic weapons, chemical agents, explosives, or where the location is heavily fortified.
B. Hostage/Barricaded Person/Suicidal Person: One who has secreted himself, and/or possibly others in an inaccessible place and is threatening to do bodily harm to himself and/or others.
C. Sniper: An individual using a firearm to fire upon the public or responding deputies. The suspect may either be concealed or in plain sight.

IV. Incidents Requiring Tactical Team/area Swat Assistance/Special Response Team

A. Hostage/Barricaded Person/Suicidal Person
B. Sniper
C. Hazardous Operations
D. Detention Facility Incidents
    1. The Dallas County Sheriff's Office Special Response Team (SRT) will be the primary tactical responder for incidents in the jail/detention system.
    2. The commander of the S.R.T will determine when and if any additional tactical support is needed and shall be responsible for requesting further assistance.
E. Unincorporated Dallas County Incidents:
    1. The Dallas County Sheriff's Tactical Team will be the primary tactical responder for incidents in the unincorporated portion of Dallas County.
    2. The lieutenant assigned to the Warrant Execution Division will be the commander over the tactical team.
    3. The commander of the tactical team will determine when and if any additional tactical support is needed and shall be responsible for requesting further assistance.

V. Jurisdiction

A. If an event arises that dictates the need for tactical assistance within the jurisdiction of another police agency in Dallas County that is equipped to respond to such situations, the request will be made to that police agency for assistance.
B. If an event arises that dictates the need for tactical assistance within the jurisdiction of another police agency in Dallas County that is not equipped to respond to such situations, the request will be made to the Dallas Police Department Tactical Section (SWAT team) for assistance.

C. The Dallas County Sheriff's Office tactical team will be contacted if the call is initiated by a Deputy Sheriff. The commander of the tactical team will determine if the incident occurred in another agency's jurisdiction.
D. The commander will communicate with his/her chain of command before making the decision to take primary responsibilities in another jurisdiction outside the unincorporated area of Dallas County.
E. The executive staff will notify the local police agency and determine who will be the primary agency.
F. If an event arises that dictates the need for tactical assistance within the unincorporated area of Dallas County, the Dallas County Sheriff's Office tactical team will be contacted.

VI. Procedure for Requesting Tactical - Swat Assistance

A. If a situation requires the emergency response of a tactical section as defined in section IV, the request for tactical assistance may be made by a sergeant or higher authority acting as the Sheriff's designee.
B. All requests will be made to the communication section, in person, by phone, MDT, or by radio communication.
C. Upon notification of the request the communication section on duty supervisor will determine the jurisdiction of the appropriate agency as detailed in section V, notify the appropriate agency and request their assistance.
D. The communication section will notify the appropriate employees of the chain of command including the Public Information Officer.
E. During normal business hours the request for tactical assistance will be made to the office of the Assistant Chief Deputy of the Investigative Services Bureau or the local Department's Chief of Police.
F. If the request is after business hours, the request will be made directly to the Dallas County Sheriff's Office communication section or the local Department's communication section.
G. Some situations are normally planned operations and do not necessitate an emergency response by the agency deemed to have jurisdictional authority.
H. In these non-emergency situations, an Assistant Chief Deputy or higher authority shall approve the request for tactical assistance.

VII. Incident Command and Scene Responsibility

A. When a tactical team responds to a request, it will be the responsibility of that team to coordinate the efforts of the operation. Media liaison/relations will remain the responsibility of the Sheriff's Office.
B. The division commander or his designee, of the division making the request, will respond to the scene immediately and will act as a liaison for the Sheriff's Office.
C. Once the tactical team is requested, the tactical team commander will be in charge and run the operation. The on-scene supervisor will not order duty personnel to make entry prior to the tactical team arrival unless there is an imminent threat of injury or death to officers or citizens.
D. Prior to the arrival of the tactical team, the ranking on scene supervisor will:
    1. Assure than an outer perimeter is established to prevent escape of the suspect(s)
    2. Establish a command post
    3. Ensure that the tactical team or area SWAT team is en-route
    4. Gather all available information pertaining to the situation
    5. Assure that all bystanders have been evacuated from the incident area
    6. Assign a specific area for arriving employees of the media
E. All post-incident investigations will be conducted by the proper Sheriff's Office division(s), section(s), or unit(s) having jurisdiction in such matters.

VIII. Mine-Resistant Ambush Protected Vehicle (MRAP)

A. The MRAP can be used on tactical operations with the approval of an assistant chief deputy in General Services or higher rank.

B. The MRAP can be used for the following:
    1. To facilitate cover and concealment
    2. To transport officers, and
    3. To assist in gaining access to structures

Chapter 8.1 Vehicles

I. Purpose

The purpose of this policy is to provide guidelines for Dallas County Sheriff's Office employees on county vehicle usage and safety, standardizing procedures for the maintenance of vehicles, and establishing a system of recording such maintenance. Also, specifying the driver's responsibilities and penalties for failure to comply with the guidelines of this policy.

II. Policy

The policy of the Dallas County Sheriff's Office is that all county vehicles shall be utilized for Dallas County business only, any off duty storage or home storage vehicles shall not be taken out of county without permission, and that all vehicles will be maintained on a regular basis for optimal performance and maximizing the length of service of each vehicle.

III. Definitions

A. Off Duty storage: Is defined as the off duty parking of county owned vehicles at an employee's worksite or at a government owned parking lot which is safe and secure. Off Duty storage which is not at an employee's worksite must be approved by the Sheriff or his/her designee.
B. Home storage: Is defined as the off duty parking of county vehicles at the home of an employee if the distance from the home to the Frank Crowley Courts Building does not exceed 40 miles.

IV. Vehicle use

A. County vehicles are authorized for those personnel on call and other critical personnel, as approved by the Sheriff, to support mission essential operations. This authorization is necessary to ensure the availability and operational capacity of critical staff for response to emergency/critical incidents.
B. All county vehicles shall be stored at an approved designated location unless the vehicles have been approved for home storage. Home storage vehicles will be assigned by the Sheriff or his/her designee.
C. Employees who are subject to 24/7 recall to duty may be eligible for assignment to a home storage vehicle. No person who lives more than 40 miles from the Frank Crowley Courts Building in any direction will be approved for home storage, unless approved by the Sheriff.
D. Employees who are assigned a county vehicle but live more than 40 miles from the Frank Crowley Courts Building will utilize off duty storage.
E. Weapons and equipment shall not be left overnight in an employee's county issued vehicle while the vehicle is in off duty or home storage.
F. All officials/employees driving a county-owned vehicle must have a valid Texas Driver's License with a classification that allows for operation of the assigned vehicle.
G. Vehicles may be used only for work-related duties and, if home/off duty/other than worksite storage has been approved, to drive to and from work. They may not be used for any other purpose except in an emergency.
H. The Sheriff or the Executive Chief Deputy must approve any Dallas County Sheriff Department vehicle being used for display purposes at conferences, meetings, events, special events, parades, etc. At no time may a marked or unmarked county vehicle be used for security purposes at secondary or part-time place of employment.

I. At no time may a marked or unmarked county vehicle be used for personal gain, personal business, to drive to a secondary or part-time place of employment not related to county business, or for any other non-county-related use.
J. The Dallas County Code Sec. 90-129. Personal use states:
    1. "Except for reasonable travel to and from lunch, county-owned vehicles shall not be used for any personal use including, but not limited to, use for personal errands (going to the store or dry cleaners, taking and/or picking up children at school or day care or any other non-county use), for travel to and from an afterhours non-county job, etc. or

for transporting other employees or individuals for non-county activities such as, but not limited to, travel to and from work."

K. Some Sheriff's Office vehicles are equipped with a centralized county GPS tracking system. The information provided by this system will be considered adequate for use in civil litigation and criminal proceedings.
L. The Purchasing Department, Office of Budget and Evaluation (OBE), the County Auditor's Office, and the Dallas County Sheriff's Office have unrestricted access to the GPS and any of its data.
M. Employees shall have no expectation of privacy in the location of any county vehicle or in GPS data recorded on county vehicles.
N. All GPS data is the property of the Dallas Sheriff's Office and Dallas County.
O. A supervisor may review an employee's mileage logs for discrepancies at any time. If an inconsistency is noted the supervisor shall document the finding, discuss it with the employee and, if necessary, provide a copy of the discrepancy to the employee's chain of command and the OBE and Auditor's Office.
P. Allowed passengers in county vehicles are:
    a. County employees on county-related business
    b. Anyone in the care and/or custody of a law enforcement official
    c. A non-employee on county-related business
    d. Anyone who has been authorized for a ride-a-long
    e. All the proper paperwork must be completed and approved by the employee's supervisor
Q. Individuals who operate county-owned vehicles outside the limitations of this policy will automatically forfeit the county's liability protection and will be held personally liable for any damage/injury or fines resulting from such operation.
R. All drivers of county vehicles, and those using their personal vehicles on county business, shall comply with all applicable state and local laws. It will be the responsibility of the employee to pay any fines imposed for not complying with such laws.
S. No county-owned gasoline will be furnished for privately owned vehicles under any condition, and no privately owned vehicle will be serviced at any county repair shop under any condition.
T. Consumption or transport of any alcoholic beverages is prohibited in a departmental vehicle.
    a. Exception: The necessary transport of an alcoholic beverage by a deputy in the official course and scope of his duties is allowable.
U. Smoking and/or use of tobacco products is prohibited in a departmental vehicle.
    a. Exception: law enforcement vehicles being used in covert operations upon approval of the division commander.
V. No label, emblem, logo, symbol, flag, bumper sticker, or any other object or article shall be placed on any Sheriff's Office-owned vehicle without express permission from the Sheriff.

V. <u>County-owned and maintained vehicles</u>

Are provided to employees whose job requirements depend on use of a vehicle. However, the option to deny use of a county vehicle to any individual at any time will be reserved, including when such individual fails to utilize the vehicle in the manner specified by this policy.

VI. <u>Use of Vehicles without Emergency Equipment as Emergency Vehicles</u>

A. Vehicles that are not equipped with emergency equipment (visual and audible warnings) shall not be used as law enforcement vehicles, even if the driver is a qualified Peace Officer, except in the following conditions, when the driver is a deputy:
    1. For calls or situations in which there is a reasonable belief that human life is clearly in danger, and that operation of the vehicle in an emergency mode will in a material way, help curtail the danger, and
    2. When emergency operation has been authorized by a supervisor; and
    3. When safe operation of the vehicle in emergency mode is possible.

VII. <u>Vehicle Safety</u>

A. Each person assigned a county vehicle shall maintain a copy of this policy for reference.
B. Employees shall operate all vehicles in accordance with its designed use and intended purpose, taking into consideration traffic and conditions surrounding the use of the vehicle, and the safety of others.
C. All drivers of county vehicles shall comply with all state, county and local rules and regulations governing the safe and legal operation of vehicles and in observance of the policies of this chapter.
D. Seat belts shall be worn and secured at all times when the vehicle is moving.
E. The driver shall be responsible for ensuring that all passengers are seated and properly secured before moving the vehicle.
F. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles, or any place not designed for passengers.
G. Employee drivers are responsible for securing all doors and checking seat belts prior to moving the vehicles. Extra caution should be used when closing sliding doors on vans or other vehicles.
H. Lights, brakes and so forth shall be checked regularly to verify proper working order. Any malfunction of the vehicle shall be reported to the driver's immediate Supervisor and arrangements for repairs shall be made immediately.
I. If a vehicle is found to be unsafe, no matter how urgent the need for such vehicle; proper repairs shall be made before it is placed back in service.
J. The driver of any county vehicle shall be responsible for basic maintenance of the vehicle including checking the fluids, tire pressure and making sure the vehicle is taken to the Automotive Service Center (ASC) for oil changes at the designated mileage.
K. Drivers will use defense driving techniques and observe all traffic laws.
L. Drivers will always be courteous to other drivers.
M. All vehicles shall be properly parked and secured before being left unattended at the end of the day. Keys shall not be left in any unattended vehicle, including in the gas tank flip door of the vehicle, etc.

VIII. Fueling Vehicles

A. Fuel credit cards
    1. When feasible, all gasoline should be obtained from ASC.
    2. When it is not feasible to obtain gasoline at ASC, drivers may use the fuel credit card assigned to each vehicle to purchase gasoline. Cards are assigned to a specific vehicle and are not to be used for vehicles to which they are not assigned.
    3. Vehicles regularly used within the county.
    4. Fuel credit cards will be limited to the purchase of regular unleaded gasoline (87 octane) from self-service pumps only.
    5. All oil will be obtained from ASC or road and bridge districts.
    6. Credit cards may not be used for nonfuel items such as food.
    7. Vehicles regularly used outside the county:
        a. A non-restricted fuel credit card may be issued for vehicles regularly traveling outside the county.
        b. All gasoline purchased on this card must be regular unleaded (87 octane) from a self-service pump.
        c. When possible, the fuel credit card should be used in place of other credit cards an employee may have.
        d. The Sheriff's fleet manager will coordinate with ASC the initial distribution of fuel credit cards, replacement of lost cards and assignment of new cards.
        e. If a card is lost or stolen, it is the driver's responsibility to immediately notify the credit card company to cancel the card. Also, the driver must immediately notify his immediate supervisor, the Sheriff's fleet manager, and Fiscal by the next business day.
        f. Failure to use a fuel credit card according to these procedures without prior approval of the Sheriff or his/her designee will subject the driver to reprimand and/or disciplinary action.

V. Maintenance

A. Preventive maintenance program:
   1. The basis for prolonging the life of a vehicle is a good preventive maintenance program. County-owned vehicles are to be serviced and maintained with county-owned equipment and gasoline.

B. The driver is responsible for:
   1. Daily inspections of the vehicle for body damage, malfunctioning lights, or other equipment, etc. This includes checking the motor vehicle registration sticker and the Motor Vehicle Inspection sticker to ensure they are up to date. The driver's supervisor should sign a form concurring with the results of the inspection.
   2. Ensuring that fluid levels and tire pressure in vehicles are monitored on a regularly scheduled basis.
   3. Keeping track of mileage daily (the Supervisor should monitor the mileage on the form to ensure scheduled preventive maintenance is performed at the appropriate time).
   4. Determining when the vehicle is due for the next scheduled preventive maintenance procedure; and
   5. Ensuring that vehicles are serviced, fueled, repaired, and cleaned as needed.

C. Scheduling preventive maintenance:
   1. Each vehicle has a piece of tape secured to the dashboard indicating the mileage reached when the vehicle should be scheduled for preventive maintenance (i.e., oil change, lubrication, etc.).
   2. It is the responsibility of the employee and his immediate supervisor to monitor the service of assigned vehicles.
   3. When the mileage has been reached or is within days of being reached, the driver should call ASC and schedule a convenient time to have the equipment serviced. When a time is scheduled for service, the driver will notify his immediate supervisor.
   4. The vehicle must be serviced within five-hundred miles (plus or minus) of the scheduled service.
   5. If the vehicle will be out of service for an extended period of time, contact fleet operations to make arrangements for another vehicle to be used during the time your usual vehicle is down for maintenance.

D. Repairs of Equipment:
   1. Generally, repairs of all equipment will be made through the county Automotive Service enter (ASC).
   2. When possible, ASC should be called before bringing equipment in for service and the driver's immediate supervisor will be notified.
   3. Employees delivering equipment to ASC are required to wait in designated areas and are not to disturb ASC personnel and operations. Conversation and telephone use should be limited.

D. Drivable condition:
   1. Equipment in need of service but drivable shall be maintained as follows.
   2. ASC should be contacted before the equipment is delivered to determine available time for repair.
   3. The driver will fill out a vehicle and equipment repair request.

E. Inoperable condition (Unmarked Non–Emergency Vehicles):
   1. Monday through Friday from 7:00 a.m. to 4:00 p.m.
      a. The driver shall contact his/her supervisor immediately.
      b. Call ASC and provide the vehicle number and name of individual placing the call.
      c. Describe the vehicle location.
      d. Indicate if the vehicle has been in a crash and refer to accident procedures.
      e. ASC will dispatch a wrecker to pick up the vehicle; and
      f. As soon as possible, the driver should come to ASC and complete a vehicle and equipment repair request. No work will commence on the equipment until this form has been completed.
      g. If the driver is injured, or otherwise unable to complete the form, their Supervisor will complete the form.

2. Evenings and weekends (and Emergency vehicles):
    a. The driver shall contact the Sheriff's dispatch (214-749-8641), who will contact the wrecker company contractor.
    b. If the vehicle has been involved in a crash, refer to the accident procedures below:
3. As soon as possible (i.e., the next working day) the driver should return to ASC and fill out a vehicle and equipment repair request to commence repairs to the vehicle. No work will begin until this form is completed.
4. If the driver is injured, or otherwise unable to complete the form, their supervisor will complete the form.

F. Tire repair or replacement:
1. All flat tire repairs will be made by an authorized contractor via the ASC.
2. The individual requiring service must first obtain a tire authorization form from ASC prior to contacting the vendor. Service will not be provided by the contractor without this approval.
3. Once approval is obtained, the employee should proceed to the vendor or location for repair or replacement.
4. The employee is responsible for reporting the vehicle number and mileage to the vendor and ensuring that the number and mileage appear on the invoice.
5. A copy of the invoice will be returned to ASC by the vendor.

X. Reporting of Crashes or Damage

A. The driver of a Dallas County Sheriff Department vehicle involved in a crash involving either bodily injury or property damage, regardless of how minor it may appear to be, or who discovers damage to a county owned or leased vehicle will immediately notify their supervisor and the communications division, who will:
1. Dispatch emergency equipment and/or a wrecker if required.
2. Contact the police agency having jurisdiction if the vehicle was damaged as a result of criminal conduct.
3. Contact the freeway management section if the vehicle was involved in a crash and have a department collision investigator dispatched to conduct the investigation.
4. Contact the Physical Evidence Section of the Sheriff's Office for photographs to be taken, or damage can be captured all around by BWC if deputy is equipped with one (if freeway management works it).
5. Contact the driver's immediate supervisor if the driver is injured or for any reason cannot contact his supervisor.

B. Driver responsibility: The following steps will be taken by the driver who has been in an accident:
1. Determine if anyone has sustained serious bodily injury requiring immediate medical attention. If so, notify the Sheriff's Office dispatch for any emergency services that may be required.
2. Request the other driver to remain at the crash scene until the crash investigation is completed.
3. Advise your immediate supervisor of the crash as quickly as possible if this has not already been done by dispatch.
4. If no injury is involved, and the vehicles are operable, the vehicles should be moved from the flow of traffic to reduce traffic congestion and prevent further harm to persons, vehicles, and equipment.
5. If the engine of the county vehicle is no longer running, DO NOT turn the key back on until the Vehicle Crimes Unit (VCU) has downloaded the computer data from the vehicle.
6. Drivers and witnesses should not leave the scene until the Sheriff's Office Collision Investigator arrives and conducts their investigation unless conditions and/or circumstances prevent their remaining at the scene. If so, obtain the information below before allowing them to leave the scene, if at all possible.
7. The driver of the county owned, or leased vehicle will obtain all information necessary to complete the County of Dallas Auto, Equipment, Property, and Accident Report

(Form 2a) from the other driver(s) or property owner(s). The report can be completed in detail at a later time.

8. Drivers should not make any statements concerning liability or fault to the other driver(s) or other witnesses.
9. Drivers should advise the other driver(s) or property owner(s) that the vehicle involved was a Dallas County owned or leased vehicle, that Dallas County is self-insured and give the other driver(s), property owner(s) your name, and Dallas County employment address and telephone number.
10. Cooperate fully and as requested by the investigating officers.
11. The county driver involved will submit two initial reports to their immediate supervisor and the Freeway Management Section within 24 hours from the time of the crash.
12. It is preferred that all reports be completed by the end of the employee's tour of duty, unless the collision happens when the employee is en-route to his/her home, then the report should be completed by the end of the next tour of duty or within twenty-four (24) hours.
13. The two initial reports are the County of Dallas Auto, Equipment, Property Accident Report (Form 2a), and the Affidavit in Any Fact (Form 69/10 r).
14. Initial reports of accidents that occur on a Saturday, Sunday and/or a recognized Dallas County holiday are due before the close of business on the first day immediately following that weekend day and/or Dallas County holiday.
15. If the driver is unable to submit the initial report due to injuries, the driver's supervisor is responsible for the submission of the required reports.

C. Supervisor's responsibility:
    1. It shall be the responsibility of the supervisor of the employee involved in the incident to obtain the County of Dallas Auto, Equipment, Property Accident Report (Form 2a), and the Affidavit in Any Fact (Form 69/10 r) from the employee and fax one copy of each report, with cover sheet, to each of the following:
        a. The Dallas County District Attorney Office - Civil Division
        b. The Office of the Dallas County Fleet Manager, Central Services
        c. The Office of the Automotive Service Center (ASC)
        d. The Dallas Sheriff's Fleet Maintenance Office; and
        e. Send the original forms (2a and 69/10r) to the Vehicle Crimes Unit
    2. The "Report of Damaged Vehicle Check Sheet" will be completed by the involved employee's supervisor and used as a cover sheet when faxing the Report (Form 2a), and the Affidavit (Form 69/10 r) to the Dallas Co. Civil District Attorney, the Dallas Co. Fleet Manager, ASC, and the Dallas Sheriff's Fleet office.
    3. The supervisor will then forward the reports, along with the CRB-3 crash report and the Report of Damaged Vehicle Check Sheet, to the Vehicle Crimes Unit (VCU) of the Freeway Management Section. All completed reports associated with a County motor vehicle crash will be forwarded to the Vehicle Crimes Unit as soon as practical.

D. Witness to crash:
    1. Crashes occurring on county property or near or within sight of county equipment or construction shall be reported by witnessing employees.
    2. A witnessing employee shall complete an Auto, Equipment, Property Accident Report (Form 2a) indicating the location of the accident, witnesses, damages, etc.
    3. The report shall be submitted to the District Attorney's Civil Section.

XI. Parking Ticket Violations

A. Drivers of Dallas County Sheriff's Office vehicles shall follow city ordinances when parking in the City of Dallas or other cities within Dallas County.
B. Drivers may place the plaque that signifies official Sheriff's Office business on the dashboard of the vehicle, when applicable.
C. When a driver receives a parking ticket, they shall notify their supervisor immediately.
D. The supervisor will notify fleet or fiscal for a law enforcement affidavit.

XII. Discipline

A. The Dallas Sheriff's Office will use its own disciplinary policies, inasmuch as the policies of the Sheriff's Office exceed those disciplinary policies of the county.
    1. If an employee is negligent in the proper maintenance and service of a vehicle, he/she will be given a verbal warning by his immediate Supervisor.
    2. If an employee is found negligent for the second time, he/she will be given a negative Performance and Counseling Report by his immediate supervisor.
    3. If an employee is found negligent for the third time, he/she will be referred to Internal Affairs by his supervisor.
B. Any violation of this policy will result in disciplinary action.
C. If an employee has a vehicle assigned to him/her as a home/remote storage vehicle and that employee violates this policy, the employee shall face disciplinary action in accordance with the disciplinary matrix with possible car impoundment and may lose the privilege of having a home/remote storage vehicle.

Chapter 8.2 Point Value Incident Review Board

I. Purpose

It is the purpose of this order to initiate an organized effort involving Sheriff Department Employee participation to reduce the events of motor vehicle crashes, reduce damage to vehicles and reduce personal injuries.

II. Policy

All operations of this department shall be conducted with the utmost concern for its personnel, equipment, vehicles, and facilities and the general public. The practice of safety and the prevention of crashes shall be the responsibility of all members of this department.

All employees will be held accountable for incidents or crashes involved in county owned or leased vehicles while on duty and in the course and scope of their duties. This includes but is not limited to driving county owned or leased vehicle to and from home or off duty storage.

III. Definitions

A. Damage to County Vehicle: Any damage to a Dallas County owned or leased vehicle that results from any incident other than a motor vehicle crash.
B. Incident Review Board Team: The Incident Review Board shall consist of an equal number of chiefs from Detentions and Operations and make decisions regarding vehicle incidents or crashes.
C. Fleet Motor Vehicle Crash: Is defined as the actions of any person operating a motor vehicle which results in the unintended damage to a vehicle or any injury that results from the operation of a vehicle.
D. Non-Fleet: Acts of nature, exigent circumstances or circumstances beyond the control of the driver which the Incident Review Board determines should not be classified as a fleet crash. These incidents will be returned to the driver's division commander for action consistent with that of damage to county property.
E. Non-Preventable: A crash in which the driver had done everything that could reasonably be expected to avoid the crash or damage.
F. Preventable: A crash in which the driver failed to do everything that could reasonably be expected to avoid the crash or damage.
G. Restricted Driving Status: When an employee has accumulated 5j points on his or her driving record, he/she will not be allowed to drive a Dallas County owned/leased vehicle for 6 months. The Incident Review Board team will meet with the employee and Executive Chief Deputy prior to the restricted driving status.
H. Serious and Preventable: A crash in which the driver is found to be in violation of state traffic law or Sheriff's Office regulations and such violation is a contributing factor in the crash.

IV. Administrative Decisions

A. In an effort to make employees and their chain-of command aware of an employee's driving status, the following point value system applies for assessment of administrative action related to vehicle crashes on-duty.
B. Once an employee accumulates 5 points, he/she will be placed on restrictive driving status. The point value system will be in effect on October 1, 2013. Every employee will start with zero points on October 1, 2013.

C. In accordance with departmental policy, the point value assigned will be cumulative for a 24-month period following the date of the initial vehicle crash. The Incident Review Board will notify the employee in writing of how many points the employee received and what dates those points will be taken off his/her record. (For example: If the employee is involved in a vehicle crash on November 1, 2013, the twenty-four month period expires on November 1, 2015 for that individual accident).

D. Each subsequent preventable or serious and preventable vehicle crash adds to the cumulative point total. (For example: If the employee accumulated one (1) point on November 1, 2013 and accumulated two (2) points on December 1, 2013, he/she will have a total of 3 points on his/her driving record until the initial collision comes off his/her driving record on November 1, 2015).
E. The training section will select a driving course for an employee who accumulates 3 or more points on his/her driving record. The course will be designed to help correct an employee's driving technique.
F. The employee will be required to pass the driving course. The training is designed to prevent the employee from being placed on restricted driving status. If the employee does not pass the course within 3 attempts, he/she may be permanently removed from driving status after an Internal Affairs Investigation. The Incident Review Board will schedule the employee for the driving course as soon as the employee accumulates 3 points.
G. The driving course will be offered depending on the availability of the driving track and instructors. The Strategic Planning and Research Lieutenant will be responsible for notifying the division commander when employees under his/her command has accumulated 3 or more points on their driving record.
H. The employee will have an opportunity to have points removed from his/her driving record prior to accumulating enough points to be removed from driving status.
I. If an employee takes the initiative to enroll himself/herself in an approved State of Texas Defensive Driving Course, a half point (.5) will be taken off his/her record once the course is successfully completed.
J. If an employee takes the initiative to enroll himself/herself in an approved driving course, 1 point will be taken off his/her record once the course is successfully completed. A copy of the certificate will be placed in his/her crash review file.
K. An employee may only take a Defensive Driving Course or approved driving course once every twenty-four months to have points removed.
L. Employees may not take a Defensive Driving Course or approved driving course to have points removed from a crash involving a criminal offense, fatality, or crash involving serious bodily injury.

V. Points required for Restricted Driving Status

A. Once the Executive Chief Deputy places an employee on restricted driving status, he/she will not be allowed to drive a Dallas County owned/leased vehicle for 6 months. In case of an emergency, a supervisor may give the employee a direct order to drive a county vehicle.
B. The supervisor will submit a memorandum to his/her chain of command explaining why the employee was given a direct order to drive the county vehicle as soon as time permits.
C. All employees will be placed on restrictive driving status after they have accumulated 5 points.
D. If an employee is in the initial 6 month field training at the time of the crash, the Incident Review Board will determine if the actions of the employee contributed to the crash.
E. The employee will not accrue points if the crash investigation shows the trainee was following direct orders from his/her training officer at the time of the crash.

F. The Incident Review Board shall use discretion when assigning points to an employee in training due to lack of enforcement driving skills and the employee's stage of training.
G. If the crash investigation shows the trainee's actions contributed to the crash, he/she will only receive a half point (.5).
H. The field training officer, a supervisor or the Incident Review Board may recommend a skilled driving course or remedial driving course if the trainee's evaluations show the employee lacks safe driving skills.
I. The employee will be held to the same level of skills as all other employees once he/she is assigned to the supervisory stage of training.
J. At any time, the Sheriff or the Executive Chief Deputy will determine where the employee will be temporarily assigned when on restricted driving status.
K. At any time despite this points system, the Sheriff's Legal Advisor may recommend to the Sheriff an employee be restricted from driving due to safety or liability exposure concerns.

L. The employee will be required to pass an approved driving course before he/she can return to driving status.
M. Any driving course that the employee has taken in the past twenty-four months will not be used for this requirement.
N. The employee must take the course again. The Incident Review Board will schedule the approved driving course within the 6 month restricted driving status.

VI. Point Value Category

A. Points will be assigned as follows: The crash investigation must show the employee's negligence contributed to the crash. Categories 1 through 5 cannot be combined for one crash. Category 6 (speeding) is the only category that can add one additional point to a crash.
   1. Class 1 Crash: one (1) point for preventable crashes where the county driver failed to take reasonable action to avoid the crash. This classification includes crashes involving violations of departmental procedures, Divisional SOP's and crashes involving minor traffic violations which are not likely to result in serious injury or major property damage.
   2. Category 2 Crash: two (2) points for preventable crashes where the county driver failed to take reasonable action to avoid a crash. This classification includes crashes that involve violations which usually result in moderate to serious vehicle and/or property damage.
   3. Category 3 Crash: three (3) points for serious and preventable crashes where the county driver failed to take reasonable action to avoid a crash. This classification includes crashes involving major moving violations of a serious nature which normally result in severe bodily injury and major vehicle and/or property damage.
   4. Category 4 Crash: four (4) points for serious and preventable crashes where the county driver failed to take reasonable action to avoid a crash. This classification includes crashes involving major moving violations that normally result in serious bodily injury where the other party is admitted to the hospital over twenty-four hours.
   5. Category 5 Crash: five (5) points for serious and preventable crashes where the county driver failed to take reasonable action to avoid a crash. This classification includes crashes involving a criminal offense, DUI/DWI (on or off duty). This classification also includes a fatality crash if the crash investigation shows the employee is responsible for the crash.
B. One (1) more additional point will be added if a speeding violation contributes to the crash. If the county employee provides a written statement showing he/she was in the course of performing his/her duties, he/she will not accrue the additional point.
C. The supervisor will provide the Incident Review Board with all written statements. Any speeding violations must be proven in the crash investigation.

D. If the employee's written statement is not consistent with the findings of the crash investigation, the crash may be referred to Internal Affairs before points are accumulated.

VII. Crashes Involving Parked Vehicles

Crashes involving legally parked county owned/leased vehicles will be classified as non-preventable, providing the employee was not negligent.

VIII. Administrative/Disciplinary Action Table

A. The department shall be consistent when assigning discipline or making administrative decisions resulting from preventable or serious and preventable crashes.
B. Disciplinary action issued by department to the employee should be in accordance with the Dallas County Sheriff's Office General Orders and Code of Conduct.
C. The Department must use the disciplinary action matrix to assign discipline:
   1. Restrictive driving status shall not preclude the imposition of discipline, up to and including termination of employment.
   2. Once preventability has been established, any departmental disciplinary action must be reported to and maintained by the Incident Review Board.
   3. A non-preventable, non-fleet and damage to county property classification will not be assigned points or recorded on an employee's driving record.

4. A policy violation that does not contribute to the crash will not be considered in assessing the point value of the crash.

D. An employee is subject to an Internal Affairs investigation under the following circumstances:
   1. The employee is found to be driving a county vehicle after he/she has been placed on restricted driving status unless the employee was following direct orders from a supervisor during an emergency.
   2. The crash investigation shows the employee is responsible for a fatality crash or a crash that causes serious bodily injury resulting in the other party staying in the hospital over twenty-four hours or a crash involving a criminal act.
   3. Once an employee has accumulated 3 points on his/her driving record and he/she does not pass the required driving course after three attempts.
   4. The crash investigation must show the employee's negligence contributed to the crashes listed in #2 and #3, and/or
   5. The employee's chain-of-command determines that a policy violation warrants an Internal Affairs investigation.
   6. The point value will not be assessed until the Internal Affairs investigation findings and recommendations are returned to the employee's chain-of command.

IX. Safety Policy

A. All incidents of motor vehicle crashes, damage and or subsequent personal injuries will be reviewed by the Dallas County Sheriff's Office Incident Review Board and responsibility assigned according to their preventability:
   1. The Incident Review Board determines the relevant facts as to the cause and chargeability of all employee vehicle crashes and recommends discipline and shall apply the recommended point value system.
   2. The major thrust of this order is directed toward preventing the occurrence of further crashes or damage by motivation and training rather than by punitive action for those incidents that have already occurred.

B. Liability will not be the sole determinant in assigning point value or responsibility.

C. Safety Policy-Incident Review Board team will:
   1. Receive and maintain all records pertaining to Sheriff's Office injury and damage events involving vehicles and injury and damage reduction efforts.
   2. Plan or conduct special studies focusing on Sheriff's Office motor vehicle crashes, damage and personal injuries and evaluate the effectiveness of counter measures intended to reduce the frequency and severity.
   3. Keep command personnel aware of safety problems within the Sheriff's Office.
   4. Assist in the development of Sheriff's Office safety training.
   5. Become thoroughly familiar with those methods of safety engineering approved by recognized organizations concerned with industrial and traffic safety.
   6. Promote voluntary compliance to Sheriff's Official safety regulations.
   7. Coordinate with the training section to identify existing training and or new programs developed to improve overall employee safety in the workplace.

D. Safety policy – Command Responsibility:
   1. Division Commanders are responsible for:
      a. The identification of hazards within their own division.
      b. Developing and implementing effective safety programs within their divisions; and
      c. Establishing sufficient controls to assure that maximum command effort is expanded toward supporting, implementing, and enforcing all programs designed to reduce crashes, damage and injuries within their divisions.
   2. Lieutenants/Watch Commanders are responsible for:
      a. Setting an example in accordance with the Sheriff Department and their division's safety efforts.
      b. Reviewing all reports of motor vehicle crashes and, when required, forwarding to the division commander, the recommendations of subordinates.

c. Reviewing injury and damage records of supervisors and personnel under their command and
d. Designing programs to reduce the event of crashes, and damages in their section.

3. Supervisors are responsible for:
   a. Setting an example in accordance with the Sheriff Department and their division's safety efforts.
   b. The immediate investigation and reporting of motor vehicle crashes, damage to vehicles or personal injuries involving personnel under their supervision.
   c. Injury and damage reduction to the same extent that they are responsible for the efficient accomplishment of crime prevention.
   d. The adequate inspection and prompt maintenance of equipment and facilities.
   e. The detection, prompt correction of hazardous conditions and unsafe practices and
   f. Vigorous and continuous training in injury and damage reduction through individual personnel contacts.

E. Safety Policy - Reporting of Crashes or Damage:

1. The driver of a Dallas County Sheriff Department vehicle involved in a crash or who discovers damage to a county owned or leased vehicle will immediately notify the communications division, who will:
   a. Dispatch emergency equipment and/or a wrecker if required.
   b. Contact the police agency having jurisdiction if the vehicle was damaged as a result of criminal conduct.
   c. Contact the Freeway Management Section if the vehicle was involved in a crash and have a Department Collision Investigator dispatched to conduct the investigation.
   d. Contact the driver's immediate supervisor right away.

2. The driver of the county owned, or leased vehicle will obtain the following information from the other driver(s) or property owner(s), which is necessary to complete the County of Dallas Auto, Equipment, Property, and Crash Report Form 2a:
   a. Name
   b. Home address and telephone number
   c. Business addresses and telephone number
   d. License number
   e. Make and model of vehicle
   f. Insurance information
   g. Place where auto will be towed (if applicable)
   h. Names, addresses and telephone numbers of anyone injured
   i. Names, addresses and telephone numbers of any witnesses
   j. Names, addresses and telephone numbers of any property owners whose property was damaged
3. Drivers should not make any statements concerning liability or fault to the other driver(s) or other witnesses.
4. Drivers should advise the other driver(s) or property owner(s) that the vehicle involved was a Dallas County owned or leased vehicle, that Dallas County is self-insured and give the other driver(s), property owner(s) your name, and Dallas County employment telephone number. Proceed to their assigned workstation and give a sworn statement, (affidavit in any fact), including all facts and necessary information.
5. The driver involved will submit two initial reports to their immediate supervisor and the freeway management section within twenty four hours from the time of the crash. It is preferred that all reports be completed by the end of the employees tour of duty, unless the crash happens when the employee is en-route to his/her home, then the report should be completed by the end of the next tour of duty or within twenty-four hours:
   a. The two initial reports are the County of Dallas Auto, Equipment, Property Crash Report, Form 2a and the Affidavit in Any Fact, Form 69/10 r.
   b. Initial reports of crashes that occur on a Saturday, Sunday and/or a recognized Dallas County holiday are due before the close of business on the first day immediately following that weekend day and/or Dallas County holiday.
   c. If the driver is unable to submit the initial report due to injuries, the driver's supervisor is responsible for the submission of the required reports.

X. Incident Review Board

A. The Incident Review Board shall consist of an equal number of chiefs from detentions and general services.
B. A quorum of at least 4 members is required before business may be conducted.
C. The Incident Review Board shall meet at least monthly.
D. The Incident Review Board will conduct hearings once a month, take testimony from an Accident Reconstructionist, and make decisions on Dallas County owned/leased motor vehicle crashes, damage to county owned/leased vehicles and/or Dallas County owned/leased vehicular injury cases.
E. Consideration will be given to extenuating circumstances; however, the classification procedures outlined in the Departmental General Orders shall be of primary concern.

XI. Procedures for Review and Action on Fleet Vehicle Crashes

A. It shall be the responsibility of the supervisor of the employee involved in the incident to obtain all reports, including the CRB-3 crash report and then forward them to the Vehicle Crimes Unit (VCU) of the freeway management section, fax a copy to the Dallas County District Attorney's Office - Civil Division and the Dallas County fleet manager. Fleet camera system and body worn camera video, if any, will be categorized as evidence for retention.
B. All completed reports associated with a county motor vehicle crash will be forwarded to the Vehicle Crimes Unit as soon as practical.
C. It shall be the responsibility of the Vehicle Crimes Unit to forward all reports to the designated supervisor by the Assistant Chief Deputy Enforcement Bureau for review, and to maintain custody of associated in-car video.
D. The Supervisor appointed by the Assistant Chief Deputy of Operations and Support Services shall prepare a packet of all crashes to be reviewed by the Incident Review Board and submit them to the chiefs at least a week prior to the hearing. The packet will contain a synopsis of each crash/incident along with a recommendation and justification of how the crash/damage should be classified.
E. The designated supervisor will have information available on how similar rashes/damage(s) were classified in the past. He/she will ensure a Reconstructionist is at each Incident Review Board meeting to provide technical assistance to the board.
F. Any cases reviewed by the Incident Review Board which result in a tie vote, will be returned to the designated supervisor for additional information and be reheard by the board at the next hearing.
G. Classification of Fleet Motor Vehicle Crashes: Crashes will be classified as:
    1. Non-Fleet: acts of nature, exigent circumstances or circumstances beyond the control of the driver which the Incident Review Board determines should not be classified as a fleet crash; these incidents will be returned to the driver's division commander for action consistent with that of damage to county property.
    2. Non preventable: a crash in which the driver had done everything that could reasonably be expected to avoid the crash in question.
    3. Preventable: a crash in which the driver failed to do everything that could reasonably be expected to avoid the crash or damage.
    4. Serious and preventable: a crash in which the driver is found to be in violation of state traffic law or Sheriff Department regulations and such violation is a contributing factor in the crash.
H. The designated supervisor will prepare a report of the Incident Review Board's findings within two business days of the board's decision(s) and submit it through channels.
I. The division commander of the driver will have the affected employee sign the Incident Review Board finding report.
J. The division commander will sign the finding report and note the type of discipline, if any, that the employee received in the appropriate spaces.
K. The affected employee will be told how many points, if any, will be on his/her driving record for the next twenty-four months.

L. The division commander will then return the finding report to the Freeway Management Section.
M. The supervisor will ensure each employee is notified of the Incident Review Board findings and determine whether or not the employee agrees with the decision of the board.
N. In the event that the employee desires to appeal a finding of the Incident Review team they must indicate so at the time they receive notification.
O. All appeals will be made to the Executive Chief Deputy.
P. Upon an appeal, the Executive Chief Deputy may request additional information from the Incident Review Board. The Executive Chief Deputy may uphold, overturn or return the finding to the Incident Review Board for additional review.

Q. The findings of the Executive Chief Deputy will be final.
R. The Freeway Management Section will maintain all crash and associated reports.

XII. Procedures for Review and Action on Damage to County Property Incidents

A. All incidents classified as damage to county property will be acted upon at division level by the responsible department member's division commander.
B. The division commander will determine if the damage was either preventable or non-preventable.
C. The division commander will document the incident with a cover memorandum and forward same to the departmental fleet manager.
D. In cases where the damage was preventable the division commander will issue written documentation in the form of a negative personnel and counseling report.
E. Should the damage be the result of gross negligence, the division commander may forward a report through channels to I.A.D. for formal administrative disciplinary action.
F. In cases where the finding resulted in divisional level disciplinary action only, the affected employee may appeal the finding to the Executive Chief Deputy.
G. All appeals will be made in written form and must be made within 3 days of the disciplinary action.
H. The Executive Chief Deputy may overturn the finding of the division commander. The findings of the Executive Chief Deputy in an appeal of a damaged county vehicle is final.

Chapter 9.1 Digital Mobile Audio and Video Recording System

I. Purpose

The purpose of this policy is to establish guidelines regarding the use of digital mobile audio and video recording Fleet Camera System installed in designated Dallas County Sheriff's Office vehicles, and the control of recorded media created by these systems. This policy shall apply to all members who may utilize fleet camera system equipment, or who may utilize, or access media recorded from these systems.

II. Policy

It shall be the policy of the Dallas County Sheriff's Office to provide digital mobile audio/video recording fleet camera system equipment in selected Dallas County Sheriff's Office vehicles for purposes of providing evidence in the prosecution of traffic violations and other offenses, to enhance officer safety, gather evidence, to help resolve citizen complaints and verify officer actions, to evaluate officer performance and to determine training needs. In order to maximize the utility of this equipment in these and related areas, officers shall follow the procedures for fleet camera systems equipment use as set forth in this policy. Deputies operating fleet camera system equipped vehicles during field duty assignments must be trained in the testing and operation of the equipment prior to use.

It is the policy of the Dallas County Sheriff's Office that officers will use the digital mobile audio/video recording equipment to record audio and video transactions, in their entirety, that occur between Officers and the public as described in this policy. The system's intended use is not to document contact between department members, though this may be unavoidable to a certain extent.

