



*Texas Police Chiefs Association*

**DOCUMENT SUBMISSION FORM**

**Agency:** Kerrville Police Department

**Best Practice** **10.22 Consular Notifications (E)**

The Agency has a written directive which requires appropriate consular notification after the arrest of any foreign national.

**Proofs of Compliance Submitted:**

1. SOP #1125.00 Arrests requiring special handling.
2. Proof of policy receipt.

**Submitted By:** C.Thomason

**Date:** 11/22/10

**Evaluators Review:**

- ☐ Does the file contain a written directive which requires appropriate consular notification after the arrest of any foreign national?
  - ☐ Does the written directive require documentation of the offering of contact with Consul or notification of Consul?
- ☐ Does the file contain documentation of the offering of contact or actual contact of a Consul after the arrest of a foreign national?
- ☐ If no arrest of a foreign national has been made since the implementation of this directive, does the file contain evidence of training of police officers in the directive, or
- ☐ Does the file contain evidence of receipt of the directive by all officers?

**Evaluator:**

**Date Accepted:**

# Kerrville Police Department

<i>subject:</i> Arrests Requiring Special Handling		<i>number:</i> 1125.00
<i>effective date:</i> August 2010	<i>category:</i> SOP	
<i>issuing authority:</i> John M. Young Jr., Chief of Police		<i>revision number:</i> August 2010
<i>references:</i> TCPA Best Practice Standard 10.22.1. – Consular Notifications (E)		

## 1125.00 Arrests Requiring Special Handling

### 1125.01 Arrests Made by Off-Duty Officers

- A. Officers making an arrest will call for an on-duty field unit to handle any prisoners when the officers are:
  - 1. Off-duty and not working an off-duty job.
  - 2. Working at an off-duty job providing traffic or crowd control.
- B. Officers working a regular off-duty job where the primary responsibility is to provide security and make arrests will:
  - 1. Carry a supply of Field Interview Cards and citations to the location of the off-duty job.
  - 2. Complete any required Offense/Incident/Arrest Reports.
  - 3. Call the Communications Section to obtain an offense number and request a unit to transport prisoners.
  - 4. Release prisoners and all required reports to the transporting officers.
  - 5. When a non-traffic citation is issued:
    - a. Call the Communications Section to obtain an offense number and complete an Offense/Incident Report if an offense has been committed.
    - b. On completion of off-duty employment, request a unit to pick up the reports on a mark-out.

### 1125.02 Arrests Made on NCIC, TCIC, and Regional Hits

- A. Arrests made on NCIC, TCIC, and Regional Hits will be in accordance with Standard Operating Procedures.
- B. No arrest or confiscation of property without a warrant will be made solely on a computer or radio check. In all cases, the name of the confirming individual from the originating agency must be included in the report.
- C. An NCIC or TCIC hit alone is not probable cause to arrest. A hit indicates a warrant has been issued and the date of the warrant. A hit is only one fact that an officer must add to other facts in arriving at sufficient legal grounds for probable cause to arrest. It is imperative that officers compare sufficient identifiers to verify that the person in custody is the same person named in the warrant.
  - 1. To verify a person's identity, consider the following possible identifiers:
    - a. Name.
    - b. Race.
    - c. Sex.
    - d. Date of birth (DOB).
    - e. Place of birth.
    - f. Driver's License number (DL).
    - g. Social Security number (SSN).
    - h. Address.
    - i. Complete physical description to include height, weight, hair, eye color, scars, marks, and tattoos.



2. Every effort must be made to verify an arrested person's identity prior to incarceration. When there is a doubt that an individual is the wanted subject, he/she will be fingerprinted prior to incarceration.
3. In instances where there is less than substantial evidence to identify the person in custody, a field supervisor must be contacted to make the final determination. An arrest will not be made if the field supervisor determines there are not enough significant identifiers to connect the individual to the warrant.

