



Texas Law Enforcement Best Practices Recognition Program

October 2011

Texas Police Chiefs Association

Volume 3 Number 4

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Four New Agencies Recognized this Quarter.

Richmond Police Department



Texas chartered the city of Richmond in 1837, the same day the city of Houston received its charter. Richmond is a city of about 13,000 just west of Houston on Highway 59. Mayor Hilmar Moore has served Richmond as mayor for 62 years. He is the longest serving mayor in the United States. The daily operation of the city is directed by the city manager, who oversees all city departments including the police department.

The Richmond Police Department was created in 1950 with three police officers and served a population of around 1,000 people. Richmond is the county seat of Fort Bend County, a growing area, and the department now serves an area of approximately four square miles with a population of 13,000 people.

The department today consists of 30 certified officers and 14 non-sworn personnel. The annual police department budget is \$3 million. The police department is housed in a 10,000 square foot historical jail building that was constructed in 1898.

William "Bill" Whitworth is the current chief



Chief Whitworth

of police and started his 32 year law enforcement career in 1978 with the New Braunfels Police Department. He holds a Bachelor of Science in Psychology from the University of Houston and a Master of Science in Criminal Justice.

He was appointed as a Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) commissioner in January 1990 and served the state of Texas in that position until December of 1995. He was hired as a captain with the Richmond Police Department in 1995 and was promoted to police chief in 1997. He has served as police chief for Richmond for 14 years.

Texas Comptroller's Office Criminal Investigation Division

Elected by the people of Texas in 2006, Susan Combs serves as the Texas Comptroller of Public Accounts. The Texas Comptroller's office was originally created by the Texas provisional government in 1835. The comptroller is the chief steward of the state's finances, acting as tax collector, chief accountant, chief revenue estimator and chief treasurer for all of state government. The comptroller's office has a criminal investigations division which conducts tax related investigations and prosecutes tax evasion and fraud statewide.

The criminal investigation division (CID) began in 1986 as the tax fraud unit within the comptroller's audit division. Unit investigators pursued civil and criminal tax compliance for all state taxes except the cigarette and tobacco taxes, which were handled by the state treasury. In 1994, CID assumed investigative responsibilities for all cigarette and tobacco tax cases, and the

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treasury merged with the comptroller's office in 1996.

In 2001, the legislature gave the comptroller the authority to commission its investigators as peace officers. CID investigators at times also exercise administrative inspection authority. This authority is also statewide, but this authority can extend beyond the border of Texas in certain situations. Today the CID has 23 sworn personnel positions and four non-sworn personnel positions and has an operational budget of approximately \$1.7 million.



Chief Martin D. Cano, Jr. is a Texas native with 17 years of law enforcement experience. He has over 20 years of experience with the comptroller's office. Chief Cano served as an assistant chief in the Houston area for the comptroller's office for several years prior to transferring to Austin CID headquarters in 2006 as the field deputy chief. He was recently promoted to chief of the agency.



Chief Cano

Chief Cano graduated from Texas A&M University with a Bachelor of Business Administration in Accounting and graduated from the University of Houston - Victoria with a Master of Arts in Interdisciplinary Studies. Chief Cano is a Certified Public Accountant (CPA) as well as a Master Peace Officer and certified TCLEOSE instructor. He is a graduate of the 2007 FBI Command College. He is currently an instructor specializing in tax fraud audits and

investigations for the Federation of Tax Administrators.

Humble Police Department

The Humble area was first settled in the mid 1800s. By the late 1800s there was a ferry across the San Jacinto River, a post office and the beginnings of a timber industry. Oil production began in 1902 and led to the beginning of the Humble Oil Company (now Exxon). The town of Humble was incorporated in 1933. Today, Humble covers approximately 10 square miles and has a permanent population of approximately 15,000. The daytime population can be 100,000 plus due to several large retail and restaurant businesses. The daily operation of the city is directed by the city manager, who oversees all city departments including the police department.

