

- 1.01 Organization (EV)
- 1.02 Budget (E)
- 1.03 Financial Transactions (EV)
- 1.04 Written System of Agency Directives (EV)
- 1.05 Agency Jurisdiction (E)
- 1.06 Peace Officer Authority (E)
- 1.07 Authority of the Agency Director (E)
- 1.08 Duty to Obey Lawful Orders (E)
- 1.09.1 Sworn Personnel Basic License (E)
- 1.10 Accounting for Agency Owned Capital Assets (EV)
- 1.11 Approval for Personally Owned Equipment (E)
- 1.12 Agency Issued Property/Equipment (E)
- 1.13 Continuing Compliance with Best Practices (V)

- 2.01 Bias Based Profiling (EV)
- 2.02 Code of Ethics (E)
- 2.03 Oath of Office (E)
- 2.04 Internal Investigations (E)
- 2.05 Time Limit on Internal Investigations (E)
- 2.06 Complaints Requiring an Investigation (E)
- 2.07 Notification of the Agency Director (E)
- 2.08 Appeal Procedures for Disciplinary Actions (E)
- 2.09 Records and Security of Complaints and Investigations (V)
- 2.10 Notification to Complainant (E)
- 2.11 Sexual and Other Unlawful Harassment (E)
- 2.12 Professional Conduct (E)
- 2.13 Appearance (V)
- 2.14 Truthful (E)
- 2.15 Political Activity (E)
- 2.16 Attendance (E)
- 2.17 Individual Rights (E)
- 2.18 Personal Conduct (E)
- 2.19 Alcoholic Beverages (E)
- 2.20 Drugs (E)
- 2.21 Gifts/Gratuities (E)
- 2.22 Emergency Recall Procedures (E)
- 2.23 TCOLE Personnel Files (V)
- 2.24 Community Outreach (E)

- 3.01 Annual Firearms Qualifications (V)
- 3.02 Use of Deadly Force Training (E)
- 3.03 Annual Inspection of Firearms (E)w
- 3.04 Use of Force Training and Proficiency for Less than Lethal eapons (E)
- 3.05 Training Records (V)
- 3.06 In-Service Sworn Officer Training (V)
- 3.07 In- Service Reserve Police Officer Training (EV)
- 3.08 Non-Sworn Training (E)
- 3.09 Supervisor Training (EV)
- 3.10 Emergency Response Team Training (E)
- 3.11 Hostage Negotiator Training (E)
- 3.12 Field Training Program (E)
- 3.13 Field Training Officer Training (E)

- 3.14 Field Training Officer Process Review (E)
- 3.15 Training Evaluations (EV)
- 3.16 Training Rotations (E)
- 3.17 Background Investigator Training (E)
- 3.18 Required Telecommunicator Training (V)
- 3.19 Police Chief Training (E)

- 4.01 Employee Selection Procedures (E)
- 4.02 Polygraph Examinations (E)
- 4.03 Background Investigations for Selection of Employees (E)
- 4.04 Disposition of Selection Records of Applicants (E)
- 4.05 Off-Duty Employment (E)
- 4.06 Promotional Process (E)
- 4.07 Promotional Eligibility Lists (E)
- 4.08 Annual Performance Evaluations (EV)
- 4.09 Performance Evaluation Training (E)
- 4.10 Employee Safety and Accident Prevention (EV)

- 5.01 Privacy and Security of Records (V)
- 5.02 Records Retention (E)
- 5.03 Release of Information (E)
- 5.04 Public Information Officer (P.I.O.) (E)

- 6.01 Authorization to Use Force (E)
- 6.02 Authorization of Deadly Force (E)
- 6.03 Use of Force Documentation and Review (EV)
- 6.04 Weapons and Ammunition (E)
- 6.05 Carrying and Use of Weapons, On and Off Duty (E)
- 6.06 Documenting the Discharge of Firearm (EV)
- 6.07 Medical Aid after Using Force (E)
- 6.08 Removal from Line Duty after Using Deadly Force (E)
- 6.09 Warning Shots (E)
- 6.10 Annual Use of Force Report (E)

- 7.01 24-Hour Law Enforcement Response to Emergency Situations (V)
- 7.02 Arrests with a Warrant (E)
- 7.03 Arrests without a Warrant (E)
- 7.04 Miranda Warning (E)
- 7.05 Interrogation (E)
- 7.06 Search and Seizure Warrants (E)
- 7.07 Searches Without A Warrant (E)
- 7.08 Family Violence (E)
- 7.09 Preliminary Investigations (E)
- 7.10 Follow up Investigations (E)
- 7.11 Informants (V)
- 7.12 Confidential and/or Narcotics Funds and Audits (V)
- 7.13 Vehicle Pursuits (E)
- 7.14 Pursuit Documentation (EV)
- 7.15 Non Emergency and Emergency Response (E)
- 7.16 Accident Investigation (E)
- 7.17 Reflective Vests (V)
- 7.18 Roadblocks (E)
- 7.19 Stop Sticks/Road Spikes (E)

- 7.20 Seatbelts (V)
- 7.21 Court Contact Information (E)
- 7.22 Security and Accountability of Traffic Citations (V)
- 7.23 Body Armor (V)
- 7.24 Inspection of Patrol Vehicle and Equipment (E)
- 7.25 Special Use Equipment (V)
- 7.26 Alarms (E)
- 7.27 Reserve Officer Program (E)
- 7.28 Traffic Enforcement Operations (EV)
- 7.29 Civil Process Records (E)
- 7.30 Civil Process Procedures (E)
- 7.31 Sex Offender Registration (E)
- 7.32 Eyewitness Identification (E)
- 7.33 Missing Persons (E)
- 7.34 Critical Incidents In-Progress (Active Shooter)

- 8.01 Barricaded Suspect and/or Hostage Incidents (E)
- 8.02 Bomb Threats and Responding to Bomb Incidents (E)
- 8.03 Hostage Negotiations (E)
- 8.04 Emergency Response Team Officers (E)
- 8.05 Emergency Response Team Procedures (E)
- 8.06 Emergency Response Team Equipment (V)
- 8.07 Emergency Operations Plan (V)
- 8.08 After Action Report (EV)
- 8.09 Review of Emergency Operations Plan (V)
- 8.10 Homeland Security (E)
- 8.11 National Incident Management System (E)
- 8.12 Hazardous Materials (V)

- 9.01 Communication Centers (24 hour access) (V)
- 9.02 Facility Security (V)
- 9.03 Playback System (V)
- 9.04 Back Up Power Source (V)
- 9.05 Emergency Telephone Number (V)
- 9.06 24-hour Two Way Radio Capability (V)
- 9.07 Access to Criminal Justice Information Systems (V)
- 9.08 Warrant Maintenance (V)
- 9.09 Crisis Communications Training

- 10.01 Searching and Transport (E)
- 10.02 Juveniles – Arrest, Detention, and Transportation (E)
- 10.03 Approval of Juvenile Holding Area (V)
- 10.04 Separation of Prisoners (V)
- 10.05 Jail Cells (V)10.06 Access to the Jail Cell Area (V)
- 10.07 Visitors (V)
- 10.08 Fire Protection for Jail Cell Area (V)
- 10.09 Evacuation Plan for Jail Cell Area (V)
- 10.10 Prisoner's Property Release (V)
- 10.11 Prisoner Identification Procedure (V)
- 10.12 Medical Assistance for Prisoners (V)
- 10.13 Medication for Prisoners (V)
- 10.14 Strip Searches (E)

- 10.15 Body Cavity Searches (E)
- 10.16 Jail Cell Area Key Control (V)
- 10.17 Prisoner Escapes (E)
- 10.17 Prisoner Escapes (E)
- 10.18 Jail Cell Area Inspection (V)
- 10.19 Minimum Standards for Jail Cell Area (V)
- 10.20 Visual Observation of Prisoners (V)
- 10.21 Weapons in the Jail Cell Area (V)
- 10.22 Consular Notifications (E)

- 11.01 Courthouse/Courtroom Security (V)
- 11.02 External Communications (V)
- 11.03 Fire Evacuation Plan (V)

- 12.01 Property and Evidence – Chain of Custody (V)
- 12.02 Access to Crime Scene Technicians (EV)
- 12.03 Property/Evidence Submission (E)
- 12.04 Property/Evidence Storage Area Security (V)
- 12.05 Disposal of Property/Evidence (V)
- 12.06 Field Release of Property (E)
- 12.07 Inspection of Property/Evidence (EV)
- 12.08 Inventory of Property/Evidence (EV)



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 1.01 Organization (EV)**

The Agency has a current organizational chart depicting the organizational components available to all personnel. The chart is updated as needed but should be reviewed annually.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a copy of the agency's Organizational Chart?
  - ☐ Does the Chart depict the major organizational components?
- ☐ Does the file show evidence of annual review of the Organizational Chart?
- ☐ Does the file show how the Chart is made available to all personnel?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 1.01 Organization (EV)**

The Agency has a current organizational chart depicting the organizational components available to all personnel. The chart is updated as needed but should be reviewed annually.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a copy of the agency's Organizational Chart?
  - ☐ Does the Chart depict the major organizational components?
- ☐ Does the file show evidence of annual review of the Organizational Chart?
- ☐ Does the file show how the Chart is made available to all personnel?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency: \_\_\_\_\_

**Best Practice 1.02 Budget (E)**

The Agency develops, submits, and manages a budget, and a written directive designates a position responsible for the budget.

**Proofs of Compliance Submitted:**

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

**Evaluators Review:**

- ☐ Does the file contain a written directive designating a position or person within the department responsible for the budget?
- ☐ Does the file contain a description of how the agency's budget is developed or evidence of budget development?
- ☐ Does the file contain an example of the agency's budget submission to the budgeting authority?
- ☐ Does the file contain evidence of how the budget is managed?
  - ☐ Copy of monthly budget report showing budgeted amount and amount spent, or
  - ☐ Other method? Method: \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Date Accepted:** \_\_\_\_\_



## *Texas Police Chiefs Association*

### DOCUMENT SUBMISSION FORM

**Agency:**

#### **Best Practice 1.03 Financial Transactions (EV)**

The Agency has a written directive instructing personnel on how to handle and document all financial transactions. The directive will document functions in the agency authorized to perform any financial transactions. This does not include confidential or narcotics related transactions or normal budgetary functions. (See Discussion for examples.)

Discussion: Agencies often manage financial transactions in any number of areas including petty cash transactions, receiving cash for bonds and fines, receiving cash for copies of reports, receiving cash for assorted permits such as dog licenses or alarm permits, and even fingerprinting services. Agencies often use an array of various financial transaction methods, e.g.: credit cards, electronic funds transfers, etc. This standard is intended to capture these various methods.