#### **1125.03 Illegal Immigrants**

- A. U.S. Immigration Code does not allow enforcement authority to local law enforcement. Therefore, Kerrville police officers do not have authority to enforce U.S. immigration law.
- B. Persons will not be stopped or contacted for the sole purpose of determining their citizenship status for U.S. immigration law violations.
- C. Arrest reports for persons detained for criminal violations will only contain elements pertinent to the arrest and not citizenship status.
- D. INS agents have the responsibility for determining the citizenship status of all incarcerated persons.
- E. Any outstanding detainer *hit* on NCIC will be confirmed with INS. Upon confirmation of authority for arrest, the arrestee will be booked as a *Hold for INS*.
- F. Requests by INS for release of city charges will be approved by the supervisor on duty or on call.

#### **1125.04 Military Personnel**

Military personnel will be treated the same as non-military personnel in most instances.

#### **1125.05 Theft**

- A. The Communications Section will respond to requests from officers for checks on persons arrested.
- B. In most instances, when an offender is arrested for Class C misdemeanor theft and can properly identify himself/herself, has no outstanding warrants, and a record check reveals no previous convictions for theft, the arresting officer may issue a non-traffic citation in lieu of taking the offender to jail. This does not prohibit an officer from placing a Class C misdemeanor theft suspect in jail if the officer feels circumstances warrant such action. Offenders will not be issued non-traffic citations for thefts that are Class B or above.
- C. Officers enhancing the charge of theft will obtain previous conviction information from the Communications Division or county records and include the following information on the Arrest Report:
  1. Date of offense.
  2. Offense type.
  3. Date of previous conviction.
  4. Court case number and court name.
  5. Sentence and fine.

#### **1125.06 Controlled Substance or Dangerous Drug Violators**

- A. Adults arrested for these violations will be taken to the Kerrville Police Department to be interviewed, booked, and placed in jail.
- B. Juveniles arrested for these violations will be taken to the Juvenile Detention Center.
- C. Any related drug evidence will be processed according to normal evidence procedures.
- D. Officers will not disturb any illegal drug laboratories they discover. Officers will:
  1. Secure the area.
  2. Notify the Special Crimes Unit.
  3. Call the Fire Department to a staging area if the laboratory is in operation.



## **1125.07 Intoxication**

- A. Intoxication that does not go beyond loud language may or may not result in arrest. The officer may release the person to an adult capable of and willing to assume responsibility for the subject's custody. Remember, in order to file Public Intoxication the subject must be a danger to himself or others.
- B. If the offender is arrested, the officer will complete an Arrest Report.
- C. A copy of all reports involving a liquor license holder or incidents on premises licensed by the Texas Alcoholic Beverage Commission will be forwarded to the Criminal Investigations Unit will include:
  - 1. The name of the person in charge of the Texas Alcoholic Beverage Commission licensed premises.
  - 2. Whether the arrest was on view or on call.
  - 3. The number of the liquor or beer license.
- D. An intoxicated person in need of medical treatment at the time of arrest will be booked for the record, the charge released, and referred to Peterson Regional Hospital for treatment. Do not place a hold on an intoxicated person sent to a hospital unless the individual was booked in jail prior to the need for hospitalization or is suspected of an offense other than public intoxication.
- E. Certain illnesses and injuries have the same symptoms as intoxication. Officers handling a person suspected of being intoxicated should look for or be mindful of:
  - 1. A lack of alcohol odor.
  - 2. A sweetish acid breath associated with diabetics.
  - 3. Unequal size of the pupils of the eyes associated with a stroke or head injury.
  - 4. Irrational behavior.
  - 5. Any identification card that might indicate the person is suffering from a chronic illness or injury.
  - 6. Information received from any person indicating the possibility of illness or injury not associated with intoxication.
- F. When in doubt, contact the Fire Department for a medical evaluation.