All recordings generated on the department owned fleet camera system equipment are the property of the Dallas County Sheriff's Office. Copying or reproduction of any recording generated by this equipment for use outside the Dallas County Sheriff's Office is prohibited.

III. General Fleet Camera System Operation

A. The fleet camera system is designed as a semi-automated system. The system consists of 2 cameras: one forward facing camera installed in the front of the vehicle on a windshield mount, and the second pointed at the prisoner or passenger compartment. Each fleet camera shall remain with the power switch in the 'ON' position. Deputies shall verify both units are powered 'ON' prior to beginning their shift. The fleet camera system has 2 operating modes. The default mode, or BUFFERING mode, which provides pre-event buffering to capture activities that occur prior to activating cameras, and EVENT mode, which records events. Emergency vehicles will be installed with an event triggering solution. The camera will transition from BUFFERING to EVENT mode when an appropriate event occurs (such as the emergency vehicle's light bar being activated). The camera is normally powered by the vehicle. If the vehicle's ignition is shut off, a separate power unit will provide power for up to 4 hours of recording. Deputies shall not interfere with the automatic processes of the fleet camera systems.
B. The fleet camera system is designated to activate and record automatically when any of the following actions/incidents are detected:

    1. Activation of emergency lights
    2. Crash sensor activation
    3. Detection of vehicle speed in excess of 90 MPH
    4. Gun lock release
    5. Manual camera activation, completed by:
        a. pressing the EVENT button on
            i. the windshield mounted (forward facing) camera or
            ii. the rear controller for the prisoner/passenger compartment or
        b. Using the Axon View XL application on the mobile data computer (MDC) by pressing:

i. the image of the front of the car activates the front (forward facing) camera
ii. the image of the rear of the car activates the back (prisoner/passenger compartment facing) camera

C. In order to ensure the highest quality digital multi-media evidence, deputies shall turn off the vehicle's AM/FM radio while the fleet camera system is recording and/or there is a subject sitting in the backseat of the unit.
D. Deputies shall not bypass or override the automatic activation of the equipment, GPS antennas or make any attempt to or actually erase, alter, or delete any recording produced by the fleet camera system.
E. Except during the circumstances authorized in this chapter, no member of the department may surreptitiously record any other member of the department without the expressed knowledge and consent of a supervisor.

IV. Digital Audio-Video Recording

A. Each vehicle equipped with fleet camera system has the ability to record digital evidence both "pre-event" and "post-event" of video data and metadata (GPS, etc.). Dallas County Sheriff's Office fleet camera system equipped vehicles are set to record digital video and metadata evidence only (no audio) for 30 seconds "pre-event" (automated trigger or manual record) and zero seconds "post-event".
B. A digital audio-video file is created when the "record" function is enabled either manually from the camera, using Axon View XL on the MDC, or automatically enabled by one of the fleet camera system's preset activation triggers. Recording is continuous until manually stopped from the camera, computer screen or until the fleet camera system reaches its maximum recording length. The maximum recording length is 4 hours. In situations where a camera is in an event mode for more than 4 hours, the current video recording stops at 4 hours and a new video recording will begin automatically.

V. Procedures for Testing and Equipment Failure

A. Deputies shall perform a pre-operational inspection at the start of each shift to ensure the fleet camera system equipment is working properly. Vehicles with non-operable fleet camera systems will not be used unless an emergency situation exists and a Traffic Section Lieutenant or higher authority approves its temporary use.
B. Deputies shall test the vehicles fleet camera system equipment:
   1. At the commencement of his/her tour of duty.
   2. Anytime the Deputy has to switch cars for any reason during a shift.
   3. When the fleet camera system media has been replaced for an approved reason.
C. Employees discovering a defect with the fleet camera system will immediately do the following:
   1. Contact the on-duty supervisor.
   2. Complete and submit a Vehicle and Equipment Repair Form to the body worn camera and fleet camera system administrator.
   3. The employee will place a copy of the Vehicle and Equipment Repair Form on the dashboard of the out of service vehicle, unless approved for use by a Traffic Section Lieutenant or higher authority.

VI. Logging Information for the Fleet Camera System

A. At the start of each shift, deputies SHALL enter or record the following information:
   1. Employee fleet camera system login information
   2. The identification number of the vehicle
   3. Employees will manually activate the recorder and immediately afterward review that recording to verify the in-car audio and video is operational, and the date and time is accurate.
   4. Deputies will ensure that the video camera is placed in the default position (forward facing) and adjusted to properly record events. Manual movement of the camera is authorized.

VII. When Fleet Camera System Use is required

A. This policy is not intended to describe every possible situation where the system may be used. In some circumstances it is not possible to capture video images of the incident due to conditions or location of the camera.
B. All on duty deputies operating a fleet camera system equipped vehicle shall activate his/her fleet camera system equipment in record mode (if not already activated by automated trigger) when they:
   1. Stop a suspected traffic violator
   2. Are attempting to detain or arrest a person
   3. Have detained or arrested a person
   4. Arrive on-scene to any call for service
   5. By nature of the incident, are likely to detain or arrest a person
C. When possible, deputies should use the fleet camera system to document the actions of suspects if the recording would prove useful in later judicial proceedings or at crime or fatality accident scenes or other events such as the confiscation and documentation of evidence or contraband:
   1. Deputies shall not alter video/audio recording media or attach any device to the system.
   2. Deputies shall immediately inform a supervisor of any media sequence that may be of value for evidentiary or training purposes.
   3. Deputies will note in incident, arrest and related reports when video/audio recordings were made during the incident in question.
   4. Deputies are encouraged to review their own videos periodically for training purposes. They should also use the audio system as a note taking source and review videos when writing reports.

VIII. Fleet Camera System Signal Activation

A. In some situations, it may be impractical or unreasonable for deputies to activate his/her fleet camera system before taking police action. It is expected that once the immediacy of the situation is over, deputies shall activate their fleet camera system to record the remainder of the incident. In addition to the required situations, deputies may activate the system anytime they believe its use would be appropriate and/or valuable to document an incident.
   1. Signal technology is an available function of the current fleet camera system
   2. The fleet camera system and body worn camera administrator shall control this capability within the administrative settings.
   3. When active, the signal technology can take the fleet camera system from BUFFERING to EVENT mode.

      a. Emergency vehicles equipped with a fleet camera system shall be installed with a signal unit.
      b. When triggered by activation of emergency lights, crash sensor activation, detection of vehicle speed in excess of 90 MPH or gun-lock release the signal unit sends a signal to the fleet camera system.
      c. Upon receiving this signal, the fleet cameras transition from BUFFERING to EVENT mode. (When the camera starts recording, there are 2 audible beeps)
      d. The signal unit has a range of approximately 30 feet.
      e. The signal technology can only send a signal to tell the cameras to start recording, not end a recording.
      f. The user must manually stop all recording devices that they are assigned.
      g. The signal technology cannot turn the fleet camera system on. If the fleet camera system is turned off, the camera will not record the event.
      h. Signal units will only activate cameras installed within that vehicle and ANY Axon body worn camera (that is powered on)
         i. within the approximate 30 foot range and
         ii. within the first 30 seconds of signal activation
B. The fleet camera system must be activated under the following circumstance, but not limited to:

1. Pursuits, until completion of enforcement action
2. DWI investigations, including field sobriety tests
3. Vehicle searches
4. Grant funded activity
5. Investigatory stops when the subject is on foot or in a vehicle
6. Traffic stops, and
7. Any contact that becomes adversarial in an incident that would not otherwise require recording.

C. Deputies involved in incidents involving serious injury or death, or are involved in incidents where an Internal Affairs referral is likely to be made, (i.e. officer involved shooting) shall not stop the recording. In such circumstances, the recording shall only be stopped by the deputies supervisor.

IX. When Fleet Camera System Deactivation is authorized

A. Once the fleet camera system is activated, it shall remain on and recording until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when:
   1. The motorist is underway, or the deputy has otherwise separated from contact.
   2. All arrests have been made and arrestees have been transported, and/or
   3. All witnesses and victims have been interviewed.
   4. Deputies are simply waiting for a tow truck or a family member to arrive or in other similar situations where no further law enforcement action is likely to occur.

B. Activation of the fleet camera system is not required under the following:
   1. During breaks and lunch periods
   2. When not in-service and not on a call
   3. When in-service but not on a call

X. Fleet Camera System Off-Loading or Transfer of Recorded Audio/Video Data

A. Each fleet camera system vehicle is equipped with the ability to automatically and wirelessly offload or transfer audio/video evidence from the vehicle to a CJIS compliant cloud based storage environment by two methods.

   1. The primary method of media off-load will be by Long Term Evolution (LTE) using the in-car router.
   2. If there is a failure of media off-load by LTE the secondary method of media off-load will be the use of remote access points (RAP) located at designated locations throughout Dallas County. These locations are identified as:
      a. 8301 S. Polk ST., Dallas, Texas. (SDGC)
      b. 111 W. Commerce ST., Dallas, Texas (Sally port)
      c. 100 N. Riverfront Blvd., Dallas, Texas (FCCB "B" Lot)
      d. 715 Rowlett Rd., Garland, Texas (Road and Bridge District 2)
      e. 1506 E. Langdon Rd., Dallas, Texas (Road and Bridge District 3)

B. If the vehicle off-load is not functional by LTE or WI-FI, deputies shall immediately report that situation to a supervisor and attempt offload at another location to determine whether the vehicle or the equipment at the location is defective. If it is determined that the RAP has failed at any of the listed locations, the body worn camera and fleet camera system administrator shall be notified in order to facilitate repairs.

C. If it becomes necessary, digital evidence can be retrieved from wrecked or damaged vehicles by towing the vehicle to any of the designated electronic off-load locations and powering the fleet camera system or by removing the fleet cameras and returning them to the body worn camera and fleet camera system administrator for manual off-load into the evidence server.

XI. Classification of Fleet Camera System Recordings

A. Video evidence from fleet system recordings will undergo an automated integration process with data from our Computer-Aided Dispatch (CAD). Metadata and correlation of the associated call number will be applied to the appropriate fleet system recordings.

1. Integration occurs at 10:00am and 10:00 p.m. daily
2. Body-worn camera and fleet camera system video must be uploaded with 120 hours of incident for integration to occur
3. Deputies may put in notes and comments in a video log in the box provided during classification after the recording is stopped.

B. CAD integration will apply the appropriate category based on the call type. Deputies may add additional categories to each fleet camera system file after stopping the recording to meet retention requirements. Deputies shall select the appropriate label from the menu as follows (when the CAD call type does not meet retention needs):
   1. Accident / Crash – 180 days
   2. Arrest / MISD warrant – 180 days
   3. Arrest / On-Site – 3 years
   4. Arrest/Felony Warrant – 180 days
   5. BACKUP UNIT – 3 years
   6. Barricaded Person – 180 days
   7. Chase / Pursuit – 3 years
   8. Complaint – 3 years
   9. County Vehicle Crash – 5 years
   10. Drugs / Narcotics – 3 years
   11. DUI – 3 years
   12. DWI / DUID – 3 years
   13. Evidence – 10 years
   14. Forced Entry – 180 days
   15. House Check – 90 days
   16. IAD – 3 years
   17. Law Enforcement Action – 2 years
   18. Murder / Homicide – 10 years
   19. MVI MVR TRAFFIC STOP – 180 days
   20. OPC / Mental Illness Warrant – 90 days
   21. Other – 180 days
   22. Pending Review – until manually deleted
   23. Protective Order – 180 days
   24. Protest – 180 days
   25. Restricted – until manually deleted
   26. Search – 90 days
   27. Special Assignment – 180 days
   28. Traffic Stop – 180 days
   29. Training – 90 days
   30. Use of Force – 10 years
   31. Writ of Attachment – 180 days
   32. Uncategorized (None) – 4 years

C. Deputies <u>may</u> change the TITLE of the video to better identify the incident.
D. Deputies shall not change or input any information in the ID field when dispatched to any call for service.
   1. CAD integration will automatically apply the related call number to the ID field.
   2. If no call for service is generated by dispatch, the deputy shall update the TITLE field but leave the ID field blank.
E. Deputies will inform his/her supervisor of any video that has significant evidentiary value.
F. Deputies may put in notes and comments in the box provided during classification after the recording is stopped.
G. Deputies shall include the existence of video evidence in his/her RMS case report for follow up investigations.
H. Deputies should review their videos in evidence.com, after the CAD integration service occurs, to ensure that all fleet camera system recordings are accurately classified.
I. All recordings generated due to "testing" shall
   1. Be classified as "training",
   2. Will not require a service or call number and

3. The deputy shall enter "test" in the TITLE field

J. For purpose of this section, a "test" video generally refers to a recording that meets all of the following criteria:

1. Video where no investigatory stop is made,
2. Video that does not include any call for service,
3. Video where no person has been detained or arrested, and
4. Video where no enforcement action is documented.

XII. Fleet Camera System Audio and Visual Retention

A. The category entered by the deputy will determine the minimum length of retention and aid in searching for fleet camera system videos at a later date.
B. The default storage of fleet camera system files is 90 days.
C. Storage time may be extended to additional days by choosing the applicable category on the MDC, using Axon View Xl, or from an internet capable computer, using Evidence.com.
D. Storage may be extended by the investigator or detective assigned to the case, the Legal Advisor, or the District Attorney's Office if there is civil or criminal litigation related to any recorded incident.

E. A fleet camera system recording whose retention period has expired may not be destroyed if any lawsuit, claim, audit, public information request, administrative review, or other actions involving the recording are pending. The destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.
F. A fleet camera system recording whose retention record period expires during any lawsuit, claim, audit, public information request, administrative review, or other action involving the recording may not be destroyed until the completion of the action and the resolution of all issues that arise from it.
G. At the end of the shift, the deputy will periodically check the fleet camera system is automatically performing the wireless offload process for any recorded data that is stored on the in-car devices. If videos are in the upload queue with no indication of uploading, deputies shall contact the body-worn and fleet camera system administrator.
H. The default storage of uncategorized fleet camera system recordings is 4 years, if none of the actions listed in number E or F are pending.
I. Evidence categorized as "criminal" will be kept for a minimum of 10 years or as "administrative" will be kept for a minimum of 3 years.
J. All videos documenting an incident that involves the use of deadly force by a peace officer or that is otherwise related to an administrative or criminal investigation of an officer may not be deleted, destroyed, or released to the public until all criminal matters have been finally adjudicated and all related administrative investigations have concluded. (Use of Force has a 10 year retention period)

XIII. Review of Fleet Camera System Recordings

A. Fleet camera system audio video files are available for viewing in the vehicle while the file remains in fleet camera system. Once the file is wirelessly uploaded, it is no longer available for viewing using Axon View XL but will be available through Evidence.com.
B. Viewing of video files shall be permitted only for legitimate Investigative Services purposes when necessary, or for training purposes with supervisory approval. Officers shall not permit others to view video files on the vehicle computer except as stated above.
C. Recordings may be reviewed in any of the following situations:
   1. By an employee to assist with the writing of a report, supplement, or memorandum.
   2. By a supervisor investigating a specific act of employee conduct.
   3. By a supervisor for random review to ensure policy and general orders are being followed
   4. By authorized department personnel participating in an official investigation, such as a personnel complaint, administrative inquiry, or a criminal investigation.
   5. By authorized persons for the purpose of reviewing evidence. (i.e., Vehicle Crimes Unit, Criminal Investigation Section, Internal Affairs, etc.).
   6. By the grant administrator to verify grant funded activity.

7. By an authorized employee to make certain the fleet camera system is working properly.
8. By any other person authorized by the division commander:

D. Recordings may be shown for training purposes. If the employee involved objects to the showing of a recording, the employee will submit his/her objection to the division commander to determine if the training value outweighs the employee's objection.

E. The uploaded file can only be viewed from an internet capable computer by:
   1. The originating deputy(ies)
   2. The chain of command
   3. Other authorized personnel

F. Each attempt to access the audio-video file is logged and tracked. Deputies shall not attempt to access audio-video files without a legitimate law enforcement purpose.

G. Employees shall not obtain, attempt to obtain, or convert for their personal use or for the unauthorized use of another person, any information from Dallas County Sheriff's Office video files or the confidential files of any other agency.

H. Employees shall have no expectation of privacy in any fleet camera system recording made under the requirements of this chapter. Any fleet camera system recording shall be at all times, the property of the Dallas Sheriff's Office.

Chapter 9.2 Body Worn Digital Camera

I. Purpose

The purpose of this policy is to establish guidelines regarding the use body-worn digital recording devices. The body-worn digital recording device may be used for, but not limited to documentation of evidence, preparation of offense reports, and future court testimony. These recordings may also be used to protect officers from false allegations of misconduct as well as provide training material for incident debriefing. This policy shall apply to all department employees who may utilize body-worn digital recording devices, or who may utilize, or access media recorded from these systems.

II. Policy

It shall be the policy of the Dallas County Sheriff's Office to follow and adhere to HB 929 "The Botham Jean Act" that became state law on September 1, 2021, which: requires a peace officer who is equipped with a body worn camera and actively participating in an investigation to keep the camera activated for the entirety of the officer's active participation in the investigation unless the camera has been deactivated in compliance with that policy. The recordings provide evidence in the prosecution of traffic violations and other offenses, enhance officer safety, help resolve citizen complaints and verify officer and citizen actions, evaluate officer performance and ~~to~~ help determine training needs. In order to maximize the utility of this equipment in these and related areas, Officers shall follow the procedures for the BWC equipment use as set forth in this policy. Staff operating equipment must be trained prior to use.

It is the policy of the Dallas County Sheriff's Office that Officers will use the recording equipment to record audio and video transactions, in their entirety, that occur between officers and the public as described in this policy. The system's intended use is not to document contact between department members, though this may be unavoidable to a certain extent.

All recordings generated on the department owned BWC equipment are the property of the Dallas County Sheriff's Office. Copying or reproduction of any recording generated by this equipment for use outside the Dallas County Sheriff's Office is prohibited, unless required by the Texas Public Information Act.

III. Definitions

1. Body worn camera/BWC: Means a recording device that is capable of recording, or transmitting to be recorded remotely, video or audio; and worn on the person of a Peace Officer, which includes being attached to the officer's clothing or worn as glasses.
2. DME: Digital Media Evidence
3. Bo's Law: Texas House Bill 929, Botham Jean Act which became state law on September 1, 2021.

IV. Guidelines

A. The guidelines in this order apply only to digital recording devices that attach directly to a deputy's, SRT member's uniform or person. These guidelines do not apply to the use of the in-car audio/video recording systems that are permanently mounted in a vehicle.
B. All digital multimedia evidence (DME) that is captured during the scope of a deputy's or SRT member's duties is property of the Dallas County Sheriff's Office and is subject to Dallas County Sheriff's Office policies regarding viewing, release, retention, and destruction. DME shall not be converted for personal use. Accessing, copying, editing or releasing recordings or depictions of recordings without proper authority and/or approval is strictly prohibited. No persons shall have any right of privacy in any recordings made under this policy.
C. A deputy or SRT member equipped with the body-worn digital recording device is required to use the device as outlined in this policy.

D. A deputy or SRT member shall attend department approved training on the device, review the standard operating procedures governing its use and demonstrate a working knowledge of the device prior to employing the device in field operations.
E. Any supervisor of deputies or SRT member deploying a body-worn digital recording device or civilian staff responsible for viewing or downloading recordings shall attend department approved training regarding the device as well as the procedures for storing and retention of the DME.
F. A deputy or a SRT member shall inspect the digital recording device prior to each shift to confirm proper operation and sufficient battery life. Any problem with the digital recording device shall be immediately reported to the supervisor. The deputy or SRT member will be assigned another device if one is available.
G. The supervisor will be responsible for notifying the body-worn camera and fleet system administrator. The Administrator will be responsible for securing a repair and replacement.
H. The deputy or SRT member shall inform his/her supervisor immediately if the digital recording device is lost or damaged. The deputy or SRT member will be required to submit an incident report and/or damage to county property report. The supervisor will be responsible for forwarding the proper reports through his/her chain of command and notifying the body-worn digital recording device administrator.
I. A deputy or a SRT member may be subject to disciplinary action for the intentional or negligent loss of or damage to a device.
J. A deputy or a SRT member will not remove, dismantle or tamper with any hardware and/or software component or part of a body worn digital recording device unless otherwise authorized by the body-worn camera and fleet system administrator.
K. A deputy or a SRT member may use media captured via the body-worn digital recording device to assist with the investigation and completion of reports.
L. If a deputy or a SRT member is under investigation by any unit assigned to the Special Investigation Division, the Vehicle Crimes Unit, or Internal Affairs, he/she will not view the body-worn digital recording until authorized by the lead detective.
M. The deputy or SRT member will be allowed to view the body-worn digital recording device prior to making any verbal or written statements. This includes a deputy or a SRT member who witnessed the incident and who is required to give a verbal or written statement.
N. The lead detective or the supervisor assigned to the Special Investigation Division, or the on-duty supervisor, or the Vehicle Crimes Unit Detective may collect the body-worn digital recording device at a scene involving a criminal investigation.
O. All deputies or SRT member involved in a specific incident investigation may view media captured from a body-worn digital recording device prior to making any statements to Internal Affairs.
P. A deputy or a SRT member will not be required to keep a body-worn camera activated for the full period of his/her duty shift.
Q. Under the provisions of Section 1701.658 of the Texas Occupations Code, departments using grant funds may not allow a Deputy to use any personally owned body worn cameras on duty. A deputy or a SRT member must only use the body worn digital recording device issued and maintained by the department.
R. The commander of the Freeway Management Division or the Commander of the Special Investigative Services Division will determine if the body-worn digital recording device must be left at the sub-station at the end of the deputy's shift or if the deputy will be allowed to take the device home for charging.
S. Body-worn digital recording devices must be downloaded at-least twice a week.
T. Deputies will download their body-worn digital recording device before they go on their assigned days off, annual leave, comp-time, and/or training assignment.
U. SRT members will not be allowed to take the device home for any reason.
V. Body-worn digital recording devices must be downloaded within twenty-four hours under the following conditions:
    1. The deputy is required to leave the body-worn digital recording at the sub-station at the end of his/her shift.
    2. The deputy made an on-sight arrest (does not include a warrant arrest).
    3. The deputy recovered any type of evidence.

4. The deputy responded to a fatality accident or any other crash where the Vehicles Crime Unit or Physical Evidence Section responded.
5. Any situation where the deputy or SRT officer feels there may be a complaint or there were unusual circumstances.
6. The deputy was involved in a forced entry, barricaded person, or SWAT call.
7. The deputy was involved in a foot pursuit and/or vehicle pursuit.
8. The deputy responded or assisted with a family violence call.
9. The deputy responded to any patrol call involving an arrest.
10. The supervisor requests the deputy to download their device prior to leaving at the end of the shift.

W. County issued body-worn digital recording devices may not be used at an off-duty employment.

V. Activation of the Body Worn Camera

A. There may be instances where it is neither practical nor possible for the deputy or the SRT member to activate the body-worn digital recording device. The safety of the deputy, SRT member, and of the public is the foremost priority; the device should not be activated if it is an impediment to safety.
B. A deputy or a SRT member should not activate the device based solely upon the request or demand of a citizen; but rather rely on his/her training, experience and policy to determine the necessity of activation.
C. It is at the discretion of the deputy or SRT member to determine if he/she wants to announce a recording is occurring.
D. A deputy or a SRT member will activate the body-worn digital recording device for the following reasons:
   1. To collect evidence that can be used in the prosecution of criminal offenses
   2. To record contacts with the public in connection with investigations where law enforcement action will potentially be taken
   3. To record traffic/pedestrian stops
   4. To record pursuits by vehicle and on foot
   5. To record the execution of consensual searches and search warrants
   6. To record the inventorying of seized narcotics, money, or any high value property
   7. To investigate calls involving mentally distressed persons such as:
      a. The service of a Mental Illness Warrant, or
      b. The recording of a disturbance or welfare check on a subject who may be showing evidence of severe emotional distress or abnormal behavior.
   8. To document the first responder's arrival at an accident or crime scenes, etc.
   9. To record planned tactical entry operations. The supervisor in charge on the scene, during these operations shall ensure that all employees will have their digital recording devices assigned to them attached to their tactical vests. All body camera devices will be activated during execution of tactical operations.
   10. To document when non-enforcement contacts with the public become confrontational, assaultive, or enforcement-oriented.
   11. To record an arrest planned or anticipated.
   12. To record at any other time when the deputy or SRT officer feels the use of the body-worn digital recording device is appropriate and beneficial in documenting an incident.
   13. To record when the deputy or SRT member is taking a statement or interviewing a suspect.
E. The deputy or SRT member will state that a body-worn digital recording device was utilized if he/she submits an offense/incident report.

VI. Deactivation of the Body Worn Camera

A. A deputy or a SRT member shall not deactivate the device at any time while actively engaging in an investigation.

B. A deputy or a SRT member should not deactivate the device based solely upon the request or demand of a citizen; but rather rely on his/her training, experience and policy to determine the necessity of deactivation.
C. A deputy or a SRT member may deactivate the digital recording device when the purpose for activation is no longer present.
D. A deputy or a SRT member shall state why they are choosing to deactivate the digital recording device prior to doing so under the following conditions:
    1. Encounters not directly related to official activities in the proper performance of police duties.
    2. Performance of non-enforcement functions or administrative duties within a department facility.
    3. During any non-enforcement activities such as when protecting a traffic crash scene, or other incident that provides no evidentiary value.
    4. Places where a reasonable expectation of privacy exists (unless taking police action), such as, but not limited to, hospital emergency rooms, locker rooms, and restrooms.
    5. Interviewing a potential witness who requests to speak to a deputy or a SRT member confidentially or desires anonymity.
    6. A victim or witness who requests that he or she not be recorded and the situation is not confrontational.
    7. A victim who requests that he or she not be recorded as a condition of cooperation and the interests of justice require such cooperation.
    8. Discussing training issues or operation strategies.
    9. Conducting conversations containing 'privileged information' (i.e. communication with Clergy and Police Alliance/Ministers against Crime, Police Peer Counselors, Attorneys, etc.); and When authorized by a supervisor or commander.
E. Recording should be terminated when a deputy or a SRT member determines there is no likelihood of anything else of evidentiary or law enforcement value occurring, in accordance with state law.
F. It shall be deemed a violation of this policy for any deputy to fail to activate the recording device or intentionally terminate a recording in order to commit a violation of department policy or law.
G. A deputy or a SRT member will state why the camera was turned off in their narrative if they submit an incident/offense report, or in the comments section of call sheet.
H. A deputy or a SRT member may re-activate a body-worn digital recording device if necessary.

VII. Handling and Proper Usage of Body-Worn Camera

A. A deputy or SRT officer shall not Release a recording without permission. Occupations Code 1701.659, a Peace Officer or other employee of a law enforcement agency commits an offense if the Officer or employee releases a recording created with a body worn camera under this subchapter without permission of the applicable law enforcement agency.
B. Intentionally create digital recordings of other employees in areas where a reasonable expectation of privacy exists such as locker rooms, restrooms, etc. Knowingly record undercover officers or confidential informants.
C. Record a victim of sexual assault who requests a Pseudonym for Sexual Assault Survivors under Texas Code of Criminal Procedures, Chapter 57B:
    1. The officer will ensure the victim knows he/she is being recorded if he/she does not request a pseudonym for sexual assault survivors.
D. Use a departmentally owned body-worn digital recording device to record any type of personal activities.
E. Allow unauthorized personnel to view the recordings without permission from the deputy's or SRT member's supervisor.
F. Upload or convert digital recordings for use on any type of social media.
G. Create recordings in patient care areas of medical facilities unless the recording is for official law enforcement business such as a criminal investigation, dying declaration, Horizontal Gaze Nystagmus (HGN) on injured drivers, or a specific call for police service.
H. Record strip searches.

I. Record conversations with another deputy or SRT member or law enforcement personnel that involve case tactics or strategy.
J. To release a recording without permission is an offense under Occupations Code 1701.659. It is a Class A misdemeanor.

VIII. Classification and Storage

A. A deputy or a SRT member shall ensure that all body-worn digital recordings are accurately classified when the recording is stopped.
   1. Video evidence from body-worn recordings will undergo an automated integration process with data from our Computer-Aided Dispatch (CAD). Metadata and correlation of the associated call number will be applied to the appropriate body-worn recordings. If SRT has no call for service generated by Dispatch, the SRT officer shall enter the service number in the comments using the following format: (example, 00-000000)
B. A deputy or a SRT member will inform his/her supervisor of any video that has significant evidentiary value.
C. A body-worn device recording whose retention period has expired may not be destroyed if any lawsuit, claim, audit, public information request, administrative review, or other actions involving the recording are pending.
D. The destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.
E. A body-worn device recording whose retention record period expires during any lawsuit, claim, audit, public information request, administrative review, or other action involving the recording may not be destroyed until the completion of the action and the resolution of all issues that arise from it.
F. The category entered by the deputy or SRT member will determine the minimum length of retention and aid in searching for body-worn digital recordings at a later date.
G. By the end of the shift, the body-worn digital recording device will be placed in the appropriate docking station and should not be removed until the download of data is complete.

H. The default storage of uncategorized body-worn digital recordings is 4 years, if none of the actions listed in letter C or D are pending.
I. Evidence categorized as "criminal" will be kept for a minimum of 10 years. Evidence categorized as "administrative" will be kept for a minimum of 3 years.
J. All videos documenting an incident that involves the use of deadly force by a peace officer or that is otherwise related to an administrative or criminal investigation of an officer may not be deleted, destroyed, or released to the public until all criminal matters have been finally adjudicated and all related administrative investigations have concluded. (Use of Force has a 10 year retention period)

IX. Supervision Responsibilities

A. Body-worn camera digital recordings may be shown for training purposes upon completion of a criminal case.
B. Minor infractions of policy or procedure will be handled as a training issue and a supervisor should use the opportunity to counsel with an employee to ensure no future violations occur.
C. A supervisor will review all body-worn or in-car digital recordings if he/she receives a complaint or multiple complaints on a deputy or a SRT member from a citizen.
D. A supervisor will randomly view body-worn digital recordings of deputies or SRT member under his/her command.

X. Authorized Users for "Live-Streaming"

A. The body-worn camera (BWC) system (specifically the Axon Body 3) is equipped with the ability to "live-stream" audio and video. Live video streaming is a safety feature that allows remote viewing of what the camera in the designated body-worn camera sees, based upon the lens direction of the camera. Authorized users are as follows:

1. Sheriff's Office Freeway Management Division; body-worn camera and fleet camera system administrator
2. Freeway Management division commander
3. Communications Section Lieutenant, Senior Sergeant and on-duty Communications Supervisor(s)
4. Grant Administrator, for Verification Purposes Only
5. Dallas County IT Services Liaison, for function testing purposes only
6. Internal Affairs Division Commander, for investigation purposes only
7. The Assistant Chief Deputy of Enforcement Bureau
8. The Chief Deputy of General Services

B. The "live-streaming" capability allows authorized users the ability to view activity in real time under certain prescribed circumstances as it occurs within the camera's view. When "livestreaming" is remotely activated, a visual notification will be presented on the display screen of the user's BWC indicating "live", an audible notification will consist of three short rising-pitch tones and a haptic notification (vibration) of one-long duration. Prescribed circumstances are as follows:
   1. When a deputy who is 'overdue' or fails to respond via radio communication while on a call for service or traffic stop.
   2. When a deputy is under an active criminal investigation.
   3. At any time, for administrative or training purposes.

XI. Review of Body-Worn Camera Recordings

A. Body-worn camera audio-video files are available for viewing using Axon View while the file remains in body-worn camera. Once the file is wirelessly off-loaded, it is no longer available for viewing using Axon View but will be available through Evidence.com. Viewing of video files shall be permitted only for legitimate Investigative Services purposes when necessary, or for training purposes with supervisory approval. Officers shall not permit others to view video files except as stated above.

B. Recordings may be reviewed in any of the following situations:
   1. By an employee to assist with the writing of a report, supplement or memorandum.
   2. By a supervisor investigating a specific act of employee conduct.
   3. By authorized department personnel participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation.
   4. By authorized persons for the purpose of reviewing evidence. (i.e., Vehicle Crimes Unit, Criminal Investigation Section, Internal Affairs, etc.).
   5. By the grant administrator to verify grant funded activity.
   6. By an authorized employee to make certain the body-worn camera is working properly.
   7. By any other person authorized by the division commander.

C. Recordings may be shown for training purposes. If the employee involved objects to the showing of a recording, the employee will submit his/her objection to the division commander to determine if the training value outweighs the employee's objection.

D. The uploaded file can only be viewed from an internet-capable computer terminal by the originating deputy, the chain of command or other authorized personnel. Each attempt to access the audio-video file is logged and tracked. Deputies SHALL NOT attempt to access audio-video files without a legitimate law enforcement purpose.

E. Employees shall not obtain, attempt to obtain, or convert for their personal use or for the unauthorized use of another person, any information from Dallas County Sheriff's Office video files or the confidential files of any other agency.

F. Employees shall have no expectation of privacy in any body-worn camera recording made under the requirements of this chapter. Any body-worn camera recording shall be at all times, the property of the Dallas Sheriff's Office.

XII. Use of Recording

A. All stored data is subject to release in accordance with the "Texas Public Information Act".

B. A deputy or a SRT member may NOT release any portion of a recording made in a private space, or of a recording involving the investigation of conduct that constitutes a misdemeanor

punishable by fine only and does not result in an arrest, without written authorization from the person who is the subject of that portion of the recording or, if the person is deceased, from the person's authorized representative.

C. A recording is confidential if the recording was not required to be made public by law or policy and does not relate to a law enforcement purpose.

D. A member of the public is required to provide specific information when submitting a written request in obtaining information recorded by a body-worn digital camera device. The member of the public must submit:
   1. The date and approximate time of the recording.
   2. The specific location where the recording occurred.
   3. The name of one or more of the persons known to be a subject of the recording.

E. Body-worn device recordings that may be the subject of a multi-agency investigation will be requested through the Legal Advisor's Office. The Legal Advisor will make a determination if the release of the recording is permitted under the Texas Public Information Act.

F. Body-worn device Recordings can be shared with other Law Enforcement agencies for Investigative Services purposes without seeking permission from the Legal Advisor.

Chapter 9.3 Public Recordings of Official Acts.

I. Purpose

This policy provides employees with guidance for dealing with situations in which they are being recorded, to include photographing, videotaping, audiotaping, or both, by members of the public or the press. It is the policy of the Dallas County Sheriff's Office to ensure the protection and preservation of every person's Constitutional rights.

II. Policy

Members of the public, including media representatives, have a First Amendment right to record employees in public places where an individual has a right to be present, as long as their actions do not interfere with the officer's duties or the safety of officers or others. Officers should assume that they are being recorded at all times when on duty in a public space. Reasonable time, place and manner restrictions may be placed on recording in public places.

In furtherance of this policy, no member of the Dallas County Sheriff's Department may prevent or prohibit any person's ability to observe, photograph, and/or make a video recording (with or without a simultaneous audio recording) of police activity that occurs in the public domain, so long as the person's location, actions, and/or behavior do not interrupt, disrupt, impede, or otherwise interfere with a Peace Officer, while the Peace Officer is performing a duty or exercising authority imposed or granted by law. The public's access to information regarding the official business of the Dallas County Sheriff's Office is of critical importance to effective, transparent government.

III. Definitions

A. Recording: Capturing of images, audio, or both, by means of a camera, cell phone, audio recorder, or other device.
B. Media: The storage source for visual or audio recordings, whether by film, analog, or digital means.
C. Interference with Public Duties: A person commits an offense if the person with criminal negligence interrupts, disrupts, impedes, or otherwise interferes with a Peace Officer, while the Peace Officer is performing a duty or exercising authority imposed or granted by law. (Section 38.15, Texas Penal Code).
D. Photographing: The act of capturing and storing a still image, whether in an electronic/digital format, or on any type of light-sensitive film (e.g., traditional 35mm film).
E. Video/Audio Recording: The act of capturing a series of images that, when replayed in succession, reproduce a sequence of activities in motion. Video/audio recordings may be stored on a length of light sensitive film, a videotape cassette, or in a digital format (e.g., a removable memory card), and may or may not contain a simultaneous audio recording.
F. Video/Audio Recording Device: For the purposes of this general order, a video recording device includes, but is not limited to, any device capable of capturing a still or moving image(s), regardless of whether or not a simultaneous audio recording is included. Examples may include any of the following devices:
    1. A cellular telephone of any make, model, or manufacturer, including those devices referred to as "Smart Phones."
    2. A Personal Digital Assistant, also known as a personal data assistant or PDA.
    3. A tablet-style mobile computer commonly referred to simply as a "tablet."
    4. Any camera, whether still-photo and/or video, of any make, model, or manufacturer, regardless of whether or not the device is capable of capturing a simultaneous audio recording, and regardless of how the device stores the images it captures.

IV. Procedures

A. Persons who are lawfully in public spaces or locations where they have a legal right to be present—such as their home, place of business, or the common areas of public and private

facilities and buildings—have a First Amendment right to record things in plain sight or hearing, to include police activity.

B. Employees may not threaten, intimidate, or otherwise discourage or interfere with the recording of police activities.

C. However, the right to record is not absolute and is subject to reasonable time, place and manner restrictions, including but not limited to the following restrictions:
   1. A reasonable distance must be maintained from the officer(s) engaged in enforcement or related police duties.
   2. Persons engaged in recording activities may not obstruct police actions. For example, individuals may not interfere through direct physical intervention, tampering with a witness, or by persistently engaging an officer with questions or interruptions. The fact that recording and/or overt verbal criticism, insults, or name-calling may be annoying, does not of itself justify an officer taking corrective or enforcement action or ordering that recording be stopped, as this is an infringement on an individual's constitutional right to protected speech.
   3. Recording must be conducted in a manner that does not unreasonably impede the movement of emergency equipment and personnel or the flow of vehicular or pedestrian traffic.
   4. The safety of officers, victims, witnesses, and third parties cannot be jeopardized by the recording party.

D. Arrest
   1. Persons who violate the foregoing restrictions should be informed that they are engaged in prohibited activity and given information on acceptable alternatives, where appropriate, prior to making an arrest.
   2. Arrest of a person who is recording officers in public shall be related to an objective, articulable violation of the law unrelated to the act of recording. The act of recording does not, in itself, provide grounds for detention or arrest.
   3. Arrest of an individual does not provide an exception to the warrant requirement justifying search of the individual's recording equipment or media. While equipment may be seized incident to an arrest, downloading, viewing, or otherwise accessing files requires a search warrant. Files and media shall not be altered or erased under any circumstances.

E. Seizure of Recording Devices and Media
   1. Absent arrest of the recording party, recording equipment may not be seized. Additionally, officers may not order an individual to show recordings that have been made of enforcement actions or other police operations.
   2. If there is probable cause to believe that evidence of a serious crime has been recorded, an officer should:
      a. Advise and receive instructions from a supervisor.
      b. Ask the person in possession of the recording if he or she will consent to voluntarily and temporarily relinquish the recording device or media so that it may be viewed and/or copied as evidence; and
      c. In exigent circumstances, in which it is reasonable to believe that the recording will be destroyed, lost, tampered with or otherwise rendered useless as evidence before a warrant can be obtained, the recording device or media may be seized under a temporary restraint.
   3. A warrant must be obtained in order to examine and copy the recording and the chain of custody must be clearly documented per department policy:
      a. In exigent situations where it is objectively reasonable to believe that immediate viewing of recordings is necessary to prevent death or serious bodily harm of another before a warrant can be authorized, the recording device or media may be seized and viewed.
      b. Whenever a recording device or media is seized without a warrant or obtained by voluntary consent, the seized item shall be held in police custody no longer than reasonably necessary for the police, acting with due diligence, to obtain a warrant.
      c. The device must be returned at the earliest possible time and its owner/operator given instruction on how it can be retrieved. In all cases property receipts shall be provided to the owner.

F. Supervisory Responsibilities
   1. A supervisor should be summoned to any incident in which an individual recording police activity is going to be, or will most likely be, arrested or when recording equipment may be seized without a warrant or lawful consent.

G. General Information
   1. It is increasingly common for uninvolved bystanders at the scene of police activity to photograph and/or video/audio record the actions and conduct of police officers. Officers of the Dallas County Sheriff's Office should simply assume at any time a member of the general public is likely to observe, and perhaps even photograph or video/audio record their activities.
   2. As a result, officers must understand any bystander may have a right to photograph and/or video/audio record the enforcement actions of any police officer so long as the bystander's actions do not interrupt, disrupt, impede, or otherwise interfere with a Peace Officer while the Peace Officer is performing a duty or exercising authority imposed or granted by law.

Chapter 10.1 County Government Notification

I. Purpose

The purpose of this order is to advise employees of the guidelines, authority and responsibility for situations that require special attention or response by the Sheriff's Office and/or County.

II. Policy

It is the policy of this Sheriff's Office that any and all incidents/situations, located or relayed to an employee of this Sheriff's Office shall be reported as soon as is practical to the appropriate persons, Unit, Section, Division and/or Department.

III. Significant Information Impacting County Government Notification

A. When an employee receives information, which may have a significant impact on the operations of county government or when the news value of such information may have a similar impact, the employee shall:
   1. Immediately notify their immediate supervisor or section watch commander, who will in turn notify.
   2. The Communications Section watch commander who will notify the Executive Staff and Public Information Officers via telephone or electronic devices.

IV. Unusual Incidents – Notification

A. Deputies investigating an incident; that is, or may be, of unusual concern to the Sheriff's Office, or which requires major law enforcement action, shall immediately notify:
   1. Their immediate supervisor or section watch commander.
   2. The Communications Section watch commander who will notify the Executive Staff and Public Information Officers via telephone or electronic devices.
   3. The senior deputy at the scene shall be responsible for making the notification as soon as practicable.