For each function or area of the department that receives or handles these financial transactions, there should be a policy that should clearly identify:

Who is the custodian of the account (the person or position that is responsible for its security)

Who is authorized access to the cash, if used (can be by name or by position such as the on-duty dispatcher, or all records personnel)

Where and how the cash, if used, is maintained (maybe a lockbox locked in the file cabinet, etc.)

How transactions are documented (requests, receipts, log or balance sheet, etc.)

What to do with the cash, or receipts, when it is received (such as put in the safe or turned in daily, weekly, to City finance.)

How money, if used, is turned in, how much is kept available (if any), how additional funds are requested, etc.

How often and by whom audited (if a balance is maintained).

The policy for each of these areas should be clear enough to allow someone who knows nothing about the process, to be able to read the policy and conduct financial operations with minimal questions. The policy should also be clear enough for a supervisor or auditor to know if something is wrong.

#### Proof of Compliance

--Copy of written directive(s)

Ensure person or position responsible for each financial transaction is identified, **and**

--Copy of documentation for transactions, submission, or reconciliation, **and**

--Copy of account log, receipts, balance sheet, or ledger, **or**

--Observation of account security, log, and transaction detail (On-site)



**Proofs of Compliance Submitted:****Submitted By:****Date:****Evaluators Review:**

- ☐ Does the written directive identify all the positions or personnel within the agency authorized to perform any financial transaction (including any petty cash funds)?
- ☐ Does the file contain a copy of the agency's written directive on Financial Transactions?
  - ☐ Does the written directive adequately address how to handle financial transactions?
  - ☐ Does the written directive adequately address how to document financial transactions?
- ☐ Does the file contain samples of cash receipts, memos, ledgers, or other documentation described in the written directive?

**Evaluator:****Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 1.04 Written System of Agency Directives (EV)**

The agency has a written directive system in place that includes all agency policies, procedures, and practices. The written directive system must:

- a. Be numbered and organized in a manner that allows reference.
- b. Require a periodic review and updating of directives to include that all directives are in accordance with applicable Texas Law.
- c. Require directives and updates be made available to, and reviewed by, all affected agency personnel in a manner designated by the Agency Director.
- d. Require maintenance of documentation proving receipt of directives by agency personnel in a manner designated by the Agency Director.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Is the written directive system numbered and organized for reference?
- ☐ Is periodic review of the directives required?
- ☐ Is there documentation that all written directives are currently in compliance with Texas Law or the directive identifies an individual responsible for ensuring compliance with Texas Law?
- ☐ Is the manner of distribution and review by affected personnel spelled out?
- ☐ Is the method of maintaining proof of receipt by affected personnel clearly spelled out?
- ☐ Does the file contain a sample written directive?
- ☐ Does the file contain a sample of the documentation showing Proof of Receipt by employees?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 1.05 Agency Jurisdiction (E)**

The Agency has written documentation from a unit of government that authorizes the existence of the Agency and defines its jurisdictional boundaries.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a document from the organizing governmental entity which creates the department and defines its jurisdictional boundaries?
- ☐ Does the file contain documentation which shows how officers are apprised of the jurisdictional boundaries?
  - ☐ Copy of jurisdictional map, or
  - ☐ Copy of several pages from meets and bounds book, or
  - ☐ Copy of document explaining jurisdictional boundaries, or
  - ☐ Other: \_\_\_\_\_

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 1.06 Peace Officer Authority (E)**

The Agency has a written directive stating the authority of the police officers to act as Peace Officers.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which clearly states the authority of police officers to act as Peace Officers?
  - ☐ Is the written directive a provision of State Law, or
  - ☐ Is the written directive a provision of the local governing body, or
  - ☐ Is the written directive a provision of departmental policy, or
  - ☐ Other: \_\_\_\_\_

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice** **1.07 Authority of the Agency Director (E)**

The Agency has written documentation from a unit of government designating the authority of the Agency Director.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a document from the employing unit of government that designates the authority of the Agency Director?
  - ☐ Is the written directive a provision of a City or County Charter or Ordinance, or
  - ☐ Is the written directive the act of a University Board of Trustees, or
  - ☐ Is the written directive a job description issued by the unit of government, or
  - ☐ Is the written directive a letter of appointment which describes the authority of the Director, or
  - ☐ Other: \_\_\_\_\_

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 1.08 Duty to Obey Lawful Orders (E)**

The Agency has a written directive requiring employees to obey lawful orders from a higher-ranking member and explaining how to respond to conflicting or unlawful orders.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which clearly requires all employees (sworn and non-sworn) to obey lawful orders from a higher ranking member of the department?
- ☐ Does the written directive also explain how to respond to conflicting orders?
- ☐ Does the file contain evidence that this provision is being enforced – such as an IA complaint investigation, a counseling memo, or disciplinary letter, or
- ☐ Does the file contain evidence that all employees (sworn and non-sworn) have received a copy of this directive or have received training in the directive?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency: \_\_\_\_\_

**Best Practice 1.09.1 Sworn Personnel Basic License (E)**

The Agency has a written directive which requires that personnel hold a Texas Peace Officer license before performing law enforcement duties.

**Proofs of Compliance Submitted:**

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

**Evaluators Review:**

- ☐ Does the file contain a written directive which clearly shows the agency requires personnel to hold a Texas Peace Officer license before performing law enforcement duties?
  - ☐ Is the evidence a departmental written directive, or
  - ☐ Is the evidence a departmental job description, or
  - ☐ Other: \_\_\_\_\_
- ☐ Does the file contain copies of at least two officer's licenses (or copies of L-1 submitted to TCOLE?)

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice**    **1.10 Accounting for Agency Owned Capital Assets (EV)**

The Agency has a written directive for insuring accountability at least annually of all Agency owned capital property, equipment and other assets. Capital assets will be those assets with a value above a limit set by Agency policy. *(Example, all items over \$5000 in value are capital items, or other value determined by the Agency or governing body)*. The inventory results will be forwarded to the Agency Director.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Identifies what is a capital asset, and
  - ☐ Requires accountability (inventory) of those assets at least annually, and
  - ☐ Requires the results of the annual inventory be forwarded to the Agency Director?
- ☐ Does the file contain a copy of a list of capital assets?
- ☐ Does the file contain a copy of the most recent inventory sheet (dated) showing where each item on the list was either located or listed as missing?
- ☐ Does the file contain a copy of the inventory results that was forwarded to the Agency Director?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice** **1.11 Approval for Personally Owned Equipment (E)**

The Agency has a written directive that requires all personnel to obtain written approval from the Agency Director or designee prior to carrying or using any personally owned equipment during the performance of their duties.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which requires all personnel to obtain written approval from the Agency Director (or designee) prior to carrying or using any personally owned equipment during the performance of their duties?
- ☐ Does the file contain at least one example of a completed request and either approval or denial by the Agency Director, or
- ☐ Does the file contain evidence that all personnel (sworn and non-sworn) have received a copy of this directive or have been trained in this directive.

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 1.12 Agency Issued Property/Equipment (E)**

The Agency has a written directive which requires all personnel to sign for any Agency owned property/equipment issued to the employee, and includes a process for recovering the property/equipment when the employee leaves the Agency.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that requires employees (sworn and non-sworn) to sign for Agency owned property or equipment when it is issued?
- ☐ Does the written directive address the recovery of issued items when the employee leaves the agency?
- ☐ Does the file contain documentation where employees have signed for issued equipment?
- ☐ Does the file contain documentation showing where employees have turned in issued equipment when leaving the agency?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice** **1.13 Continuing Compliance with Best Practices (V)**

The agency has a written directive that designates a responsible person within the agency for monitoring continued compliance with Recognition Program Best Practices. The agency has a system in place that ensures continued compliance.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that designates an individual within the department responsible for ensuring continued compliance with Best Practices?
- ☐ Do on-site assessors observe a workable system in place to ensure continued compliance with Program Standards?

**Evaluator:**

**Date Accepted:**



## *Texas Police Chiefs Association*

### DOCUMENT SUBMISSION FORM

Agency:

#### **Best Practice 2.01 Bias Based Profiling (EV)**

The agency has a written directive, complying with current laws on the reporting of the Bias Based Profiling information collected by the agency, and training of enforcement personnel in the prohibition of Bias Based Profiling. If the Agency uses in-car cameras and/or body cameras, the directive shall require the supervisory review of at least three random videos, at least every six months, per officer.

Discussion: Bias based profiling and especially racial profiling is highly injurious to a law enforcement agency as it erodes public confidence in equality of treatment. Agencies should ensure their definition of racial profiling (part of bias based profiling) meets the definition of the Texas Code of Criminal Procedure Article 3.05 as well as the operational procedures required under Articles 2.131 through 2.138.

Prohibition of Bias Based Profiling however is broader than the state required racial profiling prohibition. The agency's written directive should meet or exceed state law requirements for prohibition of racial profiling, but must also prohibit any profiling based on ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group. Agencies need to ensure their policy includes all of this expanded definition.

Agencies are required to publish an annual report of their traffic stops under Article 2.134. This annual report is also required as part of this standard but will not be submitted electronically. Agencies should indicate on their Document Submission Form that the Annual Reports are in file. If all other parts of the Best Practice requirements are met, the standard will be "Accepted" and the actual annual reports will be reviewed on-site by the Final Review team.

Minimum Training Level 2. While a higher level of training is always encouraged, the training portion of this standard may be met by showing that officers have received Roll-call Training or a formal Training Bulletin, watched a video, received a copy of a policy which was discussed with a Supervisor, or received a copy of a policy and been tested over its content.

When conducting random, quarterly, supervisory reviews of officer's video supervisors are not required to watch each incident of an 8, 10, or 12 hour shift; however, reviewing the footage in a manner intended to gain an understanding of that officer's performance and adherence to policy and law is required.

**Proofs of Compliance Submitted:****Submitted By:****Date:****Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Prohibits all forms of bias based profiling (not just racial – see glossary)?
  - ☐ Complies with Texas Code of Criminal Procedure?
  - ☐ Requires training of enforcement personnel?
- ☐ Does the file contain documentation of Proof of Receipt of the directive by employees?
- ☐ Does the file contain documentation showing training (minimum level 2) of enforcement employees?
- ☐ Does the file contain proof of random video review for first responders?
- ☐ Does the file contain a copy of the most recent annual report or is a copy readily available for inspection? (Should not be submitted electronically.)