The first peace officer for Humble was hired in 1941. The Humble Police

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Department was created by Ordinance on September 16, 1965. The department today consists of 62 certified officers and 18 non-sworn personnel. The annual police department budget is \$8.7 million. The police department is housed in a 14,000 square foot two-story building.



Chief Warman as a police officer for Humble. He worked in several areas of the department and rose through the ranks to his eventual promotion to chief of police in 2002. Chief Warman is a

graduate of the 174th session of the FBI National Academy and a 2003 graduate of the Leadership and Command College at Sam Houston State. He is a member of the International Association of Chiefs of Police and the Texas Police Chiefs Association.

Cleveland ISD Police Department



The Cleveland Independent School District began in the 1800s and in 1915 received its first fully accredited high school. Today Cleveland ISD serves approximately 3,720 students in grades Pre-K through 12. It currently has six campuses and is led by a superintendent who reports to a seven-member school board. Cleveland ISD has approximately 434 employees and is the largest employer in the city of Cleveland.

Cleveland ISD Police Department was created by a board resolution in

February of 2008. The department has grown to a staff of seven sworn personnel and two civilian personnel. Employees normally work shifts covering 7 a.m. to 6 p.m. Monday through Friday, plus after-hours school events. The 24-hour response capability is provided by the city of Cleveland Police Department through a memorandum of understanding.

Antonio Ford was hired as chief of police on September 1, 2008. Chief Ford has over 20 years of law enforcement experience and a solid educational background in criminal justice. In his current position he provides leadership for two separate departments, as he is the chief of police and also the director of transportation for Cleveland ISD. He develops, recommends and implements programs to enhance efficiency and divisional effectiveness. His career as a supervisor has afforded him the opportunity to resolve stressful situations during field operations. ★



Chief Ford

New Technique for Requiring Officers to Know Policy

A number of agencies around the country are moving to a color-coded policy manual. Because agencies have been increasing the size and complexity of their policy manual, it has been difficult to keep officers abreast of all the policies. This has led some agencies to color code their manual with one color for policies officers must know by memory, and another color for policies officers must know by reference. This clearly reduces the number of critical policies officers must know by memory.

Obviously, the higher the risk or more critical the issue, the more likely the officer should know that policy by memory. Items such as use of force, pursuits, vehicle operation, procedures for handling alarms and barricaded persons and other critical patrol issues would fall into that category. But do officers need to know the requirements for promotion by memory? Maybe not, but they should know where to go to find out the requirements when they become interested.

Agencies in the recognition program are free to use the color-coded system if they wish. There are currently no best practices that mandate the use of color codes or require any particular policy to be in any particular category. Agencies are free to make those decisions within their department. ★

Deadline Set for Recognition at Annual Conference.

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

New Optional re-Recognition Process Approved

We are now beginning to see agencies coming up for re-Recognition. Texas City was our first agency Recognized and our first agency re-Recognized. The Texas City experience allowed us to design an optional process that may be much less work on the agency preparing for re-Recognition.

There are now two methods allowed for re-Recognition. The first is the same as the original process where the agency prepares either a paper or electronic file (or both) for each standard. Each standard must have a document submission form completed for the file and all files are reviewed on-site (no electronic submission). This process will typically be a much easier process the second time because the agency will already have proper policies in place and will only have to provide new updated proofs of compliance. Three assessors will typi-

cally spend two days on-site to complete the review of all files.

A new optional process has just been approved by the recognition committee. During the original process, all agencies were required to develop a compliance file on each of the 164 best practices. In each file was a document submission form, a written directive that met the standard, and proof that the directive was being followed. During the interim period, the agency has submitted an annual report which indicates the agency is still in compliance with the standards and they also submit copies of annual analyses and inventories required by the program. With these annual reports, the agency also submits copies of any new or modified policies which the agency issued during the year that address any best practice. These are reviewed for continuing compliance when they are received.