B. Such unusual incidents shall include:
   1. Arrests:
      a. Employee arrested
      b. News media employee arrested
      c. VIP or elected office holder arrested
   2. Conveyance Accidents:
      a. Aircraft accidents.
      b. Serious employee-involved accidents.
   3. Damage to Property:
      a. Suspected arson.
      b. Extensive damage to department equipment or facilities
   4. Deaths, Injuries, Incapacitation:
      a. Death or serious bodily injury to an employee, on or off duty.
      b. Death or serious bodily injury of a citizen or suspect resulting from any law enforcement action
      c. Death or serious bodily injury of a citizen or suspect in Sheriff's Office custody.
   5. Disasters:
      a. Tornado
      b. Flood
   6. Major:

      a. Fire
      b. Toxic chemical spill
      c. Train wreck
   7. Disturbances:
      a. Mass arrest
      b. Major demonstration
      c. Department mobilization

    d. Emergency control/Disaster center activation
    e. Field Command Post activation
8. Explosives:
    a. Bombing or bomb threat
    b. Found explosive
    c. Gas leak, break, or explosion
    d. Sonic or other blast of unusual magnitude
9. Field Contacts:
    a. Aggravated contact involving out of country diplomat or consular officer
    b. VIP as victim, suspect, or deceased
10. Tactical Situations:
    a. Barricaded suspect
    b. Major gang-related activity
    c. Murder, kidnapping, or unusual crime which may be newsworthy
    d. Deputy or employee-involved shooting
    e. Search for missing juvenile
    f. Terrorist activity or threat
11. Miscellaneous:
    a. Incidents motivated by hatred or prejudice
    b. Radioactive materials incident
    c. Any other incident the deputy feels should be brought to the attention of the Sheriff's Office's Command Staff

Chapter 10.2 Special Occurrences/High Risk Incidents

I. Purpose

The purpose of this order is to establish guidelines of authority and responsibility for emergency operations. This type of operation covers civil disturbances, natural disasters, hazardous materials spills, bomb threats, inclement weather, or other circumstances which would require the Sheriff's Office's operation under emergency configuration.

II. Policy

It is the policy of the Sheriff's Office to ensure cohesive and effective response to special occurrences, in cooperation with Local, State, and Federal agencies. This policy follows the guidelines of the National Incident Management System (NIMS). All personnel will advise their chain of command whenever a special occurrence/high risk incident as described in this chapter occurs.

III. Definitions

A. Child Care Facility: A location where the primary purpose associated with that location is the care, custody, or control of children. Example: School, Day Care, Mother's Day Out program.
B. Child(ren): The term "Child" or "Children" shall be defined as that stated in the Texas Penal Code, Texas Code of Criminal Procedure, and Texas Family Code; a person under 18 years of age.
C. Hazardous Operations: A predetermined operational action by any employee(s) that presents:
    1. High risk or unusual circumstances beyond the capability of the Sheriff's Office's resources to safely resolve the situation.
    2. Search or arrest warrants at locations where intelligence indicates that suspect(s) are in possession of high caliber or automatic weapons, chemical agents, explosives, or where the location is heavily fortified.
    3. Planned arrest at locations within 500 feet of a child-care facility during business or operational hours of same.
    4. Planned arrest at locations that presents a potential third-party hazard to more than 10 adults or 5 children.
D. On View Arrest: An immediate arrest associated with the investigation of a criminal incident or action that either occurred in plain view of the arresting deputy or the deputy has legal authority, pursuant to the CCP 14.03, to achieve such an arrest.
E. Operational Director: Deputy Sheriff, not below the rank of Senior Sergeant, appointed by the Captain of the Warrant Division to command and direct a planned arrest as outlined in this Order.
F. Planned Arrest: A predetermined operational action that is Separate from an on-sight arrest action, by any employee(s) to take into custody person(s) associated with a specified offense(s).
G. School Property: Any area(s) designated for school or student activities, gatherings, assemblies, or meetings, including, without limitation, dormitory, parking lot,–playground, athletic field, stadium, designated child loading/unloading zones, building containing classrooms and/or lunchroom.
H. Third Party Hazard: The level of potential risk or danger to person(s) not targeted or directly associated with the planned arrest.

IV. Types of Operations

A. Individual detailed division operating procedures will be outlined in an emergency operating procedure included as a chapter in each division and/or section's standard operating procedures.
B. This order is not intended to provide specific procedures for the use of chemical agents, firearms, or the degree of force necessary to bring an emergency situation under control.

C. The supervisor in charge at the scene of an emergency situation will, in the absence of preexisting direction, have the authority and responsibility of determining a total course of action to bring the situation under control.

V. Emergency Procedure – Definitions

A. Command Status: In the absence of the Sheriff, refer to the order of succession in accordance with the General Orders Manual (G.O.1.4.X.).
B. Type: The term used to rate all incidents, routine or emergency, handled by the department.
C. Types 5 and 4 Incidents:
   1. Types 5 and 4 incidents are classified according to the amount of supervision needed.
   2. Type 5 incidents are incidents requiring an assigned element or sergeant.
   3. Type 4 incidents are incidents requiring an assigned lieutenant or captain.
   4. The normal organization/ operation of the department will handle all Type 5 & 4 incidents.
D. Type 3 Incidents:
   1. Will be established by the Executive Chief Deputy, Chief Deputy, or an Assistant Chief Deputy.
   2. A Type 3 incident is an emergency that meets one or more of the following requirements:
      a. A majority of the on-duty personnel is needed to work overtime to handle the situation.
      b. The combined functions of more than one division are necessary for an extended period of time or
      c. The incident is an emergency of such proportions that it will require partial mobilization of off duty personnel.
E. The following are examples of Type 3 incidents:
   1. Jail emergencies
   2. Multi alarm fires
   3. Downed aircraft
   4. Explosions
   5. Civil disorders
F. Type 2 Incidents:
   1. Will be established by the Sheriff, Executive Chief Deputy, or a Chief Deputy.
   2. A Type 2 incident is an emergency requiring total mobilization of personnel.
   3. The following are examples of Type 2 incidents:
      a. A jail crisis
      b. A tornado
      c. A flood
      d. Civil disorders or
      e. Major disorders

G. Type 1 Incident:
   1. Type 1 incidents are most likely to be designated as an Incident of National Significance under the National Response Plan, such as when state and local resources are overwhelmed and Federal resources are requested, including Stafford Act defined emergencies or major disasters and other catastrophic incidents:
      a. Emergency: means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
      b. Major Disaster: means any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available

resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

c. Catastrophic Incident: is any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

2. More than one Federal Department or agency is involved in:
   a. Credible terrorist threats
   b. Potential threats related to high-profile, large-scale planned event.
3. A Federal department or agency responding under its own authorities requests The Sheriff's Office for Homeland Securities assistance.
4. The President directs the Department of Homeland Security (DHS) to assume responsibility for incident management.
5. Incident Command Post (ICP):
   a. Location where incident commander oversees all incident operations.
   b. Will be established outside the present and potential hazard zone but close enough to the incident to maintain control.
   c. Every incident or event will have some form of an Incident Command Post.
6. Base:
   a. Located within Sheriff's Office Facilities.
   b. Established and managed by the Logistics Section.
   c. Any resources located in the Base are always out-of-service.
7. Staging Areas:
   a. Temporary locations at an incident where personnel and equipment are kept while waiting for tactical assignments.
   b. Should be located close enough to the incident for a timely response, but far enough away to be out of the immediate impact zone.
   c. All resources in this area are always available.
   d. There may be more than one staging area at an incident.

VI. Emergency Procedure Organization

A. During emergency mobilization of the Sheriff's Office, or when ordered by the Sheriff, the incident commander will create the following general staff positions as needed:

1. Operations Section Chief
2. Planning Section Chief
3. Logistics Section Chief
4. Finance/Administration Section Chief

B. The general staff is specifically responsible for assisting the incident commander with the following functions:
1. Operations Section Chief: Conducts tactical operations to carry out the Incident Action Plan. Develops the tactical objectives and organization and directs all tactical resources.
2. Planning Section Chief: Prepares and documents the Incident Action Plan to accomplish objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.
3. Logistics Section Chief: Provides support, resources, and all other services needed to meet the operational objectives.
4. Finance/Administration Chief: Monitors cost related to the incident. Provides accounting, procurement, time recording, and cost analysis.

VII. Emergency Procedure – Responsibilities

A. All Bureau and Division Commanders will establish a chain of command within their Bureau or Division for "Command Status" to assure continuous operation should the Commander be called in for support of the emergency operation.
B. The staff officer who authorizes a Type 3 Incident will:
1. Establish an Incident Command Post.

2. Be the Incident Commander (unless relieved by a Chief Deputy, the Executive Chief Deputy, or the Sheriff), and
3. Notify the following:
    a. Sheriff
    b. Executive Chief Deputy
    c. Chief Deputies
    d. Assistant Chief Deputies

C. The Incident Commander will:
1. Have overall responsibility for the operation of the Sheriff's Office
2. Ensure incident safety
3. Provide information services to internal and external stakeholders, and
4. Establish and maintain liaison with other agencies participating in the command staff, depending upon the size of incident or event, the incident commander may designate the following command staff positions:
    a. Public Information Officer: Gives information to internal and external stake holders, including the media or other organizations seeking information directly from the incident or event.
    b. Safety Officer: Observes safety conditions and develops measures for assuring the safety of all assigned personnel.
    c. Liaison Officer: Serves as the primary contact for supporting agencies assisting at an incident.
    d. The above positions report directly to the incident commander.

D. The Operations Section will be established by the incident commander if a need is determined to exist and will be responsible for:
1. Developing and managing the Operations Section to accomplish the incident objectives
2. Reporting to and reflecting all orders from the incident commander
3. Responsible for all tactical fieldwork
4. Most incident resources will be assigned to this section

E. The Planning Section will be established by the incident commander when a need is determined to exist and will be responsible for:
1. Collecting, evaluating and displaying incident intelligence and information.
2. Preparing and documenting Incident Action Plans.
3. Conducting long-range and/or contingency planning.
4. Developing plans for demobilization.
5. Maintaining incident documentation.
6. Tracking resources assigned to the incident.
7. May be broken down into four Units:
    a. Resource Unit
    b. Situation Unit
    c. Documentation Unit
    d. Demobilization Unit

F. The Logistics Section will be established by the incident commander when a need is determined to exist and will be responsible for:
1. Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies
2. Providing communication planning and resources
3. Setting up food service
4. Setting up and maintaining incident facilities
5. Providing support transportation
6. Providing medical services to incident personnel

G. May be broken down into the following units:
1. Communication Unit
2. Medical Unit
3. Food Unit
4. Supply Unit
5. Facilities Unit
6. Ground Support Unit

H. Finance/Administration Section will be established by the incident commander when a need is determined to exist and will be responsible for:
   1. Contract negotiation and monitoring
   2. Timekeeping
   3. Cost analysis
   4. Compensation for injury or damage to property

I. May be divided into the following units:
   1. Procurement Unit
   2. Time Unit
   3. Cost Unit
   4. Compensation/Claims Unit

VIII. High Risk Incidents

A. High Risk Incident: An incident in which one of the following circumstances exist:
   1. Unusual circumstances beyond the capability of a normal arrest, search or arrest warrant service, etc.
   2. The suspect(s) is believed to be armed, especially if with automatic weapons.
   3. The suspect(s) may use weapons when confronted with arrest or warrant service.
   4. The suspect(s) has a history of violence, gang affiliation, etc. or
   5. Entry into the location may be hazardous or impeded because of warning systems.
   6. Reinforced doors or other impediments.

B. In the event a responding deputy discovers the incident to be of a high-risk nature then the following procedure shall be utilized:

C. The deputy responding to the call and/or who has reasonable cause to believe that a high-risk incident exists based on observed circumstances will:
   1. Establish a command post and notify the dispatcher of its location.
   2. Request an additional element(s) and a supervisor to be dispatched.
   3. Request an ambulance to be sent to the location of the command post to be available, if needed.
   4. Direct arriving elements to necessary locations to seal off the area.

D. Other elements arriving at the location will take up positions as directed by the first deputy or the supervisor at the scene.

E. The first deputy will warn any bystanders to leave the area.

F. Evaluate all available information pertaining to the situation.

G. The deputies will then make a decision, based on the circumstances at the time, on whether immediate action needs to be taken or if it is feasible to wait on other elements.

H. Supervisor Responsibility:
   1. Upon arrival, the supervisor will evaluate the need, if any, for utilization of other Sheriff's Office personnel.
   2. Assure that the area is sealed off to prevent escape of the offender and any unauthorized entry.
   3. Assure that all bystanders have evacuated the area.
   4. Take command of the command post and ensure that it is outside the present and potential hazard zone but close enough to the incident to maintain control.
   5. Personally advise, or cause the Communications Section to advise:
      a. Section Lieutenant
      b. Division Captain
      c. Assistant Chief Deputy of Bureau
      d. Chief Deputy of Bureau
      e. Executive Chief Deputy
      f. Sheriff
   6. Request the tactical team if he/she is of the opinion that the service of a tactical team is necessary. If so, he/she will attempt to gather information which will be of assistance to the tactical team upon their arrival and will coordinate command of the scene with the tactical team commander.

a. This includes rendering any possible assistance to the tactical team regarding the deployment and mobilization of personnel, equipment, etc.

I. Unauthorized Personnel: Once the perimeter has been established, no employee of the Sheriff's Office will be permitted inside unless specifically authorized by the controlling supervisor.

J. When employees in divisions other than Patrol/Traffic, such as Warrant Execution, Special Investigations and Criminal Investigations, become involved in a high risk incident or barricaded person situation, the deputies and supervisors involved will perform their respective duties as set forth by the deputy/supervisor in charge.

IX. Unplanned High Risk Incident

A. In the event a responding deputy discovers the incident to be of a high risk nature then the following procedure shall be utilized:

B. The deputy responding to the call and/or who has reasonable cause to believe that a High Risk Incident exists based on observed circumstances will:
   1. Establish a command post and notify the dispatcher of its location
   2. Request an additional element(s) and a Supervisor to be dispatched
   3. Request an ambulance to be sent to the location of the command post to be available, if needed
   4. Direct arriving elements to necessary locations to seal off the area

C. Other elements arriving at the location will take up positions as directed by the first deputy or the supervisor at the scene.

D. The first deputy will warn any bystanders to leave the area.

E. Evaluate all available information pertaining to the situation.

F. The deputies will then make a decision based on the circumstances at the time on whether immediate action needs to be taken or if it is feasible to wait on other elements.

G. Supervisor Responsibility:
   1. Upon arrival, the supervisor will evaluate the need, if any, for utilization of other Sheriff's Office personnel.
   2. Assure that the area is sealed off to prevent escape of the offender and any unauthorized entry.
   3. Assure that all bystanders have evacuated the area.
   4. Take command of the command post and ensure that it is outside the present and potential hazard zone but close enough to the incident to maintain control.

H. Personally advise, or cause the Communications Section to advise:
   1. Section Lieutenant
   2. Division Captain
   3. Assistant Chief Deputy of Bureau
   4. Chief Deputy of Bureau
   5. Executive Chief Deputy
   6. Sheriff

I. Request an area tactical team if he/she is of the opinion that the service of a tactical team is necessary. If so, he/she will attempt to gather information which will be of assistance to the tactical team upon their arrival and will coordinate command of the scene with the tactical team commander.

J. This includes rendering any possible assistance to the tactical team regarding the deployment and mobilization of personnel, equipment, etc.

K. Unauthorized Personnel: Once the perimeter has been established, no employee of the Sheriff's Office will be permitted inside unless specifically authorized by the controlling supervisor.

L. When employees in divisions other than Patrol/Traffic, such as Warrant Execution, Special Investigations and Criminal Investigations, become involved in a high risk incident or barricaded person situation, the deputies and supervisors involved will perform their respective duties as set forth by the deputy/supervisor in charge.

X. Planned Arrest at High Risk Location

A. Restrictions on Planned Arrest: A planned arrest at/on school property, childcare facility, known hazardous location, or location that presents a hazardous operation as outlined in this chapter of the General Orders Manual must be pre-approved by the Warrants Division Captain, his designee, or a higher authority.

B. Procedure for Requesting Approval for Planned Arrest Operation: Deputies desiring approval for a planned arrest at a location as outlined in this chapter of the General Orders Manual will complete 'Request for Planned Arrest Operation' form and forward same to their supervisor. Supervisors will:

1. Review the request and complete the section identified for supervisory completion and forward same to the Warrant Execution Section Lieutenant, Warrant Division.
2. The Warrant Execution Section Lieutenant, Warrant Division, will review the request and complete the section identified for their completion and forward same to the Captain of the Warrant Division.
3. The Captain of the Warrant Division will either approve or disapprove the operation. If approved, the Captain of the Warrant Division will designate an operational supervisor for the event.

C. Pre-Action Duties of Operational Director: Upon approval, the Operational Director will:
1. Develop an Operation Plan
2. Assign personnel to obtain reconnaissance on the location and collect the following information as practical:
   a. Suspect(s) photographs and criminal histories
   b. Vehicle(s) description and registration(s)
   c. Number of possible children/handicapped persons
   d. Number and type of animals on premises
   e. Photographs and/or video of location
   f. Diagram of location [interior and exterior]
   g. Any other available information important to the success of the operation
3. Establish target date/time for operational briefing

D. Operational Briefing, Supervisor's Responsibility: The Operational Director will conduct an operation briefing with all participants prior to a planned arrest event. During the briefing the Operational Director will ensure:
1. Issue of operational plan to all participants
2. Review operational plan and brief reconnaissance information
3. Confirmation of briefing attendance by signature of all participants
4. That all participants are wearing appropriate protective body armor and identifiable clothing/uniform in accordance with divisional SOP and General Orders Manual.
5. That all participants are wearing appropriate eye and ear protective devices if it is anticipated that a flash/sound diversionary device(s) is to be employed.
6. That only those weapons authorized in accordance with the divisional SOP and General Orders Manual and those appropriate to the suspect(s) risk potential is present at the planned arrest location.
7. That the jurisdiction where the planned arrest will occur is notified prior to the event.
8. Notification has been made to the Sheriff's Office Communication Section on duty supervisor.
9. Identify a contact person (when practical) at/for the planned arrest location, and (when practical) notify them of the planned arrest.
10. Example: Principle, Pastor, Manager, etc.
11. Establish a time for an after-action critique.

E. Execution of Planned Arrest Operation: Deputies will execute the event as outlined in the operational plan:
1. It shall be the responsibility of the Operational Director to monitor the event and to determine if, at any time, the event should be aborted.
2. If upon arrival at the location, the hazardous risk level is greater than previous intelligence has advised, the Operational Director will abort the operation.
3. Deputies will assure that an outer perimeter is established to prevent escape of the suspect(s) and the introduction of bystanders.

4. When practical deputies will assure that all bystanders have been evacuated from the incident area.

F. Use of Force and Deadly Force during a Planned Arrest Operation:
   1. The Operational Director will ensure that all participants have read and understand the Sheriff's Office's Deadly Force Policy prior to the planned arrest action.
   2. At no time will force greater than that which complies with the Texas Penal Code, Code of Criminal Procedure, Dallas Sheriff's Office General Orders, or Divisional S.O.P. be employed to achieve an arrest.

XI. Hazardous Conditions

A. If a hazardous condition is observed which endangers life or property, or which might create a civil liability to the county, the scene shall be immediately isolated.
B. Hazardous Materials Reporting
   1. The first deputy arriving at or responding to a call concerning a hazardous material spill will immediately notify the Communications Section and inform them of the following information:
      a. The location/jurisdiction
      b. The hazardous material involved or suspected
      c. A best estimate of the magnitude of the hazard
      d. The extent of personal injury and damage
      e. An estimate of the immediate need for ambulances or other passenger carrying conveyances
   2. If it is indeed a chemical spill, the deputy will not approach the immediate scene of the spill until such time as the nature of the spill has been determined. He/She shall stay up-wind, if possible.
   3. The dispatcher receiving the report will pass this information to the appropriate Fire Department and the County Fire Marshal.
   4. The Fire Marshal or ranking Fire Department Officer at the scene is responsible for and in charge of all operations in the emergency area.
   5. The first on-scene Patrol/Traffic Deputy will further:
      a. Summon any additional assistance needed
      b. Block off and/or re-route traffic around the scene
      c. Stay near his radio in order to respond to questions from the dispatcher. (If the driver of the truck, engineer of the train, etc., can be located, he/she is the best source of information as to the type of cargo he/she was carrying.
      d. If this can be found out, the deputy will immediately relay this information to the dispatcher.
      e. Another resource for determining the cargo is the Department of Transportation's 'Emergency Response Guidebook.'
      f. Stand by for the arrival of officials, who will be in charge of the scene and render any and all assistance to them.
C. Notification:
   1. If the Fire Marshal or Fire Department determines that it is indeed a hazardous material and orders evacuations, the Communications Section Watch Commander will notify:
      a. An employee of the Sheriff's Staff and/or the duty officer
      b. The County Health Department
      c. The Dallas County Office of Homeland Security and Emergency Management
      d. The Public Information Officer

   2. Upon informing the above individuals that a hazardous material spill has occurred, and of the evacuation, the Communications Section watch commander will brief them as to:

      a. The exact location and nature of the hazardous spill and size of area effected
      b. Casualties
      c. The location of the command post
      d. Known damages

e. Cause of emergency
f. Further threat assessment

IX. Hazardous Materials - Duties and Responsibilities

A. The duties and responsibilities of various departments include, but are not limited to the following:
1. The Fire Department ranking officer present will:
a. Take charge and coordinate on site activities
b. Establish a command post
c. Determine forces needed
d. Designate the limits of the danger area and
e. Be responsible for the functions of his department.
2. The ranking deputy at the scene will:
a. Assign a radio equipped deputy to the command post
b. Secure and evacuate the danger area
c. Provide identification personnel
d. Furnish traffic control
e. If necessary, request the Mobile Command Post and coordinate the Sheriff Department's efforts
3. Road and Bridge Districts may be contacted to:
a. Provide appropriate heavy equipment in rescue
b. Conduct recovery and/or clearing operations
c. Provide barricades
d. Render assistance to public utilities and
e. Supervise the removal, transportation and disposal of contaminants.
4. The senior official of the Dallas County Office of Homeland Security and Emergency Management will:
a. Assist the Fire Department Officer in charge
b. Coordinate evacuation
c. Establish an information center and
d. Issue temporary emergency passes, if necessary
5. The senior official of the County Health Department at the scene will:
a. Provide identification of the contaminant hazard.
b. Establish a temporary morgue.
c. Assist in the recording and identification of casualties
d. Determine proper disposal procedures.
6. In no instance will these chemicals be collected and/or placed in the Dallas County Sheriff's Office Property Room for storage.
7. Following an incident involving a hazardous chemical spill, a list of all chemicals to which all Sheriff's Office personnel may have been exposed will be placed in each employee's personnel file. This list will be prepared by the employee's immediate supervisor and forwarded to the Sheriff's Office Resource Development Division to be maintained as a permanent part of the employee's personnel file.

XII. Bomb Threats

A. When the Communications Section is advised of a bomb threat situation, the dispatcher will:
1. Dispatch a Patrol/Traffic element and a Patrol/Traffic supervisor to the location of the threat
2. Notify the Dallas County Fire Marshal
B. When the Patrol/Traffic element arrives at the location he/she will:
Contact the person in charge of the premises. It will be left to the discretion of the person in charge of the premises, and the ranking deputy on scene, whether or not the building will be evacuated and/or searched.
1. If the premises are to be searched, the patrol/traffic supervisor will obtain sufficient manpower to conduct a quick and thorough search.

2. If the bomb threat involves a Dallas County building, the Dallas County Fire Marshal will be in charge of the response and investigation. Dallas Sheriff's personnel will assist the Fire Marshal if requested.
3. If a bomb threat involves commercial aircraft, the FBI will be in charge of the investigation. Patrol/Traffic elements will assist the FBI in any way possible. Patrol/Traffic deputies will not search individuals' luggage as this will be accomplished by airline personnel.
4. The Patrol/Traffic deputies will make an Offense/Incident Report regarding the threat, if the original offense was a Dallas County offense.

XIII. Explosives

A. Explosives such as nitroglycerine, dynamite, blasting caps, military ordinance, or other types of high explosives will only be handled by Explosive Ordnance Personnel.
B. Deputies answering calls where explosives are found will notify the dispatcher and request the Dallas Police Department Explosive Ordnance Unit. When the Officer of that Unit responds, he/she will be responsible for the removal of the explosive.
C. Patrol/Traffic deputies will render any assistance to the Explosive Ordnance Officer.
D. Deputies answering calls and hear that explosives are present will evacuate all persons from the area endangered by a possible explosion (300 feet minimum) and stand by for an employee of the Explosive Ordinance Unit.
E. Ammunition smaller than .50 caliber will not be considered 'Explosive' and may be handled by the Patrol/Traffic deputy as found property. These may be placed in the Property Room.

XIV. Explosions

A. Notify the dispatcher at once, so that the proper personnel can be notified. Request any and all assistance needed at the scene, including but not limited to:
   1. Watch Commander/Watch Supervisor on duty
   2. Physical Evidence Section personnel
   3. County Fire Marshall
   4. Criminal Investigation Section personnel
   5. Warrant Execution Section
B. The Patrol/Traffic Deputy will complete an Offense/Incident Report on offense.

XV. Severe Weather

A. Closure of County Offices: The County Commissioners' Court has the authority to close general government operations due to emergency conditions. Such action, unless specifically stated, does not close essential, emergency, residential and detention operations. The county fire marshal, under the direction of the county judge, is responsible for communicating with elected officials/department heads and media outlets if there are office closings or delayed openings due to inclement weather. Whenever possible, notification will be made before 6:00 a.m. to the designated radio and television stations. Ref. Dallas County Code 82-61(a).
B. Essential Personnel: Inclement Weather
   1. The following personnel are considered essential and are required to report to their duty stations at their regular shift times when the County Offices have been closed for inclement weather:
      a. All sworn personnel (Deputy Sheriffs, Sergeants, Senior Sergeants, Lieutenants, Captains, Assistant Chief Deputies, Chief Deputies, and the Executive Chief Deputy), including personnel who are scheduled to attend training: This includes all sworn personnel no matter where they are assigned. (Except Pool Bailiffs unless otherwise directed).
      b. All Detention Service Personnel (Detention Service Officers, Detention Service Supervisors, Detention Service Managers, and Detention Service Commanders): This includes all Detention Personnel no matter where they are assigned
      c. All Communication Personnel

d. All Detention Clerical Staff assigned to Intake, Release, Bonds and Warrants (with the exceptions listed under Non-essential personnel below); i.e., Warrant Confirmation Clerks, Bond Clerks, Bond Information Telephone Clerks, etc.
e. All Vault Clerks
f. All Courtesy Patrol Staff
g. All Food Service Staff (except Buyer and Secretary)
h. The Public Information Officer

2. Essential personnel who fail to report for duty shall be docked pay as unauthorized time off for time missed as stated in the Dallas County Code Sec. 82-62(b). Any exceptions to this policy must be approved by the Executive Chief Deputy.

XVI. Non-essential personnel: Inclement Weather

A. The following personnel are considered non-essential and are not required to report to their duty stations when the County Offices have been closed for inclement weather:

1. All Secretarial personnel
2. Document imaging [microfiche] personnel
3. TDCJ Desk personnel
4. Disposition personnel
5. All Clerks that are not listed above as essential
6. Food Services Buyer
7. All Management Services personnel (except, Bond/Complaint Investigator, Print Shop Detention Service officers, Detention Service Supervisor, and as listed above
8. Pool Bailiffs
9. Chief Financial Officer
10. Legal Advisor and legal staff

B. However, the hours of all employees are regulated by the Sheriff, who has the Authority to call any employee to duty. All Dallas County Sheriff's Office personnel are subject to being called in if deemed necessary.
C. Non-essential personnel may be allowed approved leave with pay at the discretion of the Sheriff, with the approval of the Commissioners Court.
D. Employees that have already scheduled the day off on vacation, sick leave or holiday leave during periods of closure will still be recorded as using accrued leave.
E. Employees authorized to work at home shall not be authorized time off with pay for times the county is closed by the Commissioner's Court.
F. If an employee is not aware that the county is closed and reports for work, he/she is not authorized additional pay or compensatory time for hours worked during this period.
G. Approved time off with pay is not considered time worked, and such time off shall not be used to determine eligibility for overtime. Ref. Dallas County Code Sec. 82-61(b) (c) (d).

XVII. Notification of Absence/Inclement Weather

A. Any employee who is classified as "essential personnel" who fails to report for duty due to inclement weather when County Offices have been closed, or who fails to report for duty due to illness on an inclement weather day when County Offices have been closed, should call-in by telephone and speak directly to his/her immediate supervisor as per the general orders, chapter 4.1.X., at least one hour prior to shift time. When an employee's immediate supervisor is not readily available, the employee will:
1. Notify the person designated as 'acting' for that supervisor; or
2. Notify their next-level manager; or
3. Notify another supervisor of equal rank/grade with similar responsibilities (e.g., another Patrol/Traffic Sergeant, another Detentions Supervisor, etc.); generally, this will be the on-duty supervisor working the shift prior to the shift the employee calling in works.
4. If an employee's immediate supervisor is not readily available and the employee has attempted all of the above procedures and has still not been able to contact anyone, the employee will contact the on-duty supervisor in the Communication Section and give him/her his/her name (or call number), the Section he/she works, his/her

supervisor's name, and inform the Communication Supervisor that he/she will be absent.

5. If someone other than the employee's immediate supervisor is notified, that supervisor will take down the information and notify the employee's immediate supervisor as soon as possible.
6. If the employee is incapacitated or otherwise unable to call, someone in the employee's immediate family or who lives with the employee may notify the employee's immediate supervisor as above.
7. The employee's supervisor or the supervisor who was notified will be provided with a location and telephone number where the employee may be contacted.
8. The employee is responsible for ensuring that notification is made to his/her immediate supervisor when he/she will be absent from duty.
9. If notification is made to someone other than the employee's immediate supervisor, as outlined above, the employee shall call back at a later time when his/her immediate supervisor is available.
10. Notification does not excuse the absence.
11. Any employee, who is classified as essential personnel, who calls in sick when the County Offices have been closed due to inclement weather will be required to submit a return to work authorization from a medical professional in order to receive sick leave for the day.
12. Non-essential personnel do not have to call in when the County is closed due to inclement weather.

B. General/Notification

1. If your position is not found in the lists above or you have a question about whether your position is essential or non-essential, ask your Supervisor to clarify the issue with your division commander.

2. When County Offices are not closed during inclement weather, the procedure for notification of absence is the same as on other days when County offices are open.
3. However, a supervisor who suspects that an employee is abusing his/her sick time due to the inclement weather, may require a return to work authorization from a medical professional to substantiate a sick leave request.
4. The letter from the employee's doctor will indicate that the employee is or was under his care. It will also reflect the date that the employee is able to return to duty and any restrictions effecting job performance. Failure to comply with this requirement can result in disciplinary action.

XVIII. Tornado Response/Execution

A. Any employee of the Sheriff's Office observing a tornado will immediately notify the Communications Section.

B. Communications Section responsibilities:

1. Regarding Tornado Watch and Warning Notifications, the Communications Section will:
   a. Issue a radio broadcast notifying Sheriff's Office personnel a Tornado Watch is in effect for Dallas County, and will update the notification when a watch becomes a Tornado Warning.
   b. Notify the City of Dallas Disaster Control Center
   c. Notify the Dallas County Fire Marshal
   d. Conduct necessary business until the Disaster Center is activated and,
   e. Coordinates activities with the Disaster Control Center operations.
2. The Disaster Control Center is authorized to trigger the total disaster warning system when it is satisfied that a tornado is approaching the county or has in fact struck in the county.
3. Immediately upon notification of a tornado striking in unincorporated areas of Dallas County, the dispatcher will cause the area to be surveyed by the deputy nearest the area who will inform the dispatcher of:
   a. The place or general area(s) of tornado damage.
   b. The best estimate of the magnitude of tornado damage.

c. The extent of observed personal injury and other damage and
d. An estimate of immediate needs.

C. The designated command officer will:
1. Immediately go to the affected area and survey the damage.
2. Determine the magnitude ranking of the emergency according to the General Orders Manual and take all necessary action in accordance with the magnitude established.
3. Establish a field command post and notify the Communications Commander of its location, that the tornado response plan is activated and to carry out the instructions as specified in the plan.
4. Command all Sheriff's Office operations in the area until relieved.
5. Coordinate the efforts of all Dallas County forces involved in the emergency actions with the Disaster Center.
6. Designate danger area(s) and define the limits, initiating perimeters if necessary and control of traffic.
7. Be prepared to invoke a pass system if directed.
8. Otherwise, entry in the danger area will be on a discreet judgment basis.
9. Protect sensitive and critical installations and
10. Prevent looting in the area.

D. Recovery Plan: The Sheriff or a chief deputy will make recommendations concerning the return of evacuees based on close coordination with the Disaster Control Center

Chapter 10.3 Active Shooter

I. Purpose

The purpose of this policy is to provide protocols for assessing the threat and immediately responding during active shooter situations to limit serious injury or loss of life. While the term "active shooter" is used throughout, this policy applies to all situations where there is an active assailant or assailants posing an ongoing deadly threat, to include, but not limited to, those from firearms, vehicles, explosives, and knives. These procedures governing the response and activities associated with an active shooter event.

II. Policy

It is the policy of the Dallas County Sheriff's Office that when an active shooter event occurs, the goal of this department is to mitigate any further risk or injury or death to civilian or law enforcement personnel and administer aid. When deputies are faced with the ongoing or reasonably likely continuation of the use of deadly force by a suspect(s), and delay in action by law enforcement could result in additional deaths or injuries, deputies are authorized rapid intervention to eliminate the threat.

III. Definitions

A. Active Shooter(s): Active shooter(s) are incidents where one or more armed individuals have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or are under imminent threat of death or serious bodily harm by such persons.
B. Active Shooting: An incident in which one or more armed persons have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or are under imminent threat of death or serious bodily harm by such persons.
C. Casualty Collection Point (CCP): A forward location where victims can be assembled for movement from areas of risk. Based upon incident dynamics, such as the number and location of victims, a secure room or location capable of holding all of the injured casualties that require medical treatment, multiple CCPs may be required.
D. Contact Team: The first deputy (ies) at the scene of an active shooting who enter a location with the intent of neutralizing the threat. They are tasked with locating the suspect(s) and stopping the threat.
E. Barricaded Person/Suicidal Person: Suspect is in a position of advantage, usually barricaded in a room or building. Suspect is armed who has secreted himself, and/or possibly others in an inaccessible place and is threatening to do bodily harm to himself and\ or others, and refuses to surrender to police.
F. Hostage Incident: Any incident where the possibility exists that a barricaded person may be holding a hostage or available information indicates that the suspect is holding a hostage.
G. Rapid Intervention: The immediate and forceful response by deputies to an active shooting based on a reasonable belief that failure to take action would result in further death or serious bodily injury.
H. Rescue Team\Rescue Task Force: A group of deputies (including firefighters and medical personnel) who make entry after the contact team to provide tactical combat casualty care and evacuate persons from a hazardous area to a secure treatment area for further treatment and transport.
I. Perimeter Control Team: A group of first responders that is responsible for setting up a physical perimeter line around the incident location, coordinating parking for responding emergency units, family members and dignitaries, maintaining an immediate press area, and keeping a clear ingress and egress route for emergency vehicles.
J. Incident Commander: The first arriving supervisor, (not part of a contact team) who takes charge at the scene, regardless of rank until relieved by a higher ranking deputy.

K. Tactical Combat Casualty Care (TCCC): The immediate and limited care needed before movement to more advanced care to prevent the death of the individual movement, usually limited to application of a tourniquet or pressure bandage(s).

IV. Response

A. Initial Response (deputy):
   1. Assigned on-duty uniformed sworn personnel will respond Code 3.
   2. Assigned on-duty non-unformed sworn personnel such as (Criminal Investigation Section, Special Investigation Division, Fugitive, etc.) will respond to the scene.
   3. Once the threat has been neutralized, uniformed and non-uniform personnel without proper tactical equipment will begin setting up a perimeter and preventing unauthorized entry to the area (see Perimeter Control Team Function). Responding parents or relatives should be directed to the reunification point once established.

B. Initial Response (supervisor):
   1. The first responding supervisor, if not needed as part of a contact team, will assume the role of incident commander, and establish an incident command post in a safe area away for the structure and begin coordinating other parts of the incident including the deployment of Rescue Teams, until relieved by a higher ranking or assigned incident commander.

C. Contact Team:
   1. The primary objective of the first deputy (ies) entering the structure is to stop further violence.
   2. Ideally, if time permits, the first two to five deputies arriving should form a single team and enter the involved structure.
   3. A single deputy entering a structure must understand the inherent risk assumed in taking such actions.
   4. The decision to enter the structure without a full team should be based on:

      a. Is there a driving force (gunfire or other indications)?

   5. The first deputy to arrive should attempt to determine the situation and communicate information and direction to other responding deputies and supervisors.
   6. Deputies must move quickly and effectively to the source of gunfire and stop the violence.
   7. The Contact Team members preferably will carry SABA (Self-Aid\Buddy-Aid) kits when they are deployed since they may need to provide tactical combat casualty care.
   8. Deputies will comply with the department's deadly force policy and Texas Code of Criminal Procedure when responding to these incidents.

D. Concepts and Principles:
   1. Safe, effective responses to active shooters are designed around concepts and principles. The first responding deputy(ies) should:
      a. Stay together as much as possible and enter the involved structure quickly.
      b. Maximize communication by staying in close contact with other first responders maximize threat coverage by addressing all angles.
      c. Visually search involved areas using 540 degrees of coverage around, above, and below the team.
      d. Evaluate rooms first from the threshold (commonly referred to as 'slicing the pie').
      e. Differentiate between 'slow search' (no active violence present) and 'direct to threat' speed (active violence is present) and use the appropriate speed for the circumstances.

E. Explosive Devices:
   1. Observe and mark the device without disturbing it.
   2. Consider alternate route based on presence of device and condition of device
   3. Move quickly away from device
   4. Do not move or touch the device
   5. Communicate the presence and location of the device to the rest of the contact team

6. Communicate the location of the device to the incident command post
7. Move past the device quickly and continue search
8. Mark the location of the device quickly and continue search
9. Be aware of possible booby traps

F. Rescue Team:
   1. Rescue teams or follow-on responders (Fire, EMS and Law Enforcement) should be organized as soon as possible and directed to victim locations.
   2. Rescue teams can be comprised of deputies, firefighters and\or medical personnel, if these personnel are protected by armed deputies. Guidelines for follow-on responders include:
      a. Establish and maintain security in the area that follow-on responders occupy; consider the involved structure as unsearched.
      b. Do not enter a hallway unannounced that is occupied by other deputies.
      c. Direct victims to safety by unitizing either shelter-in-place or evacuation. If evacuating, establish a cordon of first responders to the desired exit to ensure safety of victims.
      d. Establish a casualty collection point (CCP) for injured persons. The CCP should be a room or open area (if outside of the structure) capable of holding all victims with injuries that require medical treatment. A series of rooms next to each other can be considered if casualties exceed available space.
      e. Mark the rooms once they have been searched (i.e. 'X' markers or stickers to identity the team that searched the room).

G. Perimeter Control Team:
   1. Perimeter control teams are responsible with setting up a perimeter for the safety of both law enforcement officers and civilians and to maintain the integrity of the crime scene.
   2. The Perimeter Control Team must establish an inner and outer perimeter as soon as possible and maintain strict access to and from the scene.
   3. The deputies can consider using crime scene tape, signage, vehicles, or loud speakers to clearly identity perimeters. If using vehicles, the deputies must ensure they are near the vehicle used so that they can be moved at a moment's notice, if necessary.

H. Incident Command:
   1. It is imperative to the overall success of the incident that the National Incident Management System (NIMS) be established immediately with clearly defined roles and responsibilities. Doing so will help mitigate any potential confusion and assist this agency in quickly deploying the appropriate resources.
   2. The initial incident commander should concentrate their activities initially to:
      a. Maintaining open communications with any contact teams deployed
      b. Assembling and sending in rescue teams as soon as possible
      c. Establishing an inner perimeter
      d. Establishing an evacuee area
   3. Establish ingress and egress routes for all first responders. It is imperative that at least one vehicular entrance/exit remain unblocked. This will allow a quicker egress of the wounded.
   4. Setup a unified command with fire department to help consolidate and deploy all appropriate resources.
   5. Establish a logistical support area (for food, water and rest area for first responders).

I. Communications:
   1. Law enforcement agencies arriving on-scene may be operating on different radio channels and talk groups and lack radio interoperability. Law enforcement command will establish a method of communication.

J. Equipment:
   1. SABA Kites
   2. Breaching tools
   3. Chalk paint
   4. Stickers to mark cleared area

V. Conclusion of the Event

A. The Conclusion of an incident of this nature will be difficult and will vary significantly based on the number of injured or killed, the type of location, and the actions taken by law enforcement.
B. The agency will remain flexible and respond according to the directions and instructions from the incident commander.
C. The clear priorities will be:
    1. Location and providing aid to injured individuals
    2. Ensuring the location is secure for further violence
    3. Protecting the scene for investigation
    4. Conducting an appropriate investigation by Criminal Information Section of reports by the patrol division.
    5. Conduct a stress debriefing within 21-48 hours, utilize EAP program/counselors.
D. All requests for information from the media should be funneled through the Public Information Officer (PIO) or the Incident Commander (IC) for coordination.

Chapter 11.1 Prison Rape Elimination Act of 2003 (PREA)

I. Purpose

The purpose of the policies and procedures outlined in this section are to ensure that the Dallas County Sheriff's Office will be in compliance with all rules and regulations set forth in the Prison Rape Elimination Act of 2003 (PREA). The Dallas County Sheriff's Office will ensure there is a zero tolerance relating to sexual assault/rape of offenders as crime victims. The Dallas County Sheriff's Office will maintain standards for detection, prevention, reduction, and punishment of prison rape.

The prevention of sexual assault or sexual misconduct is a top priority to protect the safety of the public, to facilitate release of inmates, residents, and/or youthful inmates into the community who have not been sexually assaulted while in custody, to protect public health from sexually transmitted diseases that they may contract while in custody, to protect their rights, to provide safe conditions of confinement and to ensure safe, secure and orderly operations of the Dallas County Sheriff's Office facilities.

II. Policy

The Dallas County Sheriff's Office does not condone nor tolerate any type of sexual misconduct, sexual contact, sexual abuse and sexual harassment toward any inmates, residents, and/or youthful inmates. The Dallas County Sheriff's Office will immediately respond to allegations, fully investigate reported incidents, pursue disciplinary action, and refer for investigation and prosecution those who perpetrate such conduct. All Dallas County Sheriff's Office employees, contractors, volunteers and any other individuals in positions of authority over inmates, residents, and/or youthful inmates are subject to administrative and/or criminal investigation for violation of this policy.

The Dallas County Sheriff's Office considers any form of sexual misconduct by employees toward an inmate, resident, and/or youthful inmate to be official oppression or an improper relationship with a person in custody. Allegations may involve inmate to inmate contact, resident to resident contact, youthful inmate to youthful inmate contact or employee to inmate contact, employee to resident contact, and employee to youthful inmate contact. Sexual misconduct is not gender-specific, and may occur: male to male, male to female, female to female, female to male.

III. Definitions

A. Allegations: Events which are said to have happened, but which have not been verified.
B. Contractor: A person who provides services on a recurring basis pursuant to a contractual agreement with the Department.
C. Department head: The Sheriff of Dallas County holds the ultimate responsibility for the administration, command, and both internal and external operations of the Dallas County Sheriff's Office.
D. Department: The Dallas County Sheriff's Office is responsible for the care, custody, control and detention of all inmates housed within Dallas County.
E. Detainee: A person held in custody or confinement.
F. Direct Supervision: An employee is in the same room with the inmates twenty-four hours per day.
G. Employee: Any person employed by the Dallas Sheriff's Office including reserve deputies and posse members while on duty. Employees assigned to detentions are responsible for the supervision and control of the inmates.