**Evaluator:****Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 2.02 Code of Ethics (E)**

The Agency has a Law Enforcement Code of Ethics as part of its Agency policy and personnel have been provided a copy of the Code of Ethics.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain an Agency Policy which:
  - ☐ Contains a Law Enforcement Code of Ethics?
- ☐ Does the file contain documentation of proof of training or receipt of the policy and Code of Ethics by employees?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 2.03 Oath of Office (E)**

The Agency has a written directive that requires every employee who is a peace officer, under Texas law, to take and sign an oath of office before conducting law enforcement duties for the Agency.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Requires every employee who is a peace officer take and sign an Oath of Office before performing law enforcement duties?
- ☐ Does the file contain copies of at least two signed Oaths of Office and Statements of Appointed Officers?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 2.04 Internal Investigations (E)**

The Agency has a written directive on how to receive, investigate, and conclude complaints against employees. Sustained complaints must be based on facts determined during the investigation.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Describes how complaints against employees are to be received?
  - ☐ Describes how complaints will be investigated?
  - ☐ Describes how complaints will be concluded?
  - ☐ In some manner states that sustained complaints must be based on facts determined during the investigation.
- ☐ Does the file contain copies of at least one recent complaint received, investigated, and concluded appropriately, or
- ☐ Does the file contain documentation showing proof of receipt of the policy by appropriate agency employees?

Evaluator:

Date Accepted:





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 2.05 Time Limit on Internal Investigations (E)**

The Agency has a written directive that sets a time limit for completion of Internal Investigations including disciplinary action, if necessary, and includes procedures for request and approval of extensions of time if needed.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Sets a time limit for the completion of an internal investigation **(including the administration of discipline)**?
  - ☐ Describes procedures to request additional time if necessary?
  - ☐ Describes what approval is necessary for an extension?
- ☐ Does the file contain documentation of proof of receipt of the directive by employees, or
- ☐ Does the file contain copies of an internal investigation where the investigation was concluded within the time frame, or
- ☐ Does the file contain a copy of a request and approval of an extension?

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 2.06 Complaints Requiring an Investigation (E)**

The Agency has a written directive requiring that complaints, alleging a violation of policy or law, be investigated, and identifies those that will require formal internal investigations, and those that will require investigation by line supervisors. The agency must maintain a log of all formal complaints received, investigated, and the results.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Specifically requires any complaints alleging a violation of the law or of agency policy be investigated?
  - ☐ Specifically identifies the types of complaints that will require a formal investigation and which will require investigation by line supervisors, or
  - ☐ Requires all complaints be forwarded to Chief who decides how they will be investigated?
- ☐ Does the file contain a copy of a complaint log showing: date of complaint, complainant name, type of complaint, employee involved, description of the complaint, the date the investigation was concluded, and the results including any disciplinary measures.
- ☐ Does the file contain documentation of proof of receipt of the directive by employees, or
- ☐ Does the file contain documentation of proof of training of the directive by employees.

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 2.07 Notification of the Agency Director (E)**

The Agency has a written directive for notifying the Agency Director, as soon as practical, of formal complaints against agency employees and agency volunteers (if any).

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Specifically requires notification of the Agency Director of formal (or all) complaints?
- ☐ Does the file contain copies (at least two) of a recent notification to the Chief?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice** **2.08 Appeal Procedures for Disciplinary Actions (E)**

If the agency allows appeals of disciplinary action, the Agency has a written directive describing the appeal process, including which actions may be appealed and what level/position will constitute the appeal authority.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Describes the disciplinary appeal process?
  - ☐ Specifies what disciplinary actions may be appealed?
  - ☐ Specifies the level or position that constitutes the appeal authority for each disciplinary action?
- ☐ Does the file contain documentation of proof of receipt of the directive by employees, or
- ☐ Does the file contain a copy of a recent appeal?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice** **2.09 Records and Security of Complaints and Investigations (V)**

The Agency has a written directive that requires that complaint and investigation records be kept secure, consistent with the current Public Information Act requirements.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Specifically requires all complaint and investigation records be maintained in a secure manner?
- ☐ Does the file contain documentation of training or proof of receipt of the directive by employees?
- ☐ Did the evaluator observe the files maintained in a secure location?
- ☐ Other: \_\_\_\_\_

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 2.10 Notification to Complainant (E)**

The Agency has a written directive to notify the person who files a complaint, against the agency or employee, of the results of the investigation.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Requires the complainant be notified of the results of the investigation?
- ☐ Does the file contain documentation of or a copy of at least 2 notifications?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 2.11 Sexual and Other Unlawful Harassment (E)**

The Agency has a written directive that prohibits sexual or other unlawful harassment. The written directive must provide for reporting procedures that include when it is appropriate to make a report outside the chain of command or outside the Agency. The agency must provide training to all personnel.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Prohibits all forms of sexual or other unlawful harassment?
  - ☐ Describes when appropriate and how to report any violation outside the chain of command?
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees?
- ☐ Does the file contain documentation showing at least level 3 training of both sworn and non-sworn employees?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 2.12 Professional Conduct (E)**

The Agency has a Professional Conduct written directive that identifies acceptable and unacceptable conduct and includes mandatory training of all personnel.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Identifies acceptable and unacceptable conduct?  
(This is typically a Code of Conduct or set of Rules of Conduct, not just a single rule prohibiting Unprofessional Conduct.)
- ☐ Does the file contain documentation showing at least Level 1 training of all (sworn and non-sworn) employees?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 2.13 Appearance (V)**

The Agency has a written directive that describes uniform and personal appearance standards for sworn and non-sworn employees, including when non-uniform clothing is approved for special assignments.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Describes uniform standards for sworn personnel?
  - ☐ Describes personal appearance standards (hair, facial hair, jewelry, etc.) for employees?
  - ☐ Describes the clothing approved for special assignments such as CID, Narcotics, Dispatchers, etc.?
  - ☐ Describes clothing approved for non-sworn employees?
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees?
- ☐ Did assessors observe appropriate uniform and appearance standards during the on-site?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 2.14 Truthful (E)**

The Agency has a written directive requiring all employees to be truthful in all official verbal and written communications and reports. Employees will be truthful in any court related testimony or agency investigations.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Requires all employees to be truthful in all official verbal and written communications?
  - ☐ Requires all employees to be truthful in any court related testimony or internal investigations?
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees, or
- ☐ Does the file contain documentation showing training of all employees in this directive, or
- ☐ Does the file contain a copy of recent disciplinary action for untruthfulness?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 2.15 Political Activity (E)**

The Agency has a written directive that prohibits an employee's personal involvement in political issues or campaigns while on duty or in uniform.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Prohibits employee's personal involvement in political campaigns while on duty or in uniform?
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees, or
- ☐ Does the file contain documentation showing training of all employees in this directive, or
- ☐ Does the file contain a copy of a recent disciplinary action involving political activity?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 2.16 Attendance (E)**

The Agency has a written directive regarding attendance requirements for employees under normal duty assignments, training assignments, and other times identified by the Agency.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ States attendance requirements under normal duty assignments?
  - ☐ States attendance requirements at training assignments?
  - ☐ States attendance requirements at any other times identified by the agency (such as emergency recall, court or special duty assignments)?
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees, or
- ☐ Does the file contain documentation showing training of all employees in this directive, or
- ☐ Does the file contain a copy of a recent disciplinary action regarding attendance?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 2.17 Individual Rights (E)**

The Agency has a written directive that employees are to respect the rights of individuals and specifically states that employees will not engage in discrimination, oppression, or favoritism.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Specifically requires employees to respect the rights of individuals?
  - ☐ Specifically requires employees not to engage in discrimination, favoritism or oppression?
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees, or
- ☐ Does the file contain documentation showing training of all employees in this directive, or
- ☐ Does the file contain a copy of a recent disciplinary action regarding failure to protect rights, discrimination, favoritism, or oppression?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 2.18 Personal Conduct (E)**

The Agency has a written directive that no employee shall establish an inappropriate social relationship with a known victim, witness, suspect, or defendant of an Agency case while such case is being investigated or prosecuted as a result of such investigation.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Specifically prohibits any employee from establishing any inappropriate social relationship with a known  
victim, witness, suspect, or defendant of an agency case while such case is being  
investigated or prosecuted?
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees, or
- ☐ Does the file contain documentation showing training of all employees in this directive, or
- ☐ Does the file contain a copy of a recent disciplinary action or investigation for violation of this order?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice** **2.19 Alcoholic Beverages (E)**

The Agency has a written directive regarding the use of alcoholic beverages when reporting for duty and while on duty.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Addresses the use of alcoholic beverages while on duty, **and**?
  - ☐ Addresses the use of alcoholic beverages when reporting for duty?
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees, **or**
- ☐ Does the file contain documentation showing training of all employees, **or**
- ☐ Does the file contain a copy a recent disciplinary action regarding the use of alcoholic beverages?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice    2.20 Drugs (E)**

The Agency has a written directive regarding the illegal use of any drug including prescription drugs, and the taking of legal prescriptions when it would negatively impact the judgment or physical condition of an employee while on duty.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Addresses the use of any illegal drugs?
  - ☐ Addresses the use of any prescription drug (when taken illegally)?
  - ☐ Addresses the use of a prescription drug, taken legally, but when its use would affect the judgment or physical condition of the employee while on duty?
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees, or
- ☐ Does the file contain documentation showing training of all employees, or
- ☐ Does the file contain a copy a recent disciplinary action regarding the use of drugs?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 2.21 Gifts/Gratuities (E)**

The Agency has a written directive regarding gifts and gratuities that may be offered to, or solicited by, employees.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Addresses the solicitation of any gifts or gratuities?
  - ☐ Addresses the acceptance of any gifts or gratuities offered to an employee?
  
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees, or
- ☐ Does the file contain documentation showing training of all employees, or
- ☐ Does the file contain a copy a recent disciplinary action regarding gifts or gratuities?

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice    2.22 Emergency Recall Procedures (E)**

The Agency has a written directive regarding the availability of personnel during emergency situations.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Specifically addresses the availability of employees during emergencies?
- ☐ Does the file contain documentation of proof of receipt of the directive by all employees, or
- ☐ Does the file contain documentation showing training of all employees, or
- ☐ Does the file contain a copy a recent disciplinary action regarding reporting during an emergency?

**Evaluator:**

**Date Accepted:**



## *Texas Police Chiefs Association*

### DOCUMENT SUBMISSION FORM

**Agency:**

#### **Best Practice 2.23 TCOLE Personnel Files (V)**

The agency maintains a Personnel File on each sworn officer which contains all originals or copies of all documents required by TCOLE to be maintained by the department. The files must be secured with limited access.