## **1125.08 Hospitalized and Medically Treated Prisoners**

- A. Any time an arrested person is injured during the offense or arrest process or becomes ill, medical attention will be sought in the field if the condition is a medical emergency, or the prisoner will be immediately sent to Peterson Regional Hospital for non-emergencies. Information concerning the injury or illness will be included in the arrest report.
- B. Felony Cases
  - 1. When a prisoner arrested for a felony offense is taken to the hospital for treatment or admittance, a uniformed police officer will be placed over the prisoner until one of the following occurs:
    - a. The individual is placed in the custody of another law enforcement agency.
    - b. The individual is released by the hospital for return to the jail.
    - c. The individual is released from any pending charges.
  - 2. However, in instances where the felony is a Property crime and the prisoner is so seriously physically incapacitated by injury to the degree that there is no likelihood of escape, the Division Commander will retain the discretion whether to post a guard.
- C. Class A and B Misdemeanor Cases - It may be necessary to assign a guard for a prisoner arrested for Class A or B misdemeanor offenses. This determination will be made by the Division Commander of the Division that made the arrest. Consideration should be given to whether any of the following apply:
  - 1. The prisoner is also under investigation for a possible felony offense.
  - 2. The prisoner was arrested for a crime of violence and further violence is likely to ensue.
  - 3. The prisoner's mental state and the offense for which arrested (intoxication, under the influence of drugs, DWI, family violence, etc.) are such that they may indicate the likelihood of escape, violence, or public endangerment either at the facility or to the public at large if the arrestee should escape.
- D. Class C Misdemeanor Cases



1. Normally, a person committing a Class C misdemeanor, city ordinance violation, or traffic violation can be issued a citation.
  2. Persons who are injured, however, during a police incident involving a Class C offense, city ordinance violation, or traffic violation may be written a citation or taken into custody.
    - a. If taken into custody, the prisoner will be examined either by the Kerrville Fire Department or taken to Peterson Regional Hospital. The injury will be noted in the arrest or offense report.
    - b. If the injury is of a minor nature and the officer intends to only write a citation, the injury will be documented in either an offense report or an Information Report. Any declination of treatment or statement that the detainee intends to seek treatment from his/her own physician will also be included.
  3. If an injured Class C misdemeanor offender is taken into custody, a guard is ordinarily not required, but the Lieutenant or Division Commanders may deem it an appropriate option based on the individual's mental state (intoxication, under the influence of drugs, prone to violence) or the offense committed (e.g., family violence).
- E. Responsibilities of Officer Assigned as Guard
1. An officer assigned to guard a prisoner admitted for hospitalization will notify the CID supervisor.
  2. The officer will notify Communications as soon as a room number is assigned to a prisoner who is admitted.
- F. Detectives assigned to investigate cases involving hospitalized prisoners will give these cases their first consideration. A case will be filed or the charges against the prisoner released by a supervisor as soon as possible.

#### **1125.09 Mentally Disabled Persons**

- A. Mentally disabled persons will be handled in accordance with Article 5547 of the Revised Civil Statutes titled the *Texas Mental Health Code*. Officers will make arrests only in keeping with the statutes; i.e., that the person accused is contacted under circumstances that indicate the individual is mentally ill, and because of this, is likely to injure himself or others if not immediately restrained.
- B. Mentally deranged persons taken into custody will be processed according to S.O.P.

#### **1125.10 Interview and Arrest Procedure for Deaf and Hearing-Impaired Persons**

- A. A deaf/hearing-impaired person may be arrested on the basis of probable cause in the same manner as a person who is not deaf/hearing impaired. There is no need to supply an interpreter prior to making an arrest based upon probable cause. Once the arrestee has arrived at the jail and if the officer has doubt as to whether the arrestee understood the nature of the criminal charges, the officer will advise a supervisor. The supervisor will coordinate this information with Communications, who will in turn contact a certified interpreter.
- B. If a police officer needs to interview a suspect who is deaf/hearing impaired to determine whether there is probable cause to make an arrest, a qualified interpreter must be provided.
- C. When an interpreter is needed prior to arriving at the jail/detention facility, the request will be made by contacting the Communications Section.
- D. The officer must secure the services of a qualified interpreter in order to communicate accurately the warnings to the arrestee prior to any interrogation per Article 38.22, Code of Criminal Procedure.
- E. In order for an oral (sign language-interpreted) statement to be admissible as evidence in any criminal proceeding when no written statement is obtained, an electronic visual recording of the warnings and the orally-interpreted statement must be made in accordance with Article 38.22 of the C.C.P. The recording must be treated as evidence and handled accordingly.
- F. If at any time an arrestee requests an interpreter, one will be made available.
- G. If an individual who is not deaf/hearing impaired would have been issued a citation without being questioned by the investigating officer, then a suspect who is deaf/hearing impaired in the same situation does not need to be provided with a qualified interpreter.
- H. If an investigating officer is unable to communicate effectively with a victim or critical witness by using a note pad or some other means of communication other than a qualified interpreter, then the investigating officer must provide the victim or critical witness with a qualified interpreter.