H. Exigent Circumstance: Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.
I. Facility: A place, institution, building (or part thereof), set of buildings, structure or area (whether or not enclosing a building or set of buildings) that is used by an agency for the confinement of individuals.
J. Facility head: The captain is the principal official of a facility.
K. Inmate: An individual who has been arrested and detained in the Dallas County Sheriff's Office jail pending adjudication of criminal charges, an individual committed to confinement after adjudication of criminal charges for sentences of one year or less or a person adjudicated guilty who is awaiting transfer to a correctional facility.
L. Jail: A confinement facility of a Federal, State or local law enforcement agency whose primary use is to hold persons pending adjudication of criminal charges, persons committed to confinement after adjudication of criminal charges for sentences of one year or less, or persons adjudicated guilty who are awaiting transfer to a correctional facility.
M. Juvenile: Any person under the age of 18, unless under adult court supervision and confined or detained in a prison or jail.
N. Juvenile facility: Means a facility primarily used for the confinement of juveniles pursuant to the juvenile justice system or criminal justice system.
O. Lockup: Means a facility that contains holding cells, cell blocks, or other secure enclosures that are under the control of a law enforcement, court, or custodial Officer. They are used for the temporary confinement of individuals who have recently been arrested, detained, or are being transferred to or from a court, jail, prison, or other agency.
P. Medical Practitioner: A health professional who, by virtue of education, credentials and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A "qualified medical practitioner" refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims.
Q. Not Sustained: Insufficient evidence either to prove or disprove the internal allegation.
R. Pat Down Search: Means a running of the hands over the clothed body of an inmate by an employee to determine whether the individual possesses contraband.
S. PREA Coordinator: The official responsible for the coordination and compliance monitoring of the Prison Rape Elimination Act of 2003 in the Department and contracted programs.
T. Resident: Means any person confined or detained in a juvenile facility or in a community confinement facility.
U. Secure Juvenile Facility: Means a juvenile facility in which the movements and activities of individual residents may be restricted or subject to control through the use of physical barriers or intensive staff supervision. A facility that allows resident's access to the community to achieve treatment or correctional objectives, such as through educational or employment programs, typically will not be considered to be a secure juvenile facility.
V. Strip Search: A search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person's breasts, buttocks, or genitalia.
W. Sustained allegation: Allegation is supported by sufficient evidence in an Internal Affairs investigation.
X. Substantiated allegation: Allegation is supported by sufficient evidence in a criminal investigation.
Y. Transgender: A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.
Z. Transportation vehicle: Any vehicle used to transport inmates, residents, and/or youthful inmates to other facilities, court, medical facilities, or any other location.
AA. Unfounded allegation: A criminal or internal allegation is false or not factual.

BB. Unsubstantiated: Insufficient evidence either to prove or disprove the criminal allegation.
CC. Volunteer: An individual who donates time and effort on a recurring basis to enhance the activities and programs of the agency.
DD. Youthful inmate: Means any person under the age of 18 who is under adult court supervision and incarcerated or detained in a prison or jail.
EE. Youthful detainee: Means any person under the age of 18 who is under adult court supervision and detained in a lockup.

IV. Texas Penal Code Statues

A. All employees of the Dallas Sheriff's Office, contractors, volunteers or any other individual in a position of authority over an inmate, resident, and/or youthful inmate may be subject to criminal investigations if the alleged victim makes an allegation of sexual assault, sexual misconduct, sexual contact, sexual abuse and/or sexual harassment.
B. Inmates, residents, and/or youthful inmates may be subject to a criminal investigation if another inmate, resident, and/or youthful inmate makes an allegation of sexual assault. The following statues may apply:
   1. Employees, contractors, volunteers or any other individual in a position of authority over an Inmate may be charged with one of the following Texas Penal Code Statutes:
   2. Texas Penal Code, Section 39.03, Official Oppression
   3. Texas Penal Code, Section 39.04, Violations of the civil rights of person in custody; improper sexual activity with person in custody
   4. Inmates, residents, and/or youthful inmates may be charged with one of the following Texas Penal Code Statutes:
      a. Texas Penal Code, Section 22.011, Sexual Assault.
      b. Texas Penal Code, Section 22.021, Aggravated Sexual Assault.

V. Dallas County Sheriff's Office General Orders and Code of Conduct Violations

A. All employees of the Dallas Sheriff's Office, contractors, volunteers or any other individual in a position of authority over an inmate, resident, and/or youthful inmate may be subject to an administrative and/or disciplinary investigation if an inmate makes an allegation concerning one of the following:
   1. Code of Conduct Violations: 2.10 Moral Turpitude
   2. Sexual Conduct On Duty: It is prohibited to engage in sexual intercourse, deviate sexual intercourse, or sexual contact, as defined in the Texas Penal Code, Section 21.01, ("Deviate sexual intercourse" means any contact between any part of the genitals of one person and the mouth or anus of another person or the penetration of the genitals or the anus of another person with an object) while on duty.
   3. Sexual Conduct with Inmate/Prisoner: Employees shall not engage in sexual conduct, as defined in the Texas Penal Code, Sec. 43.25 (a) (2), with an individual that is detained or in custody. (43.25 states "sexual conduct" means sexual contact, actual or simulated sexual intercourse, deviate sexual intercourse, sexual bestiality, masturbation, sado-masochistic abuse, or lewd exhibition of the genitals, the anus, or any portion of the female breast below the top of the areola).
   4. Sexual Contact (PREA defines as): Employees shall not engage in any form of sexual contact, intentional sexual touching or physical contact in a sexual manner, either directly or through clothing, of the genitalia, anus, groin, breasts, inner thighs, buttocks, with or without the consent of the person; or any touching or inappropriate viewing with intent to arouse, humiliate, harass, degrade, or gratify the sexual desire of any person.
   5. Sexual Misconduct (PREA defines as): Any behavior or act of a sexual nature directed toward an inmate by an employee, volunteer, visitor, contractor or agency

representative. This includes acts or attempts to commit such acts including, but not limited to, sexual assault, sexual abuse, sexual harassment, sexual contact, sexual gratification, conduct of a sexual nature or implication, obscenity and unreasonable invasion of privacy. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above misconduct can also involve inappropriate viewing.

B. Code of Conduct Violations: 4.06 Harassment
   1. Sexual Harassment (PREA defines as): Includes, but is not limited to, all of the following, whether by staff, volunteers, contractors, other agency representatives, or inmates: sexual advances; sexually offensive language, comments or gestures; influencing, promising or threatening any inmate's (or staffs) safety, custody status, privacy, housing, privileges, work or program status, in exchange for personal gain or favor of a sexual nature; creating or encouraging an atmosphere of intimidation, hostility, or offensiveness as perceived by any individual who observes the sexually offensive behavior or language.
   2. Violation of Privacy Rights of Inmates: This includes, but is not limited to, the act or the attempted act of observing or interfering with an inmate's personal affairs without a reasonable need to do so for the immediate safety and security of the inmate, employee, or others within the institution. Violations may include unreasonable intrusive viewing of an inmate's use of the shower, toilet, or in areas where inmates dress, outside legitimate security needs. Acts that may also be included consist of: failing to announce his/her presence when entering a housing unit in a non-emergency situation; reading personal mail or written materials of an inmate when not required for safety and security of the institution of persons therein.
   3. Sexualized Work Environment: A work environment in which the behaviors, dress and speech of either staff and/or inmates create a sexually charged workplace. Sexually explicit talk, inappropriate emails, posted cartoons, jokes or unprofessional dress in the presence of inmates characterizes a sexualized work environment. A sexualized work environment severely erodes the professional boundaries between staff and inmates.

VI. PREA Coordinator

A. The PREA Coordinator will be a Detention Service Supervisor directly responsible to the Assistant Chief of Special Services Bureau and will have the following duties:
   1. Coordinate and develop procedures to identify, monitor, and track sexual misconduct incidents occurring in the department facilities and programs
   2. Maintain related statistics
   3. Conduct audits to ensure compliance with Department policy and the Prison Rape Elimination Act of 2003
   4. Coordinate facility/program PREA-related activities
   5. Ensure facility/program compliance with training requirements
   6. Track and report PREA statistical data
   7. Work with the Dallas County Sheriff's Office Criminal Investigation Section regarding any sexual misconduct, sexual abuse or sexual assault investigations.
   8. Notify the inmate of the outcome of the criminal investigation as follows
      a. Substantiated Allegation
      b. Unsubstantiated Allegation
      c. Unfounded Allegation

B. Maintain sexual abuse data collected for at least 10 years after the date of the initial collection unless Federal, State, or local law requires otherwise.

VII. Orientation

A. The Classification Section will identify, assess and manage inmates and/or youthful inmates with special needs, including those who are potentially vulnerable and potentially dangerous, to provide safe housing, adequate protection, and programmatic resources to meet their needs during the book-in process at the Lew Sterrett Justice Center.
B. Offender Orientation and Education: All inmates and/or youthful inmates will receive information about sexual misconduct during the book in process.
C. Designated staff will communicate the information verbally and in writing, in a manner that is clearly understood by the inmates and/or youthful inmates. Information provided will include, but is not limited to:
    1. Information on how to confidentially file a sexual misconduct, sexual assault, sexual contact, sexual abuse and/or sexual harassment allegation against another inmate or staff member, volunteer, contractor or other representative of the Dallas Sheriff's Office.
D. Inmates, residents and/or youthful inmates with disabilities The Dallas Sheriff's Office shall take appropriate steps to ensure that inmates and/or youthful inmates with disabilities (including deaf, hard of hearing, blind, low vision, intellectual, psychiatric, and/or speech disabilities) have an equal opportunity to participate in or benefit from all aspects of the Department's efforts to prevent, detect, and respond to sexual abuse and sexual harassment.
E. Inmates, residents and/or youthful inmates with limited English proficiency. The Dallas Sheriff's Office shall take appropriate steps to ensure that inmates and/or youthful inmates with limited English proficiency have an equal opportunity to participate in or benefit from all aspects of the department's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. The department will do the following:
    1. Provide interpreters who can interpret effectively, accurately, and impartially.
    2. Grievance and Reporting: Inmates and/or youthful inmates will have access to grievance or inmate request forms to report any allegation of sexual misconduct, sexual assault, sexual contact, sexual abuse and/or sexual harassment. The Dallas Sheriff's Office staff will be required to inform the inmates and/or youthful inmates on how to obtain a grievance or inmate request form.
    3. The inmates and/or youthful inmates will have access to a grievance or inmate request form to report any type of alleged sexual offense twenty-four hours a day, 7 days a week. Inmates and/or youthful inmates may also verbally report any allegations to a staff member or medical staff. Inmates may use the following means to report an alleged allegation:
        a. Dial the PREA Hotline at 333# on the county phone
        b. Verbally tell the staff member
        c. Submit a grievance or inmate request form, and/or
        d. Third-party can report an allegation on behalf of the inmate
F. Once an employee, medical staff member, volunteer, contractor or representative of the department receives information from the inmate and/or youthful inmate regarding a sexual offense by another inmate or staff member, he/she will do the following:
    1. He/she shall immediately inform the division commander
    2. Failure to do so may result in disciplinary action, up to and including termination
    3. If the allegation involves an employee of the Dallas Sheriff's Office, volunteer, contractor, or other representative of the department, the supervisor will contact Internal Affairs
    4. Protocol set forth in the General Orders, Chapter 4.9, VIII. D. will be followed

5. Any allegation of sexual misconduct, sexual assault, sexual abuse, sexual contact or sexual harassment shall be reported to the Sheriff and the Executive Chief Deputy within twenty-four hours.
6. If the allegation is towards an employee, the Executive Chief Deputy may place the employee on administrative leave or temporarily transfer the employee to another assignment until the investigation is complete.
7. Any credible allegation of forcible sexual assault will be reported immediately to the Criminal Investigation Section in order to preserve any possible physical evidence.
8. If the allegation involves a staff member, Internal Affairs will be notified immediately.
9. According to General Orders Chapter 4.9, Discipline, Section XXIV., Internal Affairs may suspend the administrative investigation if it is believed that a concurrent investigation would hinder criminal investigation and/or prosecution.
10. Upon receipt of a complaint of forcible sexual assault for which there may be physical evidence, the complainant may be transported to a hospital for physical examination and/or rape kit as necessary to preserve physical evidence. The rape kit will be sent to the Southwest Institute of Forensic Science for testing.
11. Inmates and/or youthful inmates making allegations of sexual misconduct, sexual contact, sexual abuse or sexual harassment may be provided appropriate counseling from the mental health staff and/or medical treatment from the medical staff.
12. The department will determine if the alleged victim requires placement under protective custody status. The department will maintain constant supervision of the inmate.
13. Once an inmate and/or youthful inmate file a complaint, he/she will be transferred to another location. The transfer will remain confidential in order to protect the inmate from retaliation and/or further danger.

G. The inmate and/or youthful inmate has the right to file a grievance involving any form of sexual misconduct in writing or verbally. The inmate and/or youthful inmate has the following rights regarding a grievance:
1. The Dallas Sheriff's Office shall not impose a time limit on when an inmate and/or youthful inmate may submit a grievance regarding an allegation of sexual abuse.
2. The Department shall not require the inmate and/or youthful inmate to use any informal grievance process or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
3. An inmate and/or youthful inmate who allege sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint.
4. The Dallas Sheriff's Office shall issue a final department decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance. (This does not include time used by inmates and/or youthful inmates in preparing any administrative appeal).
5. The Dallas Sheriff's Office may require an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The Department shall notify the inmate and/or youthful inmate in writing of any such extension and provide a date by which a decision will be made.
6. At any level of the administrative process, including the final level, if the inmate and/or youthful inmate does not receive a response within the time allotted for reply, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.
7. Third parties shall be permitted to assist inmates and/or youthful inmates in filing requests for administrative remedies relating to allegations of sexual abuse.
8. Third parties may be permitted to file such requests on behalf of an inmate(s).
9. Third parties include fellow inmates, youthful inmates, staff members, family members, attorneys and outside advocates.

10. The department may require the alleged victim agree to have the request filed on his or her behalf, and may require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.
11. If the alleged victim declines to have the request processed on his or her behalf, the department shall document the alleged victim's decision.
12. The department may discipline an inmate and/or youthful inmate administratively for filing a false grievance related to alleged sexual abuse.
13. The department must demonstrate that the inmate filed the grievance in bad faith. Administrative discipline includes:
    a. Single cell restriction, or
    b. If he/she is already assigned to a single cell, take away privileges (e.g., commissary, phone, visitation, etc.)

H. Investigations:
1. All allegations of sexual misconduct, sexual assault, sexual abuse, sexual contact or sexual harassment shall be investigated administratively and/or criminally. Investigations of sexual misconduct, sexual contact, sexual abuse and sexual harassment shall be conducted by an investigator who has experience and training in investigations and appropriate and effective interview techniques.
2. Investigations involving a juvenile shall be conducted by an investigator who has experience and training in investigations involving juveniles.
3. The Dallas Sheriff's Criminal Investigation Section is responsible for investigating criminal allegations that are allegedly committed at any of Dallas County jails, lock ups, secure juvenile facility, and/or transportation vehicles. The following protocol will be followed:
    a. An inmate and/or youthful inmate who reports an incident of sexual assault, sexual misconduct, sexual contact, sexual abuse and/or sexual harassment may request to be treated as an anonymous informant.
    b. Employees will be responsible for securing the potential crime scene and protecting the victim and separating the alleged perpetrator(s) if they are inmates and/or youthful inmates.
    c. The investigator shall conduct interviews with the complainant, witnesses, the accused, the alleged victim(s) and any other individuals who may have information about the alleged incident(s).
    d. The investigation, including interviews, videos, polygraph documents, witness statements, supporting documents, and other evidence will be treated as confidential. Secrecy orders are executed when appropriate.
    e. The name of the complainant and/or alleged victim and the identity of the witnesses shall be confidential.
    f. It is imperative that confidentiality regarding the identity of any individual involved in the investigation be maintained to the greatest extent possible with the Dallas County Sheriff's Office or within any facility to which the inmate, resident, and/or youthful inmate may be transferred.
    g. Except for those individuals responsible for conducting the investigation, all other individuals alerted to the allegation, including Dallas Sheriff's Office staff, are prohibited from conducting independent investigations or inquiries into the circumstances related to the alleged incident(s).
    h. Breach of confidentiality may result in disciplinary action, up to and including dismissal. However, the pending investigation shall in no way limit an inmate's right to access legal counsel.

i. The confidentiality provisions above shall in no way limit the investigator or the employee's from testifying before a grand jury, court, or a local, state or federal investigatory agency.
j. Interviews will be conducted thoroughly in a professional, non-abusive and non-threatening manner.
k. Dallas County Sheriff's Office employees will make no predetermined judgment regarding whether the reported incident occurred or not but will proceed with notifying the appropriate individuals based on the nature of the report.
l. If appropriate, a sexual misconduct complainant may be offered the opportunity to speak to a same gender deputy regarding the facts of the complaint.
m. All Dallas County Sheriff's Office employees will cooperate fully with an administrative investigation into all allegations and will protect and preserve all evidence.
n. Employees have a right not to incriminate themselves in a criminal investigation.
o. If the victim chooses not to cooperate with the investigator and no substantial evidence exists to support the allegation, the investigation may be terminated.
p. The investigator must determine that the victim's decision not to cooperate is of his/her own free will and not due to being coerced, threatened or placed in fear of being retaliated against.
q. If the victim is a juvenile resident/youthful inmate, the investigator shall not terminate the investigation solely because the victim recants the allegations due to the recognition that juvenile residents/youthful inmates are particularly vulnerable to coercion or certain internal factors (such as embarrassment, shame, or fear) to recant true allegations.
r. An initial and final investigation report shall be completed within a reasonable time. Factual findings may be based on a range of evidence, including physical and documentary evidence, witness accounts, and circumstantial evidence.
s. If a witness is an inmate and/or youthful inmate, their credibility shall be evaluated in an unbiased manner in accordance with established investigation methods.
t. The final investigation shall include at a minimum, a narrative of the allegations, a comprehensive listing of factual findings, details of the interviews with all parties and witnesses, conclusions, and recommendations.
u. If the allegation involves an employee, a final disciplinary determination shall be made by the Sheriff or the Executive Chief Deputy.
v. The investigation will be completed even if the allegation involves an employee who terminates his/her employment during the investigation.
w. The investigation will be completed even if the inmate making the allegation is released from custody and/or transferred to another Federal, State or local agency.
x. All allegations, reports of allegations and the results shall be preserved and maintained by the office of the Criminal Investigation Section and if applicable, Internal Affairs.
y. The PREA coordinator will be given all findings in order to complete the Annual PREA report.

VIII. Retaliation and Protection

A. The Dallas Sheriff's Office will protect all inmates and staff who report or cooperate with any allegation of sexual misconduct, sexual assault, sexual contact and sexual harassment.

B. The Dallas County Sheriff's Office shall protect inmates who are victims, witnesses or the accused by doing one of the following:

1. Separating the victim(s) and the accused inmate(s) and/or youthful inmate(s) by housing facilities or locations.
2. Transferring an accused staff member to another facility or placing the employee on administrative leave.
3. Providing emotional support services for inmates or staff members who fear retaliation.

C. The Dallas County Sheriff's Office shall monitor the conduct or treatment of Inmates and/or youthful inmates or staff members for 90 days who reported the sexual abuse.
D. Items the agency shall monitor include:
   1. Any inmate and/or youthful inmate disciplinary reports
   2. Housing assignments
   3. Program changes
   4. Negative performance reviews or assignment changes by staff members
E. The Dallas County Sheriff's Office shall take appropriate measures to protect any other individual who cooperates with an investigation if he/she expresses a fear of retaliation.
F. The Dallas County Sheriff's Office shall respond immediately if an inmate and/or youthful inmate reports he/she is subject to a substantial risk of imminent sexual abuse.
G. The Dallas County Sheriff's Office obligation to monitor shall terminate if the Department determines that the allegation is unfounded.

IX. Inmates and/or Youthful Inmates Right to Appeal

A. The victim of the sexual misconduct, sexual contact, sexual abuse or sexual harassment will be informed in writing of the outcome of the investigation and the resolution by the PREA coordinator.
B. A victim who is dissatisfied with the investigation or resolution of an allegation of sexual misconduct, sexual contact, sexual abuse or sexual harassment, may appeal by letter to the PREA coordinator within 7 days of receiving the written outcome of the investigation. The PREA coordinator shall give a written response to the inmate within a reasonable period of time.

X. Inmate and/or youthful inmate access to outside confidential support services

A. The Dallas County Sheriff's Office shall provide inmates and/or youthful inmates with access to outside local, state or national victim advocacy or rape crisis organizations for emotional support services related to sexual abuse by giving the following:
   1. Mailing addresses
   2. Telephone numbers
   3. Toll-free hotline phone number
B. The department shall provide immigrant services agencies for eligible inmates and/or youthful inmates.
C. The department shall enable reasonable communication between inmates and support organizations and agencies, in as confidential a manner as possible.
D. The facility shall inform inmates, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

E. The Dallas County Sheriff's Office shall maintain or attempt to enter into memoranda of understanding or other agreements with community service providers that are able to provide inmates with confidential emotional support services related to sexual abuse.
F. The department shall maintain copies of agreements or documentation showing attempts to enter into such agreements.

XI. Juveniles

A. Juvenile defendants are housed at the Henry Wade Juvenile Center in Dallas County. The State of Texas recognizes anyone as an adult at the age of 17. The Texas Family Code defines a "child" as a person who is 10 years of age and under seventeen 17 years of age. PREA requires inmates who are 17 years of age to be separated from the jail population.
B. PREA defines juveniles as youthful inmates.
C. The Dallas County Sheriff's Office will house any individual who is 17 years of age in a location that is separate from all other inmates incarcerated at the facility.
D. Male individuals who are 17 years of age and fall under the same classification will be housed in the same tank/pod. The youthful inmates will only be housed in the same tank/pod with other 17 year olds.
E. Female individuals who are 17 years of age and fall under the same classification will be housed in the same tank/pod. The youthful inmates will only be housed in the same tank/pod with other 17 year olds.
F. Youthful inmates who are 17 years of age will only be allowed to attend classes or inmate programs with the inmates over 17 years of age if they are under direct supervision.
G. Youthful inmates who are 17 years of age will be under direct supervision at all times if they are removed from the tank/pod for any reason.

XII. Lockups

A. Lockups are defined as a facility that contains holding cells, cell blocks, or other secure enclosures that are under the control of a law enforcement, court, or custodial officer. They are primarily used for the temporary confinement of individuals who have recently been arrested, detained, or are being transferred to or from a court, jail, prison, or other agency. The Dallas County Sheriff's Office has the following lockups:
   1. Central Intake holdovers located on the first floor of Lew Sterrett
   2. Release Section holdovers located on the second floor of Lew Sterrett
   3. Court Desk holdovers located on the bottom level of Frank Crowley
   4. Holdovers located in Frank Crowley for Criminal and/or Civil Court
   5. Holdovers for the Criminal Investigation Section and Intelligence
   6. Holdovers located at each jail facility for temporary detainment
B. Detainees, youthful detainees, inmates, and/or youthful inmates who are housed in a lockup overnight shall be screened to assess their risk of being sexually abused by others or the possibility they will be abusive towards another detainee, youthful detainee, inmate, and/or youthful inmate. Employees shall ask the detainee, youthful detainee, inmate, and/or youthful inmate about his or her own perception of vulnerability.
C. Dallas County Sheriff's Office employees shall consider whether, based on the information before them, a detainee, youthful detainee, inmate, and/or youthful inmate may be at a high risk of being sexually abused if they are placed in a lockup that is for a temporary purpose only. If the employee feels the individual will be in any type of danger or threat, the employee will take the necessary steps to protect the individual.

D. The screening process in the lockups shall also consider the following criteria to screen detainees, youthful detainees, inmates, and/or youthful inmates:
   1. Whether the individual has a mental, physical, or development disability
   2. The individual's age
   3. The individual's physical build and appearance
   4. The nature of the individual's alleged offense and criminal history

XIII. Transportation Vehicles

A. All rules and regulations set forth in this policy shall apply to any transportation vehicle utilized by any Dallas County Sheriff's Office employee transporting detainees, youthful detainees, inmates, and/or youthful inmates.
B. Any alleged complaint will be thoroughly investigated criminally and/or administratively. Only sworn law enforcement officers and detention personnel will be allowed to transport detainees, youthful detainees, inmates, and/or youthful inmates to another location.
C. Any time a juvenile is transported to a facility, court or any other location, the officer will inform the Dallas County Sheriff's Office Dispatch of the following:
    1. The destination and beginning mileage
    2. The ending mileage
    3. Unless there is an emergency, the officer will not stop at any other location
    4. Juveniles and youthful inmates will not be transported with adult inmates
D. Any time a male officer is transporting a female detainee and/or female inmate the officer will inform the Dallas County Sheriff's Office Dispatch of the following:
    1. The destination and beginning mileage
    2. The ending mileage
    3. Unless there is an emergency, the officer will not stop at any other location if the officer is traveling alone
    4. In some cases, male and female detainees will ride together in the back seat of a marked traffic unit
    5. The Deputy Sheriff must be able to observe the male and female detainee at all times
    6. The Deputy Sheriff will not stop at any other locations unless there is an emergency
    7. In some cases, male and female inmates will ride together in the back seat of a fugitive vehicle
    8. The Fugitive Investigator must be able to observe the male and female inmate at all times. The Fugitive Investigator will be allowed to stop for bathroom breaks or other law enforcement agencies on extended trips.
    9. In some cases, male and female inmates will ride together in the back seat of a Criminal Investigative Services vehicle.
    10. The detective must be able to observe the male and female inmate at all times. The detective will not stop at any other locations unless there is an emergency.
    11. Male and female detainees and/or inmates will not be allowed to be together in the back of a Transportation Van for any reason. They must be separated by a cage or barrier.

XIV. Training Requirements

A. The Prison Rape Elimination Act requires employees to have 4 hours of training every twenty-four months. The PREA Coordinator will be responsible for announcing the beginning of the training cycle.
B. All Deputies and Detention Service Personnel shall be required to complete and successfully pass the 4 hour block of training.
C. Copies of the certificate will be sent to the PREA Coordinator.

D. All clerical staff, volunteers, vendors, etc. that have contact with inmates for more than 30 hours a month shall be required to complete and successfully pass the 4 hour block of training.
E. Copies of the certificate will be sent to the PREA coordinator.
F. All clerical staff, volunteers, vendors, etc. that have contact with inmates less than 30 hours a month shall be required to complete a National PREA Resource Center Compliance Form.
G. Copies of the Compliance Form will be sent to the PREA coordinator.

XV. Strip Searches

A. Employees shall not conduct cross-gender strip searches or cross-gender visual body cavity searches (meaning a search of the anal or genital opening) except in exigent circumstances or when performed by medical practitioners.

Chapter 11.2 Interacting with Transgender, Intersex and Gender Non-Conforming Individuals

I. Purpose

All Dallas County Sheriff's Office personnel will treat all persons, regardless of race, religion, color, sex, national origin, sexual orientation, gender identity or expression, age, or disability, with the courtesy and dignity which is inherently due every person as a human being. Department members will act, speak, and conduct themselves in a professional manner, recognizing their obligation to safeguard life and property, and maintain a courteous, professional attitude in all contacts with the public. Personnel will not exhibit any bias, prejudice, or discriminate against any individual or group, including the transgender/ intersex/ gender nonconforming community.

II. Policy

It is the policy of Dallas County to receive, evaluate, house and provide secure, safe and humane custody of all persons, including transgender/intersex/gender nonconforming inmates, who are lawfully committed or held for confinement by the Dallas County Sheriff's Office until their lawful and appropriate release or transfer to another authority.

All citizens of this county are guaranteed protection against unlawful arrest and unreasonable search or seizure. It is the policy of Dallas County to treat all citizens with courtesy and professionalism on all stops and contacts.

All employees of Dallas County are entitled to a workplace free of unlawful harassment by management, co-workers, and vendors. Transgender/Intersex/Gender Nonconforming individuals will be treated with dignity and respect and will not be discriminated against. It is the responsibility of all employees to preserve a workplace free of unlawful harassment.

III. Definitions

A. Gender: The social construct used to classify a person as a man, woman, both or neither. Gender encompasses all relational aspects of social identity, psychological identity, and human behavior.
B. Gender Expression: The collection of ways one conveys gender identity to others, including appearance, behavior, dress, speech, and mannerisms. Gender expression may be the same as or different from the gender one was assigned at birth. Regardless of gender identity, people can exhibit a range of gender expressions.
C. Gender Identity: Gender identity is an individual's internal, personal sense of his/her own gender, which is communicated to others by his/her gender expression, appearance, identity or behavior, regardless of the individual's birth- assigned gender.
D. Gender Nonconforming: Individuals who display traits that is not stereotypically associated with their birth-assigned gender. Gender nonconforming individuals may identify as male, female, transgender, Trans, androgynous, a gender, and other gender descriptors.
E. Intersex: An individual who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

F. "Pat" or "Frisk" Search: A search of a person's clothes, including the frisking of his/her body, the examination of his/her pockets and any hand-carried items (i.e. purses, books, papers, etc.). Shoes and head covering. Frisking is defined as running the hands rapidly over the body in an attempt to locate a hidden item in or under the clothing.
G. PREA: The purpose of the Prison Rape Elimination Act of 2003 is to provide for the analysis of the incidence and effects of prison rape in federal, state, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape.
H. Probable Cause: The existence of facts and circumstances which would lead a person of reasonable intelligence and prudence to believe that a crime has been committed.
I. Reasonable Suspicion: A reasonable belief, based either upon a deputy's personal observations or upon reliably reported or communicated information, that a person has committed, is committing, or is about to commit a crime.
J. Sex: The physical anatomy and underlying chromosomal and hormonal biology that determines whether someone is male, female, or intersex.
K. Strip Search: A search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person's breasts, buttocks, or genitalia.
L. Transgender: A person whose gender identity (i.e., internal sense of feeling male, female, or another gender) is different from the person's assigned gender at birth.
M. Transition: A term many transgender persons use to refer to a process of disassociating with one's birth-assigned gender. Transition includes some or all of the following: Making personal, legal and medical adjustments; telling one's family, friends, and/or co-workers; Changing one's name and/or sex on legal documents; undergoing hormone therapy; and possibly (though not always) undergoing one or more forms of surgery.

IV. Guidelines for Field Operations

A. All enforcement actions such as traffic stops, field contacts, searches and seizures, and asset seizure and forfeiture efforts by Deputy Sheriffs will be based on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the U.S. Constitution and statutory authority. Dallas County Sheriff's Office personnel will:
   1. Respectfully treat transgender/intersex/gender nonconforming individuals in a manner appropriate to the individual's gender expression.
   2. Use pronouns as requested by the individual (e.g., "she, her, hers, ma'am, Ms., etc.") for an individual who self-identifies as a female ;("he, him, his, sir, Mr., etc.") For an individual who self-identifies as a male.
   3. When requested, address the individual by a name based on his/her gender identity rather than that which is on his/her government-issued identification.
B. Dallas County Sheriff's Office employees will not:
   1. Stop, detain, frisk, or search any person in whole or in part for the purpose of determining that person's gender or in order to call attention to the person's gender expression.
   2. Use language that a reasonable person would consider demeaning or derogatory, in particular, language aimed at a person's actual or perceived gender identity or expression or sexual orientation.
   3. Consider a person's gender identification as reasonable suspicion or prima facie evidence that the individual is or has engaged in a crime, including prostitution.
   4. Disclose an individual's transgender/intersex/gender nonconforming identity to other arrestees, members of the public, or non-department members, absent a proper law enforcement purpose.

5. Subject transgender/intersex/gender nonconforming persons to more invasive search or frisk procedures than non-transgender persons.
6. Note: When a pat down search or frisk for weapons is necessary for officer safety, it may be conducted by an officer of either gender.
7. If a transgender/intersex/gender nonconforming individual is arrested, the following search procedure for weapons and/or contraband will be followed:
   a. If the transgender/intersex/gender nonconforming arrestee identifies herself as a woman, a female deputy will be requested to come to the location to conduct the search.
   b. If a female deputy is not available, the arresting deputy will request a female officer from the Intake Division to meet them in the Sally port to conduct a search.
8. Documenting transgender/intersex/gender nonconforming individuals:
   a. Employees will document the individual's legal name and legal gender on all legal documents to include citations, offense and/or accident reports, affidavits, and booking paperwork. The legal gender may not necessarily match the gender assigned at birth.
   b. If a transgender/intersex/gender nonconforming person uses a chosen name different from their legal name, the chosen name should be documented in the AKA or alias section on citations, offense reports, and booking paperwork.
   c. If a transgender/intersex/gender nonconforming person identifies as a gender different from their legal gender, their self-affirmed gender should be documented in the AKA or alias section on citations, offense reports, and booking paperwork.
   d. In circumstances where there is doubt as to the legal name or gender of an individual, employees will defer to what is documented on identification issued to the individual by the State of Texas or any other government issued form of identification such as passport or driver's license.

C. Intake procedures for the arresting Deputy Sheriff:
1. The Dallas County Sheriff's Office Deputy Sheriff making the arrest will notify the intake staff officer of the arrestee's transgender/intersex/gender nonconforming status and gender identity.
2. The Deputy Sheriff will notify the intake officer in a discreet and respectful manner.

V. Transgender/Intersex/Gender Nonconforming employees, vendors, or volunteers

A. It is the policy of Dallas County and the Dallas County Sheriff's Office to provide all employees a work environment that is free from any form of unlawful harassment, any hostile work environment based on unlawful harassment, or any retaliatory action against an employee who reports unlawful harassment. (Further information is contained in the Dallas County Sheriff's Office Civil Service Rule 3.02 and the Dallas Sheriff's Office General Orders, Chapter 3.5, Harassment). Disciplinary action, up to and including termination. (Further information is contained in the Dallas Sheriff's Code of Conduct, Section 4.06, and Harassment).
B. Management and all employees will use pronouns as requested by the transgender/intersex/gender nonconforming employee, vendor, or volunteer (e.g., "she, her, hers, ma'am, Ms., etc.") for an individual who self-identifies as a c.") For an individual who self-identifies as a male).
C. Transgender/intersex/gender nonconforming employees will not be discriminated against if they submit a lateral transfer request. He/she will not be asked questions regarding their gender identity during interviews for a specialized assignment.

D. Transgender/intersex/gender nonconforming employees must follow the uniform regulations set forth in the Dallas County Sheriff's Office general orders regarding uniform and general appearance and as applicable to the gender with which they identify, regardless of whether they have legally changed their gender or not.
E. Transgender/intersex/gender nonconforming employees will not be denied access to public or employee restrooms and locker rooms that are in accord with their self-identified gender.

Chapter 11.3 Racial Profiling

I. Purpose

The purpose of this policy is to reaffirm the Dallas County Sheriff's Office's commitment to unbiased law enforcement in all encounters between deputies and any person.

II. Policy

It is the policy of this Sheriff's Office to conduct law enforcement procedures in a proactive manner and to aggressively investigate suspected violations of law. Deputies shall actively enforce state and federal laws in a responsible and professional manner, without regard to race, ethnicity, religion, color, sex, sexual orientation, gender identity, age, disability, or national origin. Deputies are strictly prohibited from engaging in racial profiling as defined in this policy. This policy shall be applicable to all persons, whether drivers, passengers, or pedestrians.

III. Definitions

A. Articulative: Means the ability to definitively correlate an individual's actions, or other circumstances associated with an individual, with a legitimate motivation for initiating a law enforcement contact.
B. CAD or Computer Aided Dispatch: Encompasses the entire computerized system utilized by the Communications Section in the collection and preservation of data.
C. Detainee: Means any person(s) detained as a result of law enforcement contact for the purpose of a criminal investigation, regardless of the level (misdemeanor or felony), in which the individual is not under arrest.
D. Law Enforcement Contact: Includes, but not limited to pedestrian stop, motor vehicle stop, field interrogation.
E. Racial Profiling: Means the act of selecting or targeting a person(s) for law enforcement contact based exclusively on the individual's race, ethnicity, or national origin and not upon reasonable suspicion sufficient to justify law enforcement initiated action or contact.
F. Reasonable suspicion: means a reasonable belief, based either upon a deputy's personal observations or upon reliably reported or communicated information, that a person has committed, is committing, or is about to commit a crime.
G. Stop: Means an interaction between a deputy and an individual who is being detained for the purpose of a criminal investigation, regardless of the level (misdemeanor or felony), in which individual is not under arrest.

IV. Restrictions for Deputy Initiated Law Enforcement Contact

A. Deputies are prohibited from initiating any form of law enforcement contact with any person without the presence of articulative reasonable suspicion.
B. Individuals will not be stopped or detained based exclusively on their race, ethnicity, or national origin.
C. No detainee, once cited or warned, will be detained beyond the point where there exists no reasonable suspicion of further criminal activity.
D.

V. Documentation of Motor Vehicle Stops

A. All motor vehicle stops will be reported to the Communications Section via radio, telephone, or MDC as they transpire. In the event that a dis unable to report incidents as they transpire, the deputy will report such incidents as soon as possible. Communications Section personnel will document in the CAD entry that the incident was entered post-incident.

B. The Communications Section will ensure that a CAD entry is made for each stop reported.

VI. Information to Be Collected for Racial Profiling Reports

A. Vehicles without functioning audio and video recording equipment: This section applies to vehicles that do not have audio and video equipment or to vehicles in which the audio and video equipment is not operative.
B. The following information is to be collected and reported via radio, telephone, or MDC to the Communications Section by all deputies performing a motor vehicle stop utilizing vehicles without audio and video recording equipment:
   1. Physical description of each person detained as a result of the stop, including: gender, race/ethnicity.
   2. Initial reason for the stop whether the deputy making the stop knew the suspects race or ethnicity before detaining the suspect.
   3. Street address or approximate location of stop
   4. Was a search conducted as a result of the stop?
   5. Did detainee consent to search?
   6. Notation of any contraband discovered during the search and the type of contraband discovered.
   7. Probable cause to search and facts supporting the existence of that probable cause.
   8. Was an arrest made as a result of the stop or the search, including a statement of the offense and charge?
   9. Was a written warning or a citation issued?
C. Vehicles with functioning audio and video recording equipment: The following information is to be collected and reported via radio, telephone, or MDC to the Communications Section by all deputies performing a motor vehicle stop utilizing vehicles with audio and video recording equipment:
   1. Race or ethnicity and gender of the detainee
   2. Initial reason for the stop
   3. Whether the deputy making the stop knew the suspects race or ethnicity before detaining the suspect
   4. Was a search conducted as a result of the stop, if so, was it consensual
   5. Was there an arrest or citation issued
D. The Communications Section will ensure that the information listed in Section VI. B & C is entered and recorded as a CAD entry associated with the stop.
E. The Sheriff or his/her designee shall submit an annual report to The Texas Commission on Law Enforcement Education (TCOLE) and to the governing body of Dallas County regarding the collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, as per the Texas Code of Criminal Procedure, Article 2.132. (b)(6), and (7), including information relating to:
   1. The race or ethnicity of the individual detained
   2. Whether a search was conducted and, if so, whether the individual detained consented to the search, and
   3. Whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual.

VII. Documentation of Pedestrian Stops

A. All pedestrian stops will be reported to the Communications Section via radio, telephone, or MDC as they transpire.

B. In the event that a deputy is unable to report incidents as they transpire, the deputy will report such incidents as soon as possible. Communications Section personnel will document in the CAD entry that the incident was entered post-incident.
C. The Communications Section will ensure that a CAD entry is made for each stop reported.
D. The following information is to be reported via radio, telephone, or MDC to the Communications Section by all deputies performing a pedestrian stop:
    1. Physical description of each person detained as a result of the stop, including: gender, race/ethnicity
    2. Street address or approximate location of stop
    3. Initial reason for the stop
    4. Was a search conducted as a result of the stop?
    5. Did detainee consent to search?
    6. Notation of any contraband discovered during the search and the type of contraband discovered
    7. Probable cause to search and facts supporting the existence of that probable cause.
    8. Was an arrest made as a result of the stop or the search, including a statement of the offense and charge?
    9. Was a written warning or a citation issued?

VIII. Complaints

A. Any person may file a complaint with the Sheriff's Office if they feel that they have been stopped, detained, or searched based solely on a racial-based profile.
B. No person will be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint
C. Any Sheriff's Office personnel contacted by a person who wishes to file such a complaint will immediately contact a supervisor who will respond to the scene. The supervisor shall advise the complainant of the complaint process procedures and document the complaint.
D. All complaints will be forwarded to the division commander who will review and process the complaint in accordance with Chapter 4.9 of the Sheriff's Office's General Orders Manual.
E. All complaints of racial-based profiling, upon conclusion of an investigation will be forwarded to the Sheriff and will contain the findings of the investigation and, if necessary, suggestions for disciplinary action, or changes in policy, training, or tactics.
F. Dependent on the findings of each complaint as well as the specific factors involved, corrective measures will be taken to remedy violations of this policy.
G. Corrective measures may include but are not limited to, training, counseling, policy review, and discipline up to and including termination of employment.
H. On an annual basis, Internal Affairs will compile a statistical summary of all racial-based profiling complaints which will include the findings as to whether each case was sustained, not sustained, or exonerated.
I. Supplemental statistical data may be obtained from a variety of sources to include Communications CAD system, MDC logs and inquiries, and activity reports.

IX. Training

A. Deputies are responsible to adhere to all Texas Commission on Law Enforcement (TCOLE) training as mandated by law.

B. All deputies shall complete a TCOLE training and education program on racial profiling no later than the second anniversary of the date the Deputy is licensed under Chapter 1701 of the Texas Occupation Code. A Deputy who on September 1, 2001, held a TCOLE intermediate proficiency certificate, or who held a Peace Officer license issued by TCOLE for

at least 2 years, shall complete a TCOLE training and education program on racial profiling no later than September 1, 2003.

C. This policy shall be posted on the Dallas County website (www.dallascounty.org) and in an area having public access located in the Frank Crowley Courts Building.
D. Copies of this policy shall be made readily available to any person requesting same at no cost to the party requesting the information.
E. Request for copies of this policy shall be forwarded to the Legal Advisor who will ensure that the requested information is provided.

X. Data Reporting Procedures

A. The Sheriff's Office Communications lieutenant shall maintain a database of information collected from traffic stops conducted by Sheriff's Office personnel.
B. The Communications Section commander shall submit a compilation of the data (as identified in the Racial Profiling Chapter 11.3.VI.B. of the General Orders) from the previous year to the Chief Deputy of General Services prior to January 31 of each year.
C. The data shall include:
    1. The race or ethnicity of the detainee.
    2. Whether a search was conducted and, if so, whether the detainee consented to the search, and whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual.