Discussion: TCOLE requires certain documents to be maintained by each department on all sworn officers. These requirements as well as a self-audit sheet for officer's files can be found on the TCOLE website in the "Law Enforcement Administrator's Desk Reference in the "Chief's Corner" section of their website.

Proof of Compliance for this standard can either be documentation of a successful TCOLE file audit within the previous twelve months or evidence of the use of a TCOLE File Audit form for each file, a written statement from the Records Supervisor or Chief of Police that all required files have been audited internally within the past twelve months and all required documents are present, and an on-site random sampling of at least five files.

#### Proof of Compliance

- Copy of Written Directive describing the files, if any, **and**
- Written documentation of a TCOLE file audit within the previous 12 months, **or**
- Written statement from Records Supervisor or Chief of Police that all required files have been audited within the past 12 months, using the TCOLE audit form, **and**
- Observation of at least 5 files during on-site with proper documentation of audit.

#### **Proofs of Compliance Submitted:**

<b>Submitted By:</b>	<b>Date:</b>
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**Evaluators Review:**

- ☐ Does the file contain evidence that proper TCOLE Personnel files are maintained?  
(such as a checklist of items to be maintained, photograph of file location, or written directive requiring the file maintenance)
  
- ☐ Did On-site reviewers observe properly maintained Personnel Files in a secure location?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 2.24 Community Outreach (E)**

The Agency has a written directive that requires and supports community outreach and community involvement. The directive should require some form of community feedback.

Discussion: Agencies should seek out opportunities to interact with the public they serve and to build a trusting relationship in the community. Feedback from the community should be sought at all levels of the agency from the Chief of Police to the newest officer and non-sworn staff.

Positive police interaction with the community is paramount to building an open, trusting relationship and dialog. Examples of how to accomplish these goals are too numerous to mention; however, a few common methods include: community forums/meetings, a cup of coffee with the chief at a local breakfast establishment, open house at the police department, social media outlets, officers going to lunch at local schools, police activity leagues, and community surveys. Agencies cannot rely solely on social media to meet this standard.

These activities should be part of mission for every employee at the Agency.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a directive that requires community outreach at all levels of the department?
  - ☐ Does the file contain a written directive that requires community feedback regarding police services?
  - ☐ Does the file contain proofs of compliance that the agency is conducting community outreach beyond the use of social media?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

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

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

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

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

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 3.02 Use of Deadly Force Training (E)**

The agency has a written directive on training its sworn personnel at least annually in the proper use of deadly force and the use of any firearm used in the course of law enforcement duties.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which requires training of all sworn personnel at least annually in the agency's deadly force policy?
- ☐ Does the written directive address annual training in the use of any firearm carried in the course of law enforcement duties? (This includes any special weapons carried in ERT operations)
- ☐ Does the file contain evidence of annual training in the deadly force policy in the last year?
- ☐ Does the file contain documentation proving training in the use of firearms within the last year? (This can be shown by evidence of qualification or other training)

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 3.03 Annual Inspection of Firearms (E)**

The Agency has a written directive that requires the annual inspections of all authorized firearms by a designated firearms inspector for proper functioning. This inspection may take place during firearms qualifications.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which requires inspection of all authorized firearms at least annually by a designated firearms proficiency officer?
- ☐ Does the file contain evidence of inspection of firearms in the last year? (Evidence should show inspection of all types of weapons utilized by the agency including those used in ERT.)
- ☐ Does the file contain documentation designating an individual to be the firearms proficiency officer?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice    3.04 Use of Force Training and Proficiency for Less than Lethal Weapons (E)**

The Agency has a written directive that requires all personnel authorized to use less lethal weapons, including EMDs, are trained at least biennially and demonstrate proficiency for those weapons. The required training should be conducted by instructors having appropriate certification for the weapon or by instructors utilizing instructional materials for that weapon.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the DSF list the less lethal weapons used by the agency?
- ☐ Does the file contain a written directive which requires:
  - ☐ All personnel authorized to use less lethal weapons be trained in the use of force for those weapons, at least biennially, and
  - ☐ All personnel authorized to use less lethal weapons demonstrate proficiency in the use of those weapons, at least biennially? (Level 3&4)
- ☐ Does the file contain evidence training and demonstration of proficiency in the last two years? (Evidence should be provided for all types of less lethal weapons utilized by the agency)
- ☐ Does the file show proof of Instructor Certification for the weapon used or training materials utilized?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 3.05 Training Records (V)**

The Agency has a written directive which describes their employee training records system and is in accordance with T.C.L.E.O.S.E. rules for appropriate personnel. Reporting of training through the Texas Commission on Law Enforcement Data Distribution System (T.C.L.E.D.D.S.) may be used to document sworn training.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which describes the employee training records system?
- ☐ Does the file contain documentation illustrating their training record system?
- ☐ Does on-site review of training files prove proper file maintenance?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency: \_\_\_\_\_

**Best Practice    3.06 In-Service Sworn Officer Training (V)**

The Agency ensures appropriate in-service training or refresher training for all SWORN personnel employed by the agency, at least every two years, in accordance with training mandated by Texas Law or TCOLE standards, and any other training designated by the Agency. In each two year period the training must include:

- A. Those classes required by TCOLE for each officer's proficiency level.
- B. Some physical arrest and/or self-defense tactics.
- C. Basic or refresher training in Self-Aid / Buddy Aid.
- D. Training in bias neutralization (implicit bias)
- E. Officer safety and de-escalation tactics (force avoidance)
- F. Crisis Intervention Training (CIT)
- G. Mental Health Training (or agency has access to mental health response personnel)

Discussion: For letters A, B, and C above, minimum Training Level 3 & 4. This refers to the mandated Continuing Education under TCOLE Rule 217.11 as well as any training mandated by the agency. For letters D, E, F, and G above, a minimum of level 2 training is required.

The standard also requires some level of physical arrest or defensive tactics training every two years as part of the department required training. The type and extent of the physical training is determined by the department based on its needs but may include handcuffing, take-downs, come-alongs, and other controlling techniques as well as defensive tactics using defensive sprays, batons, and weapons retention training. Proof that personnel completed the required 40 hours training during the previous training cycle including some physical arrest or defensive tactics training is required.

The Agency Director may tailor less intensive hands on defensive tactics [such as excluding baton or OC spray] programs for certain administrative positions and permanent light duty positions. Any deviation from the standard hands on defensive tactics training must be clearly stated in the written directive. Anyone who carries any less-lethal weapon such as a baton or OC Spray, must receive training and show proficiency every two years as required in 3.04.

The Agency must provide all sworn officers with either Basic or Refresher Self Aid / Buddy Aid training at least every two years. While the provision of basic SABA equipment for all personnel is encouraged, provision of this equipment is only required for members of ERTs. (8.06). The training provided by the TPCA in the Sample Training download will suffice for this requirement.

Proof of Compliance

- Copy of training records for sworn personnel (2), (TCLEDDS ok), **and**
- Proof of physical training (Lesson plan, sign-in sheet, photos) within  
past two years, **or**
- Observation of training records On-Site.

**Proofs of Compliance Submitted:****Submitted By:****Date:****Evaluators Review:**

- ☐ Does the file contain evidence of completion of TCOLE required in-service training of sworn personnel for the previous training cycle? (At least two records)
- ☐ Does the agency require any other periodic training (not required by other standards)? If so, does the file contain evidence of that training?
- ☐ Does the file contain evidence of any physical arrest and self-defense tactics training during the current or previous training cycle? (Or evidence of planned training within the current cycle)
- ☐ Does the file contain evidence of initial or refresher SABA training during the current or previous training cycle? (Or evidence of planned training within the current cycle)
  - ☐ Does the file contain the proofs of compliance for training in implicit bias, force avoidance, and crisis intervention?
  - ☐ Does the file show that mental health training is provided OR that the agency has access to mental health response personnel?
- ☐ Does on-site examination of training files show proper file maintenance?

**Evaluator:****Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice    3.07 In- Service Reserve Police Officer Training (EV)**

If the Agency has a Reserve Police Officer program, a written directive requires that Reserve officers receive the same in-service training as regular sworn full time personnel in the functions that the Reserve officers are designated by the Agency to perform.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which requires Reserve Officers to have the same in-service training as regular sworn full-time personnel in the functions they are designated to perform?
- ☐ Does the file contain a written directive which address the functions that a reserve officer may perform when serving with the agency?
- ☐ Does the file contain evidence of required training received by reserves during the previous training cycle, for the functions they perform?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 3.08 Non-Sworn Training (E)**

The Agency has a written directive which identifies the non-sworn positions, including volunteer positions that have any required state or agency pre-service and/or in-service training or certifications and provides the necessary training.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which identifies the non-sworn positions within the agency that requires pre-service or in-service training or certifications?
- ☐ Does the written directive identify the training or certifications necessary?
- ☐ Does the file contain evidence of the required training for each position identified?  
(Please submit proof of training for last person hired in an identified position.)

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice    3.09 Supervisor Training (EV)**

The Agency provides for training for newly promoted supervisors/commanders appropriate to their position/rank within 12 months of promotion.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ The file or DSF identifies all ranks.
- ☐ Does the file contain evidence of the required supervisory training for each rank identified within 12 months prior to or after promotion?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice**    **3.10 Emergency Response Team Training (E)**

If the Agency has an emergency response team, a written directive establishes the criteria for training, and specifies the frequency of training for emergency response team members. The written directive also requires emergency response entry team members to successfully complete (at a minimum) a basic SWAT School, or equivalent, prior to active participation on the entry team.    .