- I. All identifying information on the interpreter must be included in the report. All written questions and responses between and among police officers and persons who are deaf/hearing impaired must be treated as evidence and handled accordingly.

#### **1125.11 Arrests for Failure to Identify**

- A. Supervisors who approve arrest reports will review those instances wherein the arrestee is charged at the time of arrest with *Failure to Identify* and a hold for another agency on a felony warrant.
- B. If there is a felony warrant hold on the arrestee, the supervisor will determine if the warrant is from an agency within Kerr County or outside of Kerr County.
  1. If the agency is from within Kerr County, the arrestee will be booked and held on both the *Failure to Identify* and the felony warrant charges.
  2. If the agency is from outside Kerr County, the arrestee will be held on the felony warrant charge but will be booked for record only on the *Failure to Identify* charge and that charge immediately released.
- C. If there is a misdemeanor warrant from any Texas county, the arrestee will be booked and held on both the *Failure to Identify* and the misdemeanor warrant charges.
- D. If the arrestee is wanted on a *Hold for TDC*, the person will be booked on both the hold and the *Failure to Identify* charges but the *Failure to Identify* charge will be for record only and that charge will be immediately released.

#### **1125.12 Arrests by Out-of-Town Peace Officers**

- A. When called to a location where an off-duty Texas peace officer from another agency with jurisdiction in the Kerrville city limits has made an arrest in the city, Kerrville officers will take the prisoner into custody and transport him/her to the proper jail facility.
- B. When called to a location where an off-duty Texas peace officer who is outside of his/her home jurisdiction has made an arrest within the Kerrville city limits, Kerrville officers will take custody of the prisoner and transport him/her to the proper jail facility if the peace officer is one of the following:
  1. Sheriff or a Sheriff's Deputy.
  2. Constable or a Deputy Constable.
  3. Marshall or Police Officer of an incorporated city, town, or village.
  4. Ranger or Officer commissioned by the Public Safety Commission and the Director of DPS.
- C. When outside their jurisdiction, only officers who are Rangers or commissioned by the Public Safety Commission and the Director of DPS may make arrests for a violation of the Uniform Act Regulating Traffic on Highways (Art 6701d, VTCS).
- D. When completing the offense or arrest report for situations outlined in Subsections A, B, or C above, the reporting Kerrville officer will identify the out-of-town officer in the narrative portion. The Kerrville officer will be listed as the transporting officer.
- E. When called to a location where any other off-duty Texas peace officer (not included in Subsections A, B, or C above) has made an arrest for a felony, theft, or breach of the peace within the Kerrville city limits, Kerrville officers will take the prisoner into custody and transport him/her to the proper jail facility. When completing the offense or arrest report, the reporting Kerrville officer will be listed as the arresting and transporting officer and the out-of-town officer identified in the narrative as a witness to the offense.

#### **1125.13 Underage Alcohol Consumption Laws**

- A. Driving Under the Influence of Alcohol by a Minor - A minor (under 21 years of age) commits an offense if he/she operates a motor vehicle in a public place while having any detectable amount of alcohol in his/her system.
  1. Minors (ages of 17 - 20)