Chapter 12.1 When to take Law Enforcement Action

I. Purpose

The policy and procedures outlined in this section provides sworn officers with the scope of authority.

II. Policy

All sworn officers shall adhere to the outlined procedures when confronted with situations requiring law enforcement responses at various levels.

III. Responsibility of On-Duty Deputies within Dallas County

On-duty Dallas County Deputy Sheriffs inside the limits of Dallas County, after considering the tactical situation, are to take all steps reasonably necessary and consistent with their duty to achieve the enforcement of the penal provisions of the city or town (when applicable), county, state, and nation, and to protect life and property.

IV. Responsibility of On-Duty Deputies Outside of Dallas County

On-duty Dallas County Deputy Sheriffs outside the limits of Dallas County, who become aware of a situation requiring law enforcement action, must first consider the tactical situation, and then take all steps reasonably necessary regarding law enforcement matters of direct concern to the County of Dallas, the State of Texas and the United States of America.

V. Responsibility of Off-Duty Deputy Sheriffs

A. Under Texas Law, both on and off-duty full time sworn deputies have peace officer authority as to any public offense committed, or which there is probable cause to believe has been committed in his presence, and with respect to which there is immediate danger to person or property, or the escape of the perpetrator of such offense.
B. However, on-duty Deputy Sheriffs outside the limits of Dallas County who are not acting within the scope of their employment as Dallas County Deputy Sheriffs on matters of direct concern to the County, and off-duty Deputies both inside and outside of the limits of Dallas County are to first give consideration to causing the appropriate
Action to be effected by the responsible law enforcement agency. Such deputies should then act only after consideration of the tactical situation and of their possible liability and that of Dallas County. See Code of Criminal Procedure Article 14.03 (d) through (g) (3).

VI. No Peace Officer Authority Outside Of State

A. Peace officer powers of Dallas County Deputy Sheriffs do not extend beyond this state except as provided for in the Uniform Act on Fresh Pursuit.
B. Deputies who are outside the boundaries of this state for extradition or other matters of direct concern to the County of Dallas, are not to engage in police activities unless necessary in the performance of their duties as an agent of Dallas County, and then only after consideration of the tactical situation.

Chapter 12.2 Community Policing

I. Purpose

The purpose of this policy is to establish the Dallas County Sheriff's Office's philosophy regarding community policing, and to advise employees of the Sheriff's Office what is expected of them when dealing with the community during the course of their duty.

II. Policy

It is the policy of the Dallas County Sheriff's Office to be committed to an organization wide philosophy and management approach that promotes community policing and that every member of the department shares in maintaining those objectives.

It shall be the goal of the Dallas County Sheriff's Office to achieve community support and understanding by developing and maintaining proactive programs in the areas of crime prevention, community affairs, and public information. The development of community, government, and law enforcement partnerships leads to pro-active problem solving. Community involvement includes responding to the needs of and establishing a close working relationship with the community to develop partnerships that address the causes of crime, fear of crime and other community quality of life issues.

III. The Goal

A. The goal of the Sheriff's Office's is to have a positive impact on the problems within our communities, addressing the causes of crime, the fear of crime, and improving the quality of life for members of the community. This can be accomplished in five different ways:
   1. Eliminate the problem
   2. Reduce the harm from the problem
   3. Reduce the number of incidents
   4. Improve the handling of the problem
   5. Refer the problem to the proper authority

IV. Community Events for Lieutenants, Captains, and Executive Staff

A. One of the responsibilities for the Dallas County Sheriff Department is to develop strong relationships with the community we serve. One way to develop these relationships is to meet the citizens at different cultural events, church events, community events, and special invitations. The Sheriff will send representation to special invitations or community events.
B. There will be a duty calendar for the Executive Staff, Captains, Detention Service Commanders, Lieutenants, and Detention Service Managers to follow regarding special events and functions.
C. There will be one (1) Captain/Detention Service Commander or (1) Chief assigned each week along with two (2) Lieutenants/Detention Service Managers.
D. Each person will be responsible for attending any event he/she is ordered to attend.
E. Each person will be responsible for finding a replacement if he/she is unable to attend a scheduled event or function

Chapter 12.3 Pursuits

I. Purpose

The primary purpose of this policy is to secure a balance between the protection of the lives and safety of the public and deputies, and law enforcement's duty to enforce the law and apprehend violators.

II. Policy

Since there are numerous situations which arise in law enforcement that are unique, it is impossible for this policy to anticipate all possible circumstances. This policy is intended to guide a deputy's discretion in the matter of vehicular pursuit. No deputy or supervisor shall be criticized or disciplined for a decision not to engage in a vehicular pursuit based upon the risks involved, even in circumstances where this policy would permit the commencement or continuation of the pursuit.

III. Pursuit Definitions

A. Boxing in: The surrounding of a violator's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the violator's vehicle.
B. Controlling Supervisor: A deputy, who by virtue of rank or assignment, is responsible for the direction or supervision of the activities of other deputies involved in a pursuit.
C. Divided Highway: A road which includes a physical barrier between traffic traveling in opposite directions.
D. Heading Off: An attempt to terminate a pursuit by pulling ahead of, behind or toward a violator's moving vehicle to force it to the side of the road or to otherwise come to a stop.
E. Paralleling:
    1. Street Paralleling: Driving an authorized emergency vehicle on a street parallel to a street on which a pursuit is occurring.
    2. Vehicle Paralleling: A deliberate offensive tactic by one or more authorized emergency vehicles to drive alongside the pursued vehicle while it is in motion.
F. Pursuit: An active attempt by a deputy operating a motor vehicle utilizing emergency warning lights and an audible siren to apprehend one or more occupants of a moving vehicle, when the deputy reasonably believes that the driver of the other vehicle is aware of the deputy's attempt to stop the vehicle and is resisting apprehension by increasing the vehicle's speed or by ignoring the deputy's attempt to stop him/them.
G. Pursuit vehicles:
    1. Primary Unit: The police vehicle that initiates a pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first vehicle immediately behind the fleeing suspect).
    2. Secondary unit: Any police vehicle which becomes involved as a back-up to the primary unit and follows the primary unit at a safe distance.
H. Roadblock: A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to achieve the apprehension of a violator:
    1. Avenue of escape: A gap in the roadblock which requires the violator to decrease the vehicle's speed to permit the violator to bypass the roadblock.
    2. Blocking vehicle: A motor vehicle, often a law enforcement vehicle, which is placed perpendicular to a roadway or angled in such a way as to create a roadblock.
I. Stop Stick: A tire deflation device.
J. Termination of Pursuit: The total abandonment of a pursuit with the deputy turning off their emergency lights and siren, reducing their speed to the legal speed limit, advising the

dispatcher the pursuit was abandoned along with the location the pursuit was abandoned and returning to normal duties.

K. Vehicle Contact Action: Any action undertaken by the pursuing deputy intended to result in contact between the moving police vehicle and the pursued vehicle.

IV. Pursuit Guidelines

A. No pursuit will be conducted:
   1. In a direction opposite to the flow of traffic on a divided highway or one way street.
   2. In any Sheriff's vehicle in which an individual who is not a deputy or sworn officer is either the driver or passenger.

B. No more than three sheriff's vehicles (primary unit, secondary unit and controlling Supervisor) shall be actively involved in a pursuit unless otherwise specifically directed by the controlling supervisor or requested by the primary or secondary unit based on the circumstances of the pursuit and the request has been approved by the controlling supervisor.

C. Where conditions are feasible and/or practicable, such as, open road, minimal traffic, and non-residential, three additional sheriff's vehicles equipped with stop sticks will be requested by the controlling supervisor to set up such devices to quickly and safely terminate the pursuit as soon as possible. If additional sheriff's vehicles are requested or join in the pursuit, Supervisors will articulate in writing, concluding the termination of the pursuit, the need for extra vehicles.

D. Unmarked or marked sheriff's vehicle without overhead lights, or police motorcycles will not initiate a vehicular pursuit unless there is a compelling and clear reason why the person must be apprehended (e.g., a felony in progress, to prevent bodily harm, etc.). If the officer must initiate the pursuit, the unmarked or marked sheriff's vehicle or police motorcycle must be equipped with emergency lights and audible siren. The officer shall only initiate the pursuit if a fully marked unit is not close enough to initiate the pursuit.

E. The officer involved in a pursuit shall immediately cease participation in a pursuit whenever a marked primary and secondary unit equipped with overhead lights joins the pursuit.

F. To diminish the likelihood of a pursuit, a deputy intending to stop a vehicle for any violation of the law, when possible and without creating a threat to public safety, shall close the distance between the two vehicles prior to activating emergency lights and an audible siren.

G. Throughout the course of a vehicular pursuit, pursuing deputies shall not attempt to overtake or pass the violator's moving vehicle, unless stop sticks are being deployed.

H. Upon approaching an intersection controlled by traffic signals or signs, or any location at which there is a substantially increased likelihood of collision, the operator of any pursuit vehicle shall, prior to entering the intersection, reduce the vehicle's speed and control the vehicle so as to avoid collision with another vehicle or a pedestrian. The deputy shall observe that the way is clear before cautiously proceeding through the intersection.

I. Deputies involved in a pursuit will not engage in vehicle paralleling.

J. Boxing in or heading off a violator's moving vehicle is prohibited.

K. Roadblocks will not be used to stop a pursuit.

L. Deputies involved in a pursuit shall not fire any weapon from or at a moving vehicle except as a last resort, to prevent imminent death or serious injury to the deputy or another person, where deadly force would otherwise be justified.

M. Deputies involved in a pursuit will not engage in a vehicle contact action except as a last resort and with the expressed permission from the controlling supervisor of the pursuit.

V. Deciding to Pursue

A. A deputy has the authority at all times to attempt to stop any person suspected of having committed a criminal offense or traffic violation. It is clear that while it is the deputy who initiates a stop, it is the violator who initiates the pursuit. The deputy's decision to pursue should always be undertaken with an awareness of the degree of risk to which the deputy exposes himself and others.
B. The deputy must weigh the need for immediate apprehension against the risk created by the pursuit. Deputies who are in their personal vehicle shall not attempt to initiate a traffic stop for any reason.
C. The decision to pursue must be based upon facts and circumstances known to the deputy.
D. A Deputy must still consider the following factors:
    1. Nature of the offense committed by the offender and their continuing threat to other officers or the public.
    2. Likelihood of successful apprehension.
    3. Degree of risk created by the pursuit:
        a. Volume, type, speed and direction of vehicular traffic
        b. Nature of the area: residential, commercial, school zone, open highway, etc.
        c. Population density and volume of pedestrian traffic
        d. Environmental factors such as weather and darkness
        e. Road conditions: construction, poor repair, extreme curves, ice, etc.
        f. Age of the offender and driving abilities
E. Deputy characteristics:
    1. Driving skills
    2. Familiarity with roads
    3. Condition of police vehicle
F. In cases of pursuits initiated only for traffic violations and for other Class C offenses, deputies will immediately stop the pursuit when it becomes apparent that the violator will do whatever is necessary to evade the deputy (e.g. extremely high speeds, running traffic lights, traveling an extended distance outside Dallas County, driving through yards, etc.).
G. Initiating a pursuit:
    1. The decision to initiate and/or continue a pursuit requires weighing the need to immediately apprehend the violator against the risk to which the deputy and others are exposed as a result of the pursuit.
    2. On commencement of a pursuit, the pursuing deputy will immediately activate their emergency lights, audible siren, headlights and audio/visual recording equipment, if the vehicle is so equipped.
    3. Once the pursuit has been initiated, the primary unit must notify the dispatcher, who will in turn notify the controlling supervisor and provide as much of the following information as known:
        a. Reason for the pursuit
        b. Location, including the name of the roadway, block number and/or closest cross street and direction of travel
        c. Identification of the violator's vehicle: year, make, model, color, vehicle registration number and other identifying characteristics
        d. Number of occupants, including race and gender, if known
        e. The speed of the pursued vehicle
        f. (Other information that may be helpful to the controlling supervisor in making a determination to continue or terminate the pursuit.
4. Once the dispatcher has been notified that a pursuit has been initiated, the dispatcher will close the frequency on which the pursuit is initiated to all other radio traffic by alerting other listeners with three short electronic beeps and the announcement. This channel is now

secured for a pursuit, Unit # XXX is now in pursuit. All other radio traffic not related to this pursuit shall switch to channel X.

5. Deputies involved in the pursuit will immediately inform the dispatcher of any collision or other injury observed as a result of the pursuit.
6. Deputies shall request necessary support for the pursuit, i.e. secondary unit, helicopter support, etc.

VI. Role of the Secondary Unit

A. Only the primary unit should attempt to keep the fleeing vehicle in sight.
B. The secondary unit should remain at least 500 feet behind the primary unit and should whenever possible, assume radio communications of the pursuit.
C. Follow all guidelines established with this policy.

VII. Role of the Controlling Supervisor

A. Upon being notified or becoming aware of a pursuit, the on-duty Patrol/Traffic Division supervisor (if the primary pursuit vehicle is a Patrol/Traffic Division Unit) or the on duty Warrant Execution Section supervisor (if the primary pursuit vehicle is a Warrant Section Unit) shall take command of the pursuit and assume the responsibility of discontinuing the pursuit based upon their knowledge or upon a recommendation from the primary unit and ensure safe conduct and proper disposition at pursuit termination.
B. If a Warrant Execution Section supervisor is unavailable, the on-duty Patrol/Traffic Division supervisor shall assume command of the pursuit. If a Patrol/Traffic Division supervisor is unavailable, the on-duty Warrant Execution Section supervisor shall assume command of the pursuit. The controlling supervisor shall:
    1. Command the pursuit from either
    2. A stationary point; or
    3. While traveling by proceeding Code 1 toward the pursuit, or
    4. Acting as a participant by joining the pursuit if driving in a vehicle equipped for a pursuit as per this policy.
C. Monitor all radio communications to ensure that only those units that have been authorized participate in the pursuit.
D. Consider the nature and seriousness of the offense for which the offender is being pursued and assess the potential, if any, for identifying and arresting the offender at a later time.
E. Order a pursuit terminated when any of the following are applicable:
    1. The known circumstances or facts do not justify continuing the pursuit
    2. The suspect's identity is established to the point where later apprehension may be accomplished and where there is no immediate threat to public safety.
    3. The action of other police agencies or individuals increases the danger to the deputies or the public and includes any violation of the Inter-Jurisdictional Pursuit Agreement, regardless if the violating agency is a signatory to the agreement.
    4. A recommendation to terminate the pursuit is received from the primary pursuit unit or from a higher ranking deputy.
    5. The danger to the public and/or deputies exceed the need to immediately apprehend the person fleeing.
F. Ensure support for the pursuit is made available, i.e.: helicopter or other equipment.
G. Ensure other law enforcement agencies are notified that the pursuit may enter their jurisdiction.
H. The controlling supervisor shall ensure, for the duration of the pursuit, that this policy and agency's procedures are followed by all deputies.

I. At the conclusion of a chase/pursuit, the controlling supervisor will compile a copy of all reports relating to the incident, including a Chase/Pursuit Debriefing Form and submit it for review to his division lieutenant and captain.

VIII. Terminating the Pursuit

A. The pursuing deputy shall terminate the pursuit:
   1. If instructed to do so by the controlling supervisor or other higher ranking operational bureau supervisor; or
   2. If the deputy believes the danger to the pursuing deputies or the public outweighs the necessity for immediate apprehension of the violator; or
   3. If the violator's identity is established to the point where later apprehension may be accomplished and where there is no immediate threat to the safety of the public or the deputies; or
   4. If the pursued vehicle's location is no longer known or the distance between the pursuing vehicles and the violator's vehicle becomes so great that further pursuit is futile; or
   5. If there is a person injured during the pursuit and there are no police or medical personnel able to render assistance; or
   6. If advised of any unanticipated condition, event or circumstance which substantially increases the risk to public safety inherent in the pursuit; or
   7. The emergency equipment, braking system, or other systems are not functioning properly on the Deputy's vehicle.

IX. Use of Tire Deflation Equipment and Deployment

A. The purpose of deploying tire deflation equipment is to safely and quickly end pursuits in order to minimize the risk of injury or damage.
B. Tire deflation equipment will be available in supervisors and other selected vehicles and only those deputies or supervisors who have received training in the proper use of such equipment will be allowed to deploy it. Deflation equipment will be used only upon the approval of the controlling supervisor.
C. Only equipment provided by the Sheriff's Office will be used. The equipment will be stored in the manner recommended by the manufacturer and supervisors will be responsible for inspecting and maintaining the equipment in the vehicles and establishing and maintaining a log to track such inspections.
D. After each use of the equipment, it will be inspected and replaced as per the manufacturer's instructions before being returned to service.
E. The safety of deputies, citizens and the individual(s) being pursued should be of the utmost concern and careful planning must be done before the equipment is deployed.
F. Tire deflation equipment will not be used on vehicles with less than four wheels (motorcycles, three-wheel vehicles, etc.), vehicles carrying hazardous materials, public transportation vehicles carrying passengers (buses. school buses, vans), and any type of vehicle towing a trailer or another vehicle, or motor homes.
G. Deputies should select a location that allows for proper deployment and provides a high degree of safety.
H. Natural barriers that provide protection should be utilized, if possible (guard rails, concrete walls, etc.).
I. An adequate line of sight to the approaching pursuit must be available.
J. Site should not be situated in a curve or prior to a curve.
K. Patrol/Traffic Division vehicles will be positioned with their emergency lights activated, without blocking the pursuit, to provide additional warning.

L. The deputy(s) deploying the equipment must follow the manufacturer's recommendations regarding proper equipment deployment:
   1. The deploying deputy(s) shall not wrap the lanyard around any part of their body
   2. After the equipment is deployed, deputies shall maintain adequate cover and protection
   3. The deploying Deputy(s) shall immediately remove the tire deflation equipment from the roadway and ensure that no other vehicle other than the one being pursued drives over the equipment. The deputy(s) shall secure the equipment and inspect the roadway, collecting any loose spikes.

X. Required Reporting

A. Upon the termination of any pursuit, the primary deputy involved in the pursuit shall complete a Chase Debriefing Report and submit it with a copy of all other reports generated due to the pursuit through channels to the division commander.
B. All the deputy(s) involved will save any body-worn camera and/or fleet camera system recordings as evidence. If a video was not made, it will be explained in the Chase Debriefing Report why no video is present.
C. If no video is submitted because the camera system in the vehicle was inoperable, the deputy will complete and submit a Vehicle/Equipment Repair Request detailing the problem.
D. The controlling supervisor will ensure the proper pursuit reports are submitted and review the reports for completeness before submitting them through channels. The controlling supervisor will ensure any body-worn camera and/or fleet camera system recordings as evidence. All original pursuit reports will be maintained by the Freeway Management Division. The Warrant Execution Section will maintain a copy of pursuit reports initiated by their personnel.

XI. Pursuit Training

A. The Sheriff's Office will provide pursuit training to all recruits and update all deputies with refresher and in service training.

Chapter 12.4 Inter-Jurisdictional Pursuits

I. Purpose

In furtherance of a standardized policy throughout the Metroplex, the following Inter- Jurisdictional Pursuit Policy has been developed and implemented.

II. Policy

All deputies will adhere to this policy if they become involved in a pursuit that enters other jurisdictions or if an agency requests the Sheriff's Office's assistance.

III. Pursuits Involving Other Agencies

A. Pursuits involving other agencies will be governed by the Inter-Jurisdictional Pursuit Policy and each deputy shall be familiar with this policy. The decision on whether to become involved in or stay involved in another agency's pursuit will be based on this policy, the circumstances of the pursuit, and the risk involved.
B. Deputies shall not become involved in another agency's pursuit unless the Sheriff's Office's assistance is requested, and it is approved by a Patrol/Traffic Division supervisor.
C. If the Sheriff's Office's assistance is requested and assistance is approved by a Patrol Division supervisor, the Sheriff's Office will only assume a backup role. Once backup from that agency arrives or when the pursuit leaves Dallas County, the deputies involved in the pursuit shall terminate their involvement unless the originating agency specifically requests our continued involvement, and the request is approved by a patrol supervisor.
D. Deputies shall terminate their involvement in another agency's pursuit when:
    1. A violation of the Inter-Jurisdictional Pursuit Policy occurs.
    2. An undue risk to the public or to the deputies exists.
    3. Any agency requests the Sheriff's Office terminate its involvement.
    4. Order to terminate by a patrol/traffic supervisor or other high ranking deputy.
E. Deputies involved in a pursuit originated by another agency shall keep the dispatcher advised of their involvement at all times. A deputy shall inform the dispatcher when they terminate their involvement in the pursuit and their location.
F. Deputies involved in another agency's pursuit shall generate and submit through channels, a chase debriefing report detailing their involvement in the pursuit and any digital video and audio made.

IV. Inter-Jurisdictional Pursuit Policy

A. Procedures:
    1. Before entering another jurisdiction, or as soon as practical, the pursuing agency will notify the other agency of the following information:
        a. A pursuit has entered or is about to enter their jurisdiction
        b. The location and direction of travel
        c. The primary offense for which the vehicle and occupants are wanted
        d. The vehicle license number and complete description of vehicle and occupants
        e. The number and description of pursuing units as well as their relative location to the vehicle being pursued
        f. Whether or not assistance is needed
        g. When applicable, notify agency when:
            i. The pursuit is leaving their jurisdiction boundaries
            ii. The pursuit has been discontinued, or

iii. The pursuit has ceased and to advise the ending location

B. Control of the pursuit: The initiating agency will have control and be responsible for the pursuit. Other agencies will not participate unless requested to assist.

C. Number of Units involved:
   1. A total of no more than 3 vehicles from the combined jurisdictions will be involved in any pursuit. At least 1 of the 3 should be a supervisor.
   2. One additional unit from the current jurisdiction may trail the pursuit by keeping the pursuit in sight to assist deputies if needed.

D. Prohibited practices:

1. During a pursuit involving more than one agency, the following practices are prohibited:
   a. The intentional use of roadblocks designed to stop the pursued vehicle
   b. Intentional bumping or ramming of the pursued vehicle
   c. Intentionally forcing the pursued vehicle off the roadway
   d. Shooting at a pursued vehicle unless authorized by the Sheriff's Office's deadly force policy.

E. Responsibilities:
   1. Responsibilities of the initiating agency:
      a. Arrest and custody of the persons charged
      b. Arraignment of the arrested person
      c. Disposition of any passengers
      d. Disposition of the arrested person's vehicle
      e. Coordination of all reports, citation and criminal charges
   2. Responsibilities of agency having jurisdiction at the point of pursuit termination:
      a. Reporting of any traffic collision(s) that occur as a result of the pursuit
      b. As a matter of courtesy, a supervisor from the agency where the pursuit terminated will respond to the location of the termination so that they may be informed of pertinent information of the pursuit.

Chapter 12.5 Consular and Diplomatic Relations

I. Purpose

The purpose of this policy is to give the employees of the Sheriff's Office a guideline to use when coming into contact with a diplomatic agent, career consular or honorary consular.

II. Policy

It is the policy of this Sheriff's Office to adhere to the laws of The United States of America in respect to the diplomatic agents, and consular of other countries.

III. Consular and Diplomatic Immunity

A. Diplomatic agents, their families, and employees of their administrative and technical staff are protected by unlimited immunity from arrest, detention, or prosecution with respect to any civil or criminal offense. This is known as personal inviolability.
   1. Deputies shall not normally issue traffic citations to diplomatic agents, their family employees, or employees of their administrative and technical staff.
   2. Deputies shall not impound the vehicles of these officials.
   3. In those instances where the driving of the official is a danger to others, a supervisor shall be summoned to the scene. With the supervisor's approval, a citation may be issued.

B. Career consular officers have only official acts or functional immunity in respect to both criminal and civil matters. Career consular officers may be arrested for a felony pursuant to a warrant and may be detained at any time if the offense involved is an immediate threat to public safety.

C. A career consular officer is not liable to detention or arrest for a misdemeanor. The consular officer shall be informed of the violation and be permitted to continue on his way. This is known as consular inviolability. A career consular officer's family and staff have no consular inviolability whatsoever.

D. Deputies shall not normally issue citations to career consular officers.

E. Deputies shall not impound the vehicles of these officials.

F. In those instances where the driving of the official is a danger to others, a supervisor shall be summoned to the scene. With the supervisor's approval, a citation may be issued.

G. Once identified, consular and diplomatic officers will not be unnecessarily detained, and they will, at all times, be afforded the respect and courtesy that their position demands. To facilitate identification, the Sheriff's Office will, upon request, prepare and issue identification cards to consular and diplomatic officers.

H. If detained, the diplomatic agent, consular officer, or honorary consular officer should not normally be handcuffed. However, in circumstances where the safety of the public or the deputy is in danger, or it is apparent that a serious crime may be committed, deputies shall take necessary action.

IV. Diplomatic and Consular Contacts

A. When deputies detain an individual suspected of committing a crime who claims to be a diplomatic agent, a career consular officer, an honorary consular officer, or a family employee or employee of such agent, and there is question as to the suspect's identity or immunity, the deputy shall:
   1. Immediately obtain the assistance of a supervisor.

2. Immediately contact the Communications Section Watch supervisor, who shall immediately contact the Assistant Chief Deputy, Operations and Support Services Bureau, or the Chief Deputy, Office of General Services.
3. Immediately notify the Sheriff's Office Legal Advisor.

B. If detained, the diplomatic agent, consular officer, or honorary consular officer should not normally be handcuffed. However, in circumstances where the safety of the public or the Deputy is in danger, or it is apparent that a serious crime may be committed, deputies should take necessary action. 321.03 NOTIFICATION.

C. In all cases where a diplomatic agent, consular officer, or honorary consular officer, or employee of the diplomatic agent's staff is detained for a felony crime or for driving under the influence of drugs or alcohol, notification shall be made to the Communication Section Watch supervisor, who shall notify the Executive Staff and Public Information Officer.

D. When notified that a foreign national has been detained by an employee of this Sheriff's Department and claims to have diplomatic or consular immunity, the Assistant Chief Deputy, Operations and Support Services Bureau or the Chief Deputy, Office of General Services shall:
1. Contact the Protocol Office, United States Department of State, for verification at 1-866-217-2089.
2. Advise the requesting department personnel of the status of the foreign national and the procedures to be followed during the contact.

E. When the Assistant Chief Deputy, Operations and Support Services Bureau and the Chief Deputy, Office of General Services are unavailable, the Assistant Chief Deputy, Detention Technical Services Bureau, or the Chief Deputy, Office of Detention Services shall be responsible for making the appropriate inquiries and advising the notifying deputy.

V. Diplomatic Agent Immunity

A. A diplomatic agent is any person entrusted by a foreign government and approved by the United States government to exercise diplomatic functions in this country. This includes the ambassador, minister, and the minister counselor, counselor, first secretary, second secretary, attaché or other diplomatic officer. Diplomatic agents enjoy the highest degree of privileges and immunities.

B. Deputies shall not enter a diplomatic agent's official office or the official office space within the diplomatic agent's residence, even in hot pursuit, without the express consent of the head of the diplomatic post or his designee. Consent may be assumed in the case of fire or other disaster requiring prompt action.

C. Deputies shall take all appropriate steps to protect the diplomatic agent's premises against any disturbance of the peace of the diplomatic post or impairment of its dignity. No arrest or other probable cause is necessary to remove unwanted persons from the premises upon request of the diplomatic agent.

D. Diplomatic agent archives, files, and documents including official mail, are immune from local jurisdiction at all times wherever they may be. The diplomatic mailbag shall not be opened or detained. The diplomatic courier is immune from any form of arrest or detention during the performance of his duty.

E. Diplomatic agents, their families, and employees of their administrative and technical staff are protected by unlimited immunity from arrest, detention, or prosecution with respect to any civil or criminal offense. This is known as personal inviolability.

F. Diplomatic agents, their family employees, and employees of their administrative or technical staff stopped while driving under the influence, should not be permitted to continue driving. Deputies shall immediately obtain the assistance of a supervisor who shall assess the situation and determine the appropriate action to be taken.

G. Field sobriety tests should be offered but cannot be compelled. When practicable, the supervisor shall assist the individual in securing an alternative means of transportation (request a taxi-cab, contact a responsible party, etc.) or when reasonable, transport the individual to a location of the individual's choice. All facts of the incident, including all objective signs of intoxication, should be documented in the appropriate department report (Offense/Incident, Accident Report, etc.). If no other department report is completed, the facts should be documented in an Offense/Incident Information Report, with copies forwarded to the Criminal Investigations Section, Traffic Section, and the Executive Staff, including the Public Information Officer.

H. Note: Service staffs of diplomatic agents are immune from prosecution for acts committed while performing diplomatic functions. However, they are subject to criminal prosecution under other circumstances.

I. Deputies shall not normally issue citations to diplomatic agents, their family employees, or employees of their administrative or technical staff. Deputies shall not impound the vehicles of these officials.

J. In those instances when the driving of the official is a danger to others, a supervisor shall be summoned to the scene. With the supervisor's approval, a citation may be issued. If the individual refuses to sign the citation, he/she shall be permitted to leave the location.

K. All copies of the unsigned citation, accompanied by an Offense/Incident Information Only report, explaining the circumstances of the contact, shall be forwarded to the Assistant Chief Deputy, Operations and Support Services Bureau the next business day following the incident.

L. If the individual signs the citation, a photocopy of the citation, accompanied by an Offense/Incident Information Only report, explaining the circumstances of the contact, shall be forwarded to the Assistant Chief Deputy, Operations and Support Services Bureau the next business day following the incident.

M. Exception: The vehicle of the diplomatic agent, their family, or employee of their administrative or technical staff may be impounded when it constitutes a traffic hazard or when parked in a tow-away zone. The vehicle shall be cited when it is impounded.

VI. Career Consular Immunity

A. A career consular officer is any person entrusted by a foreign government and authorized by The United States Government to perform formal consular functions in this country. This includes the consul-general, consuls, and vice-consuls.

B. A career consular officer is a citizen of a foreign country empowered by its government to act in its behalf on trade matters and other limited governmental functions. Each career consular officer possesses State Department credentials (bearing the State Department Seal, the name of the Officer, his title, and the signatures of State Department officials) and other official identification.

C. Deputies shall not enter a career consular's official office or the official office space within the consular officer's residence, even in hot pursuit, without the express consent of the head of the consular post or his designee. Consent may be assumed in the case of fire or other disaster requiring prompt action.

D. Deputies shall take all appropriate steps to protect the consular officer's premise against any disturbance of the peace of the diplomatic post or impairment of its dignity. No arrest or other probable cause is necessary to remove unwanted persons from the premises upon request of the consular officer.

E. Career consular officer archives, files, and documents including official mail, are immune from local jurisdiction at all times wherever they may be. The consular mailbag shall not be opened or detained. The consular courier is immune from any form of arrest or detention during the performance of his duty.

F. Note: The United States may have reached bilateral agreement with certain foreign governments, whereby their consular personnel in the United States (and their families) have privileges and immunities approximating those afforded diplomatic officers. Deputies should be guided by the Sheriff's Office's Legal Advisor in these instances.
G. Career Consular Officers have only official acts or functional immunity in respect to both criminal and civil matters. Career consular officers may only be arrested for a felony pursuant to a warrant and may be detained at any time if the offense involved is an immediate threat to public safety.
H. A career Consular Officer is not liable to detention or arrest for a misdemeanor. The consular officer shall be informed of the violation and be permitted to continue on his way. This is known as consular inviolability.
I. A career consular's family and staff have no consular inviolability whatsoever. If the career consular officer commits or is in the process of committing a felony, which is an immediate danger to the public safety, the consular officer shall be taken into custody and held until booking advice is received from the Sheriff's Office Legal Advisor.
J. Career consular officers stopped while driving under the influence of drugs or alcohol or combination of drugs and alcohol should not be permitted to continue driving. Deputies shall immediately obtain the assistance of a supervisor who shall assess the situation and determine the appropriate action to be taken. Field sobriety tests should be offered but they cannot be compelled.
K. When practicable, the supervisor shall assist the consular officer in securing an alternative means of transportation (request a taxi-cab, contact a responsible party, etc.) or when reasonable, transport the consular officer to a location of the consular officer's choice. All facts of the incident, including all objective signs of intoxication, should be documented in the appropriate department report (Offense/Incident, Accident Report, etc.). If no other department report is completed, the facts should be documented in an Offense/Incident Information Report, with copies forwarded to the Criminal Investigations Division, Traffic Section, and the Executive Staff, including the Public Information Officer.
L. The traffic enforcement section regarding diplomatic agents (III.G.) shall apply to career consular officers as well.

VII. Honorary Consular Officer Immunity

A. An honorary consular officer is a United States citizen or a citizen of a foreign country who is a permanent resident of the United States appointed to perform the functions of a career consular officer. They do not possess a State Department identification card, but may have other official identification. 3.14
B. Honorary consular officers may be detained and arrested for felony or misdemeanor offenses. They may not be prosecuted for acts committed only when performing consular functions. After an honorary consular officer or employee has been arrested, he/she may raise the defense of immunity at the trial. The determination regarding immunity will be made by the judge. Employees of an honorary consular officer's family and staff have no consular inviolability whatsoever.
C. The traffic enforcement section regarding diplomatic agents shall apply to honorary consular officers as well.
D. Official office, archives, files, and documents including official mail, are immune from local jurisdiction at all times wherever they may be. The consular mailbag shall not be opened or detained. The consular courier is immune from any form of arrest or detention during the performance of his duty.

Chapter 12.6 Conducted Electrical Weapon that includes Taser Brand, RACC Belt, Brand it

I. Purpose

The purpose of this policy shall be to establish the procedure for the issue, maintenance and use of all conducted electrical weapon within the Dallas County Sheriff's Office.

II. Policy

It shall be the policy of the Dallas County Sheriff's Office that employees use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the employee and others. Use of force shall be authorized based upon Chapter 9 of the State of Texas Penal Code (Justification Excluding Criminal Responsibility), unless such conduct is expressly prohibited by the policies listed within the Dallas County Sheriff's Office General Orders Manual and Code of Conduct.

III. Definition

Conducted Electrical Weapon: A conducted electrical weapon (CEW) (i.e. TASER, RACC belt, Band-it, G.L.O.V.E.) is a less lethal device designed to control aggressive or combative people or animals thereby reducing the likelihood of injury. The CEW causes neuromuscular incapacitation (NMI) by disrupting the body's ability to communicate messages from the brain to the muscles thereby causing NMI.

IV. Conducted Electrical Weapon and Deployment

A. Authorized Personnel:
   1. Only department personnel who have successfully completed a Sheriff's Office/TCOLE approved training course in the proper use and deployment of any conducted electrical weapon shall be authorized to use or carry a CEW.
   2. CEW Certified Personnel must be trained on the specific model they carry and deploy.

B. The department shall designate a CEW program coordinator, who shall be responsible for:
   1. Training and recertification of CEW instructors and users
   2. Maintaining records of all CEW equipment, cartridges and accessories
   3. Maintaining the training records of all CEW users and instructors and report training as required to the academy
   4. Compiling and maintaining the reports and records of all CEW deployments and incidents
   5. All downloading and storage of recorded data and video from individual CEW deployments, including private purchase CEW equipment
   6. The purchase, repair and replacement of all departments issued CEW equipment, cartridges and accessories
   7. Authorized TASER: brand CEW Equipment, cartridges and accessories taser models: TASER 7, X26, and X2 are authorized less lethal electronic control devices
   8. Authorized Taser CEW cartridges for on-duty use:
      a. TASER 7 3.5 degree standoff cartridge (gray body)
      b. TASER 7 12 degree CQ cartridge (black body)
      c. X26 25 foot XP probe cartridge (green blast doors)
      d. Choice of cartridge in a TASER 7 shall be at the discretion of the operator.

C. Private Purchase of TASER brand:
   1. Deputies who wish to privately purchase their own Taser CEW, may purchase a Taser model M26, X26, X2 or X3 but shall not carry or deploy the CEW until it has been inspected by a certified Department Taser instructor and they have successfully completed the Department Taser basic user course for their specific model of CEW.

D. Training:
   1. Only TCOLE instructors who have been certified as CEW instructors are authorized to instruct on the CEW.
   2. CEW instructors are required to be recertified every 2 years.
   3. CEW users are required to successfully pass the department recertification course every calendar year. Failure to recertify annually qualifications shall require the CEW user to immediately return their assigned TASER to the Department TASER coordinator and another TASER shall not be reassigned until the user has completed a recertification course.
   4. No employee shall carry or deploy a TASER (department issued or private purchase) unless they have been certified on that particular model.
   5. Exposure to a CEW application during training is voluntary and all voluntary exposures to a CEW must be by a certified CEW instructor only.
   6. CEW Care and Maintenance:
      a. Avoid exposing the CEW to excessive moisture. If the CEW model becomes completely submerged and it is not useable, it must be returned to the manufacturer. If the CEW becomes excessively wet, it must be sent to a CEW instructor to be dried and inspected.
      b. Avoid dropping the CEW. The CEW is a sensitive electronic device. Lost or damaged CEW equipment will be reported in the same manner as any other lost or damaged county equipment.
      c. The TASER model CEW must be stored with digital power magazine (DPM) in. Only a TASER instructor will remove the DPM. The DPM will be replaced once it goes below 20%.
      d. Battery maintenance-
         i X26P - The TASER model CEW X26P must be stored with the power performance magazine (PPM) installed. The PPM will be replaced when indicated in the CID display.
         ii TASER 7 – The battery pack will be changed monthly and after any deployment or training.

E. Deployment of the Conducted Electrical Weapon:
   1. The CEW shall only be used in accordance with department policy and training
   2. Deputies must reasonably:
      a Perceive a subject to be actively resisting or an immediate threat of harm or injury, or fleeing or a flight risk from a serious offense
      b Be aware of foreseeable risks of secondary injury, especially falls from heights or on hard surfaces
   3. The CEW is an effective defensive weapon that may be used to control dangerous/violent people or animals
   4. In all cases, the use of the CEW must be reasonably necessary
   5. The use of a CEW is an application of force
   6. Each application of force must be justified and documented
   7. A CEW application shall not exceed 5 seconds
   8. Control and restraint, including cuffing under power should begin as soon as it is reasonably safe and practical. Deputies may apply an additional 5 second cycle only if the

subject continues to be an immediate threat to them or others and a lesser force option would be ineffective or unsafe

F. Deputies are responsible for the inspection of the CEW at the beginning of their shift. Deputies shall:
   1. Check the CEW and cartridges for any damage. Any CEW cartridge with loose or missing blast doors will be returned for replacement.
   2. Check the CID display to ensure there is at least 20% battery life in the Power Performance Magazine (PPM) or rechargeable battery. Check the CID display for a critical fault indicator. Any TASER with a critical fault indicator will be taken out of service until inspected by the TASER Program Coordinator or a certified instructor.
   3. Deputies are required to wear the CEW in a department issued or approved holster on the opposite side of the body from their duty firearm or on the front of their duty belt in a cross draw fashion.
   4. Deputies should make a reasonable effort to target lower center mass on the front of the body splitting the belt line and avoid intentionally targeting the head, neck, groin and chest. The back of the body is the preferred target zone when practical but the dynamics of each situation and Officer safety may not allow a precise target area.

G. Deployment Consideration:
   1. Special consideration must be given when deploying a CEW on certain people who may be more susceptible to serious injury. The CEW should not be applied to the following persons unless they are an immediate threat to themselves or others:
      a. Females known or suspected of being pregnant
      b. A person holding or carrying an infant
      c. Children known or appearing to be younger than 12 years of age
      d. Obviously frail or persons who are known or suspected of being older than seventy 70 years of age
      e. Persons known or suspected of wearing a pacemaker

H. A CEW shall not be used:
   1. On a person where a fall may cause serious bodily injury or death unless the person is an immediate threat to themselves or others.
   2. In the presence of flammable liquids, vapors or sensitive explosives.

I. Conducted Electrical Weapon in Secured Detention Facilities:
   1. A CEW will not be transported into a secured detention facility. It will be secured in the same manner as a firearm. In the event of an emergency, the commander of a detention facility may authorize the introduction of a CEW within his/her facility.

V. Post Application Procedures

A. Personnel using a CEW should be aware that each human is different, and that individual effectiveness varies. Some individuals learn methods to defeat a CEW and the deputy should continually stay alert to the possibility that other means may be necessary to subdue a subject.

B. Personnel who deploy a TASER 7 shall change the battery as soon as practicable to upload the firing data.

C. Notification:
   1. The deputy will notify the Communication Section that he/she has deployed a CEW and request an ambulance if the subject is injured or claims injury.
   2. The Communications Sections will notify the appropriate on-duty sworn supervisor who will respond to the scene of all deployments applied to a person and investigate the CEW usage to ensure adherence to policy.

D. Probe Removal:
   1. The probes should be removed by a CEW certified deputy as soon as it is tactically possible.
   2. Any probes in a sensitive area of the body, such as the head, groin or chest will be removed by medical personnel.
   3. Used probes are a bio-hazard and shall be handled carefully.

E. After the subject has been taken into custody, the following procedures will be followed:
   1. An Intake Division supervisor and the jail medical staff will be notified that a CEW application was applied to the prisoner.
   2. The prisoner shall be taken to the medical personnel at the Intake Division for examination.
   3. Medical personnel will be advised of the prisoner's action at the time of deployment and his subsequent actions prior to arrival at the jail.

VI. Conducted Electrical Weapon Assignment

A. CEW equipment is assigned based on priority. Assignment of CEW equipment to a section should be based on several factors giving higher priority as follows:
   1. The assignment of CEW equipment to a section where the deputies assigned to that section routinely have a high potential of encountering people who are not in custody that are:
      a. Mentally ill or in distress
      b. Involved in a family violence incident
      c. Combative
   2. Assignment of CEW equipment to a deputy should be based on a higher priority to a deputy who is assigned as a single person unit and consideration should be based on the length of time they could reasonably expect to have a backup unit respond to them.
   3. Shift and assigned days off should be used as a determining factor when evaluating issuance of a CEW within a section to ensure the most appropriate coverage of deputies equipped with a CEW.
   4. When a Deputy who has been assigned a CEW changes assignment, they will notify the TASER Program coordinator.

VII. Reporting the Deployment of the Conducted Electrical Weapon

A. When a deputy deploys a CEW on a person, the following procedure for filing a report shall be utilized:
   1. All deployments where a CEW has been applied to a person shall be reported.
   2. The deputy will complete a Use of Force report on the department RMS system and submit it for approval. The deputy must document each application of the CEW on a person and the justification for each application. The reviewing supervisor shall forward a copy of the RMS report to the reporting deputy's chain of command.
   3. In the case of the Axon brand, the deputy who applied the TASER CEW to a person shall complete a TASER report and send it directly to the TASER coordinator for statistical purposes.
   4. The deputy will notify his/her immediate supervisor. In the event the deputy is off duty, he/she will immediately notify the Communications Section, who will dispatch an on duty field supervisor to the scene.