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive which requires training of emergency response team members?
  - ☐ Does the written directive establish the criteria for training (types of training such as physical fitness, firearms, entry tactics, less-lethal weapons, etc)?
  - ☐ Does the written directive require at least the Basic SWAT school before active participation?
  - ☐ Does the written directive address the frequency of training?
- ☐ Does the file contain documentation proving training identified in the directive within the last year?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice**    **3.11 Hostage Negotiator Training (E)**

If the Agency has hostage negotiators, a written directive establishes the criteria for training, and specifies the frequency of training for hostage negotiators.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which requires training of hostage negotiation members?
  - ☐ Does the written directive establish the criteria for training (types of training such as delaying techniques, psychology of hostage takers, communications techniques, etc)?
  - ☐ Does the written directive address the frequency of training?
- ☐ Does the file contain documentation proving training identified in the directive within the last year?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 3.12 Field Training Program (E)**

The Agency has a written Field Training program for sworn personnel. The program must:

- a. Require training be conducted by a designated field training officer(s).
- b. Be divided into phases of training based on departmental needs.
- c. Require newly certified or inexperienced officers to complete all phases of the training program prior to operating as a "solo officer".
- d. Allow recently hired experienced officers to have the phases reduced but should include at a minimum, operational procedures and directives specific to that Agency.
- e. Be a minimum of four weeks long.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written Field Training program for sworn personnel?
  - ☐ Does the written program require training be conducted by trained field training officers?
  - ☐ Is the program divided into phases based on department need?
  - ☐ Does the program require newly certified or inexperienced officers to complete all phases prior to operating solo?
  - ☐ Does the program allow experienced offices to have phases reduced but must complete a minimum of agency operational procedures and directives?
  - ☐ Is the program at least four weeks long?
- ☐ Does the file contain documentation proving field training is being provided in the manner specified?  
(Copy of final end of phase report and recommendation on last two completing Field Training)

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 3.13 Field Training Officer Training (E)**

The Agency has a written directive which requires that all Field Training officers attend a Field Training course, either the TCOLE course or an equivalent course prior to assuming FTO responsibilities.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Requires all Field Training Officers to receive training before performing duties as an FTO?
- ☐ Does the file contain documentation showing training of Field Training Officers?
- ☐ Does the file contain evidence that the training program is the TCOLE course or equivalent?  
(A minimum of at least 24 hours)

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice    3.14 Field Training Officer Process Review (E)**

The Agency has a written directive which requires that all Field Training officers conduct a process review of Field Training subjects on a schedule and format determined by the Agency. The review will be documented and will include at least any changes in directives and procedures.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Requires all Field Training Officers conduct a process review of Field Training subjects?
  - ☐ Identifies the format and schedule of the process reviews?
- ☐ Does the file contain documentation of the last process review conducted by the agency?
- ☐ Does the documentation of the last review contain a summary of changes in directives or procedures – or indicates that no changes are warranted?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 3.15 Training Evaluations (EV)**

The Agency has a written directive that requires new officers, while in the Field Training program, receive at least weekly evaluations by the F.T.O. The evaluation will be reviewed with the new officer and the F.T.O., and then filed in the training documents.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Requires new officers receive at least a weekly evaluation by the FTO?
  - ☐ Requires the evaluation be discussed with the new officer?
  - ☐ Requires the evaluation be filed in the new officers training documents?
- ☐ Does the file contain at least two weekly evaluations on new officers?
- ☐ Does the weekly evaluations show proof of discussion with the new officer?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice    3.16 Training Rotations (E)**

The Agency has a written directive that requires each recruit rotate to at least one different shift during training. The recruit should rotate to at least one different F.T.O., if possible, during the training program.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Requires each recruit to rotate to at least one different shift during training?
  - ☐ Requires each recruit to rotate to at least one different FTO during the training program (if possible)?
- ☐ Does the file contain proof of the last recruit being trained on two different shifts?
- ☐ Does the file show proof of the last recruit being trained by two different FTOs, **or**
- ☐ Does the DSF state why such requirement is not possible?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 3.17 Background Investigator Training (E)**

The Agency requires that personnel conducting applicant background investigations have training in conducting the required investigations prior to conducting applicant backgrounds. This requirement may be a formal class or a standard full outline or other specific written document that is required to be followed on any background investigation.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the DSF identify the individuals within the agency that conduct background investigations?
- ☐ Does the file contain a copy of a recent background investigation indicating who conducted the investigation?
  - ☐ Does the file contain proof of background training for this individual, or
  - ☐ Does the file contain a copy of a background format or instructional document to be used in conducting background investigations?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 3.18 Required Telecommunicator Training (V)**

If the Agency operates a communications center, personnel are trained in the operations in accordance with T.C.L.E.O.S.E. requirements and in the procedures of the communications equipment and familiarity with departmental operations.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file identify the individuals within the agency that are tele-communicators and their required training?
- ☐ Does the file contain proof of completion of basic tele-communications certification course for at least one of these individuals?
- ☐ Does the file contain proof of training for this individual in department operations – such as the department's general orders or policy manual?
- ☐ Does on-site interview with a tele-communicator indicate compliance?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 3.19 Police Chief Training (E)**

The Police Chief of the Agency has completed the required Texas Police Chief training program or has scheduled the required training.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence of the Chief's completion of required training during the previous training cycle, or
- ☐ If a new Chief, does the file contain proof of scheduling for the New Chief Training Program?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 4.01 Employee Selection Procedures (E)**

The Agency has a written selection process that details all elements of the selection process for both sworn and non-sworn applicants, and requires those elements to be administered in a fair and consistent manner. Applicants for sworn positions must meet T.C.O.L.E. minimum standards and any legal mandates.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain written documentation detailing the elements of the sworn selection process?
  - ☐ Does the file contain written documentation of the minimum standards for sworn positions?
- ☐ Does the file contain written documentation detailing the elements of the non-sworn selection process?
- ☐ Does the file contain evidence that the elements of the selection process will be conducted in a fair and consistent manner?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 4.02 Polygraph Examinations (E)**

If the Agency uses instruments to detect deception, such as a polygraph in the selection process, personnel who administer the test and evaluate the results must be certified in the use and testing with the instrument.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the DSF explain whether deception detection instruments are used in the selection process?
- ☐ If so, does the DSF identify the individuals performing these tasks?
- ☐ Does the file contain evidence of these individuals certification in the use of these instruments?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 4.03 Background Investigations for Selection of Employees (E)**

The Agency has a written directive which specifies the type of background investigation to be conducted on all sworn and non-sworn applicants prior to and following a conditional offer of employment.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Specifies the type of background investigation (items to be investigated) for sworn employees prior to and following a conditional offer of employment?
  - ☐ Specifies the type of background investigation (items to be investigated) for non-sworn employees prior to and following a conditional offer of employment?
- ☐ Does the file contain a copy of a sworn background investigation showing compliance with the directive?
- ☐ Does the file contain a copy of a non-sworn background investigation showing compliance with the directive?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 4.04 Disposition of Selection Records of Applicants (E)**

The Agency has a written directive that determines the disposition of selection records of sworn and non-sworn employees that are selected for hire and those that are not selected for hire. Those records are maintained in compliance with the retention schedule adopted by the governing body.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which:
  - ☐ Specifies the disposition of selection records (applications, personal history statements, tests, etc.) for employees that are HIRED?
  - ☐ Specifies the disposition of selection records (applications, personal history statements, tests, etc.) for employees that are NOT HIRED?
- ☐ Does the file contain a copy of the pertinent sections of the records retention schedule adopted by the governing body?
- ☐ Does the file contain evidence that the selection records are being maintained in compliance with the records retention schedule?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 4.05 Off-Duty Employment (E)**

The Agency has a written directive that specifies the criteria for off duty employment. The Directive must:

- a. Address who is authorized to work off duty employment.
- b. State the types of employment prohibited by the agency.
- c. Include the approval procedure for off-duty employment.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which addresses Off-Duty Employment?
- ☐ Does the Written Directive specify:
  - ☐ Who is authorized to work off-duty jobs?
  - ☐ The types of employment which are prohibited?
  - ☐ How employees obtain approval for working off-duty jobs?
- ☐ Does the file contain at least two copies of an approved request to work an off-duty job?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 4.06 Promotional Process (E)**

The Agency has a written directive that describes the components of the promotional process, which may include any applicable qualifications, announcements, any testing procedures, grading, and any appeal process.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which describes the components of the promotional process? (announcement, interest letter, test, oral interviews, etc.)
- ☐ Does the file contain evidence of employees being trained or receiving a copy of this policy, or
- ☐ Does the file contain evidence of this process being used in the last promotional process?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 4.07 Promotional Eligibility Lists (E)**

If the Agency establishes a promotional eligibility list, a written directive specifies the duration of the list.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which establishes an eligibility list after a promotional exam?
- ☐ Does the written directive specify the duration of the list?
- ☐ Does the file contain a copy of the agency's last eligibility list?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 4.08 Annual Performance Evaluations (EV)**

The Agency has a written directive that requires annual performance evaluations of all personnel, including requiring that the evaluations cover a specific period of time.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which requires an performance evaluation on all personnel at least annually?
- ☐ Do the evaluations cover a specific period of time?
- ☐ Does the file contain at least one copy of a sworn and non-sworn evaluation from the most recent evaluation period?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 4.09 Performance Evaluation Training (E)**

The Agency trains supervisors in evaluating personnel performance and in conducting performance discussions.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that departmental supervisors have been trained in how to evaluate personnel performance?
- ☐ Does the file contain evidence that departmental supervisors have been trained in conducting performance discussions?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 4.10 Employee Safety and Accident Prevention (EV)**

The agency has a written directive regarding employee safety to include accident and injury investigation and prevention. The directive includes:

- a. A requirement for the reporting, investigation, and review of all employee involved vehicle accidents and personal injuries occurring on-duty or in city vehicles,
- b. An annual review of all accidents and injuries by cause with recommendations for reduction, and
- c. A departmental safety training program for all employees.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive regarding employee safety to include accident and injury investigation and prevention.
  - ☐ Does the directive address when vehicle accidents and personal injuries must be reported?
  - ☐ Does the directive address when vehicle accidents and personal injuries must be investigated?
  - ☐ Does the directive address how and who reviews these investigations?
  - ☐ Does the directive require an annual analysis of all reported accidents and injuries with recommendations for reduction?
  - ☐ Does the directive require an accident and injury prevention training for all personnel?
- ☐ Does the file contain evidence of safety training required by the directive?
- ☐ Does the file contain a copy of the most recent annual analysis?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 5.01 Privacy and Security of Records (V)**

The Agency has a written directive complying with applicable law for the privacy and security of records and provides appropriate training for the Agency designee responsible for records management. Records must be kept in a secure manner.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive which addresses both the privacy and security of records?
  - ☐ Does the written directive in some manner address the privacy and authorized release of agency records?
  - ☐ Does the written directive address the security and authorized access to agency records?
  - ☐ Does the agency identify an individual or position responsible for records management?
- ☐ Does the file contain evidence of training of the individual responsible for records management in the Open Records Act or other similar training program?
- ☐ Does observation of the records storage location prove adequate security of records?