- a. If the officer determines the minor is intoxicated, the minor will be transported to the jail and offered a breath/blood test. If the minor refuses, the officer will follow the normal process for a DWI arrest refusal.
- b. On all arrests for *Driving Under the Influence of Alcohol by a Minor* (Class C), the officer will:
  - (1) Complete ALR forms (DIC 23 and 25).
  - (2) Obtain a driver's license check to determine if prior convictions exist for this offense.
    - (a) Two or more prior convictions for this offense will cause the charge to be enhanced to a Class B misdemeanor and the subject will be transferred to Kerr County Sheriff's Office after being processed.
    - (b) If the information is unavailable due to computer down time, this will be noted in the arrest report.
- c. If the officer detects any amount of alcohol on the minor's breath and through observation determines the minor is not intoxicated and not a danger to himself/herself or others, the officer will do one of the following:
  - (1) Issue a citation for *Driving Under the Influence of Alcohol by a Minor* and release the subject to a responsible adult or parent who has no detectable amount of alcohol in their system. The officer will complete ALR forms (23 and 25) and submit them, along with the citation, to the court. (Note: ALR form #23 must be notarized before submission.) The officer will also complete an offense report that contains the name, address, and phone number of the responsible person to whom the minor was field released.
  - (2) If the officer is unable to locate a parent or responsible adult as specified in 1.d.(1), the officer will arrest the minor for *Driving Under the Influence of Alcohol by a Minor* and transport the subject to the jail. The officer will complete and submit all ALR forms. The officer will complete a *DUI* arrest report.

2. Juveniles (10 - 16 Years of Age)

- a. If the officer detects any alcohol on the juvenile's breath and determines the subject is intoxicated by performing a Field Sobriety Test, the minor will be processed accordingly.
- b. If the officer detects any amount of alcohol on the minor's breath and through observation determines the minor is not intoxicated and not a danger to himself/herself or others, the officer will:
  - (1) Issue a citation to the juvenile for *Driving Under the Influence of Alcohol by a Minor*.
  - (2) Complete ALR forms (DIC 23 and 25).
  - (3) Attach the citation and ALR forms together and submit them to the court.
  - (4) Release the juvenile to a parent or a responsible adult.
  - (5) If this release cannot be accomplished, the juvenile can be transferred to Juvenile Detention Center. Officers will make every effort to contact a parent or responsible adult before transporting.

B. Non-Driving Related Offenses

1. Non-Driving alcohol related offenses include the following and do not require the completion of the ALR forms:
  - a. Minor in Possession of Alcohol
  - b. Consumption of Alcohol by a Minor
  - c. Attempt to Purchase Alcohol by a Minor
  - d. Actual Purchase of Alcohol by a Minor
  - e. Misrepresentation of Age by a Minor
2. Minors (17 - 20 Years of Age) - Officers may issue a citation or arrest a minor for any of the listed non-driving offenses.
3. Juveniles (10 - 16 Years of Age) - Officers must follow the listed procedure when charging a juvenile:
  - a. Issue a citation to the juvenile for violation of any of the listed offenses.
  - b. Release the juvenile to a parent or a responsible adult.
  - c. If the release cannot be accomplished, the juvenile can be transported to Denton County Juvenile Detention Center.



- A. Whenever possible, officers should not attempt to execute warrants inside of local business establishments, unless prior coordination or notice has been given to the business owner or manager.
- B. When executing arrest warrants inside local business establishments, officers should consider the following factors prior to making the arrest:
  - Safety / security of business patrons.
  - Disruption of normal business activities.
  - Possible negative impact on business reputation.
- C. This policy is only applicable to officer initiated Warrant Service contacts and not in response to a call for service.

#### **1125.15 Foreign Nationals**

- A. Definition
  - 1. A person from another country who has been granted permission to legally enter the United States for a specific reason or period of time, with some form of written authorization such as a passport, visa, work authorization permit, or resident alien permit.
  - 2. A person from another country (usually from Canada or Mexico) who, while bearing no written authorization, has been granted permission to legally enter the United States for a short period of time for tourist or business purposes.
- B. Due to U.S. obligations under international law, it is imperative that arresting officers understand that the Department may be required to notify a diplomatic or consular officer of the arrestee's country if the arrestee is a foreign national.
- C. Officers making an arrest of a foreign national will consult with a supervisor before the arrest is made, if at all practicable.
  - 1. If the arrestee is from a country for which notification is mandatory, the booking supervisor will make the notification to the diplomatic or consular officer, listing the date, time, and person contacted in the supervisor's comment area of the arrest report. The arrestee will be informed when the notification has been made.
  - 2. If the arrestee is a national of any other foreign country, the Vienna Convention on Consular Relations and/or customary international law require that the arrestee be informed without delay of the right to have his/her government notified.
    - a. If the arrestee requests that notification be made, it must be made without delay. The on duty supervisor will list the date, time, and person contacted in the supervisor's comment area of the arrest report. The arrestee will be informed when the notification has been made.
    - b. If the arrestee does not request notification to his/her government, that fact will be noted in the arrest report and no notification will be made.
- D. Subject to local law and regulations regarding access to detained persons, foreign consular officers have the right to visit their nationals, to converse and correspond with them, and to arrange for their legal representation.
- E. Information and guidance may be obtained from the local Special Agent of the U.S. Department of State.
- F. Whenever the arrested person is offered the opportunity to contact the Consular's Office, the date, time and office contact information shall be placed in the description field of the arrest report. If the arrested person declines contact, the description field should state "offered – declined".