B. Accidental deployments that do not involve injury to a person or damage to property shall be reported to the division commander of the deputy deploying the TASER with a copy being forwarded to the TASER program coordinator for replacement of the cartridge.

VIII. Field Medical Treatment

A. The deputy who applies a CEW on a person shall request immediate medical treatment by certified EMT/Paramedic from any local Fire Department or contract medical provider (ambulance services) for suspects who exhibit signs or complain of:
   1. Head trauma
   2. Distress
   3. Serious burns
   4. Loss of consciousness
   5. Seizures
   6. Other medical conditions the deputy deems a serious injury or life threatening

IX. Review Process

A. The deputy's chain of command up to the Chief Deputy shall review the use of each deployment to ensure that all the guidelines set forth by this policy are met.
B. Information obtained from the CEW shall be tabulated for the effectiveness of the CEW and be prepared for presentation.

X. RACC Belt and Band-It restraint system

A. The RACC Belt and the Band-It restraint system are a less lethal restraint that can wrap around the waist or ankle of an inmate. Selected personnel will be trained in the use of the RACC Belt and Band-It restraint system. This restraint system will be used in Court Services.
B. The restraint system will be used on inmates for the following reasons:
   1. Inmates who are classified as high profile escape risks during court proceedings
   2. Inmates who are classified as high profile escape risks during transportation from one facility to another
   3. Personnel will follow their Standard Operating Procedure on the authorization and use of the RAAC Belt or Band-It system.

XI. The Generated Low Output Voltage Emitter (G.L.O.V.E.)

The Generated Low Output Voltage Emitter (G.L.O.V.E.) is a conducted electrical weapon (stun tool) used within the Force Continuum to use to control aggressive or combative inmates by reducing the likelihood of injury. It is considered to be "less lethal force" under the force continuum stated in Chapter 7.1 IV(A) of the Sheriff's General Orders.

A. Authorized Personnel

1. Only the Special Response Team who have successfully completed a training course in the proper use and deployment of the Generated Low Output Voltage Emitter shall be authorized to use or carry the G.L.O.V.E.
2. The Special Response Team Supervisor shall be responsible for:

   a. Training and recertification of G.L.O.V.E instructors and users.
   b. Maintaining records of all G.L.O.V.E equipment.
   c. Maintaining the training records of all G.L.O.V.E users and instructors and report training as required to the academy.
   d. Compiling and maintaining the reports and records of all G.L.O.V.E. deployments and incidents.

e. All downloading and storage of recorded data and video from individual G.L.O.V.E. deployments.
f. The purchase, repair and replacement of all departments issued G.L.O.V.E. equipment.
g. Ensuring compliance of any regulations or state requirements.

B. Training

1. Only TCOLE certified instructors who have been certified as G.L.O.V.E. instructors are authorized to instruct on use of the G.L.O.V.E.
2. G.L.O.V.E. instructors are required to be recertified every 2 years.
3. No employee shall carry or deploy a G.L.O.V.E. unless they are certified.
4. Exposure to a G.L.O.V.E. application during training is voluntary and all voluntary exposures to a G.L.O.V.E. must be conducted by a certified G.L.O.V.E. instructor only.
5. All Special Response Team members trained to carry and use a G.L.O.V.E shall take refresher training every two years.

C. G.L.O.V.E. Care and Maintenance:

1. Avoid exposing the G.L.O.V.E. to excessive moisture. If the G.L.O.V.E. model becomes completely submerged and it is not useable, it must be returned to the manufacturer. If the G.L.O.V.E. becomes excessively wet, it must be sent to a G.L.O.V.E. instructor to be dried and inspected.
2. Avoid dropping the G.L.O.V.E. because it is a sensitive electronic device. Lost or damaged G.L.O.V.E equipment will be reported in the same manner as any other lost or damaged county equipment.

D. Deployment of the G.L.O.V.E.

1. The G.L.O.V.E shall only be used in accordance with department policy and training, using the continuum of force.

2. The Special Response Team Member must reasonably:

   a. Perceive a subject to be actively resisting or an immediate threat of harm or injury.
   b. Be aware of foreseeable risks of secondary injury, especially falls from heights or on hard surfaces.

3. The G.L.O.V.E is an effective defensive weapon that may be used to control dangerous, violent or threatening inmates.

4. In all cases, the use of the G.L.O.V.E. must be reasonably necessary in accordance with the Sheriff's Office Use of Force policy (General Orders 7.1)

5. Each application of the G.L.O.V.E. must be justified and documented.

6. The G.L.O.V.E. shall not be applied for more than 15 seconds. Only one G.L.O.V.E. may be used at one time.

7. Control and restraint, including cuffing under power should begin as soon as it is reasonably safe and practical. The Special Response Team Member may apply the G.L.O.V.E. once more for an additional 15 seconds only if the subject continues to be an immediate threat to themselves or others and a lesser force option would be ineffective and/or unsafe. The Special Response Team member shall not apply a G.L.O.V.E. more than twice during an incident.

E. Inspection of the G.L.O.V.E.

1. The Special Response Team members are responsible for the inspection of the G.L.O.V.E. at the beginning of their shift and at the end of their shift. Special Response Team members shall:

   a. Check the G.L.O.V.E for any damage. Any damage to the G.L.O.V.E will be returned for replacement and:

      i. Reported to the SRT Commander
      ii. A memorandum will be generated

   b. Any G.L.O.V.E with a critical fault indicator will be taken out of service until inspected by the G.L.O.V.E Commander or a certified instructor.

F. Deployment Considerations

1. Special consideration must be given before deploying a G.L.O.V.E. Certain people who may be more susceptible to serious injury when contact with the G.L.O.V.E. is made with their body.

2. The G.L.O.V.E. should not be applied to the following persons unless they are an immediate threat to themselves or others:

   a. Females known or suspected of being pregnant.
   b. Person who are elderly.
   c. Persons known or suspected of wearing a pacemaker.
   d. Person who are severely handicapped or obvious health conditions.
   e. A person who may sustain serious injuries from a fall.
   f. The Special Response Team member should not apply the G.L.O.V.E. to the head, face, neck, chest, or groin. The G.L.O.V.E. should be applied to the skin because it is not effective through sleeves hair and heavy clothing.

3. Avoid use of the G.L.O.V.E where a fall may cause serious bodily injury or death unless the person is an immediate threat to themselves or others.

4. The G.L.O.V.E shall not be used around flammable materials or immersed in water.

5. The Special Response Team member who has the G.L.O.V.E. and is readying it for deployment shall inform other officers by telling them, "G.LO.V.E. On." The G.L.O.V.E. may accidentally discharge during deployment. Also, all of the Special

Response Team members involved in the situation shall make sure that their body worn cameras are turned on and are recording the situation.

G. Post Application Procedures

1. Personnel using G.L.O.V.E. should be aware that each human is different, and individual effectiveness varies. Some individuals learn methods to defeat the G.L.O.V.E and the Special Response Team Members should continually stay alert to the possibility that other means may be necessary to subdue a subject.

2. Notifications:

   a. The Special Response Team Member will notify the SRT Commander that he/she has deployed a G.L.O.V.E. and immediately escort the inmate to the nearest nurse's station.

3. After the subject has been taken into custody, the following procedures will be followed:

   a. An incident report will be prepared by the Special Response Team Member immediately after deployment, or by the end of his/her shift, at the latest. The Special Response Team Member must document each application of the G.L.O.V.E.on a person and the justification for each application. The reviewing supervisor shall forward a copy of the incident report to the chain of command.

   b. The Special Response Team Member who applied the G.L.O.V.E to a person shall complete the G.L.O.V.E report and send it directly to the G.L.O.V.E Commander for statistical purposes.

H. Assignment

1. The G.L.O.V.E. equipment is assigned based on priority. Assignment of the G.L.O.V.E will be the responsibility of the SRT Commander.

2. Shift and assigned days off should be used as a determining factor when evaluating issuance of the G.L.O.V.E within a section to ensure the most appropriate coverage of Special Response Team Members equipped with the G.L.O.V.E.

I. Review Process

1. The Special Response Team Member's chain of command up to the Assistant Chief Deputy shall review the use of each deployment to ensure that all the guidelines set forth by this policy are met.

2. Information obtained from the G.L.O.V.E. shall be tabulated for the effectiveness of the G.L.O.V.E and be prepared for presentation.

Chapter 12.7 Firearms

I. Purpose

The purpose of this policy is to provide law enforcement officers of this agency with the proper training in firearms and related equipment authorized for use by the department.

II. Policy

All elected and appointed officers who have been licensed as a Texas Peace Officer and employed by the department shall be authorized to carry and utilize the listed firearms and related equipment as outlined in this policy.

III. Definition

A. Peace Officer: Texas Code of Criminal Procedure, Chapter 2, Article 2.12. (1) Sheriff's, their deputies, and those reserve deputies who hold a permanent Peace Officer license issued under Chapter 1701, Occupations Code.
B. Firearms Proficiency Officer: The Officer required by TCOLE to maintain documentation of required annual qualifications. The Department's Firearms Proficiency Officer is the range master.

IV. Safety Measures at the Kenneth J. "Mitch" Mitchum Firearms Training Center

A. The primary mission of the Kenneth J. "Mitch" Mitchum Firearms Training Center is the training and qualifying of deputies of the Dallas County Sheriff's Office in the safe and effective use of authorized firearms.
B. No person, including Deputies of the Dallas Sheriff's Office, will use the firearms training center, except in the presence of, or with the permission of the training division commander or his/her designee.
C. Other governmental law enforcement agencies may use the training center. However, such scheduling will be secondary to the firearms training program of the Dallas County Sheriff's Office.
D. All weapons fired or equipment used at the firearms training center must be approved by the Dallas Sheriff's Office range master.
E. All safety measures and instructions of the Dallas County Sheriff's Office or the Dallas Sheriff's Range Master concerning use of the training center will be strictly adhered to.
F. Clearing barrels are provided for the safe loading and unloading of pistols.
G. Clearing barrels are located in the cleaning room and the front of the classroom. Anyone not using the clearing barrels to load, unload, or while pressing the trigger to disassemble their pistol will be subject to disciplinary action.
H. The only exception to this mandate is range staff, armorers, or students in armorer's courses conducting inspections, repairs, or function checks to firearms that have already been cleared.

V. Qualification

A. The Range Master of the Dallas County Sheriff's Office will establish firearms proficiency schedule no less than once each year for firearms approved by the department.
B. The departmental memorandum issued by the range master will serve as a Sheriff's official directive which all Department members will comply with.

C. Qualification requirements will be established by the range master and approved by the training division commander. These requirements will be continually updated to reflect the needs of the department.
D. In courses of fire requiring a head shot, a round shall not be counted as a hit for scoring purposes on the QIT-99 target unless it is above or cuts a "Sharpie"-width line extending between the lowest straight portions of the solid lines designating the head area.
E. Supervisors will submit a list of deputies who are out on leave and cannot attend the current qualifications period (IOD-LWOP-FMLA-Military) to the range master. Supervisors will ensure the affected personnel contact the range master upon returning to their assigned duty to schedule a qualification time.
F. Failure to attend:
    1. Should any deputy fail to attend the required sidearm qualification, the deputy's division commander and the training division commander will be notified by telephone and a memorandum will be faxed to immediately disarm the deputy.
    2. The deputy will remain unarmed until the appropriate administrative or disciplinary action can be taken.
    3. All Departmental weapons will be relinquished to the Range Master.
G. The Executive Chief Deputy or designee may direct a qualification schedule requiring each division to qualify its own personnel using firearms instructors from the division, if possible. In this case:
    1. The range master will set a schedule based on range availability.
    2. Each division commander will designate one of his/her supervisors or firearms instructors for responsibility to coordinate, schedule, and track qualifications within the division.
    3. At the end of the designated qualification periods, this coordinator will notify the range master in writing of any division personnel that failed to attend and the reason.
    4. The division will qualify its personnel on handgun, shotgun, and, if needed, patrol or precision rifle.

VI. Failure to Qualify with Sidearm

A. For deputies who fail to meet the minimum standards during the sidearm qualification period, the following steps will be taken:
    1. First failure to qualify: Deputies will be scheduled to qualify on the next relay or next qualification day or make up day.
    2. Second failure to qualify: The range master, if present and available, may personally observe the shooter fire a third qualification course to see if the shooter's technique can be corrected and remediated on the spot. Otherwise, the range master or designee will notify the employee's supervisor by memorandum of the failure. The supervisor receiving the second failure memorandum will advise the deputy that he/she is to immediately disarm. All departmental issued weapons will immediately be turned into the range master. The deputy will remain disarmed until which time he/she can be scheduled for remedial training.
    3. Remedial training: remedial training will be scheduled by the range master and academy staff. For the purposes of section E. immediate, successful, remedial correction by the range master after a second failure to qualify is considered remedial training.
    4. Failure to qualify after Remedial Training: the following will take place for any deputy who fails to qualify with a sidearm after attending the approved remedial training. His/her division commander will be notified by telephone and faxed a memorandum from the range master. The deputies' departmental issued weapon will be immediately relinquished to the range master. The bureau commander will take the appropriate administrative or disciplinary action.

5. Successful Remedial Training: Deputies who successfully complete the remedial training will qualify once a month or as determined by the range master and training division until the next regular departmental qualification. Deputies who subsequently fail the next regular scheduled sidearm qualification period, the range master or his/her designee will notify by telephone and fax a memorandum to immediately disarm, to the deputy's supervisors.
6. Supervisors receiving the memorandum will advise the deputy that he/she is to immediately disarm and notify the bureau commander for the appropriate administrative or disciplinary action to be taken. All departmental issued weapons will immediately be relinquished to the range master.
7. In the event an employee fails to qualify on the first shoot, any subsequent passing qualification score will be entered as '70' for annual qualification record keeping.

VII. Shotgun Qualifications

A. The range master will schedule a shotgun proficiency qualification course. Qualification requirements will be established by the range master and approved by the training section commander. These requirements will be continually updated to reflect the needs of the department.
B. For deputies who fail to meet the minimum standards during shotgun qualification period, the following steps will be taken:
   1. First failure to qualify: Deputies will be scheduled to qualify on the next relay or next qualification day or make up day.
   2. Second failure to qualify: The deputy's division commander and training division commander will be notified by telephone and faxed a memorandum from the range master or his/her designee. The supervisor receiving the second failure memorandum will contact the division commander for duty assignment until which time he/she can be scheduled for remedial training.
   3. Remedial Training: remedial training will be scheduled by the range master and academy staff.
   4. The division commander of the deputy who fails to qualify with a shotgun after attending the approved remedial training, will be notified by fax or email from the range master. The memorandum will be forwarded to the individual deputy bureau commander for the appropriate administrative or disciplinary action to be taken.

VIII. Rifle Qualifications

A. The range master will schedule a rifle proficiency qualification course. Qualification requirements will be established by the Range Master and approved by the training section commander. These requirements will be continually updated to reflect the needs of the department.
B. Deputies must pass a department approved qualification course with a minimum score of 90%. For deputies who fail to meet the minimum standards during rifle qualification period, the following steps will be taken:
   1. First failure to qualify: Deputies will be scheduled to qualify on the next relay or next qualification day.
   2. Second Failure to qualify: Deputies who fail a second time, will not be allowed to carry the rifle until the next qualification period. The deputy's division will be notified by telephone and faxed a memorandum from the range master or his/her designee. The supervisor receiving the second failure memorandum will immediately instruct the

deputy and notify the deputies' division commander that the deputy is prohibited from carrying a rifle while on duty.

3. Third Failure to qualify: Deputies who fail on their third attempt at any time during his/her career, said deputy will be permanently restricted from carrying, utilizing, or possessing any rifle while in the performance of an official duty. The deputy's division supervisor will be notified by telephone and faxed a memorandum from the range master or his/her designee. A memorandum to immediately disarm will be forwarded to the individual deputy's bureau commander advising the deputy failed the third qualification and placing the memorandum in the deputy's permanent file.

IX. Firearms and Ammunition

A. Side arms carried on duty by sworn personnel will be of a double action revolver, double action semi-automatic pistol design, 1911 style single action pistol, or striker-fired pistols (Glock, etc.).
B. The following manufacturers of sidearm are approved for on-duty primary use:
    1. Beretta
    2. Colt
    3. Glock
    4. Heckler and Koch
    5. Kimber
    6. Para-Ordinance
    7. Ruger
    8. Sig Sauer
    9. Smith and Wesson
    10. Springfield Armory
    11. Fabrique Nationale
C. The following ammunition is approved for on-duty use in the deputy's primary weapon with the exception that no cartridge containing an explosive bullet will be carried:
    1. 9mm
    2. 38 Super
    3. 38 Special
    4. 357 Magnum
    5. 357 Sig
    6. 10mm
    7. 40 S and W
    8. 41 Magnum
    9. 45 Colt Revolver
    10. 45 ACP
    11. 44 Special
    12. 44 Magnum
D. Barrel lengths of primary side arms carried on duty will be:
    1. Uniformed deputy 3 to 6 inches
    2. Plainclothes deputy 3 to 6 inches
E. Trigger pulls must require at least 3 ½ pounds of force to fire in single action. Double-action handguns or striker-fired pistols must have a trigger pull of at least 5 pounds.
F. Only weapons which have passed a serviceability and safety inspection by the range master may be fired on the range or carried on duty:
    1. If the range master determines that a make or model of weapon is inherently unsafe, he/she will deny a deputy permission to carry the weapon.
    2. The range master will be the final authority in this decision.

G. Any weapon that has previously been inspected and approved by the range master or his designee and which subsequently has had any repair or modification work done to the basic functional operational mechanism of the weapon must be re-inspected before it is carried.
H. The Dallas Sheriff's Office Firearms Inspection Record form will be completed by the deputy seeking approval of his/her firearm(s) except for the acceptable or unacceptable check off, the range master's signature, and the date of the inspection. These three sections will be completed by the range master or his/her designee.
I. Any addition, alteration, or modification of a weapon that is determined by the range master to be unsafe will not be permitted. Deputies may purchase night sights for their issued weapon. The range master or his designee will affix the sight to the weapon. Once the sights have been affixed on the weapon, they become the property of the Dallas County Sheriff's Office.
J. Sworn employees wishing to carry a semi-automatic pistol as a primary weapon on duty will attend a training school on that weapon as established by the range master prior to carrying the weapon. After a deputy successfully completes the training requirements, the range master will record the make, caliber, and serial number of the weapon and send a copy of that information to the deputy's division for inclusion in his/her unit personnel file.
K. Deputies assigned to work undercover assignments may carry a sidearm other than the approved side arms listed in this chapter if:
    1. It is not practical to carry an approved sidearm
    2. He/she has the permission of his/her bureau commander and
    3. The weapon has been inspected for serviceability and safety by the range master
L. Sworn employees wishing to carry an off duty weapon other than that with which they have qualified for on-duty use must first register the weapon with the range master.
M. Each deputy is responsible for being thoroughly familiar with the proficient use and safe handling of any off duty weapon.
N. The range master will record the make, caliber, and serial number of off duty weapons and send a copy of that information to the deputy's division for inclusion in his/her unit personnel file.
O. While qualification is not required for an off-duty weapon, it is strongly encouraged.
P. Effective January 1, 2018, off-duty weapons must be a caliber approved for on-duty use. Personnel with prior approval for a .380 caliber off-duty weapon may carry it off-duty, but no new approvals will be granted. The minimum caliber of a backup/self-defense gun is .380.
Q. Sworn employees wishing to carry self-defense or backup weapons on duty must first register the weapon with the range master:
    1. Such weapon must be safe to carry and operate:
        a. If the Range Master determines that a make or model of weapon is inherently unsafe, he/she will deny permission to carry the weapon.
        b. The range master will be the final authority on this decision.
    2. Each deputy is responsible for the safe carrying and handling of the weapon.
    3. The range master will record the make, caliber, and serial number of the weapon and send a copy of that information to the deputy's division for inclusion in his/her unit personnel file.
R. Law enforcement deadly force statistics have consistently shown that shootings by and of peace officers are close quarter, come as a surprise to the officer, and are over in about two seconds.
S. Deputies must be able use deadly force within these parameters to protect themselves, other peace officers, and the public. On-duty deputies carrying semiautomatic pistols must carry their pistol loaded with a round in the chamber ready to fire. Intentional failure to do so constitutes dereliction of duty.

T. If a deputy has safety concerns about carrying a semi-auto pistol in this manner, they should make an appointment with the range master to discuss alternatives in firearms, equipment, or training that can address those concerns.

X. Departmental Requirements for Carrying the Single Action Semi-Automatic Pistol

A. Deputies and reserve deputies must submit a request to the range master for authorization to carry a single action semi-automatic pistol, i.e. Colt 1911, either on or off duty.
B. Deputies and reserve deputies must attend a familiarization course conducted by academy staff where they must demonstrate an ability to safely operate the weapon and show proficiency. Only those deputies and reserve deputies who meet the following criteria will be scheduled for the training.
C. Must be a full time sworn employee or a reserve deputy that meets at least one of the following requirements:
    1. TCOLE licensed firearms instructor or
    2. Has received or is eligible to receive the Expert Marksmanship Award or
    3. Has demonstrated proficiency with a minimum score of 98 at least three consecutive times during normal department daytime qualifications
    4. At the discretion of the range master
D. Any deputy or reserve deputy wishing to carry a "Series 70" Colt 1911 pistol are required to replace the steel firing pin with a titanium firing pin before attending the familiarization course and/or carrying the "Series 70" Colt 1911 pistol on duty.

XI. Approved Shoulder Weapons

A. The approved type of shoulder weapon to be carried by sworn employees on duty must meet the following criteria:
    1. Shotguns:
        a. Pump action or semi-automatic shotgun
        b. Is a twelve gauge
        c. Lawfully possessed with a barrel no longer than twenty-two inches
        d. Is one of the following brands or models:
            i. Remington 870 or Remington 1187 Police Action
            ii. Beretta 1200 or 1201 Police Model
            iii. (Heckler and Koch) Benelli Models, M-1, M-3, M-4, or Nova Police Models
    2. Rifles:
        a. Semi- automatic
        b. .223 caliber
        c. Is one of the following brands or models:
            i. Colt AR-15
            ii. Smith and Wesson Military and Police
            iii. Sig Sauer
    3. Must be equipped with a tactical type sling
    4. Must be kept in a carrying case, locked inside a designated rifle locking mechanism, or secured inside a trunk if the vehicle is to be left unattended in a public place.
    5. If equipped with an electronic sight, the shooter must be able to utilize mechanical sights without removing the electronic sight.
    6. Lawfully possessed with a barrel no longer than 20 inches
B. Deputies wishing to purchase and carry their own rifle may also supply their own ammunition, both for training/qualifications and on duty. Only the following brands of ammunition are

permitted: Winchester, Remington, or ATK and its subsidiaries. The department purchases only 55 grain ammunition.

C. Soft point ammunition will be the primary duty round, though ball ammunition may be carried if the Deputy has a reasonable expectation of having to engage a threat inside a vehicle.
D. Prior to any deputy carrying a rifle they must:
    1. Complete a TCOLE approved Department training course
    2. Pass a Department approved qualification course

XII. Weapons Prohibited in Restricted Areas

A. Firearms will not be carried into any prisoner processing area, jail facility, or jail elevator.
B. Where provided, law enforcement officers will secure their weapons in lockers or with security personnel.

XIII. Firearms Safety

A. Weapons will not be loaded or unloaded in or around any county building except for maintenance, repairs, cleaning or inspections.
B. Loaded weapons other than a deputy's sidearm will not be carried into any county facility.
C. Non uniform deputies will carry their sidearm in a holster when on duty.
D. Hip holsters used on duty must be worn on the dominant hand side directly in line with the outside seam of the pant leg and secured so that they will not move freely. Deputies who find this placement uncomfortable should contact the range master to discuss any available alternatives.
E. This does not apply to deputies working in an undercover capacity where such placement jeopardizes the deputy's undercover identity.
F. The proper placement of the deputy's/officer's trigger finger is OFF the trigger, outside of the trigger guard, and along the frame of the firearm. A deputy/officer should not place their finger on the trigger until they have identified a threat/target and a decision to fire has been made.
G. Shotguns:
    1. Each patrol/traffic and warrant element will be assigned a shotgun. Five shotgun shells will be loaded into the shotgun, leaving the firing chamber empty, until the shotgun's immediate utilization is necessary.
    2. Shotguns will not be loaded or unloaded inside any building or vehicle.
H. Shotgun Shells:
    1. Shotgun shells will be examined before each tour of duty
    2. Shells in need of replacement will be turned in to the appropriate supervisor for exchange.
    3. The supervisor will forward the returned shells to the Mitchum Firearms Training Center for examination and disposition.

XIV. Firearms: Request for Authorization for Private Purchase

A. Any deputy, reserve deputy, or certified posse member that desires to obtain a written recommendation from the Sheriff for the purpose of purchasing a firearm for official use will:
    1. Complete Sheriff's Office SHER/FIR.ARM/01
    2. Have the completed form notarized
    3. Forward the completed and notarized form through their respective chain of command to the office of the Sheriff.
    4. The Sheriff will accept or reject the request and return the form to the requesting department member's supervisor.

5. The supervisor will make one copy for the deputy, reserve deputy, or certified posse member's Department file and forward the original to the requesting department member.

XV. Reserve Deputies Carrying Off-Duty Weapons

A. Definitions:
   1. Reserve Deputy: Encompasses both reserve deputy sheriffs and posse members certified as peace officers under state law, including, but not limited to, the Texas Code of Criminal Procedure, Chapter 2, Section 2.12; the Texas Local Government Code, Chapter 85, Section 85.004(a) and (b), and the Texas Occupations Code Chapter 1701.
   2. Authority for Reserve Deputies to Carry an Off-Duty Weapon: The authority to possess or carry a firearm by a peace officer in accordance with state law and does not include the authority to possess or carry a firearm pertaining to a Concealed Handgun License, or during, and/or transportation to, a lawful sporting event.
   3. Peace Officer or Permanent Peace Officer: An employee who has completed all phases of training as prescribed by the Texas Administrative Code, Chapter 219, and has passed the TCOLE examination and received a peace officer license.
   4. Service Hour(s): Voluntary time expended either in providing actual service as a reserve deputy in an assigned duty, or time expended in/for official training purposes.

B. Reserve deputies and posse members that are TCOLE Certified Peace Officers are authorized to be in the possession of a firearm as it applies to the authority of a peace officer. It shall be the responsibility of reserve deputies and posse members to familiarize themselves both with this policy and all applicable state law(s) concerning this issue and to ensure compliance on their part.

C. Only a Reserve Deputy Sheriff who holds a Permanent Peace Officer License, and who is in compliance with all other portions of this policy, will be authorized to carry an off-duty weapon when not in the actual discharge of his assigned duties.

D. Reserve deputies and posse members are not required by the Sheriff or State law to carry a weapon when not in the actual discharge of their assigned duties. However, reserve deputies and posse members that meet the requirements as outlined in this policy may carry a weapon while off duty.

XVI. Purchase of Firearm by Honorably Retired Law Enforcement Officer

A. During the recent 82nd session of the Texas Legislature, Section 170.002 of the Texas Local Government Code, Purchase of Firearm by Honorably Retired Law Enforcement Officer was passed authorizing a county to allow an honorably retired law enforcement officer to purchase a firearm that had been previously issued to him/her; the county commissioners' court was authorized to establish the amount to be paid for the firearm. On February 14, 2012, the Dallas County Commissioners Court issued Court Order 2012 0274 establishing the price for firearms purchased by honorably retired law enforcement officers who served Dallas County.

B. Section 170.002 of the Texas Local Government Code (LGC) makes the following requirements for the purchase of a duty weapon by a retired law enforcement officer:
   1. Must have been a deputy commissioned by Dallas County
   2. Must be honorably retired
   3. The firearm must have been previously issued to the deputy by Dallas County
   4. The firearm cannot be a prohibited weapon listed under Section 46.05 of the Texas Penal Code
   5. Only one firearm may be purchased from Dallas County (under section 170.002 of the LGC) by any individual

C. The retired/retiring deputy will submit a Request to Purchase Duty Weapon form to his division commander, through his chain of command, requesting approval to purchase his duty weapon. Upon approval, the retiring deputy will take the form to the Fiscal Section of the Dallas Sheriff's Office
D. And pay the current replacement cost for the firearm (the price established by Dallas County Commissioners).
E. The deputy submitting the request to purchase his duty weapon will present a copy of the receipt of payment and the authorization letter to the Dallas County Sheriff's Office Property and Evidence Section, where he/she will be issued the weapon.

XVII. Security of Weapons and Equipment

A. Weapons and other equipment issued by the Dallas Sheriff's Office shall be kept in a secure place at all times and shall not be stored in a careless manner. Weapons and equipment shall not be left overnight in an employee's personal or county issued vehicle.
B. Employees will immediately report to their supervisor any damage to, unserviceable condition of, loss of, or stolen property/equipment prior to the end of their tour of duty or within 24 hours, if off-duty.
    1. Employees shall be responsible for the safekeeping, serviceable condition, proper care, use, and replacement of county property assigned and entrusted to them.
    2. An employee's intentional abuse, negligent handling or misuse of county property may lead to discipline and/or a requirement of reimbursement including, but not limited to, the full or partial cost of repair or replacement. For the purpose of this policy, negligence is the failure to use such care and prudence as would be expected of a reasonable person.
    3. Employees will submit the following reports when issued county property is lost or stolen.
C. An Offense/Incident report which will be generated immediately or when the items are found to be missing or stolen.
D. A dear Sheriff Letter submitted to through his or her chain of command for review.
E. For stolen property, if the incident happens while the sworn or unsworn employees are off-duty, the local police department will be contacted and their report will be submitted with the dear Sheriff's Letter through the employee's chain of command.
F. Supervisors will do the following:
    1. He/she will investigate the loss/damage/theft of any issued equipment and prepare a written report including his or her findings and recommendations for replacement of the lost/damaged/or stolen items.
    2. He/she will submit a Letter of Inquiry to the employee for a response; and
    3. He/she will submit a memorandum to the watch commander for review.
    4. Watch commanders will do the following:
        a. He/she will determine if the employee was negligent in the proper care of county issued equipment.
        b. He/she will submit a memorandum to the division commander with his/her recommendations, for discipline action; and
        c. He/she will submit a memorandum with a recommendation for the re-issue of county property.
G. Division commanders will do the following:
    1. He/she will determine if the employee exercised reasonable care.
    2. He/she will determine if re-issue of the county equipment is necessary.
    3. He/she will notify the quartermaster of re-issuance of county property; and

4. If the division commander deems the employee was negligent in the proper care of county issued property:
    a. He/she will submit a memorandum to the Executive Chief Deputy, for referral to Internal Affairs.

Chapter 12.8 Amber Alert - Missing Children Silver Alert and Persons with Mental Disabilities

I. Purpose

The purpose of this order is to establish and present guidelines, authority and responsibility for situations requiring the activation of the Amber Plan.

II. Policy

It is the policy of this Sheriff's Office to respond to all calls involving missing person(s) and children. The Sheriff's Office will utilize any and all available resources capable of locating a lost child including but not limited to activation of the Amber Plan.

III. Definition

A. The Amber Plan: A cooperative effort between many radio and television stations and local law enforcement agencies in North Texas. The Plan, named for nine-year old Amber Hagerman, calls for law enforcement agencies to provide radio and television stations with an alert upon the immediate confirmation of a child abduction. All participating radio and television stations will break programming to broadcast the alert and subsequent information as provided by the police. Every station will direct citizens to contact their local Police or Sheriff's Office. The name now stands for America's Missing: Broadcast Emergency Response.
B. Missing Child: A person who is younger than 18 years of age and whose whereabouts are unknown to his or her custodial parent, guardian or responsible party.

IV. Activation Criteria

A. The responsibility and decision to activate the AMBER PLAN will rest with a detective assigned to the Criminal Investigation Section, who has determined that the following listed criteria have been satisfied:
    1. There is information that indicates that a child, who is 17 years of age or younger, or who has a proven mental or physical disability, was forcibly or intentionally removed or lured away from the location and is still missing and,
    2. The missing child is believed to be in danger of serious bodily harm or death.

V. Activation Protocol

A. The investigating detective will contact the Sheriff's Office Communications Division supervisor and provide the following information:
    1. Name and physical description of the missing child
    2. Circumstances surrounding the abduction or disappearance of the child
    3. Suspect's physical and/or vehicle description if any
    4. Any other essential information as determined by the investigating detective
B. The Sheriff's Office Communications Division supervisor will complete and fax the standardized Amber Plan facsimile form to radio stations WBAP and KRLD via a confidential fax number:
    1. These radio stations will immediately telephone the Sheriff's Office Communications Division to confirm the information.
    2. Upon confirmation, the radio stations will proceed with distributing the information to the other participating stations for immediate broadcast.

3. Subsequent updates from the Sheriff's Office will be faxed as necessary.
4. Upon closure of the abduction case, a final bulletin shall be faxed to both KRLD and WBAP.

C. The Sheriff's Office Communications Division supervisor will make proper notification to the chain of command each time this plan is implemented.

VI. Operational Procedures

A. A patrol/traffic deputy who responds to a call for service regarding the disappearance and/or abduction of a child will determine if the incident meets the Amber Plan activation protocol as detailed in the General Orders Manual (section IV. above).
B. If the abduction or disappearance meets the listed criteria, the on-scene ranking patrol/traffic deputy will establish a field command post and notify the Sheriff's Office Communications Section and Criminal Investigations Section, requesting a Criminal Investigations Section detective to respond immediately to the scene.
C. The Sheriff's Office Communications Section will receive incoming calls until a command post can be established at the Criminal Investigations Section offices or Station 9.
D. The Commander of the Criminal Investigations Section or his designee, will assign personnel to establish a command post at the Criminal Investigations Section office or Station 9.
E. When fully functional, this command post will receive and direct all telephone traffic connected with the AMBER PLAN alert.
F. Sheriff's Office Communications Section personnel will forward all incoming telephone calls regarding the abduction to the Command Post, located at the Criminal Investigations Section Offices or Station 9.
G. The commander of the Criminal Investigations Section or his designee will deploy necessary personnel to the field command post to assist in the investigation.

VII. Missing Children

A. The Dallas County Sheriff's Office shall thoroughly investigate all reports of missing children. Every child reported missing to the Dallas Sheriff's Office will be considered at risk until significant information to the contrary is confirmed.
B. The Dallas Sheriff's Office will accept the report of a missing child even if custody has not been formally established when there are questions concerning parental custody.
C. The Dallas Sheriff's Office will initiate the required reporting process when the child resides in the unincorporated portion of Dallas County or was last seen in the unincorporated portion of Dallas County.
D. The Dallas Sheriff's Office will assume reporting and Investigative Services responsibility if the child was last seen in another jurisdiction and the other agency chooses not to take a missing child report.
E. Risk Factors:
   1. A missing child (a child younger than 18) will be considered at risk under the following conditions (AMBER Alerts will only be issued if child is 17 or younger:
      a. The child is 13 years or younger
      b. The child is believed or determined to be out of the zone of safety for his/her age and developmental stage
      c. The child has mental or behavioral disabilities
      d. The child is drug dependent, including prescribed medication and/or illegal substances and the dependency is potentially life threatening
      e. The child has been absent from home for more than 24 hours before being reported to law enforcement.

f. The child is in a life-threatening situation
g. The child is in the company of others who could endanger his/her welfare
h. The child is absent in a way inconsistent with established patterns of behavior and the deviation cannot be readily explained, and/or
i. The child is involved in a situation causing a reasonable person to conclude the child should be considered at risk.

F. If it is determined risk factors are involved in the report of a missing child, the child will be considered at risk, and the Dallas County Sheriff's Office will thoroughly investigate:
a. If appropriate, the Department may use existing interagency response protocols, including the AMBER Alert system and/or other immediate community notification methods.

VIII. Communication Division Responsibility

A. Once the Communication Division receives a report of a missing child they shall dispatch a Deputy to the location immediately. The Communication Division will:
1. Notify the on-duty supervisor
2. Notify the surrounding agencies once they have a physical description
3. Notify the surrounding agencies if there are special considerations or dangers
4. Search call records to determine if the child has been reported missing before and possible locations where child was located before
5. Safeguard all pertinent records, including but not limited to, notes, phone conversations, radio broadcasts, etc.
6. Issue an Amber Alert if necessary, after the deputy makes contact and the Criminal Investigation Division determines the alert needs to be issued.
7. Notify the Executive Staff once the deputy confirms there is a missing child, and
8. Notify the Public Information Officer once the Deputy confirms there is a missing child.

VIII. First Responder Responsibility

A. The deputy shall respond immediately to the location of complainant or person reporting the missing child to gather the appropriate information needed for dispatch, other officers and the supervisor. The supervisor and at least one other officer should respond to the location until he/she is not needed. The deputy will do the following:
1. Interview the parent(s) or person who made the initial report
2. Obtain a detailed description of the missing child including photo(s) and videos
3. Check if the child has a Facebook, Twitter or other social media site or phone
4. Obtain the names of friends or relatives in the area
5. Check freezers, locked cars, trunks, anywhere a child could fall into such as well, pond, pool, tool sheds, etc.
6. Verify the child's custody status
7. Determine when, where, and by whom the missing child was last seen
8. Interview neighbors, witnesses, children in the area
9. Identify the missing child's zone of safety for his/her age and development stage
10. Get descriptions of anyone in the area at the time of disappearance
11. Provide all details to dispatch to relay to other officers and agencies
12. Identify and separately interview everyone at the scene
13. Seal and protect the area in case it is determined later, there is a crime scene
14. Prepare all necessary reports as soon as possible

15. If the missing child is 16 or 17 years of age and he/she has normal mental development for their age group, the deputy will try to determine if the case is a runaway or missing child.

IX. Supervisor Responsibility

A. The on-duty supervisor will respond to a missing child report as soon as he/she is notified. The supervisor will maintain contact with the responding deputy until he/she can arrive to determine if extra man power needs to be dispatched prior to their arrival. The supervisor will do the following:
   1. Obtain a briefing and written reports from the first responder
   2. Determine if additional personnel and resources are needed to assist in the investigation, (i.e., posse, specialized units, division commander, Public Information Officer, etc.)
   3. Determine if the AMBER Alert needs to be issued and notify the Criminal Investigation Section
   4. Establish a command post until higher ranking supervision arrives on scene
   5. Organize and coordinate search efforts until higher ranking supervision arrives on scene
   6. Ensure all required notifications have been made
   7. Establish a liaison with the victim family
   8. Confirm all agency policies and procedures are observed, and
   9. Manage media relations until the Public Information Officer is on scene

X. Investigator Responsibility

A. The Communication Division will notify the Criminal Investigative Services Section as soon as the first responder or supervisor says they are needed at the scene. The investigator will respond immediately to the location once he/she is notified. The investigator will do the following:
   1. Obtain a briefing from the officer at the scene
   2. Verify the description
   3. Initiate a neighborhood investigation
   4. Obtain a brief overview of recent family history
   5. Investigate any conflicting information
   6. Complete all remaining key investigative services and coordination steps
   7. Issue an AMBER Alert if needed
   8. Implement effective case management
   9. Evaluate the need for additional resources and specialized services
   10. Update any new information, and
   11. Monitor media relations

XI. Unidentified Person Report

A. An officer assigned to the report of an unidentified person who is a child shall do the following:
   1. Obtain a complete description
   2. Notify a supervisor and the supervisor will respond to location
   3. Have the Communications Division enter the unidentified child's description into the NCIC unidentified person file
   4. Use all available resources to aid in identification of the child
   5. Search the area for anyone who knows the child, and
   6. Have the Communications Division cancel all notifications after identification is confirmed

B. The following actions will be taken if an unidentified person who is a child is found deceased:
    1. The on-duty supervisor will request the Criminal Investigation Section and the Physical Evidence Section.
    2. The lead investigator will enter the unidentified child's description into the NCIC Unidentified Person File to see if there is a match.
    3. The investigator shall use all available resources to aid in identification of the child without compromising the scene.
    4. The Medical Examiner will confirm the identity of child before any notifications are canceled.
C. Returning a Missing Child:
    1. Once it is determined a missing child has been located and the child is ready to be returned home, the deputy and a supervisor and/or at least one other deputy will do the following:
        a. Determine the child is being returned to a safe environment and secure intervention services, if appropriate.
        b. Arrange the return of the child to his/her parent or legal guardian. If the child's parent or legal guardian cannot be located or it will take a length of time for them to arrive, the deputy shall take the child to the Child Protective Services Agency.
        c. In the case of a runaway from another jurisdiction or from out-of-state who has a confirmed NCIC missing person "hit", the deputy will place the child in custody and transport him/her to the appropriate facility (i.e., the Letot Center).
        d. Have the Communications Division remove and cancel all outstanding notifications
D. Silver Alert:
1. The Silver Alert is a system similar to the AMBER ALERT and will only be utilized if all of the following criteria are met:
    a. The missing person is 65 years or older
    b. The senior citizen lives in the State of Texas
    c. The senior citizen has been diagnosed with an impaired mental condition
    d. There must be medical or mental health documentation for the senior citizen's medical condition, and
    e. The Silver Alert can only be issued if the request is made within 72 hours of the senior citizen's disappearance
E. The family and/or guardians of the senior citizen must provide medical documentation for the activation of the state's Silver Alert. The Physicians Guide Brochure can be obtained on the Department of Public Safety website. The documentation must appear on a physician's letterhead, indicating the following:
    1. Impaired mental condition
    2. Date of diagnosis
    3. Patient's name, and
    4. Physician's signature
F. Highway signs will be activated only if accurate vehicle information is available.
G. The first responder will notify a supervisor and the criminal investigation section once he/she determines all of the requirements for a Silver Alert are met in the unincorporated portion of Dallas County.
H. The supervisor will determine if additional personnel will be utilized for the search.
I. The primary investigator will notify the Communication Division once he/she arrives on scene and determines all of the requirements for a Silver Alert are met.
J. The Sheriff's Office Communications Division supervisor will provide all information to the following:
    1. The Executive Staff

2. The Public Information Officer
3. Will fax the standardized Silver Alert plan facsimile form to KRLD and WBAP, and
4. Surrounding police agencies

K. Once the senior citizen is located, all outstanding notifications will be removed and canceled.
L. Missing Persons between the ages of 18 and 65:
   1. The State of Texas does not have a statewide broadcast alert for adults, who are between the ages of 18 and 65, that have been diagnosed with an impaired mental condition.
   2. If a Deputy Sheriff responds to a Missing Person call in the unincorporated area of Dallas County, the following will be implemented.
      a. The Deputy Sheriff will take a Missing Person's report if the person is between the ages of 18 and 65.
      b. The Deputy Sheriff will notify his/her supervisor immediately if the complainant has information regarding the safety of the missing person (i.e., threats, restraining and/or protective orders, physical evidence of a struggle, etc.).
M. The Deputy Sheriff will notify his/her Supervisor and the Criminal Investigative Services Section immediately if the missing person has been diagnosed with an impaired mental condition (i.e. autism, intellectual disability, etc.). The complainant must be able to provide information regarding the mental capacity of the missing person.
N. The supervisor will determine if the missing person is believed to be in danger of serious bodily harm or death based on his/her mental capacity.
O. The supervisor will determine if additional personnel will be needed for the search.
P. The Communications Section will provide all information to the following:
   3. The Executive Staff
   4. The Public Information Officer
   5. The surrounding police agencies
   6. Enter all of the information in NCIC/TCIC for Missing Person
Q. The supervisor will set up a command post until higher ranking supervision arrives on scene.
R. The supervisor will establish a liaison with the victim's family.
S. The Public Information Officer will manage all media relations.