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice** **5.02 Records Retention (E)**

The Agency has a written directive for the life cycle management of records in compliance with state law. {If the agency maintains juvenile records, fingerprints, photographs, or a gang intelligence database, these records are addressed in the life cycle management plan.}

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which addresses the life cycle management of records?
  - ☐ Does the written directive specify the retention length for all records maintained by the agency, or
  - ☐ Is the written Directive a copy of the governmental unit's adopted Record Retention Plan?
- ☐ Does the file contain evidence of proper destruction of records? (Can be copy of destruction request, destruction approval document, memo indicating completed destruction, or similar document)
- ☐ Does the agency maintain juvenile fingerprints, photographs, or juvenile arrest records, or a gang intelligence database?
  - ☐ If so, are these items addressed in the life cycle management plan or elsewhere in department written directives?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 5.03 Release of Information (E)**

The Agency has a written directive, in accordance with current law, regarding the release of information and open records requests, and provides training to appropriate employees.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which specifically addresses when agency records and Information may be released and what must be kept confidential?
- ☐ Does the file contain evidence of training in the release of information to employees who are approved to release records?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 5.04 Public Information Officer (P.I.O.) (E)**

The Agency has a designated person(s) to release information to the news media and the public about cases or investigations the Agency is involved in. The designated person will have some type of training prior to releasing public information.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that an individual has been designated to release information regarding cases or investigations to the media?
- ☐ Does the file contain evidence of training for that individual in information release?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 6.01 Authorization to Use Force (E)**

The Agency has a written directive that authorizes designated employees to use only the level of physical force that is necessary and reasonable to achieve the desired legal objective.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that authorizes sworn employees to use only the level of physical force that is necessary and reasonable to achieve a legal objective?
  - ☐ Does the file contain evidence of training for sworn employees in that directive, or
  - ☐ Does the file contain evidence of receipt of the directive by sworn employees, or
  - ☐ Does the file contain evidence of enforcement of the directive through an internal investigation or disciplinary action?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 6.02 Authorization of Deadly Force (E)**

The Agency has a written directive that authorizes police officers to use deadly force when the officer reasonably believes that his/her life is in immediate danger of death or serious bodily injury or a third person is in immediate danger of death or serious bodily injury.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that authorizes police officers to use deadly force when the officer reasonably believes his or her life, or a third party is in immediate danger of death or serious bodily injury?
  - ☐ Does the file contain evidence of training of police officers in that directive, or
  - ☐ Does the file contain evidence of receipt of the directive by all officers, or
  - ☐ Does the file contain evidence of enforcement of the directive through an internal investigation or disciplinary action?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 6.03 Use of Force Documentation and Review (EV)**

The Agency has a written directive requiring completion of a specific administrative form for this purpose only to document the use of force by agency personnel, including a review process of each incident by supervisory personnel. The form may be electronic or paper and the format will be designated by the agency.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that requires completion of a specific form documenting the use of force by agency personnel?
- ☐ Does the written directive require review of each incident by supervisory personnel?
- ☐ Does the file contain copies of at least two recent completed use of force forms showing supervisory review?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 6.04 Weapons and Ammunition (E)**

The Agency has a written directive to authorize the types of weapons and ammunition approved for use by the department.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that authorizes the specific weapons approved for use by the department? (Including weapons used by ERT members)
- ☐ Does the written directive specify the types of ammunition approved for use by the department? (Including weapons used by ERT members)
- ☐ Does the file contain evidence of training of police officers in that directive, or
- ☐ Does the file contain evidence of receipt of the directive by all officers, or
- ☐ Does the file contain evidence of enforcement of the directive through an internal investigation or disciplinary action?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 6.05 Carrying and Use of Weapons, On and Off Duty (E)**

The Agency has a written directive notifying personnel when they are authorized to legally carry and use a weapon both on-duty and off-duty.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that notifies personnel when they are authorized to legally carry and use a weapon both on and off-duty?
  - ☐ Does the file contain evidence of training of police officers in that directive, or
  - ☐ Does the file contain evidence of receipt of the directive by all officers, or
  - ☐ Does the file contain evidence of enforcement of the directive through an internal investigation or disciplinary action?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 6.06 Documenting the Discharge of Firearm (EV)**

The Agency has a written directive for documentation and supervisory review of the discharge of a firearm by an employee except in training or recreational situations.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive that requires documentation and supervisory review of any discharge of a firearm by an employee except in training or recreational situations?
  - ☐ Does the file contain a copy of a completed firearms discharge report with supervisory review, or
  - ☐ Does the file contain evidence of training of police officers in that directive, or
  - ☐ Does the file contain evidence of receipt of the directive by all officers, or
  - ☐ Does the file contain evidence of enforcement of the directive through an internal investigation or disciplinary action?

Evaluator:

Date Accepted:





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 6.07 Medical Aid after Using Force (E)**

The Agency has a written directive instructing personnel in obtaining first aid for anyone injured, or reporting an injury, after use of force has been applied.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive that instructs personnel to obtain first aid for anyone injured, or anyone complaining of an injury after use of force has been applied?
  - ☐ Does the file contain a copy of an offense (or other) report describing an incident where force was used and medical aid summoned, or
  - ☐ 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, or
  - ☐ Does the file contain evidence of enforcement of the directive through an internal investigation or disciplinary action?

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 6.08 Removal from Line Duty after Using Deadly Force (E)**

The Agency has a written directive for relieving any employee from line duty who has used any deadly force, or been involved in a traffic accident, that has intentionally or accidentally resulted in the serious injury or death of a person, until a preliminary administrative review can be conducted.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive that relieves an employee from line duty until completion of the preliminary administrative review, when the employee has intentionally or accidentally used deadly force which has resulted in the serious injury or death?
- ☐ Does the file contain a copy of an offense (or other) report describing an incident where an employee was relieved from line duty after such an incident, or
- ☐ Does the file contain evidence of training of employees in the directive, or
- ☐ Does the file contain evidence of receipt of the directive by employees.

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 6.09 Warning Shots (E)**

The Agency has a written directive governing the discharge of warning shots.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that governs warning shots?
  - ☐ 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, or
  - ☐ Does the file contain evidence of enforcement of the directive through an internal investigation or disciplinary action?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 6.10 Annual Use of Force Report (E)**

The Agency prepares an annual report on use of force incidents that is sent to the Agency Director. The contents of the report will be designated by the Agency and the report should identify any trends in the use of force by agency personnel, training needs, equipment needs, or policy revisions.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a copy of the agency's annual Use of Force Report?
  - ☐ Does the report attempt to identify trends in the use of force by agency personnel?
  - ☐ Does the report attempt to identify training needs, equipment needs, or policy revisions needed?
  - ☐ Does the report show evidence that it was sent or reviewed by the Agency Director?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.01 24-Hour Law Enforcement Response to Emergency Situations (V)**

If the Agency has 24 hour emergency response responsibility, the Agency responds to requests for law enforcement services 24 hours a day, or has arrangements with another law enforcement agency to respond to those requests.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that the agency responds to requests for service 24 hours a day?
- ☐ If not, does the file contain evidence that the agency has arrangements with another law enforcement agency to respond to those requests?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.02 Arrests with a Warrant (E)**

The Agency trains its personnel on how to obtain and serve arrest warrants pursuant to the Texas Code of Criminal Procedure.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that the agency provides training to its personnel on how to obtain an arrest warrant? (Process of constructing affidavit and warrant and presentation to judicial authority)
- ☐ Does the file contain evidence that the agency provides training to its personnel in how to serve an arrest warrant?
  - ☐ Does the file contain a copy of an affidavit for arrest warrant and arrest warrant obtained by agency personnel?
  - ☐ Does the file contain a copy of an offense or arrest report which describes the proper arrest of a subject under a warrant?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.03 Arrests without a Warrant (E)**

The Agency trains its personnel how to arrest without a warrant pursuant to the Texas Code of Criminal Procedure.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that the agency trains its personnel in arrests without a warrant?  
(more than simply providing a copy of the Code of Criminal Procedure)
- ☐ Does the file contain evidence of training of personnel to at least Level 2?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.04 Miranda Warning (E)**

The Agency trains its personnel in the use of the Miranda Warnings according to current law.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that the agency trains its personnel in the use of Miranda Warnings?  
(more than simply providing a copy of the Code of Criminal Procedure)
- ☐ Does the file contain a copy of an offense (or other) report describing an incident where a  
Miranda warning was properly given, and
- ☐ Does the file contain evidence of training of personnel to Level 2?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.05 Interrogation (E)**

The Agency trains appropriate personnel in methods to conduct an interrogation.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that the agency trains its personnel in the appropriate methods of interrogation? (To Level 3 for appropriate personnel)

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 7.06 Search and Seizure Warrants (E)**

The Agency has a written directive instructing its personnel on Search Warrants. The directive includes:

- a. How to obtain a search warrant.
- b. How to execute a search warrant.
- c. How to return a search warrant.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive that instructs personnel on search warrants?
  - ☐ Does the written directive address how to prepare and obtain a search warrant, **and**
  - ☐ Does the written directive address how to execute a search warrant, **and**
  - ☐ Does the written directive address how to return a search warrant?
- ☐ Does the file contain evidence of training personnel in the directive, **or**
- ☐ Does the file contain evidence of receipt of the directive by agency personnel?

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.07 Searches Without A Warrant (E)**

The Agency has a written directive describing the scope and authority for searches incident to arrest and other searches that may be conducted without a warrant.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that describes the scope and authority for searches without a warrant?
  - ☐ Does the written directive address scope and authority for searches incident to arrest, **and**
  - ☐ Does the written directive address other searches which may be conducted without a warrant exceptions to the search warrant requirement)?
- ☐ Does the file contain evidence of receipt of the directive by all officers.

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.08 Family Violence (E)**

The Agency trains its personnel in the handling of family violence cases in compliance with Texas law.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that agency personnel have been trained in handling family violence cases?
  - ☐ Does training include handling family violence calls?
  - ☐ Does training include making arrests without warrants in family violence cases?
  - ☐ Does training include the obtaining of emergency protective orders?
  - ☐ Does training include providing assistance referral information to the victims of family violence?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.09 Preliminary Investigations (E)**

The Agency trains appropriate personnel in conducting preliminary investigations.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence of the agency training appropriate personnel in conducting preliminary investigations?
- ☐ Does the file contain a copy of a written directive, lesson plan, or other documentation of at least Level 2 training in preliminary investigations?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.10 Follow up Investigations (E)**

The Agency has a written directive which:

- a. Identifies the criteria necessary for a case to be assigned for follow-up investigation, and
- b. Identifies how cases are assigned for follow-up investigations and any follow-up reporting, if required.