#### **1125.16 Voluntary Surrender of Wanted Persons**

- A. When a criminal suspect in either a misdemeanor or felony case voluntarily surrenders himself or herself to the Kerrville Police Department, a warrant of arrest is not necessary, but communications must receive confirmation on the warrant.
- B. Prior to booking the suspect into a jail facility, the officer will obtain the service number of the incident or verify if there is a need to hold the suspect for another agency.
- C. The suspect will be booked into jail for the charge for which the individual is wanted and a reference made on the Arrest Report to the verification.



- D. The agency where the offense occurred (other than Kerrville) should be advised to send a teletype to the Kerrville Police Department, verifying the need to hold the suspect.

#### **1125.17 Handgun License Violations**

- A. The Texas Concealed Handgun Law gives officers the authority to disarm a license holder at any time when they reasonably believe it is necessary for the protection of any person. Officers will return a license holder's gun at the scene when they determine all of the following about the license holder:
1. Is not a threat to anyone (including the officer, the license holder, or other individuals).
  2. Has not violated any provisions of the Texas Handgun Law.
  3. Is not under arrest for any other violation.
- B. Suspended, Revoked, or Expired Handgun Licenses
1. When a Wanted Person check on an arrested person reveals the subject is licensed to carry a handgun but the license is suspended, revoked, or expired, the officer will:
    - a. Determine if the subject has a weapon on or about his/her person and if the handgun is carried in a manner that requires a valid handgun license.
    - b. Charge the subject with Unlawful Carrying Weapons (46.02 PC), if the subject is carrying the handgun in a manner that requires a valid handgun license, and place the handgun in the Property Room.
  2. When a subject presents a handgun license as identification, the officer will determine if the person has a weapon on or about their person and perform a Wanted Person check. If the Wanted Person check reveals the license is suspended, revoked, or expired, and
    - a. The subject is not carrying the handgun in a manner requiring a license and is not arrested for any other violation, the officer will release the weapon and license to the license holder.
    - b. The subject is carrying a handgun in a manner that requires a license; the officer will charge the subject with Unlawful Carrying Weapons (46.02), seize the handgun license, and place the weapon in the Property Room.
  3. Disposition of Seized Handgun Licenses (Revoked, Suspended, or Expired)
    - a. The seizing officer will ensure a letter is prepared for the signature of the Division Commander advising the Department of Public Safety of the reason for the license seizure.
    - b. The officer's immediate supervisor will ensure that the letter and license are sent to:  
  
Texas Department of Public Safety  
Concealed Handgun Licensing Unit  
P.O. Box 4143  
Austin, Texas 78765-4143
- C. When a handgun licensee is not carrying a handgun on or about their person and fails or refuses to display their handgun license upon demand, the officer will:
1. Arrest the subject for violation VRCS Art 4413 (29ee) Sec. 6(g), (Class B Misdemeanor).
  2. Seize the handgun license.
  3. Submit the proper affidavit for the revocation of the handgun license. (Affidavits for Suspension or Revocation of Concealed Handgun Licenses).
- D. When a handgun licensee is carrying a handgun on or about their person and fails or refuses to display their handgun license upon demand for identification, the officer will do the following:
1. Arrest the subject for violation of VRCS Art 4413(29ee) Sec. 6(h), (Class B Misdemeanor).
  2. Seize the handgun license and weapon and place the weapon in the Property Room.
  3. Submit the proper affidavit for the revocation of the handgun license. (Affidavits for Suspension or Revocation of Concealed Handgun Licenses).
- E. Arrest Report Requirements
1. In their arrest reports, officers will include the handgun license number, expiration date, action type for which the license was issued (SA - Semi-Automatic or Revolver, NSA - Revolver only), and any specific statements or gestures of the subject that revealed a weapon was carried and its location.