Chapter 12.9 Emergency Vehicle Operation

I. Purpose

Provide employees of the Sheriff's Office with procedures for the safe operation of vehicles under emergency situations and inform employees of the proper procedures for use of the Sheriff's Office's video and audio equipment

II. Policy

All employees operating department vehicles shall operate with due care and exercise due regard for the safety of all persons.

III. Authorized Emergency Vehicles

A. Only those vehicles equipped with the equipment as outlined in the Texas Transportation Code, Sections 547.305, 547.501 and 547.702 regarding audible and visual emergency warning signals shall be considered emergency vehicles.
B. Vehicles not equipped with approved department siren and emergency warning lights will not be operated in an emergency manner.

IV. Emergency Vehicle Operation - Authorized Codes

A. Code 1 is designated as the code for normal operation of all Sheriff's Office owned or leased vehicles. Vehicles operating under Code 1 status will be operated in compliance with all Texas motor vehicle laws.
B. Code 3 is designated as the code for emergency and or pursuit operation of Sheriff's Office owned or leased authorized emergency vehicles. Vehicles operating under Code 3 status will be operated with emergency lights and siren activated. Deputies operating vehicles under Code 3 status will ensure their body-worn digital camera and fleet camera systems are recording until deactivation is authorized.
C. The operator of an authorized emergency vehicle, when operating under Code 3 status, may exercise the privileges set forth in the Texas Transportation Code, Section 546.001 regarding permissible conduct for authorized emergency vehicles and Texas Transportation Code, Section 545.365 regarding speed limit exception for emergencies.

V. Emergency Calls - Code 3 Operation - Definitions of Emergencies

A. Emergencies requiring Code 3 operation of an authorized emergency vehicle are:
    1. Any call for police service designated by the dispatcher as an emergency and such call dispatched as a designated Code 3 response.
    2. The immediate pursuit of a violator when the momentary use of both audible and visual emergency warning signals are necessary to alert other traffic and/or to command the attention of the violator so that he/she may be directed to stop.
    3. Pursuit of a violator, where he/she refuses to stop, and the continuing use of both audible and visual emergency warning signals are necessary in the interest of alerting other traffic of the hazardous condition.
    4. Any condition or situation the individual deputy knows to be life threatening, and only after advising the radio dispatcher of the situation and the intent to operate Code 3.
    5.

VI. Emergency Vehicle Operation - Code 3 Operation - Authorized Operators

A. No authorized emergency vehicle will be operated in Code 3 status unless it is operated by:

1. A sworn employee of the Sheriff's Office.
2. A reserve deputy or certified posse member when on duty and operating under the immediate order of a full-time sworn deputy and only when such vehicle operation is essential to the preservation of life.

VII. Emergency Escort for Private Vehicles

A. When a deputy in the field is requested to escort a private vehicle carrying an injured or ill person, the Deputy will determine the severity of the injury or illness. The deputy shall offer to call an ambulance and/or offer to administer first aid, if so trained.
B. If the driver and passenger refuse the deputy's offer and want to continue to the nearest hospital or medical care facility, the deputy will politely suggest that the driver proceed carefully and obey all traffic regulations, and if appropriate, suggest the quickest and safest route to the nearest hospital or medical care facility.
C. No deputy will escort any private vehicle Code 3.

VIII. Data Reporting Procedures

A. The Sheriff's Office Communications Lieutenant shall maintain a database of information collected from traffic stops conducted by Sheriff's Office personnel.
B. The Communications Section commander shall submit a compilation of the data (as identified in the Racial Profiling Chapter 11.3.VI.B. of the General Orders) from the previous year to the Chief Deputy of General Services prior to January 31 of each year.
C. The data shall include:
    3. The race or ethnicity of the detainee.
    4. Whether a search was conducted and, if so, whether the detainee consented to the search, and whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual.

Chapter 12.10 Body Armor for Sworn Personnel

I. Purpose

The purpose of this policy is to provide Dallas County Sheriff's Office deputies with guidelines for the proper use and care of regular duty body armor.

II. Policy

The aim of the Dallas County Sheriff's Office is to maximize deputy's safety through the use of regular duty body armor in combination with prescribed safety procedures. While regular duty body armor provides a significant level of protection, it is not a substitute for the observance of deputy's safety procedures.

All Dallas County Sheriff's full-time deputies are required to wear the regular duty body armor issued by the Dallas County Sheriff's Quarter Master in compliance with the procedure for body armor.

III. Issuance of Regular Duty Body Armor

A. All regular duty body armor issued by the Dallas County Sheriff's Office must comply with protective and related requirements prescribed under current standards of the National Institute (NIJ) at the time of issuance.
B. All full-time deputies shall be issued agency approved regular duty body armor.
C. All part-time (Pool Bailiffs) Deputies are not issued body armor by the Dallas County Sheriff's Office; however, part-time (Pool Bailiffs) can purchase the Sheriff's Office body armor at the county cost using their own funds.
D. Regular duty body armor that is worn or damaged will be replaced by the Dallas County Sheriff's Office within a reasonable time. The department may require that deputies pay for body armor that is replaced due to loss, misuse, or abuse.
E. Regular duty body armor that is expired shall be replaced prior to the expiration date.

IV. Administration and Investigation

A. Uniformed personnel assigned to administrative or support duties that generally require them to remain in Sheriff's Office offices may elect not to wear the body armor. However, when those personnel respond to any call for service or perform any act in enforcement rather than administrative or support duties, they shall wear the body armor.
B. Detectives and plain clothes personnel will not be required to wear body armor at all times. They will be required to wear the body armor under or over the top of the clothing under following conditions:
    1. Serving a search warrant
    2. Making an arrest, and/or
    3. Participating in high risk activity

V. Use of Body Armor

A. Deputies shall only wear body armor approved by the Dallas County Sheriff's Office. The quartermaster must approve any privately purchased body armor.
B. All uniformed deputies assigned to enforcement, prisoner transport, or building security will wear the regular duty armor.

C. Deputies will not be required to wear the regular duty armor under the following conditions:

1. When a deputy can provide written documentation from a physician stating that the deputy has a medical condition that would preclude wearing the regular duty body armor.
2. When the deputy is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing the regular duty body armor; or
3. When the captain determines that circumstances make it inappropriate to mandate wearing the regular duty armor.

D. Any deputy who does not comply with this policy will be subject to disciplinary action under dereliction of duty.

VI. Inspection of Body Armor

A. The supervisor shall be responsible for ensuring that the regular duty body armor is worn.

B. Annual inspections of regular body armor shall be conducted for fit, cleanliness, signs of damage and abuse or wear.

VII. Care, Maintenance, and Replacement of Body Armor.

A. Deputies shall routinely inspect their regular duty body armor for signs of damage and for general cleanliness.
B. As dirt and perspiration may erode ballistic panels, deputies shall be responsible for cleaning their regular duty body armor in accordance with the manufacturer's instructions.
C. Deputies are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.

VIII. Tactical Specialized Body Armor

When appropriate, the Sheriff's Office may issue tactical specialized body armor. When deputies are wearing this type of armor, they will not be required to wear the regular duty body armor.

Chapter 12.11 Towing

I. Purpose

To establish guidelines for the removal/impoundment of vehicles under the jurisdiction of the Dallas Sheriff's Office.

II. Policy

When authorized to remove or impound vehicles, officers will remove such vehicles to a place of safety in order to ensure the safety and well-being of the occupants, the security of the vehicles and any property and or evidence contained therein and or the safe and efficient flow of traffic.

III. Definitions

A. Department: The Dallas County Sheriff's Office.
B. Wrecker/Tow Company: Individual Wrecker/Tow Companies responsible to the Department for the safe and lawful impoundment/removal of vehicles as required by the Department and laws of the State of Texas.
C. M.O.U.: Memorandum of Understanding.

IV. Causes for Removal

A. Deputies are authorized to remove, or cause to be removed, any vehicle found upon a roadway/highway when:
    1. The vehicle was stolen or taken without the owner's consent.
    2. The vehicle is so disabled as to constitute an obstruction to traffic and/or is an obvious hazard.
    3. The operator of the vehicle is physically arrested, and the vehicle would be left unattended.
    4. The vehicle is improperly parked and/or standing.
    5. The vehicle is abandoned as outlined by the Texas Transportation Code:
        a. Chapter 683. Abandoned Motor Vehicles Subchapter A. General Provisions 683.002. Abandoned Motor Vehicle.
        b. Is considered an abandoned motor vehicle under Section 644.153(r).
B. The operator is not properly insured to operate the vehicle pursuant to Texas law.
C. The operator is not properly licensed, there are no properly licensed occupants, and the vehicle would be left unattended on a public roadway.
D. The vehicle, in its current condition, is too hazardous or dangerous to be driven/operated, including vehicles with salvage titles.
E. The vehicle is part of an ongoing investigation and is considered evidence.
F. Adverse weather conditions or other emergency reasons necessitate the removal in the interest of the public safety or when requested by the Texas Department of Transportation or other agency having jurisdiction over maintenance of the roadway.
G. Public safety is of paramount importance when considering the time, manner and method to off-load and or tow a large vehicle. The key determinants are current and impending road, weather and traffic conditions.
H. As authorized as State laws, such as TRC 545.305, with an emphasis on removing vehicles that are positioned in a manner that may interfere with any governmental operations.
I. If necessary, cargo may be pulled/pushed to adjacent shoulders/medians before the vehicle is towed.

V. Towing Duties

A. If the owner or operator request a particular wrecker / towing company, such request may be honored unless the vehicle is located on a controlled access roadway and:
   1. The emergency requires expediency, and/or
   2. Traffic conditions require immediate removal, and/or
   3. Response time of the tow company requested would be unreasonably long in the opinion of the on-scene Deputy(s), and or safety dictates removal, and/or,
   4. The tow is a result of a custodial or enforcement issue.

B. When no request for preference is expressed, the deputy will either inform the Communications Section or utilize the computer based towing system to dispatch a towing company from the department tow list:
   1. The deputy will, based on weather, time and other safety variables, remain with a disabled vehicle out of concern for its occupants until assistance is dispatched or has arrived.
   2. The deputy may transport the occupants to a safer location to make their own arrangements; however, extreme care should be taken to ensure that the drop off location is open and is a safe environment.
   3. When applicable, the deputy will inventory the towed vehicle listing all items remaining inside the vehicle being towed.
   4. The deputy will appropriately record all necessary information

VI. Department Responsibilities

A. The department will establish a wrecker/towing list based upon certain standards to include, but not limited to current MOUs, geographical boundaries and other related criteria.

B. Reasonable geographical boundaries may be established with response time being a critical factor in developing such tow zones:
   1. The department will oversee the inclusion and or exclusion from the department towing list/association. Minimum standards will include:
      a. A 24 hour/day, year-round availability to tow and release vehicles and or property
      b. 15-minute response time to all major interstates/highways
      c. 20-minute response time to all other urban locations
      d. 30-minute response time to all other rural locations; and
      e. Compliance with all Federal, State, Dallas County, and insurance requirements

C. The administrative sergeant of the Traffic Section will act as the department's liaison with the wrecker/towing companies/association, and will investigate each wrecker/tow company and establish their qualifications and credibility:
   1. Upon initial request by the towing company to be placed on the department towing list
   2. At least annually, thereafter
   3. When necessary

D. The Sheriff's designee may remove any towing company from the tow list for noncompliance with the tow service agreement.

E. Written notice will be made at least seven calendar days before the effective date of termination stated in the notice. An exception will be allowed only if an emergency termination is required and approved through the Sheriff or the Executive Chief Deputy.

F. The notice of termination shall state the circumstances of the alleged deficiency or violation.

G. The applicant may appeal the termination to the Sheriff.

H. The Traffic Section Administrative Sergeant will ensure the effectiveness of the wrecker/towing companies/association and towing process by monitoring those companies. The tow officer will:

1. Act as the department's liaison to the wrecker/towing companies/association
2. Perform random inspections
3. Preside over all appeals from wrecker/tow companies
4. The tow officer may, on appeal of applicant, approve a reasonable period, not less than seven or more than thirty calendar days, to correct any deficiency and resume tow and or related services
5. Ensure compliance with all federal, state and local laws, tow service agreement and department regulations.

VII. Towing Company's Responsibilities

A. Towing companies wishing to be included on the department tow list must:
   1. Submit an "individual" written request to the department tow officer for consideration.
   2. Submit a written request to the Association for consideration and addition to its list.
   3. All "individual" and "Association" requests shall list wrecker/towing company's qualifications, licenses, capabilities and services available.
   4. Maintain records for at least one year.
   5. Interact with the department and the public in a professional and courteous manner.
   6. Agree that the department is not financially responsible for any direct or indirect action arising from any tow and/or related service unless specifically agreed to in accordance with the tow agreement.
   7. Provide employees at each incident scene who are skilled and experienced in the technique and operation of the required equipment.
   8. Provide employees who are certified in Incident Management at all heavy duty/commercial vehicle traffic incidents and crash scenes.
   9. Have employees trained in heavy duty recovery techniques.
   10. No vehicles shall be removed unless authority is granted by the department or another duly authorized agency.
   11. Comply with all federal, state and local laws, tow service agreement and department regulations.

VIII. Existing MOUs

A. All existing MOUs, contracts and/or agreements with the County of Dallas in effect prior to this policy will be honored by the department. This will include but is not limited to:
   1. Cities/Municipalities
   2. Local Governmental Agencies
   3. Local Jurisdictions
   4. Existing Wreckers Services/Companies
   5. Specialized Units/Task Forces, i.e., Special Investigations Division (SID), North Texas Auto Theft Task Force (NTATTF), Clean Air Task Force (CATF), Etc.
   6. Reasonable request of citizen for a private tow service at their expense. (See towing duties)

IX. Vehicle Holds

Any vehicle that is impounded and a "hold" is placed on that vehicle, the deputy that impounds the vehicle is responsible for notifying the section for which the "hold" was placed. The "hold" will only be released by the deputy placing the hold, an authorized person from the section for which the hold was placed or by the Traffic supervisor on duty.

Code of Conduct

Policy Statement:

An effective discipline system is one that is fair, rational, efficient and consistent, reflects the values of the Department, protects the rights of Officers, Citizens, Prisoners, and promotes respect and trust within the Department and with the community and results in a culture of public accountability, individual responsibility and maintenance of the highest standards of professionalism.

Dallas County Sheriff's Office Discipline Conduct Principles and Disciplinary Guidelines

Discipline Matrix Guidelines

Class 1 Violations:

I. Conduct or a violation of policy that may or may not involve untruthfulness or other ethical offenses/unethical behavior, a serious abuse or misuse of authority, a violation of the laws of the State of Texas or the United States of America, and/or creates, or has the potential to create, a demonstrable serious risk to employee or public safety, has the potential to create, or does create a serious and adverse negative impact on relationships with other agencies, the public, or the public's perception of the Department, and/or substantially interferes with, creates a critical adverse impact on, or has the potential to create a critical adverse impact on the mission, operations, or professional image of the Department.

II. Violations of rules falling into the Class 1 category have no time limitations.

III. Most Class 1 Violations will be referred immediately to Internal Affairs. Offenses in this category include acts with a varying range of severity and/or circumstances that could result in a single occurrence that may merit only a Written Reprimand, although another situation under different circumstances may merit suspension, demotion (or a combination of suspension and demotion), or termination, depending on the relative degree of severity and/or negative impact on the mission, operations or professional image/public perception of the Department.

IV. Effect of Criminal Offenses on Discipline:

A. An employee cannot hold a Peace Officer or Jailer license if that employee has been convicted of a Class B Misdemeanor or higher offense or a Class C Misdemeanor involving family violence.

B. The Department of Public Safety, as Control Terminal Agency for the state of Texas, requires the following criteria for law enforcement agency positions which have access to the Texas Law Enforcement Telecommunication System (TLETS):

1. An employee officially charged/indicted for any criminal offense (felony or misdemeanor) shall maintain access to TLETS pending disposition of the case.
2. An employee convicted of a felony will have permanent revocation of access to TLETS.
3. An employee on deferred adjudication for a felony offense will have a suspension of access for 20 years.
4. An employee convicted for a class A or a class B misdemeanor will have a suspension of access for 10 years.
5. An employee on deferred adjudication for a class A or B misdemeanor shall be suspended from access to TLETS for the term of deferral.
6. All family Violence Convictions are a permanent revocation of access.
7. Exception: An employee's access to TLETS may be determined by the employee's Bureau Chief when that employee has been officially charged/ indicted for any criminal offense (felony or misdemeanor) and pending disposition of the case.
8. This does not prevent the Sheriff's Office from investigating a complaint for a violation of rules and regulations related to the same incident alleging criminal activity of an

employee or the implementation of any disciplinary action that may be taken by the Sheriff if the allegation is sustained.

Discipline Matrix Guidelines
Category A Violations:

I. Category A Violations:

A. Conduct or violation of policy that does involve untruthfulness or other ethical offenses unethical behavior, a serious abuse or misuse of authority, and/or creates or has the potential for a critical adverse impact on employee or public safety or results in an actual serious and adverse impact on employee or public safety, and/or creates a critical adverse impact on the mission, operations, and/or professional image of the Department.

B. Offenses include acts of such severity as to merit suspension, demotion (or a combination of suspension and demotion), or dismissal at a single occurrence.

C. Violations of rules falling into Category A have a limitation of ten (10) years.

D. Most Category A Violations will be referred immediately to Internal Affairs. Once referred to Internal Affairs, the ranges of penalties are:

1. First occurrence:

a. 5-10 days suspension.

2. Second occurrence:

a. Demotion to termination.

Discipline Matrix Guidelines
Category B Violations:

I. Category B Violation:

A. Conduct or a violation of policy that may involve an ethical offense/unethical behavior, a misuse or abuse of authority, and/or creates or has the potential for a serious negative impact or involves a demonstrable serious risk to employee or public safety, and/or has a negative impact on relationships with other agencies, the public, and/or that substantially interferes with the mission, operations, and/or professional image of the Department.

B. Violations of rules falling into Category B have a limitation of five (5) years.

C. Category B Violations may start at the Informal Divisional Level or may be referred to Internal Affairs. Once referred to Internal Affairs, the ranges of penalties are:

1. First occurrence:

a. 1-3 days suspension.

2. Second occurrence:

b. 4-7 Days suspension.

3. Third occurrence:

a. 8-10 days suspension.

4. Fourth occurrence:

a. Demotion to termination.

Discipline Matrix Guidelines
Category C Violations:

I. Category C Violation:

A. Conduct or a violation of policy that does not involve an ethical offense / unethical behavior, a misuse or abuse of authority, or a violation of the law, and has either no negative impact or a minimal negative impact on other employees or public safety, has either no negative impact or a minimal negative impact on relationships with other agencies, the public, or the mission, operations, and/or professional image of the Department.

B. Violations of rules falling into Category C have a limitation of two (2) years.

C. All Category C Violations will start at the Informal Divisional Level. Once referred to Internal Affairs, the ranges of penalties are:

1. First occurrence:

    a. Written Reprimand.

2. Second occurrence:

    a. 1-3 days suspension.

3. Third occurrence:

    a. 4-7 days suspension.

4. Fourth occurrence:

    a. 8-9 days suspension, demotion or termination.

Conduct Principles and Disciplinary Guidelines
Section 1 Authority, Purpose, Effective Date and Validity:

Section 1.01: Authority for Code of Conduct:

The Code of Conduct of the Dallas County Sheriff's Office (Sheriff's Office) is promulgated by the Sheriff under the authority of the laws of the State of Texas and takes precedence over other regulatory directives.

Section 1.02: Purpose of Code of Conduct and Definitions:

The Code of Conduct of the Dallas County Sheriff's Office is designed to promote efficiency, discipline, and good public relations by setting forth policies governing the conduct of every Sheriff's Office sworn employee (Deputy), and non-sworn employee, both on duty and off duty. The terms, "sworn employee" and "Deputy," refer to any employee commissioned as a Peace Officer under Article 2.12 of the Texas Code of Criminal Procedure. The term, "non-sworn employee" refers to Detention Service Personnel or civilian employees. "Employee" refers to both sworn employee and non-sworn employee of the Sheriff's Office.

Section 1.03: Applicable Policies, Rules and Guidelines:

The provisions of the Sheriff's Office General Orders/Code of Conduct Manual, Dallas County Personnel Policies/Rules (including the Dallas County Code), and Rules of Civil Service shall apply to all employees of the Sheriff's Office.

Section 1.04: The Sheriff's Office General Orders and Code of Conduct Manual:

Are binding to the extent they are not in conflict with the rules, policies, and guidelines authorized by the Commissioners Court, and/or Civil Service Rules and Regulations.

Section 1.05: Effective Date.

This Code will become effective (September 1, 2013) at which time the previous Code of Conduct including all amendments will be superseded.

Section 1.06: Previous Code Effective Date Enforcement:

The previous Code of Conduct including all amendments shall remain in full force and effect for any violations which occur prior to the effective date of this code.

Section 1.07: Validity Clause:

If any section, sentence, clause or phrase of the Code of Conduct is for any reason held to be unlawful or invalid, such invalidity shall not affect the remaining portions of this Code of Conduct.

Section 1.08: Application of the Matrix:

The application of the disciplinary matrix is designed to take into account any similar prior conduct that resulted in previous disciplinary action. However, unrelated prior disciplinary action may result in an appropriate upward adjustment in the amount of discipline. Additionally, the consequences of any violation will be taken into account when making adjustments in the amount of discipline. Other factors which may be taken into account when deciding the punishment level under the matrix include prior disciplinary history, severity of the violation, whether the employee takes responsibility for his actions, the employee's reason for the violation, and other mitigating or aggravating factors. Application of one or more of these factors could result in the punishment being up to three levels higher or one level lower than the level in the matrix.

Section 2.01: Provisions of Code of Conduct:

The provisions of the Code of Conduct shall be observed by all employees of the Sheriff's Office in order to maintain the integrity of the Sheriff's Office and the confidence, respect, and support of the public.

Section 2.02: Violation of Rules/Laws:

A. Violations of any of the Sheriff's Office Code of Conduct and General Orders Manual, the County of Dallas personnel policies and rules (including the Dallas County Code), as well as the State of Texas or the United States laws shall subject the offender to disciplinary action. Disciplinary action may take the form of counseling, verbal reprimand, a performance and counseling report, performance probation, remedial and/or other training, or written reprimand, suspension, reduction in rank, and/or discharge from County/Sheriff's Office employment and/or association. Disciplinary action taken will depend on the degree of severity of the offense, the record of the offender (if applicable), and the seriousness of the consequences of the violation.

B. Conviction for Felony, Class A or B Misdemeanor, or Class C Misdemeanor involving Family Violence or Theft: Employees officially convicted of a felony, a class A or B misdemeanor, or a class C misdemeanor involving family violence are subject to losing their Peace Officer or Jailer license and access to TLETS. [Class 1]

C. If an employee is indicted for a felony or officially charged with a class A or B misdemeanor or a class C misdemeanor involving family violence, and the charge is accepted and prosecuted in court, the Sheriff's Office may also file allegations against the employee for violating rules or regulations related to the same incident, regardless of whether or not the employee is convicted.

D. The employee may delay any related civil service hearing until after the final disposition of the official charge, however, this will not delay the Sheriff from implementing any disciplinary action taken for a sustained allegation related to the same incident.

E. Conviction of a Class C Misdemeanor, not involving Family Violence or Traffic Violations: If an employee is officially charged with a Class C Misdemeanor, not involving family violence, traffic violations or a sustained Internal Affairs investigation, and the charge is accepted and prosecuted in court, the Sheriff's Office may also file allegations against the employee for violating rules or regulations related to the same incident, regardless of whether or not the employee is convicted. [Category C – Violation]

F. In all incidents where criminal charges have been filed against an employee, if an Internal Affairs Investigation determines there is insufficient evidence to indicate a violation of any rules or regulations of the Dallas Sheriff's Office, any allegations against the employee will be classified according to G.O.4.9.XII.A. However, if the employee is later found guilty in a court of law of committing a violation of the laws of the State of Texas or of the United States, that conviction is a violation of the Code of Conduct and will subject the employee to the appropriate discipline.

Section 2.03: Minor or Major Infractions not addressed in the Matrix:

A. The Department cannot provide a comprehensive list of prohibited behavior, so no attempt has been made to categorize all acts of alleged misconduct (violations of S.O.P.s, Special Orders, and the Dallas County. Code, etc.). Violations of this type will usually be alleged as a violation of the Code of Conduct, Ch. IV, Sec. 4.03, subsection 1, and referenced to the section of the S.O.P., County Code, etc. that was allegedly violated.

B. Those acts committed by an employee, not specifically mentioned, which conflict with the policies of the Department, and which indicate a need for discipline, will be taken notice of, and action taken according to the seriousness of the offense. A report shall be written setting out the known facts of the case and an investigation initiated to determine the nature and degree of the violation.

C. The appropriate Discipline Category into which an alleged act of misconduct, which is not addressed in the Matrix, falls will have to be determined. The nature of the misconduct and how it conforms to the definitions of the Discipline Categories shall be used in this determination.

D. The Matrix should be checked to see if it contains a similar violation which could give guidance, or if there has been a previous case, of a violation not addressed in the Matrix, which was decided after the implementation of this Code of Conduct/Discipline Matrix that gives guidance to the appropriate discipline category to be chosen.

E. Mitigating and aggravating factors or "special circumstances" do not determine into which category a violation should fall. If mitigating or aggravating factors are established, the penalty will remain within the ranges established for that particular discipline level unless "special circumstances" exist. However, mitigating or aggravating circumstances or "special circumstances" do not automatically require a different penalty.

F. The following factors should be considered in determining the appropriate Discipline Category for any violation not addressed in the Matrix:

1. What is the general nature of the misconduct?
2. Does the misconduct involve untruthfulness, unethical behavior, or a misuse abuse of authority?
3. Does the misconduct involve a failure to perform a duty required by law or a violation of the law?
4. Did the violation result in a risk of harm or injury, or actual harm or injury, to any employee or member of the public? If so, what is the extent of the harm/injury?
5. How does the misconduct impact the mission, operations, and/or image of the Department and its relationship with other agencies or the community?

Section 2.04: Failure to Comply and Progressive Discipline:

A. Failure to comply with the General Orders /Code of Conduct Manual, State and Federal laws, and other orders, policies and directives issued by proper authority will subject the offender to disciplinary action as prescribed in this General Orders/Code of Conduct Manual.

B. To be effective in correcting inappropriate behavior, a progression of disciplinary steps in increasing levels of severity appropriate to the employee's current misconduct, as well as for each

successive instance of misconduct must be followed. Repeated sustained violations of a similar or more serious nature within set time limits will result in an increasing level of disciplinary action.

C. However, employees who display evidence of a pattern of noncompliance demonstrated by repeated documented records of disciplinary actions for infractions of rules, regulations, policies, procedures, and/or orders of the Department, whether similar or not, may be subject to disciplinary action based on Section 4.04.3 of the Code of Conduct.

D. Class 1 Violations may result in termination without progressive discipline.

Section 2.05: Presumed Knowledge: Deputies:

Deputies are required to establish and maintain a working knowledge of this Code of Conduct, the General Orders Manual, all laws and ordinances to be enforced by the Dallas County Sheriff's Office, and any other written County rules and policies (including the Dallas County Code). In the event of improper action, violation, or breach of discipline, it will be presumed that the Deputy was familiar with the law, rule or policy in question.

Section 2.06: Presumed Knowledge:

Non-Sworn Personnel: Non-sworn employees are required to establish and maintain a working knowledge of this Code of Conduct, the General Orders Manual, and any other written County rules and polices (including the Dallas County Code). In the event of improper action, violation, or breach of discipline, it will be presumed that the non-sworn employee was familiar with the law, rule or policy in question.

Section 2.07: Disciplinary Action and Substantial Evidence:

Disciplinary action under the Code of Conduct will be in accordance with the General Orders Manual. No Supervisor or commander shall impose or recommend any disciplinary action against any employee of the Sheriff's Office other than as prescribed in this Code of Conduct and the General Orders Manual. All disciplinary action will be based on substantial evidence; however, "proof beyond a reasonable doubt" is not required.

Section 2.08: Minor Violations and Division Level Discipline:

A. Minor violations/acts of misconduct which do not involve gross misconduct, and which will not reflect discredit upon the Sheriff's Office, but which indicate a need of some form of discipline and/or training, may be handled by the offender's Sergeant/Supervisor, Lieutenant/Manager, or Captain/Commander.

B. Discipline should be resolved at the lowest level of command that is appropriate.

C. Corrective action taken should be consistent with the Department's progressive discipline concept. A copy of any disciplinary action taken and any supporting documentation including requests for remedial training, performance probation, etc. should be maintained in a "Notes File" for reference and tracking of the discipline. Verbal counseling and Performance and Counseling Reports shall be maintained in the file for the evaluation period. Employees who have performance issues that are constantly repeated and do not respond to Divisional discipline may be referred to Internal Affairs.

D. Allegations and complaints handled at the Division level will not utilize the discipline matrix. Discipline options include:

1. Verbal Counseling:

2. Performance and Counseling Report (P and C):
3. Remedial Training: Additional training may be used by itself, between Verbal Counseling and a Performance and Counseling, between a Performance and Counseling and Performance Probation, or in conjunction
   With one or more of the other components of the discipline process upon approval of the employee's Division Commander.
4. Performance Probation: with approval by the Assistant Chief Deputy
5. Referral to Internal Affairs for Investigation with approval by the Assistant Chief Deputy.

Section 2.09: Discredit to the Sheriff's Office:

When a violation involves neither gross misconduct nor moral turpitude but could cause discredit to the Sheriff's Office or any employee thereof, a written report shall set out the known facts of the case and an investigation initiated to determine the nature and degree of the violation.

Section 2.10: Moral Turpitude:

Moral turpitude is an intentional act or behavior displayed in words or actions which violates public morals or the common sense of the community, or which may impair an employee's ability to perform their duties by a loss of respect among the community or other employees to the point that the nature of the individual's personal character overshadows the authority of his office so that he/she can no longer effectively exercise that authority, or which compromises the integrity of the Department and/or causes the Sheriff's Office to be brought into disrepute. It is not the intention of the Department to regulate the sexual behavior of its employees. However, employees shall not conduct themselves in an immoral, unethical and/or indecent manner whether in the employees' personal or professional affairs that impairs their ability to perform as employees of a law enforcement agency. [Class 1]

Section 2.11 Prison Rape Elimination Act (PREA):

A. The Prison Rape Elimination Act was passed in 2003 to "provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape." The act also created the National Prison Rape Elimination Commission and charged it with developing draft standards for the elimination of prison rape.

   1. Sexual contact on Duty: it is prohibited to engage in sexual intercourse, deviate sexual intercourse, or sexual contact, as defined in the Texas Penal Code, Section 21.01, and while on duty. [Class 1]
   2. Sexual Conduct with Inmate/Prisoner: Employees shall not engage in sexual conduct, as defined in the Texas Penal Code, Sec. 43.25 (a) (2). With an individual that is detained or in custody. [Class 1]
   3. Prison Rape Elimination Act (PREA): defines Sexual Contact as: Employees shall not engage in any form of sexual contact, intentional sexual touching or physical contact in a sexual manner, either directly or through clothing, of the genitalia, anus, groin, breasts, inner thighs,

      buttocks, with or without the consent of the person; or any touching Or inappropriate viewing with intent to arouse, humiliate, harass, degrade, or gratify the sexual desire of any person. [Class 1]
   4. (PREA) defines Sexual Misconduct: as any behavior or act of a sexual nature directed toward an inmate by an employee, volunteer, visitor, contractor, or agency Representative. This

includes acts or attempts to commit such acts including, but not limited to, sexual assault, sexual abuse, sexual harassment, sexual contact, sexual gratification, conduct of a sexual nature or implication, obscenity and unreasonable invasion of privacy. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above. Misconduct can also involve inappropriate viewing. [Class 1]

5. Employees shall not initiate any form of Law Enforcement contact with any person exclusively for the purpose of establishing a personal relationship: Employees shall have articulable reasonable suspicion for such contact and not person will be detained beyond the point where there exists a reasonable suspicion of criminal activity. [Class 1]

Section 2.12 Violations of a Serious Nature:

Upon learning that a violation involves an incident of a serious nature, the Supervisor or commander shall relieve the offender from duty and take custody of any credentials/firearms issued by the Sheriff's Office. [Class 1 - Violation]

Section 2.13: Conspiracy:

Any employee, who, by any act or conduct, attempts to violate or conspires with any person to violate the General Orders/Code of Conduct manual, County rules, guidelines, and policies, or State and federal laws shall be subject to the same Sheriff's Office discipline as though the actual violation had been accomplished. [Category B – Violation]

Section 2.14 Duty to Report Violations:

A. It shall be the duty of all employees to submit to their Supervisors and/or Internal Affairs a written report or verbal notification within 24 hours of any observed or known Violations of the General Orders/Code of Conduct Manual, the County of Dallas personnel rules/policies, or the state and federal laws by any employee. [Class 1 Violation]:

    1. If the observer is of lesser rank than the offender, the observing employee shall contact an on duty Supervisor of equal or higher rank to that of the offender by the end of the employee's shift.
    2. The reporting Supervisor shall instruct the offender to go to the Office of Internal Affairs at 9:00 am the following business day, or at another time if specified. The reporting Supervisor shall be present when the offender goes to the Office of Internal Affairs.
    3. Upon learning of the incident, the reporting Supervisor shall submit a report within 24 hours to the Office of Internal Affairs.
    4. The Internal Affairs Commander shall notify the appropriate members of the chain of command.
    5. If the employee is in fear of retaliation, he/she may report the violation directly to Internal Affairs.

Section 2.15 Duty to Intervene:

It shall be the duty of all employees who witness other employees using unlawful physical force will intervene to prevent or stop the physical force that is unlawful and when in a position to do so safely, intervene to prevent the use of excessive force (outlined in Chapter 7.1, General Orders), to either stop, or attempt to stop another employee when the force is being

inappropriately applied or no longer required. The Use of Force is defined in Chapter 7.1 of this General Orders Manual. The employee must report to a Supervisor within 24 hours of the unlawful incident. [Class 1 Violation]

Section 2.16: The Sheriff:

The Sheriff or his/her designee shall have the exclusive right to dispense corrective and or disciplinary measures to any employee of the Dallas County Sheriff's Office for incompetence, neglect of duty, immorality, drunkenness, the improper use of any substance that modifies behavior, or failure to obey orders given by proper authority or the orders, rules and regulations promulgated by the Sheriff.

Section 2.17: Discipline or Termination:

Any employee of the Sheriff's Office may be disciplined or terminated from employment, or association with the Sheriff's Office by the Sheriff or his/her designee when the employee fails to meet the minimum standards of employee performance, employee violates the Code of Conduct, General Orders Manual, or the State and federal laws. The decision of the Sheriff shall be final in these cases, unless appeals are authorized under the Civil Service Rules and Regulations.

Section 2.18: Right to Appeal:

Should any employee be discharged, suspended, or reprimanded due to violation of any rule of the General Orders/Code of Conduct, or the laws of the State of Texas or the United States, the employee shall receive a letter of discharge, suspension, or reprimand that shall set forth the rule or rules violated and the details of said violations. Employees who desire to appeal shall follow the procedures outlined in the Dallas County Sheriff's Office Civil Service Rules and Regulations.

Section 3.01: Failure to maintain appearance standards:

Sworn and non-sworn employees of the Sheriff's Office must present a "neutral image" to effectively relate to all segments of the population they serve. Societal interest demands highly trained employees working in the law enforcement profession who demonstrate disciplined conduct, regimentation, and strict adherence to regulations and authorized detail. Therefore, all employees of the Dallas County Sheriff's Office shall be subject to, and must comply with, the uniform and appearance standards as prescribed by the Sheriff. [Category: C - Violation]

Section 3.02: Prohibited activities while wearing the Department Uniform:

Employees will not perform or be involved in any activity, enterprise, or service involving any person(s) or entities engaged in a labor dispute or in a political or ideological controversy where the employee's involvement may reasonably be construed as an endorsement or condemnation by the Department, or as a position taken for or against either party to the dispute or controversy. Nor will any county owned, issued, contracted or leased equipment, nor the use of the title of Dallas County Sheriff, Dallas Sheriff's Office, Dallas Sheriff's Office, or any similar reference to the Office of the Sheriff of Dallas County, Texas be used in connection with any such activity, enterprise, or service by any Employee, except in an official capacity. [Category: C - Violation]

Section 3.03: Failure to keep uniform in good Condition:

Uniforms shall be kept neat, clean, in good repair and well pressed at all times. [Category: C - Violation]

Section 3.04: Failure to wear uniform while on Duty:

Normally, employees shall wear the duty uniform on a tour of duty. However, commanding Officers may prescribe other clothing to be worn as required by the nature of the duty to which a particular employee is assigned. [Category: C - Violation]

Section 3.05: Un-Authorized Items while in uniform:

While in uniform, a Deputy shall not carry an umbrella, cane or similar object or wear on the uniform any item not specifically authorized by written order of the Sheriff. [Category: C - Violation]

Section 3.06: Failure to maintain mannerisms:

While wearing the uniform, employees shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling and keeping hands in pockets. [Category: C -Violation]

Section 3.07: Failure to render honors to National Anthem:

Uniformed employees shall render military salute to the United States flag and National Anthem at appropriate times. Employees in civilian dress shall render proper civilian honors to the United States flag and National Anthem at appropriate times. If for any reason a Deputy is not wearing

the Sheriff's Office uniform headgear, the Deputy shall render the appropriate civilian honors by placing his right hand over his heart. [Category - C Violation]

Section 3.08: Failure to carry Identification Card, Badge and Deputation:

A sworn employee shall carry their badge, identification card and deputation at all times.
A non-sworn employee shall carry their identification card at all times while on duty. [Category: C - Violation]

Exception: Deputies working undercover assignments.

Section 3.09: Failure to maintain Valid Driver's License:

Sworn Officers and Detention Service Personnel, as defined in the Dallas Sheriff's Office General Orders (1.1.XV.), and any civilian employee who drives or may need to drive a County vehicle in the course of their duties, shall maintain a valid driver's license at all times while employed with the Dallas County Sheriff's Office. Sworn Officers, Detention Service Personnel, and civilian employees who drive or may drive a County vehicle shall immediately notify their immediate Supervisor if their driver's license expires [Category: C - Violation] or becomes or is about to be suspended or revoked. [Class 1 - Violation]

Section 3.10: Failure to be carry weapon:

A Deputy shall be armed at all times within the County of Dallas. [Category: C - Violation]

Section 3.11: Failure to conceal weapon while in civilian clothes:

A. When dressed in civilian clothes, on duty, when required by (Code of Conduct 3.10), Deputies shall carry firearms concealed in a discreet and reasonable manner (under a jacket or a long, loose fitting shirt, ankle holster, etc.), so as not to cause undesirable negative attention by the public or in a manner that it will unduly alarm or cause an apprehension of danger to the public. [Category: C - Violation]

    1. Exceptions: On-duty Deputies in plain clothes may carry a firearm exposed to the public as long as a badge is prominently displayed.

    2. Deputies in plain clothes may carry a firearm exposed to the public when it is lawful for any citizen to carry a firearm exposed, e.g., hunting, target practice, etc.

Section 3.12: Prohibit activities while on suspension Deputies:

While under suspension, a Deputy shall not wear the uniform, carry badge, deputation or identification card, or be armed (except as allowed by law for a person other than a Peace Officer). Such Deputy shall immediately surrender Sheriff's Office issued badge, deputation, identification card and Department issued firearm, if any, and to the Supervisor or commanding Officer who notified the offender of the suspension. [Category: B - Violation]

Section 3.13: Prohibit activities while on suspension Non-Sworn Personnel:

A non-sworn employee shall not wear the Sheriff's Office uniform or carry identification card while under suspension. The identification card of such employee shall be surrendered immediately to the Supervisor or commanding Officer who notified the offender of the suspension. [Category: B - Violation]

Section 3.14: Willful Damage to County Property/Equipment:

Willful damage to County property equipment is a violation of this Code of Conduct. An employee who has willfully damaged or destroyed any County property / equipment may be required to make restitution in addition to any disciplinary action received. [Category: B - Violation]

Section 3.15: Lost, Damaged or destroyed County Property/Equipment:

Improper or negligent handling of County property is a violation of this Code of Conduct. The said County property includes, but is not limited to buildings, office equipment, machines, clothing, firearms, communication equipment and/or motor vehicles. An employee who has lost, damaged or destroyed any equipment issued to employee by the Sheriff's Office may be required to make restitution if the loss or damage is the result of negligence caused by the employee's willful disregard or intentional apathy regarding care, custody, and/or control of the County's property. [Category: A - Violation]

Exception – Electronic door access cards, Personnel ID cards, time swipe cards, etc. If any discipline is warranted for the loss/damage/destruction of these type cards it will be handled at the divisional level.

Section 3.16: Altered County Property/Equipment without permission:

Employees shall not alter, repair, or in any way change, add to, or remove any parts or accessories of any County owned property without the permission of the Sheriff or his/her designee. County property includes but is not limited to those items listed above (3.15). [Category: C - Violation]

Section 3.17: Failure to report lost, damaged, destroyed or need for repair County Property/Equipment:

A. Employees shall promptly report the loss or need for repairs of any County owned property that was issued to, used, or possessed by the employee to the County Department officially

B. Charged with the maintenance of such property. County property includes but is not limited to those items listed above (3.15). [Category: C - Violation]

Section 3.18: Safety and Liability for Accidents:

A. Employees will accumulate points on his/her driving record if he/she is involved in a county vehicle accident. The following circumstances will result in an Internal Affairs Investigation. The accident investigation must show they employee's negligence contributed to the accident(s). [Class 1]:

1. The employee is found to be driving a county vehicle after he/she has been placed on restricted driving status, unless the employee was following direct orders from a Supervisor during an emergency.

2. The accident investigation shows the employee is responsible for a fatality accident or an accident that causes serious bodily injury resulting in the other party staying in the hospital over twenty-four hours or an accident involving a criminal act.
3. Once an employee has accumulated three (3) points on his/her driving record and he/she does not pass the required Skilled Driving Course after three attempts.
4. The employee's chain-of-command determines that a policy violation resulting in a County vehicle accident warrants an Internal Affairs investigation.