The Agency also requires appropriate personnel to be trained in conducting follow-up investigations.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that identifies the criteria to determine whether or not cases are assigned for follow-up investigation?
- ☐ Does written directive identify how cases are assigned for follow-up?
- ☐ Does written directive identify the follow-up reporting required?
- ☐ Does the file contain evidence of at least Level 2 training of appropriate personnel in how to conduct follow-up investigations?
- ☐ Does the file contain a copy of a follow-up investigation?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.11 Informants (V)**

If the Agency uses informants, they will have a written directive to instruct appropriate personnel in the use of informants. The written directive will include:

- a. The identification and recruitment requirements, limits on who can be used, and personal interaction with and appropriate use of informants.
- b. Payments to informants and necessary documentation.
- c. Informant file requirements.
- d. Informant files will be secured with limited access.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency use informants?
- ☐ If so, does the file contain a written directive that instructs appropriate personnel in the use of informants?
  - ☐ Does the written directive address limits on who can be used?
  - ☐ Does the written directive address personal interaction and appropriate use of informants?
  - ☐ Does the written directive address payments to informants and the documentation necessary?
  - ☐ Does the written directive address recruitment and Identification requirements?
  - ☐ Does the written directive address informant file requirements?
  - ☐ Does the written directive address file security?
- ☐ Did the on-site team review a complete informant file with payment receipts (if paid)?
- ☐ Are the files secure with limited access?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.12 Confidential and/or Narcotics Funds and Audits (V)**

If the Agency has confidential and/or narcotics related funds, there is a written directive for the management of those funds. The written directive will include:

- a. Who is responsible and accountable for the maintenance of the funds
- b. How and where the funds will be secured.
- c. The procedures for requesting, receiving and returning unused funds.
- d. The documentation of cash transactions.
- e. The auditing of those funds every 6 months.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency utilize a confidential or narcotics fund?
- ☐ If so, does the file contain a written directive that instructs appropriate personnel in the management of that fund?
  - ☐ Does the written directive address who is accountable and responsible for the fund?
  - ☐ Does the written directive address how and where the fund is secured?
  - ☐ Does the written directive address procedures for requesting, receiving and returning funds?
  - ☐ Does the written directive address the documentation of cash transactions?
  - ☐ Does the written directive require auditing of those funds at least every six months?  
(Audit by someone other than fund custodian.)
- ☐ Does the file contain a copies of completed cash receipt forms and copy of log or ledger?
- ☐ Does file contain evidence of an audit within the last six months?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 7.13 Vehicle Pursuits (E)**

The Agency has a written directive for vehicle pursuits. The written directive includes:

- a. The criteria for initiating a pursuit
- b. The method of conducting a pursuit.
- c. The supervision of a pursuit.
- d. The criteria for terminating vehicle pursuits.

The Department also trains appropriate personnel in the pursuit policy.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive that instructs appropriate personnel in vehicle pursuits?
  - ☐ Does the written directive address the criteria for initiating a pursuit?
  - ☐ Does the written directive address how the pursuit is conducted?  
(How many cars, communications, prohibitions, etc.)
  - ☐ Does the written directive address the supervision of the pursuit?
  - ☐ Does the written directive address the criteria for terminating a pursuit?
- ☐ Does the file contain evidence that appropriate personnel have been trained in this written directive?  
(Minimum Level 2 training)

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.14 Pursuit Documentation (EV)**

The Agency has a written directive that requires a pursuit report form to be completed after each pursuit. The report is forwarded through the chain of command to the Agency Director or designee. The Pursuit report will document at a minimum:

- a. The reasons for the pursuit.
- b. The personnel involved.
- c. The result of the pursuit, to include any injury, damage or other significant events.

An annual report of agency pursuits is prepared for the Agency Director.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that requires a pursuit report to be completed after each vehicle pursuit?
- ☐ Does the file contain a completed pursuit report?
  - ☐ Does the pursuit report document the reasons for the pursuit, the personnel involved in the pursuit, the result of the pursuit, any injury or damage, and other significant events that may have occurred? (How many cars, communications, prohibitions, etc.)
  - ☐ Does the pursuit report show evidence of review by supervisors and receipt by Agency Director?
- ☐ Does the file contain a copy of the Agency's annual report on pursuits?
  - ☐ Does the annual report attempt to identify trends and draw conclusions about the need for policy changes, training or changes in equipment?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.15 Non Emergency and Emergency Response (E)**

The Agency has a written directive for responding to emergency and non-emergency calls for service, including the use of authorized emergency equipment on Agency vehicles.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive for responding to emergency and non-emergency calls?
  - ☐ Does the written directive address response to non-emergency calls?  
(Use of lights, limits on speeds, delays enroute, etc)
  - ☐ Does the written directive address response to emergency calls?  
(Use of lights, siren, limits on speeds, delays enroute, etc)
- ☐ Does the file contain copies of call dispatches as emergency and non-emergency calls, or
- ☐ Does the file show evidence of training of appropriate personnel in this directive, or
- ☐ Does the file show evidence of receipt of this directive by appropriate personnel?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.16 Accident Investigation (E)**

The Agency has a written directive on conducting accident investigations. The written directive will include:

- a. How officers will respond to the scene.
- b. Obtaining emergency aid for any victims.
- c. Preserving the scene.
- d. Taking any enforcement actions.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive on conducting accident investigations?
  - ☐ Does the written directive address how officers respond to the scene?  
(Use of emergency equipment, limits on speeds, delays enroute, etc)
  - ☐ Does the written directive address obtaining emergency aid for any victims?
  - ☐ Does the written directive address actions to preserve the scene?  
(Serious accidents while awaiting investigative personnel, etc)
  - ☐ Does the written directive address taking enforcement action at accident scenes?
- ☐ Does the file contain copies of accident reports which show all of the above, or
- ☐ Does the file show evidence of training of appropriate personnel in this directive, or
- ☐ Does the file show evidence of receipt of this directive by appropriate personnel?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.17 Reflective Vests (V)**

The Agency has a written directive that requires personnel to wear a reflective vest as soon as practical when either directing traffic or working at the scene of an accident.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that requires appropriate personnel to wear a reflective vest as soon as practical when directing traffic or working the scene of an accident?
- ☐ Does the file contain evidence that appropriate personnel are issued reflective vests, or
- ☐ Does the file contain evidence that reflective vests are available in all field vehicles?
- ☐ Did evaluators observe the availability or use of reflective vests in the field?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.18 Roadblocks (E)**

If the Agency authorizes the use of roadblocks, it has a written directive and trains its personnel in the use of roadblocks, including when and how roadblocks may be used. Stop sticks or road spikes are not considered roadblocks.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive prohibiting the use of roadblocks, or
- ☐ If the agency authorizes roadblocks, does the file contain a written directive which instructs appropriate personnel in when and how roadblocks are permitted?
  - ☐ If the agency authorizes roadblocks, does the file contain evidence of training appropriate personnel in the proper methods of use? (At least to Level 2)
- ☐ Does the file contain evidence that officers have received a copy of the written directive?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.19 Stop Sticks/Road Spikes (E)**

If the Agency authorizes the use of stop sticks/road spikes, it has a written directive and trains its personnel in the use of stop sticks/road spikes, including when and how to safely deploy them.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency use Stop Sticks or Road Spikes?
- ☐ If the agency authorizes stop sticks or road spikes, does the file contain a written directive which instructs appropriate personnel in when and how to use them?
  - ☐ If the agency authorizes stop sticks or road spikes, does the file contain evidence of training appropriate personnel in the safe and proper methods of use? (Minimum Level 2)
  - ☐ Does the file show evidence of receipt of this directive by appropriate personnel?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.20 Seatbelts (V)**

The Agency requires occupants in Agency vehicles to wear a seat belt, as required by Texas law.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that the agency requires all occupants to wear seatbelts as required by Texas law? (Not just driver and passenger but all occupants)
- ☐ Does the file contain evidence that all personnel have been trained in this requirement, or
- ☐ Does the file contain evidence that all personnel have received a copy of the requirement, or
- ☐ Did evaluators observe proper seat belt use while on-site?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.21 Court Contact Information (E)**

The Agency requires court contact information to be provided at the time a citation is issued.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a copy of the citations used by the agency?
- ☐ Does the citation or any other documentation given at the time of issuance provide court contact information?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.22 Security and Accountability of Traffic Citations (V)**

The Agency has a written directive to document the issuance of, and accountability for, each traffic citation. If citations are stored on site, they are stored in a secured place with limited access.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that instructs appropriate personnel in the issuance and accountability of traffic citations?
  - ☐ Does the written directive identify who is accountable for un-issued citations?
  - ☐ Does the written directive identify who is accountable for issued citations?
  - ☐ Does the written directive address procedures documenting issuance of citations?
  - ☐ Does the written directive address where citations are securely stored prior to issuance?
- ☐ Does the file contain a copies of completed copy of log or ledger showing issued citations?
- ☐ Did on-site evaluators observe secure storage of un-issued citations?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.23 Body Armor (V)**

The Agency has a written directive on the availability and wearing of body armor, including the mandatory wearing of body armor in all uniform field assignments.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive requiring the use of body armor in all uniform field assignments?
- ☐ Does the file contain evidence that body armor is issued to or available for appropriate personnel?
- ☐ Did on-site evaluators observe the use of body armor by agency personnel?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 7.24 Inspection of Patrol Vehicle and Equipment (E)**

The Agency requires personnel to inspect the contents, appearance, and operability of all Patrol equipment assigned to, or provided for, an Agency vehicle, assigned for routine patrol use prior to each assignment or the beginning of each shift.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the agency require an inspection of patrol equipment prior to each assignment or at the beginning of each patrol shift?
- ☐ Does the file contain a copy of a vehicle checksheet?
  - ☐ Does the checksheet list the required contents of the vehicle?
  - ☐ Does the checksheet require a check of appearance or new damage?
  - ☐ Does the checksheet require a check of the operability of the vehicle and equipment? (Emergency lights, siren, radio, fluid levels, etc. as identified by the department)

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.25 Special Use Equipment (V)**

The Agency has a written directive which requires that any equipment, including vehicles used for special assignments, or for other than routine use, have a documented readiness inspection at least quarterly.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that requires that any equipment, including vehicles used for special assignments, or for other than routine use, have a documented readiness inspection at least quarterly? (Not including SRT equipment covered under 8.06.1)
- ☐ Does the written directive address what equipment is subject to inspection?  
(Such items as a crime scene van and its specialized equipment, covert surveillance vehicles or equipment, riot gear, rescue equipment, surveillance and camera equipment, portable alarm equipment, radar trailers, road flare supplies, evacuation supplies and equipment, etc)
- ☐ Does the written directive address who is responsible for the inspection?
- ☐ Does the file contain copies of completed inspection reports?
- ☐ Did on-site evaluators observe storage and inspection process of these items?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.26 Alarms (E)**