2. Officers will attach the TCIC Concealed Handgun File printout to the arrest report for review. The printout should indicate if the license was suspended, revoked, or expired and the valid action type or category.

<b>1125.18 Arrests Requiring School Notification</b>
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- A. School notification is required if the arrested person is enrolled in a primary or secondary school, and is charged with a felony or an assault, drug, sex, weapons or related offense. See CCP 15.27 for a complete list of reportable offenses.
- B. School notification responsibility is assigned to CIU, but requires the arresting officer to provide CIU with the arrest/detention report without delay.
- C. CIU is required to make school notifications NLT the next school day.
- D. It is arresting officer's responsibility to make sure CIU is provided with a copy of any applicable arrest/detention reports.
- E. Shift Supervisor's will review all arrest/detention reports at the time of booking for school notification requirements and proper forwarding to CIU.





City of Kerrville  
Police Department  
429 Sidney Baker  
Kerrville, Texas 78028-5069  
830.792.2700 (O)  
830.792.2702 (F)  
John.Young@kerrvilletx.gov

# MEMORANDUM

TO: All Personnel  
FROM: John M. Young, Jr., Chief of Police  
DATE: November 5, 2010  
SUBJECT: Standard Operating Procedure

Attached please find Standard Operating Procedure 1101.00 to 1140.00 along with the updated Cover Sheet; which needs to be placed in your Manual.

Please acknowledge receipt by signing below and returning to your supervisor. Any questions, comments or concerns regarding any new or existing policies/procedures should be discussed with your supervisor.

Name	Signature	Date
Price, Bill	<i>[Signature]</i>	8 Nov 10
Henry, Morgan	<i>[Signature]</i>	8 Nov 10
Huchton, Paul	<i>[Signature]</i>	11/8/10
Kyle, Jim	<i>[Signature]</i>	11-8-10
Landin, Tammy	<i>[Signature]</i>	11/8/2010
McElroy, Wendy	<i>[Signature]</i>	11/8/10
McGhee, Karla	<i>[Signature]</i>	11/9/10
Oplela, Wendy	<i>[Signature]</i>	11-10-10
Risher, Wendy	<i>[Signature]</i>	
Ryno-Ross, Rebecca	<i>[Signature]</i>	11/7/10

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City of Kerrville  
Police Department  
429 Sidney Baker  
Kerrville, Texas 78028-5069  
830.792.2700 (O)  
830.792.2702 (F)  
John.Young@kerrvilletx.gov

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Name	Signature	Date
Morris, Marty	<i>[Signature]</i>	11/8/10
Cotts, Matt	<i>[Signature]</i>	11-9-10
Howard, John	<i>[Signature]</i>	11-10-10
Schnelder, Kyle	<i>[Signature]</i>	11-8-10

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City of Kerrville  
Police Department  
429 Sidney Baker  
Kerrville, Texas 78028-5069  
830.792.2700 (O)  
830.792.2702 (F)  
John.Young@kerrvilletx.gov

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Name	Signature	Date
Boock, Chuck	<i>[Signature]</i>	11-10-10
Baker, Mike	<i>[Signature]</i>	11-10-10
Barnes, Delane	<i>[Signature]</i>	11-11-10
McDonald, Michael	<i>[Signature]</i>	11-10-10
Yarbrough, Jalman	<i>[Signature]</i>	11-10-10

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City of Kerrville  
Police Department  
429 Sidney Baker  
Kerrville, Texas 78028-5069  
830.792.2700 (O)  
830.792.2702 (F)  
John.Young@kerrvilletx.gov

# MEMORANDUM

TO: All Personnel  
FROM: John M. Young, Jr., Chief of Police  
DATE: November 5, 2010  
SUBJECT: Standard Operating Procedure

Attached please find Standard Operating Procedure 1101.00 to 1140.00 along with the updated Cover Sheet; which needs to be placed in your Manual.