Section 4.01: Response to Call for Assistance:

For the purpose of protecting life and property, Deputies shall always be considered on duty while in the County of Dallas and shall be prepared to act any time circumstances indicate their services are required. Deputies shall respond without delay to all calls for assistance from citizens or other Law Enforcement Officers. Emergency calls take precedence. However, all calls shall be answered as soon as possible consistent with normal safety precautions and traffic laws. Except under the most extraordinary circumstances or when otherwise directed by competent authority, no Deputy shall fail to answer any direct call for service. [Category: B – Violation]

Section 4.02: Failure to take action Deputy Responsibility:

A. Within the County of Dallas, Deputies shall at all time, except as stated in this section below, take appropriate action to:

1. Protect life
2. Protect property
3. Preserve the peace
4. Prevent crime
5. Detect and arrest violators of the law
6. Enforce all Federal, State, and local laws and ordinances coming within the Sheriff's Office jurisdiction.
7. Failure to Furnish Name: Employees will furnish last name, badge or I.D. number to any person upon request.
8. Failure to be observant on Duty: Employees shall remain alert, observant and occupied with Sheriff's Office business during their tour of duty and are prohibited from loafing, idling, gambling, card playing, playing electronic games, watching movies for entertainment, or otherwise being inattentive. At all times, employees shall stay in a sufficient state of readiness to quickly respond to any situation requiring action while on duty.
9. The above shall not be construed to include enforcement of laws of a Class C Misdemeanor nature or traffic enforcement when out of uniform and off duty, except as required by the Texas Code of Criminal Procedure.
10. Violation of any of the directives listed above constitutes a Class C Violation

Section 4.03: Dereliction/Neglect of Duty:

A. Is the intentional neglect, failure, or refusal to perform or give appropriate attention to the performance of one's duties, to take appropriate action when the need for such action is evident, or failure to perform any of the obligations of a professional law enforcement Officer/employee. "Duty" includes those tasks and responsibilities required by law, Departmental rule, policy, and job description, order of a Supervisor, authoritative instruction, one's assignment, or rank. [Class 1]

B. Dereliction of duty on the part of any employee detrimental to the proper performance of the functions of the Sheriff's Office is cause for disciplinary action. The offender will be disciplined according to the degree of the severity of the violation, the results brought about by the dereliction and the effect it has upon the discipline, good order, and best interest of the

Sheriff's Office. Dereliction of duty includes, but is not limited to, the following subsections: [Class 1 - Violation]:

1. Failure to observe and give effect to the policies, procedures, rules, regulations, and guidelines of the Sheriff's Office and Dallas County (including the Dallas County Code) as well as the State and federal laws. It will be same or equal punishment level as grade of offense that was observed and not reported. [Class 1 - Violation]

2. Failure to perform duties in the presence of danger: Sworn Officers and Detention Service Personnel (as defined in the General Orders 1.1.XV.) shall not avoid or refuse to engage in the proper performance of their duties when in the presence of danger. [Class 1]

3. All Sheriff's Office Sworn Officers and Detention Service Personnel have the responsibility to take appropriate action as may be necessary in response to emergency situations, even though the situation may be considered dangerous, and shall not endanger others through the neglect of their duty. [Class 1]

4. Deputies and Detention Personnel who become aware of a situation requiring action, after considering the tactical situation, shall take all steps reasonably necessary and consistent with their duty. Officers are required to adhere to proper procedures when confronted with situations requiring law enforcement responses at any level. [Class 1]

5. Deputies and Detention Personnel are not expected or required to enter imminently hazardous situations without assistance; however, Deputies and Detention Personnel are required to take appropriate law enforcement action to aid a fellow Peace Officer exposed to danger or in a situation where danger might be impending. Officers shall respond to the aid of all persons in danger unless the probability of losing their own life exceeds the probability of successful rescue. [Class 1]

6. Any act of dereliction in the line of duty will be dealt with immediately, or as soon as the emergency situation is stabilized, by the on-duty watch commander. It is the responsibility of all Supervisors, as well as any other employee, to report acts of dereliction to the appropriate Supervisor, and be prepared to justify all accusations. Department members who are too frightened or overwhelmed to take action to defend themselves or others, or who unnecessarily shirk from danger, or avoid their responsibility because of danger will be deemed unfit to perform their duties. [Class 1 - Violation]

C. Failure to place evidence in its officially designated place for preservation and storage or failure to deliver to the official custodian any property found by, confiscated by, or relinquished to an employee of the Sheriff's Office along with related reports without undue delay and before employee's tour of duty is ended. [Category: B - Violation]

D. Failure of a Supervisor or commander to immediately take action when a violation of the policies, procedures, rules, regulations, and guidelines becomes known, regardless of the Supervisor's or violator's assignment or rank within the Sheriff's Office. [Class 1 Violation]

E. Employees shall not conceal themselves while on-duty or engage in any other activity to shirk their responsibility in the performance of duty, or in a manner that would cause them to neglect or be inattentive to duty. [Category: C - Violation]

4.04: Incompetent Performance:

A. Employees are expected to maintain sufficient competency to properly perform assigned or assumed tasks, duties, and responsibilities in accordance with their rank, grade, position, or assignment. Employees shall direct their efforts in a manner, as set forth by the Sheriff's Office, toward achieving the goals, functions, and objectives of the Sheriff's Office. Employees who display signs of incompetence may be subject to disciplinary action. Evidence of incompetence and/or unsatisfactory performance may be demonstrated by, but not limited to: [Class 1 - Violation]:

1. Left Detainee/Prisoner Unattended: In order to prevent an escape, once a Deputy or Detention Officer of the Dallas Sheriff's Office has taken custody of a detainee/prisoner, every attempt should be made to maintain sight and supervision of the person in their custody until a transfer of custody has been made to another Deputy or to Detentions personnel, or the detainee/prisoner has been confined in a holding cell or released, Deputies/Detention Officer having custody of persons are not to become involved in other incidents except under the most critical circumstances. If involvement becomes unavoidable, the Officer shall immediately notify other personnel (Control Center operator, Officers in the area, Communications, etc.) Of the situation so that arrangements can be made either for back-up, custody transfer of the detainee/prisoner to another Deputy/Detention Officer, or transportation to a holding cell. Deputies and/or Detention Officers are to stay with the prisoner until custody has been transferred to prevent escape. [Class 1 - Violation]

2. Consistent inability to comprehend or understand instructions or directions: has to be told repeatedly how to do routine tasks after receiving comparable training and experience as other employees. [Category: B - Violation]

3. Repeated documented records of disciplinary actions; for infractions of the rules, regulations, policies, procedures, or orders of the department. [Category: B - Violation]

4. Repeated documented performance deficiencies and/or repeated unsatisfactory performance evaluations: indicating the employee's continuing failure to adequately perform their duties in a competent manner. [Category: B - Violation]

5. Failure to Maintain Jail Keys: Any employee who intentionally, recklessly or negligently fails to maintain the jail keys assigned to that employee will be disciplined. The failure to maintain said keys must constitute a gross deviation from the standard of care that another employee would exercise under similar circumstances. [Category: A - Violation]

6. A violation of this section occurs when those keys are allowed to become accessible to any person detained or in custody in a Dallas County Correctional Facility, regardless of whether or not the keys actually come into the possession of any person detained or in custody in a Dallas County Correctional Facility.

7. Reckless or Negligent Release: Any employee who is reckless or negligent regarding the standard of care that is required of his/her duty, or the circumstances resulting from his/her conduct, who recklessly or negligently commits an error that permits, causes, or facilitates the release of a person detained or in custody in Dallas County Correctional Facility will be subject to disciplinary action: [Category: A - Violation]:

a. If the employee has reasonable proof that the error in releasing the person detained or in custody was due to circumstances that were beyond that employee's control, and that he/she acted in good faith upon the information he/she received after diligently performing all the necessary requirements to ensure that the appropriate person was released from custody, the employee shall not be subject to discipline. [Category: A - Violation]

8. An employee shall perform his/her duties in a competent manner set forth by the Sheriff's Office. [Category: C - Violation]

9. A continued lack of knowledge and/or proper application of the guidelines, policies, procedures, etc. required to perform the employee's duties. Consistent inability to perform assigned tasks and/or conform to the standards established for the employee's rank, grade, or position. [Category: C - Violation]

Section 4.05: Conduct Unbecoming an Officer/Employee:

A. Employees shall not engage in any conduct which constitutes conduct unbecoming an officer or neglect of duty. The conduct of all employees must be free from impropriety and inappropriate behavior. Employees shall conduct themselves with integrity and trustworthiness, both on and off-duty, in a manner which reflects favorably upon themselves and the Department and does not impair public respect and/or confidence for the employee or the Department. At no time shall employees conduct be unprofessional or in a manner as to compromise their ability to perform their duties or that would effectively bring discredit upon the Department, result in justified unfavorable criticism, or impair the effective operations and/or efficiency of the Department if brought to the attention of the public. [Category: A - Violation]

B. Jeopardizing safety of fellow Officer/employee or other person: Employees shall not intentionally, knowingly, recklessly, or through negligence jeopardize or risk the safety of a fellow Officer/employee or any person unjustifiably through the omission or commission of any action, including by the playing of pranks or other seemingly innocuous actions. [Class 1 - Violation]

C. Personal involvement: No employee shall be involved personally in disturbances or law enforcement incidents to that employee's discredit. [Category: A - Violation]

D. Employees shall be courteous and civil at all times: in employee's relationships with others. Employees shall not at any time ridicule, mock, deride, taunt, belittle, embarrass, humiliate, or shame any person. Employees shall not unnecessarily use loud, indecent, profane or harsh language in the performance of official duties in the presence of the general public. Employees shall treat higher ranking employees, civilian Supervisors, subordinates, associates and any other

person with respect. When on duty in the presence of other employees or the public, employees should be referred to by rank or title.
[Category: C - Violation]

E. Malicious Gossip: Employees shall not intentionally or knowingly originate, engage, or repeat negative or malicious gossip, rumors or non-factual information pertaining to the Sheriff's Office or its employees. [Category: C - Violation]

F. Employees shall not engage in "horseplay" or the playing of pranks: while on duty or intentionally distract other employees, who are performing their assigned duties. [Category: C - Violation]

Section 4.06: Harassment:

A. Harassment of any nature, including sexual harassment and harassment based on race, national origin, color, sex, sexual orientation, gender, gender identity, religion, age, disability or any other protected characteristics in violation of the law or Dallas County Policy will not be tolerated. If an employee takes such action with the intent to harass, annoy, alarm, abuse, torment, embarrass, or offend another it shall be considered a violation of this policy. (Refer to General Orders Chapter 3.5): [Class 1 - Violation]

B. Sexual Harassment (Quid Pro Quo): Employees shall not make unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: [Class 1 - Violation]:

    1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
    2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

C. Harassment: Employees shall not make any remarks, slurs, epithets, jokes or engage in any other conduct based on race, national origin, color, sex, sexual orientation, gender, gender identity, religion, age, disability or any other protected characteristics in violation of the law or Dallas County Policy. Other examples of harassment include touching or physical contact that is unwelcome, or the display, viewing, storage or reading of materials that are offensive based on these protected characteristics. [Class 1 - Violation]

D. Examples: Harassment includes touching or physical contact that is unknown, verbal jokes, insults, and comments or the display, viewing, storage or reading of materials that are offensive based on these protected characteristics.

E. Intentional touching of an Overtly Sexual Nature: (e.g., touching another person’s breasts, chest, buttocks, or genitals, touching or exposing one’s self, etc.). [Class 1 - Violation]

F. Prison Rape Elimination Act (PREA) Defines Sexual Harassment as: Includes, but is not limited to, all of the following, whether by staff, volunteers, contractors, other agency Representatives, or inmates, sexual advances, sexually offensive language, comments or gestures; influencing, promising or threatening any inmate’s (or staffs’) safety, custody Status, privacy, housing, privileges, work or program status, in exchange for personal gain or favor of a sexual nature; creating or encouraging an atmosphere of intimidation, hostility or offensiveness as perceived by any individual who observes the sexually offensive behavior or language. [Class 1 - Violation]

G. (PREA) Defines Violation of Privacy Rights of Inmates as: This includes, but is not limited to, the act or the attempted act of observing or interfering with an inmate’s personal affairs without a reasonable need to do so for the immediate safety and security of the inmate, employees, or others within the institution. Violations may include unreasonable intrusive viewing of an inmate’s use of the shower, toilet, or in areas where inmates dress, outside legitimate security needs. Acts that may also be included consist of: failing to announce his/her presence when entering a housing unit a non-emergency situation; reading personal mail or written materials of an inmate when not required for safety and security of the institution of persons therein. [Class 1 - Violation]

H. (PREA) Defines Sexualized Work Environment as: A work environment in which the behaviors, dress and speech of either staff and/or inmates create a sexually charged workplace. Sexually explicit talk, inappropriate emails, posted cartoons, jokes or unprofessional dress in the presence of inmates characterizes a sexualized work environment. A sexualized work environment severely erodes the professional boundaries between staff and inmates. [Class 1 - Violation]

Section 4.07: Inappropriate Computer/Electronic Devices Use:

Employees shall not intentionally and knowingly view, transfer, solicit, use or store pornography or other sexually explicit information or any type of offensive material towards any race, national origin, color, sex, sexual orientation, gender identity, religion, age, disability or any other protected groups on electronic devices owned by Dallas County, except in the pursuit of approved law enforcement investigations. [Category: A - Violation]

Section 4.08: Intoxicants.

A. Refer to G.O.3.7 for the County's Drug and Alcohol Policy, definitions, and penalties. Employees shall not be under the influence of illegal drugs, a user of illegal drugs, or a user of drugs when the drugs are not prescribed to the employee by a physician or dentist: [Class 1 - Violation]

B. Employees shall not drink/consume intoxicating beverages on duty: (except as part of performance of a duty, and only with the specific consent of their Division Commander, and never in uniform i.e., employees working in an official undercover capacity within the guidelines of the Dallas County Sheriff's Office General Orders Manual and Division Standard Operating Procedures). [Category: A - Violation]

C. Employees shall not bring or keep any intoxicating liquor: in a County or Sheriff's Office facility or county vehicle, except for the following purposes: [Category A – Violation]:

1. Liquor brought into a County or Sheriff's Office facility in the furtherance of a law enforcement task shall be properly identified and stored according to policy (i.e., evidence from an arrest, etc.).
2. Sheriff's Office personnel may consume intoxicants at or in a Dallas County facility if this is part of an approved Departmental training exercise or class (i.e., Standardized Field Sobriety Testing School).

F. Employees shall not purchase, possess in open view of the public: or be under the influence of intoxicants while in uniform, on or off duty, except in the furtherance of a law enforcement task. [Category: B - Violation]

G. On Duty Performance: Employees shall not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent that his job performance is impaired. [Category: C - Violation]

H. Prescription drugs currently prescribed: for the employee by a licensed physician and taken as prescribed shall not be considered a drug under Dallas Sheriff's Office policy (G.O.3.7.II.). However, if an employee is taking medication and knows or has reason(s) to believe the medication may cause the employee to act in a manner consistent with being under the

influence of drugs and/or alcohol, the employee must immediately notify the Supervisor. The Supervisor may require the employee to provide documentation from the doctor stating that such use will not impair the employee's ability to perform safety sensitive functions. Employees shall not take prescription drugs in a manner not prescribed by a physician or dentist while on duty. [Category: C - Violation]

Section 4.09: Public criticism or ridicule of the Department that interferes with efficiency or impairs operation:

A. Employees shall not publicly criticize or ridicule the Sheriff's Office, its policies, or other employees by talking, writing, or expressing in a manner that:

1. Is defamatory. [Category: C - Violation]
2. Is obscene. [Category: C - Violation]
3. Is unlawful, or [Category: C - Violation]
4. Impairs the operation of the Sheriff's Office by interfering with its efficiency, the Supervisors' ability to maintain discipline, or by recklessly disregarding the truth. [Category: C - Violation]
5. This section shall not be used in any way as to violate or attempt to silence any individual who is exercising their constitutional freedoms and or rights guaranteed to All American citizens by the laws of the State of Texas and Constitution and Bill of Rights of the United States of America.

Section 4.10: Failure of senior ranking Officer/Employee to remain on scene until incident is properly handled:

The ranking on duty Supervisor at the scene of any law enforcement incident shall be in charge and responsible for the proper conclusions of that incident. In the absence of a Supervisor, the senior Officer/employee present shall be in charge and responsible for the handling of the incident until he/she is properly relieved. The Supervisor or senior Officer/employee, as the case may be, shall remain at the scene until such time as the incident is under control, the incident is being properly handled in accordance with existing policies, and sufficient instructions have been issued to result in the proper conclusion of that incident. [Category: C - Violation]

Section 4.11: Insubordination:

A. Is the refusal to submit to the authority of a commanding Officer: The willful disobedience of a lawful order issued by any Supervisory or commanding Officer or insolent, abusive, indecent, or insulting language, and/or disrespectful, mutinous, rebellious, behavior or action toward any Supervisory or commanding officer by a subordinate shall be considered insubordination. [Category: B - Violation]

B. Employees will promptly and obediently comply with all lawful orders issued by any Supervisory or commanding Officer, including any order relayed from a superior by an employee of the same or lesser rank. Failure to obey or deliberate refusal to obey a lawful order given by a superior shall be considered insubordination. [Category: B - Violation]

Section 4.12: Prohibited Activities While On Duty.

A. Employees are prohibited from engaging in the following activities while on duty: [Class 1]

1. Working off Duty Employment While on Duty: Employees shall direct their efforts toward achieving the goals, functions, and objectives of the Sheriff's Office and remain occupied with Sheriff's Office business during their tour of duty. At no time shall employees engage in off duty employment while on duty. [Class 1 - Violation]
2. Employees shall not sleep while on duty or give the appearance of sleeping: If adverse consequences result from sleeping on duty, this violation may be punished at a higher offense level, up to a Class 1 offense. [Category: C - Violation]
3. Sending Inappropriate/Unnecessary Electronic Messages: Employees shall not use Dallas County or Dallas Sheriff's Office owned or leased computers, other electronic devices, or other resources for sending electronic messages for personal business, or that is not appropriate or relevant to Sheriff's Office business. Employees shall not use inappropriate language, swearing, vulgarity, obscenity, and/or inflammatory language when sending electronic messages. [Category: C - Violation]
4. Conducting personal business while on duty: Employees shall not conduct personal business while on duty to the extent that productivity is affected. Personal business is defined as any activity which benefits the employee and not the Sheriff's Office. [Category: C - Violation]

Section 4.13: Prohibited Activities While Off Duty:

A. Employees are prohibited from engaging in the following activities while off duty:

1. Outside Employment: An employee is prohibited from knowingly and intentionally following any other vocation which might conflict or interfere with his responsibility to the Sheriff's Office or continuing any outside employment after being informed that the outside employment has been determined to be an incompatible activity. [Category: B - Violation]
2. No employee shall work in excess of approved hours: as defined in Chapter 4.5, Section V. [Category: C - Violation]
3. Application for Special duty: No employee shall enter into any outside employment without first submitting an "Application for Special Duty" (form Sher/Pers/E-2) or a "Request for Permission for Outside Employment, Other than Police Duty" (form Sher/Pers/E-1) summarizing the proposed duties, location, hours of duty, and employer. [Category: C - Violation]
4. Improper off duty use of County vehicle: Employees shall not operate a county- owned vehicle for personal gain, personal business, to drive to a secondary or part-time place of employment not related to County business, or for any other non-County-related use. Home storage vehicles may be used to drive to and from work but shall not be taken out of county without permission. [Category: C – Violation]

Section 4.14: Failure to promptly submit reports required:

Employees shall promptly submit reports which are required by the performance of his duties or by competent authority. All reports should be legible. All employees are required to print/type their first initial, last name, and Badge/Identification number on the report to ensure proper identification of the person writing the report. The employee will then affix their signature to the report. [Category: C – Violation]

Section 5.01: Bribes.

Employees shall not accept, agree to accept, or solicit a bribe. A bribe shall be defined as a gift, emolument, money, thing(s) of value, appointment, personal advantage, the promise or solicitation of same for the purpose of obtaining special privileges/personal gain by the donor or other person. [Class 1 – Violation]

Section 5.02: Witness: Buying From/selling to:

Employees shall not knowingly buy anything from or sell anything to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case, and shall not act as an intermediary in the payment of a reward for the return of stolen property without prior written authorization by the Sheriff. This section does not prohibit employees from dealing with legitimate places of business. [Category: B – Violation]

Section 5.03: Rewards.

Employees shall not under any circumstances solicit any gift, gratuity, loan, special consideration, reward, rebate or fee where there is any direct or indirect relationship between the solicitation and employee's employment status or association with the Sheriff's Office except as provided by law and approved in writing by the Sheriff. [Category: A – Violation]:

1. Employees shall not accept a reward, gift or favor: from any licensee whose license is subject to regulation or approval by the Sheriff. [Category: A – Violation]
2. Any reward or authorized funds paid or sent to any employee: for actions resulting from the employee's official duties or in connection with the employee's association with the Sheriff's Office shall be promptly reported to the Sheriff, who will decide how the reward will be utilized for the benefit of the employees of the Sheriff's Office.
   [Category: A – Violation]

Section 5.04: Receiving money/gifts from solicitation, special consideration:

Employees may solicit nominal amounts from other employees for birthdays, retirement or special occasions with the approval of a Division Commander. Employees shall not receive any money or gifts from any type of solicitation except when retiring from the Sheriff's Office or for special circumstances approved by a Division Commander. Supervisors shall not accept individual (non-group) gifts from his/her subordinates without the express written permission of the Sheriff. (Except gifts normally exchanged by friends, such as birthdays, Boss's Day, holidays, retirements and similar events, not to exceed $25.00 in value.). [Category: C – Violation]

Section 5.05: Selling goods, soliciting/Fund Raising.

No employee shall be allowed to sell goods, offer goods for sale, canvass or solicit for any purpose on County property without the written permission of the Sheriff or Executive Chief Deputy using the "Request to Solicit" form. Employees shall not be allowed to sell goods or offer goods for sale for a private business, for a personal profit, or with intent to defraud. Fundraisers and benefits may be allowed after review and permission of the Sheriff or Executive Chief Deputy. Such approval shall be made in accordance with the Standard Operating Procedure in effect at the time

the application for approval is made. Approved fund raising activities will ordinarily be limited to one such undertaking per calendar year. No employee shall make any person feel compelled to purchase, donate, or contribute time, money, property, or service to, or for, any person, organization, or cause: [Class 1]:

1. Employees shall not permit any person to enter a Sheriff's Office facility: whose purpose is to sell goods, offer goods for sale, canvass or solicit for any purpose without written permission of the Sheriff or Executive Chief Deputy. [Category: C – Violation]
2. Failure to get approval of the Sheriff: Whether acting individually or in conjunction with any other person, or for, or with any organization, employees shall not engage in any type of fund raising activity which in any way reflects that the Dallas County Sheriff's Office or the Sheriff is a part of, a beneficiary of, or endorsing, or in any way associated with such activity without the prior written approval of the Sheriff. [Category: C – Violation]

Section 5.06: Unauthorized Expenditure of money/incurring liability:

Employees shall not make expenditure of money or incur liability in the name of the County of Dallas or the Sheriff's Office unless authorized by the Sheriff. [Category: C – Violation]

5.07: Job Abandonment:

The employee has abandoned his/her job if they do not report to work for 48 hours and they fail to call-in and notify their Supervisor of the absence. The employee has abandoned his/her job if they leave their designated place of duty or assignment and they "walk off" without proper authorization. [Class 1 – Violation]

Section 5.08: Absent Without Leave:

No employee shall be absent without leave. An employee who fails to appear for duty for 48 hours, at the time and place specified by their assignment/Supervisor without permission shall be deemed absent without leave. [Category: B – Violation]

Section 5.09: Failure to report at specified time and place for Duty/Excessive Tardiness:

A. Unless otherwise directed, employees shall report at the specified time and place in proper uniform and equipment. Employees who are designated to use time clocks to record their time and attendance shall use their key cards at the time clocks specified by their Supervisor. Employees shall clock in no sooner than six minutes before their scheduled shift start time. (Exception: Supervisors who are required to arrive early to prepare for detail)

B. Anyone not present at the specified time and place to report for duty shall be considered tardy: To be considered not tardy, an employee must have followed his/her Divisions time entry methods and are at roll call at the designated time. The six minute window created by the KRONOS time keeping system does not excuse an employee from being present at the designated time for roll call. [Category: C – Violation]

C. Excessive tardiness: is defined as an employee who is tardy six or more times in a three month period. If an employee provides written justification in memorandum form to the shift Supervisor that justifies the tardiness, the tardiness may be excused and not counted against

him/her. The Supervisor will make the judgment as to whether the circumstances were beyond the employee's control. Written justification will be maintained in the employee's Department file for
one year. Supervisors will make a notation in the KRONOS time keeping system for the employee stating that the tardy was excused.

Section 5.10: Failure to notify immediate Supervisor of illness or inability to report to work:

A. An employee who cannot report for duty due to illness has the responsibility to notify his/her immediate Supervisor at least one hour prior to the beginning of shift. When unable to reach employee's immediate Supervisor, the employee will contact the person designated as "acting" for that Supervisor, the next-level manager in their Chain-of Command, or the on-duty Supervisor in their division, of equal rank/grade with similar responsibilities (e.g., another Patrol/Traffic Sergeant, another Detentions Supervisor, etc.).

B. If an employee's immediate Supervisor is not readily available: and the employee has attempted all of the above procedures and has still not been able to contact anyone, the employee will contact the on duty Supervisor in the Communication Section and give Him/her his/her name (or call number), the Section he/she works, his/her Supervisor's name, and inform the Communication Supervisor that he/she will be absent. [Category: C – Violation]

C. Employees must comply with the General Orders Manual as to reporting a telephone number and address where employee can be located during employee's normal tour of duty.
[Category: C – Violation]

Section 5.11: Excessive Absences:

A. Employees shall not abuse sick leave. Time taken off for doctor visits, Family and Medical Leave taken in compliance with Dallas County policy, death in the family, work-related injuries, or injury/disability resulting in emergency care, hospital confinement, or recuperation for an out-patient procedure, accrued vacation leave/holidays/ compensatory time, jury duty, and/or military duty are not to be included in the count for excessive absences: [Category C]

B. A shift Supervisor may review the sick leave for extenuating circumstances and determine that the incident will not be included in the count for excessive absences. The Supervisor will make a notation in the KRONOS time keeping system for the employee stating that the absence was excused, after the employee provides the necessary written documentation. The written documentation will be attached to the time off request and maintained in the employee's Department file for one year. Refer to G.O.4.1.XII., to determine when sick leave absences are considered excessive. [Category: C – Violation]

Section 5.12: Failure to Swipe KRONOS Card (pattern of non-compliance):

Employees are required to record/report their daily attendance. Employees shall use the time entry method designated by the Sheriff or his/her designee. Those employees designated to use time clocks who consistently forget to swipe their KRONOS card to record their time (showing a pattern of non-compliance) shall be subject to disciplinary action. Employees shall report lost, stolen or damaged cards to their Supervisor. Employees shall pay $10.00 for a replacement KRONOS card to the county auditor's office. [Category: C – Violation]

Section 5.13: Failure to furnish emergency telephone number/current address:

All employees are required to furnish the Sheriff's Office with a telephone number and address where the employee may be reached in case of an emergency. [Category: C – Violation]

Section 5.14: Failure to report change in name, address and telephone number within 24 hours:

Employees shall report any change in name, address and/or telephone number within 24 hours after such changes in the manner prescribed by the current General Orders Manual. [Category: C – Violation]

Section 5.15: Failure to notify Supervisor when not available for duty/for more Than 48 Hours:

When an employee will not be available for more than 48 hours at the employee's listed telephone number and address for an emergency call, that employee shall notify his
Supervisor of the time of departure, expected time of return, destination, and as far as practicable, information as to how and where the employee may be reached in the event of an emergency. [Category: C – Violation]

Section 6.01: Use of Force:

Employees shall use only such force as is necessary, up to and including deadly force, in the performance of their duties (affecting an arrest, subduing a prisoner, etc.). At no time shall an employee of the Dallas Sheriff's Office intentionally use unnecessary/improper force towards any person. [Class 1– Violation]

NOTE: An employee of the Dallas Sheriff's Office is justified in using force against another person when and to the degree the employee reasonably believes the force is necessary to protect his own safety or security, to protect the safety or security of other persons, in effecting an arrest, or to maintain the security of a Dallas County Detention facility, as set forth in G.O.7.1., and the Texas Penal Code, Chapter 9.

Section 6.02: Protection of Rights:

Employees shall protect the rights of any person, including those detained or held in custody, and shall not violate those rights; nor shall any employee willfully mistreat, or give inhumane treatment to any person, including those detained or held in custody. [Class 1 – Violation]

Section 6.03: Un-Authorized Arrests:

A Deputy shall not knowingly and intentionally arrest any person nor search any premises or person without a warrant of arrest or a search warrant, unless such arrest/search is authorized without a warrant under the laws of the State of Texas, or the United States of America. [Category: B – Violation]

Section 6.04: False Arrest:

A Deputy shall not knowingly and intentionally affect a false arrest and/or imprisonment or direct any malicious prosecution against any person. A non-sworn employee will not make arrests other than the exercise of a "citizen arrest" as provided by law. [Category: B – Violation]

Section 6.05: Retaliation:

An employee shall not cause harm, or anything reasonably regarded as a loss, disadvantage, or injury to another person or threaten to harm or cause loss, disadvantage, or injury to another person in retaliation for, or on account of, the person being a witness, prospective witness, or informant or who has reported or who intends to report the occurrence of a criminal offense or violation of a Departmental rule or policy. [Category: B – Violation]

Section 6.06: Accidental/Intentional Discharge with no serious injury or death:

A. If an Employee is involved in an accidental or intentional discharge of his/her firearm with no serious injury or death involved and it is determined that no criminal act has occurred and no criminal charges are too filed and an Internal Affairs investigation determines the involved employee's actions appear justified by State of Texas Statues and Departmental Policy, there is no need for any type of discipline:

B. If it is determined that the employee's actions have violated State or Federal law and/or Departmental policy, the Criminal Investigation Section will determine whether criminal charges are to be filed; Internal Affairs will investigate any identified policy violation or act of misconduct. If Internal Affairs finds the violation or act of misconduct to be sustained, then an accidental or negligent discharge may be considered an aggravating factor in determining discipline. [Category: C – Violation]

C. If after investigation it is determined that the discharge of a firearm by an employee was an unforeseen incident that occurred unexpectedly and unintentionally, the employee's performance will be evaluated in regard to possible training, safety, or procedural issues. (Ref. G.O. Chapter 4.3.)

Section 6.07: Lost, damaged or destroyed citizen's/prisoner's property:

Any employee, who has lost, damaged or destroyed any property or equipment belonging to any person, including those detained or in custody, may be disciplined if the loss or damage is due to negligence caused by the employee's willful disregard or intentional apathy regarding care, custody, and/or control of the person's property. Under these circumstances, the employee may be required to make restitution in addition to, or instead of, the discipline. [Category: C – Violation]

7.01 Political Activities:

A. Employees shall not engage in the following political activities:

1. Dallas Sheriff's Office employees shall not be disciplined, terminated, transferred or be deprived of any employment rights or position for participating in political activities, political campaigns, or related activities or making a political contribution, political expenditure, or publicly supporting or opposing a candidate for public office or a measure to be voted on at an election during the employee's off duty hours, when the employee is not in a Department uniform, and not using County equipment. Nor shall employees be disciplined, terminated, transferred or deprived of any employment rights or position for membership or non-membership in any labor organization in compliance with Chapter 4.6 of the Dallas Sheriff's Office General Orders. Nor shall any employee be compelled to become a member of, or to withdraw membership in, any labor organization. However, employees who become candidates for certain Dallas County offices are subject to the requirements of paragraph 5. [Category: A – Violation]

2. A Dallas Sheriff's Office employee must resign to run for the following elected offices in Dallas County: Constable, County Clerk, County Commissioner, County Judge, County Treasurer, Criminal District Attorney, District Clerk, Judge of any Dallas County or District Court, Justice of the Court of Appeals, Justice of the Peace, Sheriff and Tax Assessor Collector. A Dallas Sheriff's Office employee's action in becoming a "candidate" for any of these offices serves as the person's resignation of employment. "Candidate" has the same meaning as in Section 251.001(1) of the Texas Elections Code. An employee who becomes a candidate for these Dallas County elected offices will be in violation of Section 5 if he/she does not comply with all of the steps required for an employee to resign his/her employment and will be subject to disciplinary action. [Class 1 – Violation]

Section 7.02: Belonging to subversive organizations:

An employee shall not become a member of 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 means. [Class 1 – Violation]

Section 7.03: Failure to immediately report fraternization/association with persons engaged in criminal activity except:

A. For official duties, employees shall not knowingly fraternize or associate with a person who is known to engage in criminal activity or habitually commits violations of the law, exclusive of Class "C" misdemeanors. This section does not preclude an employee from associating with a family member who falls within the aforementioned category. [Category: A – Violation]

B. For purposes of this section "Family Members" includes individuals related by consanguinity (blood or common ancestor) or affinity (by marriage), individuals who are former spouses of each other, individuals who are the parents of the same child, without regard to marriage, and an adopted/foster child and adoptive/foster parent, without regard to whether those individuals reside together. (Texas Family Code, Section 71.003)

C. Exception: Employees working in an official undercover capacity within the guidelines of the Dallas Sheriff's Office General Orders and Division Standard Operating Procedures at the discretion of the Division Commander. This exception is permitted only while the employee is on active undercover assignment.

D. Except for official duties or by written permission of the Sheriff or Executive Chief Deputy, employees shall not knowingly engage the services of, accept service from, or do favors for any person, or the immediate family of such person, who has been incarcerated in any jail, prison, or other institution for the detention of persons charged with or convicted of a crime, for at least one year after that person's release from custody. [Category: A – Violation]

E. "For purposes of this section "immediate family" means an individual who is related to a person within the second degree by affinity or consanguinity'. [Texas Code of Criminal Procedure, Article 56.32., (7)]

F. An individual's relatives within the second degree by consanguinity are the individual's parent or child (relatives in the first degree) and brother, sister, grandparent, or grandchild (relatives in the second degree) (Texas Government Code, Section 573.023)

G. An individual's relatives within the second degree by affinity are the individual's husband or wife (relatives in the first degree by affinity). The degree of other relationships by affinity is the same as the degree of the underlying relationship by consanguinity.

H. For example: If two individuals are related to each other in the second degree by consanguinity, the spouse of one of the individuals is related to the other individual in the second degree by affinity. (Texas Government Code, Section 573.024)

I. The ending of a marriage by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives. (Texas Government Code, Section 573.024)

J. This section does not preclude an employee from engaging the services of, accepting service from, or doing favors for a family member who falls within the aforementioned category.

K. Exception: employees working in an official undercover capacity within the guidelines of the Dallas Sheriff's Office General Orders and Division Standard Operating Procedures at the discretion of the Division Commander. This exception is permitted only while the employee is on active undercover assignment.

L. If an employee is contacted by any person, or any member of the immediate family of such person mentioned in Section 7.03, outside of his official duties, that employee shall immediately report such contact in a written report to the Sheriff. [Category: C – Violation]

Section 7.04: Participating in disruptive protests:

A. Employees shall not participate in any type of disruptive protest or demonstration, not act a spokesperson, representative or agent for any group engaged in or planning to engage in any type of disruptive protest demonstration. [Category: B – Violation]

B. This section shall not be used in any way to violate or attempt to prevent any individual from exercising their constitutional freedoms and/or rights guaranteed to all American citizens by the laws of the State of Texas and Constitution and Bill of Rights of the United States of America.

Section 7.05 Endorsing a products/service that alludes:

Employees shall not permit employee's name or photograph to be used to endorse any product or service which is in any way connected with law enforcement or in any commercial testimonial that alludes to employee's position or association with the Sheriff's Office without the permission of the Sheriff. [Category: C – Violation]

Section 8 Civil, Criminal, Judicial and Investigative Services Actions

Section 8.01: Offenses against an Officer:

A Deputy shall not investigate any criminal case nor personally file any criminal charge in a court of law against any person for a criminal offense committed against the Deputy's self or any member of the Deputy's family. Offenses that may have been committed against a Deputy or a member of a Deputy's family shall be reported to the proper agency having jurisdiction or the Division of the Sheriff's Office having responsibility for the investigation of such offenses. [Category: B – Violation]

Section 8.02: Interfering with Lawful Process:

A. Employees shall not engage in any of the following conduct: [Category: A – Violation]:

1. Tampering with evidence or taking any other action: that interferes with the efficiency or integrity of the administration of criminal justice. [Category: A – Violation]
2. Interfering with the attendance or testimony: of witnesses through coercion, bribery or other means. [Category: A – Violation]
3. Attempting to have any notice-to-appear or traffic citation reduced: voided or stricken from the calendar without approval of the Division Commander. [Category: B – Violation]
4. Recommending a dismissal, reduction of charges, or other disposition of a pending criminal case, which has previously been filed in any criminal court or before any grand jury, except by written approval of the Division Commander. [Category: B – Violation]
5. Interfering with the service: of lawful process. [Category: B – Violation]

Section 8.03: Truthfulness:

A. False Statements: Employees shall not knowingly and intentionally misrepresent any matter, commit perjury, or give false testimony before any court, grand jury, board commission, official hearing, Departmental hearing, or Departmental investigation. [Class 1 – Violation]

B. Falsifying Reports: Employees shall not knowingly and intentionally falsify any report, document or record, withhold relevant information or knowingly and intentionally cause inaccurate/improper information to be entered on a report, document or record (including County time records or grant documents) of the Sheriff's Office, a governmental agency, any court, or when directed to provide a written response by competent authority. Nor shall employees knowingly and intentionally sign any false statement or Report. Employees shall not knowingly and intentionally remove, destroy, and/or cause the removal or destruction of any report, document or record without proper Authorization. Alterations on official documents that have already been submitted may be made by a supplemental report, document, or record. [Class 1 – Violation]

C. False Accusation: An employee who knowingly files a false accusation in any written document for reasons including, but not limited to, malice, spite or ill-will, will be subject to disciplinary action up to and including termination. [Class 1 – Violation]

Section 8.04: Unauthorized Release of Information:

Employees shall not knowingly and intentionally provide any person or entity with unauthorized or confidential information regarding the Dallas Sheriff's Office or law enforcement operations. [Class 1 – Violation]

Section 8.05: Assistance in Civil Cases:

Employees shall not take action in an official capacity in civil cases, unless directed by a court or to prevent an immediate breach of the peace or to quell an existing disturbance. However, employees may inform citizens of the difference between civil and criminal cases. Employees may also refer citizens to the District and County Clerks Offices for more information or to the Dallas Bar Association Legal Referral Line. [Class 1 – Violation]

Section 8.06: Assisting Escape:

Employees shall not knowingly and intentionally communicate in any manner any information which may assist or enable persons, who are guilty or accused of criminal or quasi-criminal acts, to escape custody, arrest, penalty, or dispose of evidence of unlawful activity. [Class 1 – Violation]

Section 8.07: Recommending Surety:

Employees shall not suggest, recommend, advise, or otherwise counsel the retention of any surety to any person coming to the employee's attention as a result of the employee's association with the Sheriff's Office. In no case may such advice be given where a fee, gratuity, or reward is offered by a surety. The person shall be advised to check the list of Licensed Bond Companies on the bulletin board outside the Bond Desk at the Lew Sterrett Justice Center or consult the phone book. [Class 1 –Violation]

Section 8.08: Furnishing Bail:

Employees shall not provide bail or act as a principal or surety on any bail bond or bail bond application for any person charged with any type of criminal offense. (However, an Employee may post a cash bond for a family member or relative as long as the employee has notified his/ her chain of command). [Class 1 – Violation]

Section 8.09: Recommending Attorney:

Employees shall not suggest, recommend, advise, or otherwise counsel the retention of any attorney to any person coming to the employee's attention as a result of the employee's association with the Sheriff's Office. In no case may such advice be given where a fee, gratuity, or reward is offered by an attorney. The person shall be advised to contact the Dallas Bar Association. [Category: B – Violation]

Section 8.10 Testifying - must be present and available:

A. Employees must be present and available to testify in any court or before any grand jury in Dallas County when officially notified to appear, unless arrangements are made with the court ahead of

time or unless an immediate Supervisor approves the absence. In criminal cases outside Dallas County and in all civil cases, employees shall respond only to legal subpoenas. [Category: C – Violation]

Section 8.11: Summons - employees shall be present in court:

A. All employees that are served with an official summons shall be present in court unless arrangements are made with the court ahead of time or unless an immediate Supervisor approves the absence. An employee who is unable to answer an official summons due to a valid reason must be excused by the court or grand jury prior to the time the employee is scheduled to appear. [Category: C – Violation]

B. Sheriff's Office employees, Reserve Deputies and/or Posse members served with an official summons who are unable to be present in court will notify their immediate Supervisor and the Court Coordinator or the District Attorney's Office as early as possible, in advance of the court session. [Category: C – Violation]

C. The reason for the excused absence shall be reported to the employee's Division Commander by the employee's immediate Supervisor. In case the Division Commander is not available, the reason for being absent shall be reported to the employee's Bureau Assistant Chief Deputy. [Category: C – Violation]

Section 8.12: Subpoenas - Employees shall notify:

An employee shall notify his/her Division Commander, in writing, any time the employee is subpoenaed to testify in a criminal trial, in a civil trial or in any court hearing or trial in which the Dallas County Sheriff's Office or Dallas County is a party. [Category: C – Violation]

Section 8.13: Accepting witness fees without approval:

Employees shall not accept witness fees in any court cases unless employees are testifying as paid expert witnesses with the approval of the Sheriff or Sheriff's designee and the Legal Advisor. Employees shall donate any witness fees received to Dallas County or to their section or unit with the Sheriff's Office unless they have received prior approval to testify as experts. Employees shall obtain and maintain copies of receipts to document all donations made. [Category: C – Violation]

Record of Changes

This page is used to date and describe changes to this document.

Chapter Changed	Date Proposed	Description
Introduction	December 2025	Replaced the previous mission statement with the current one.
1.4	December 2025	Updated the Organizational Chart.
4.4 III F.	December 2025	Added Detention Service Supervisor to ranks assigned at the discretion of the Sheriff or Executive Chief Deputy.
4.5 III.	December 2025	Added F to section 4.5 III which states "All requests for off duty employment in counties contiguous to Dallas County will be submitted by memorandum through channels to the Executive Chief Deputy."
4.5 XIII C. 2.	December 2025	Changed wording to reflect that a memorandum to the Executive Chief Deputy must be submitted to request employment at a hazardous location.
5.1 VIII K. and L.	December 2025	Added Technology Division to these two headings.