The new optional re-Recognition final review differs from the initial final review by reviewing fewer prepared files and increasing reliance on interviews, inspections of records, observations and involving more members of the department in the process. In this process only 45 actual files are prepared and the other requirements of the program are confirmed through these interviews and inspections. This will provide clear assurance of compliance with program standards and significantly reduce the preparation time required by the agency.

Agencies that are coming up for re-Recognition should review the "Re-Recognition Process" in the staying recognized section of the download portion of our website to determine which option the agency will pursue. Any questions concerning the methods should be directed to the program coordinator. ★

TMLIRP Grant Extended



The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) has extended its grant program that pays a member agency's first year program fees has been funded for a second year. The application process remains the same.

To apply for the funding, the agency must be a member of the Risk Pool. The agency should obtain an application from the TMLIRP website at www.tmlirp.org under "latest updates," or from the Loss Prevention Department at 800-537-6655. Agencies should then send their completed TMLIRP funding

application and the agency's application for the Recognition Program to the TPCA office in Elgin by mail, email or fax. The executive director will sign the bottom of the TMLIRP application and forward it to TMLIRP. When the agency is accepted into the program, a contract will be sent to the agency and when returned to the TPCA office, a copy will be sent to TMLIRP. TMLIRP will then issue a check in the funding amount directly to TPCA, based on funding availability.

Training to be Scheduled

Training was recently held in the Dallas/Fort Worth area and in Conroe. The next training will be scheduled for late January and February in east Texas, the panhandle, Austin/San Antonio area, west Texas and again in the north Texas area. Training is already scheduled for the annual conference in April in The Woodlands. If your agency would like to host training in any of these areas, please contact the program coordinator at marlinprice@sbcglobal.net. ★

Police Property Room Security

There have been a couple of issues lately with agencies meeting the property room security standard (12.04). The Recognition Program standard in this area is that the property room must be secure and that anyone other than the property custodian entering the facility must be accompanied by the property custodian and must sign-in on a log giving the date, time and reason for entry. The property custodian must also sign the log indicating they accompanied the individual.

There are two parts to this standard, the physical security of the property room and the required entry log. The Recognition Program cannot make agencies make their property rooms

impenetrable, but can require agencies to have their room constructed in such a way that any unauthorized entry is noticed and can be immediately investigated. Most of the problems we have had in this area are in police facilities that have been converted from other uses and have drop ceilings. If your property room has a drop ceiling, the walls surrounding the entire property room must extend above the drop ceiling to the bottom of the next floor or roof. If it does not then the agency must either construct those walls to extend to the floor above or seal the actual drop ceiling with another type of ceiling that must be broken in order to enter the property room. This must be done to

ensure that a covert entry cannot be made over the wall (through the drop ceiling tiles) and go unnoticed. Agencies having this problem are encouraged to call the program coordinator to discuss various methods of fixing this problem.

The second part of this standard requires the development and use of an entry log. Anyone entering the property room other than the primary property custodian must sign-in and out on the log. The log should identify the date and time of entry, the reason, and have the initials or signature of the property custodian who accompanied the person.

Any questions regarding the security of your property room should be addressed to the program coordinator. ★

Assessors Needed

The Recognition Program is in need of a few good men and women to add to our assessor ranks. The number of assessors is limited and this year's assessor training will be by invitation only in order to make sure we have sufficient assessors spread across the state. Assessors should be chiefs, command staff members or program managers for agencies either currently Recognized or in the Recognition Program.

If you are interested in serving as an assessor, please download an assessor application from [here](#), complete and send to the program coordinator at marlinrprice@sbcglobal.net. The individuals selected to attend assessor training will be notified by the end of February in order to allow scheduling to attend the annual conference. Assessor training is only held at the annual conference each year.

Assessors are used in the program to conduct initial visits with candidate

agencies, to conduct the pre-on-site or initial compliance reviews, and as members of the final review on-site teams. ★

Program Status

Recognized Agencies	49
Agencies in Process	50