Please acknowledge receipt by signing below and returning to your supervisor. Any questions, comments or concerns regarding any new or existing policies/procedures should be discussed with your supervisor.

Name	Signature	Date
Gline, Jonathan	<i>[Signature]</i>	
Bondanza, Anthony	<i>[Signature]</i>	11/11/10
Bonner, Chris	<i>[Signature]</i>	11-15-10
Hilsabeck, Guy	<i>[Signature]</i>	11-15-10
Holt, Harry	<i>[Signature]</i>	11-11-10
Martin, Zach	<i>[Signature]</i>	11-11-10
Price, Kristy	<i>[Signature]</i>	11/11/10
Spittler, Nelson	<i>[Signature]</i>	11/11/10

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Name	Signature	Date
Engstrom, Phil	<i>[Signature]</i>	11-8-10
Heas, Daniel	<i>[Signature]</i>	11-8-10
Jurecki, Josh	<i>[Signature]</i>	11-8-10
Paulette, Brynner	<i>[Signature]</i>	11-8-10
Wedgworth, Amanda	<i>[Signature]</i>	11-8-10

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# MEMORANDUM

TO: All Personnel  
FROM: John M. Young, Jr., Chief of Police  
DATE: November 8, 2010  
SUBJECT: Standard Operating Procedure

Attached please find Standard Operating Procedure 1100.00 to 1140.00 along with the updated Cover Sheet; which needs to be placed in your Manual.

Please acknowledge receipt by signing below and returning to your supervisor. Any questions, comments or concerns regarding any new or existing policies/procedures should be discussed with your supervisor.

Name	Signature	Date
Bowlin, James	<i>[Signature]</i>	11/8/10
Gonzales, Justin	<i>[Signature]</i>	11/8/10
Machetta, James	<i>[Signature]</i>	11/8/10
Makin, Shalethea	<i>[Signature]</i>	11-08-10
Wherry, Stephen	<i>[Signature]</i>	11/8/10

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Name	Signature	Date
Degenhardt, Hal	<i>[Signature]</i>	11/8/10
Cockrell, Ryan	<i>[Signature]</i>	11-8-10
Dutchover, Johnny	<i>[Signature]</i>	11-8-10
Gaige, Scott	<i>[Signature]</i>	11/8/10
Galvan, Grace	<i>[Signature]</i>	11/8/10

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Name	Signature	Date
Lanning, Joe	<i>[Signature]</i>	11/8/10
Adame, Elizabeth	<i>[Signature]</i>	11/9/10
Andrews, Mary	<i>[Signature]</i>	11/8/10
Bunch, Donnie	<i>[Signature]</i>	11-9-10
Knott, John	<i>[Signature]</i>	11/8/10
Latham, John	<i>[Signature]</i>	11/8/10
Levensallor, Sonny	<i>[Signature]</i>	11/8/10
Stephens, Gary	<i>[Signature]</i>	11/8/10
Trahan, Darin	<i>[Signature]</i>	11-8-10

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Name	Signature	Date
Wilke, Ken	<i>Ken Wilke</i>	11-10-10
Fowler, Kevin	<i>K. Fowler</i>	11-11-10
Purvis, Jeff	<i>Jeff Purvis</i>	11/10/10

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Name	Signature	Date
Krebs, Mary	<i>Mary Krebs</i>	11-8-10
Gonzales, Paul	<i>Paul Gonzales</i>	11-8-10
Poole, James	<i>J. Poole</i>	11-08-10
Torres, David	<i>D. Torres</i>	11-8-10

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Name	Signature	Date
Young, John	<i>John Young</i>	11-8-10
Behrens, Candice	<i>Candice Behrens</i>	11/5/10
Knight, David	<i>David Knight</i>	11/12/10

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Name	Signature	Date
Wendling, Jeffrey	<i>Jeffrey Wendling</i>	11/8/10
Baker, Allison	<i>Allison Baker</i>	11/8/10
Hoover, Laura	<i>Laura Hoover</i>	11/8/10

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