The Agency has a written directive on protocols for responding to alarms by agency personnel. Alarms may include, but are not limited to burglary, robbery, panic and medical alarms. The written directive includes:

- a. Protocols for Communication personnel who receive and dispatch the calls.
- b. Procedures for personnel responding to alarms.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that instructs appropriate personnel in responding to various types of alarms received by the agency?
  - ☐ Does the written directive address response to at alarms, which may include burglary, robbery, panic, and medical?
  - ☐ Does the written directive provide protocols for Communications personnel in receiving and dispatching calls?
  - ☐ Does the written directive provide direction in how officers should respond to alarm calls? (This includes methods and speeds of response, tactical considerations at the scene, searching premises, and call documentation.)
- ☐ Does file contain evidence of appropriate personnel being trained in this order, **or**
- ☐ Does file contain evidence of appropriate personnel receiving a copy of this order, **or**
- ☐ Does file contain evidence of proper dispatch, response and documentation of the different types of alarm calls?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.27 Reserve Officer Program (E)**

If the Agency has a Reserve Officer program, a written directive describes the program and designates the types of functions the Reserve Officers will or will not perform.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency utilize reserve officers?
- ☐ If so, does the file contain a written directive that describes the program and identifies the types of functions Reserve Officers may perform?
  - ☐ Does the written directive address who can apply for a position as Reserve Officer?
  - ☐ Does the written directive address the functions they may perform?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.28 Traffic Enforcement Operations (EV)**

The Agency has a written directive describing traffic enforcement activities. The written directive includes:

- a. The traffic enforcement policy.
- b. The availability of officer discretion.
- c. Procedure for citation issuance.
- d. Under what circumstances a custodial arrest may be made.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that describes the traffic enforcement activities of the agency?
  - ☐ Does the written directive describe the traffic enforcement policy?
  - ☐ Does the written directive address discretion allowed officers enforcing traffic laws?
  - ☐ Does the written directive address procedures for issuing a citation?
  - ☐ Does the written directive provide a clear description of when a custodial arrest may be made for traffic related offenses?
- ☐ Does file contain evidence of appropriate personnel being trained in this order, or
- ☐ Does file contain evidence of appropriate personnel receiving a copy of this order, or
- ☐ Does file contain evidence of proper enforcement of traffic laws? (copies of citations)

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.29 Civil Process Records (E)**

If the agency is required to execute civil process, a written directive provides the direction on maintaining records on the subject of the process which includes at a minimum:

- a. When the process was received.
- b. When service is due.
- c. The appropriate court information.
- d. The officer assigned.
- e. Documentation of attempts at service if not served by the due date.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency execute civil process?
- ☐ If so, does the file contain a written directive that provides direction on maintaining records on the subject of the process?
  - ☐ Does the written directive include at a minimum, when the process was received, when service is due, the appropriate court information, the officer assigned, and documentation of attempts at service?
  - ☐ Does file contain evidence of appropriate personnel being trained in this order, or
  - ☐ Does file contain evidence of appropriate personnel receiving a copy of this order.
- ☐ Does file contain a copy of the records of at least two civil process items showing proper documentation?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.30 Civil Process Procedures (E)**

If the agency serves civil process, written directives govern the appropriate methods of service and required actions of the member serving the process.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency serve civil process?
- ☐ If so, does the file contain a written directive that instructs appropriate personnel in the methods of service and required actions of the member serving the process?
- ☐ Does file contain evidence of appropriate personnel being trained in this order, or
- ☐ Does file contain evidence of appropriate personnel receiving a copy of this order, or
- ☐ Does file contain evidence of proper assignment, service, and documentation of the service of process?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 7.31 Sex Offender Registration (E)**

If the agency is required to perform sex offender registration, the agency has a written directive which instructs agency personnel in how to conduct the registration process.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Is the agency required to conduct Sex Offender Registrations?
- ☐ If so, Does the file contain a written directive which instructs agency personnel in the registration process?
  - ☐ Does the file contain copies of a sex offender registration completed by the agency, **or**
  - ☐ Does the file show evidence of training of appropriate personnel in this directive, **or**
  - ☐ Does the file show evidence of receipt of this directive by appropriate personnel?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 7.32 Eyewitness Identification (E)**

The agency has a written directive describing procedures for eyewitness identifications and trains appropriate personnel in the administration of live and photographic lineups. The written directive shall include at minimum:

- a. The composition and presentation process for live or photographic line-ups designed to prevent opportunities to influence the witness, and
- b. The prescribed instructions to witnesses including a statement that the suspect may or may not be in the line-up, and documentation of the results, and
- c. The procedures to be used in administration to the deaf and illiterate or those with limited English language proficiency, and
- d. When it is appropriate to use on-scene identifications.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive which instructs agency personnel in the eyewitness identification process?
  - ☐ Does the written directive adequately describe composition and presentation process, and
  - ☐ Does the written directive adequately describe the instructions to be given to a witness, and
  - ☐ Does the written directive adequately describe the documentation required, and
  - ☐ Does the written directive adequately describe the procedures to be used with deaf, illiterate or limited English proficiency witnesses, and
  - ☐ Does the written directive adequately describe when on-scene identifications are appropriate and how they are done?
- ☐ Does the file show evidence of training of appropriate personnel in this directive (Level 2), and
- ☐ Does the file show evidence of receipt of this directive by appropriate personnel?

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 7.33 Missing Persons (E)**

The agency has a written directive on the handling of missing persons. The written directive includes:

- a. No requirement for a waiting period, and
- b. The initial investigation process and reporting to required entities including entry into NCIC, and
- c. Any special considerations concerning children or the elderly, if any, and
- d. The use of electronic alert systems if available to the agency.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive which instructs agency personnel in handling missing persons?
  - ☐ Does the written directive **Not** require a waiting period, **and**
  - ☐ Does the written directive adequately describe the initial investigation process, **and**
  - ☐ Does the written directive adequately describe any special considerations when dealing with missing children or the elderly, **and**
  - ☐ Does the written directive address use of any available alert systems?
- ☐ Does the file show evidence of training of appropriate personnel in this directive, **or**
- ☐ Does the file show evidence of receipt of this directive by appropriate personnel?

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 7.34 Critical Incidents In-Progress (Active Shooter)**

The Agency has a written directive that provides officers guidance on their responsibilities and duties when responding to or involved in an active shooting incident. The agency trains officers in the policy.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive which instructs agency personnel in their responsibilities and duties in an active shooter incident?
  
- ☐ Does the file show evidence of training of appropriate personnel in this directive, or
- ☐ Does the file show evidence of receipt and discussion of this directive by appropriate personnel?

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 8.01 Barricaded Suspect and/or Hostage Incidents (E)**

The Agency has a written directive instructing personnel how to respond to a barricaded suspect or hostage incident which includes:

- a. Responding to the scene.
- b. Determining the nature of the event and securing the scene.
- c. Calling appropriate assistance and/or supervision.
- d. Evacuating or protecting bystanders.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive that instructs personnel how to respond to a barricaded person or hostage incidents?
  - ☐ Does the written directive address responding to the scene?
  - ☐ Does the written directive address determining the nature of the incident and securing the scene?
  - ☐ Does the written directive address calling for appropriate assistance?
  - ☐ Does the written directive address evacuating or protecting bystanders?
- ☐ Does the file contain a copy of an offense (or other) report describing an incident where officers responded to a barricaded suspect or hostage incident, or
- ☐ 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:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 8.02 Bomb Threats and Responding to Bomb Incidents (E)**

The Agency has a written directive instructing personnel how to receive, document, and respond to bomb threats and actual bomb incidents.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that instructs personnel how to receive, document, and respond to bomb threats and actual bomb incidents?
  
- ☐ Does the file contain a copy of an offense (or other) report describing an incident where officers responded to a bomb threat or actual bomb incident, or
- ☐ 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:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 8.03 Hostage Negotiations (E)**

If the Agency has full or part-time Hostage Negotiators, a written directive established the criteria for the selection of hostage negotiators.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency have full or part-time hostage negotiators?
- ☐ If so, does the file contain a written directive establishing the criteria for selection as a hostage negotiator?
  - ☐ Does the file contain a documentation of a recent selection process for hostage negotiator, or
  - ☐ 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:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 8.04 Emergency Response Team Officers (E)**

If the Agency has full or part-time Emergency Response Team Officers, a written directive established the criteria for the selection of the Officers.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency have full or part-time Emergency Response Team Officers?
- ☐ If so does the file contain a written directive which establishes the criteria for selection of officers?
  - ☐ Does the file contain documentation of a recent selection process for ERT officers, or
  - ☐ 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:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 8.05 Emergency Response Team Procedures (E)**

If the agency has a response team, a written directive governs the response to incidents.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency have a full or part-time Emergency Response Team?
- ☐ If so, does the file contain a written directive which governs response to incidents?
  - ☐ Does the written directive address when and under what circumstances the team responds to incidents?
  - ☐ Does the file contain a copy of an offense (or other) report describing an incident where officers responded to a barricaded suspect or hostage incident, or
  - ☐ 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:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 8.06 Emergency Response Team Equipment (V)**

If the Agency has Emergency Response Team Officers, the Agency approves any specialized equipment used for special operations and requires a documented inspection of the equipment quarterly. The agency also provides each member of an ERT with Self Aid / Buddy Aid Emergency Medical Equipment.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency have a full or part-time Emergency Response Team?
- ☐ If so, does the file contain a documentation which specifically approves the use of any specialized equipment used for special operations? (This includes special weapons, gas, entry tools, ballistic shields, robots, or other equipment used in special operations.)
  - ☐ Does the file contain documentation of at least quarterly inspections of this equipment for operational readiness?
- ☐ If so, does the file contain evidence, or do onsite assessors observe, all ERT officers are provided with minimum SABA equipment?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 8.07 Emergency Operations Plan (V)**

The Agency has a written Emergency Operations Plan, or is included in a city/county Emergency Operations Plan. The plan is accessible to at least all command level and communications personnel. The department trains appropriate personnel in the plan.

The Plan or other departmental written directive includes provisions for:

- a. Civil disturbances.
- b. Mass arrests.
- c. Response to natural and manmade disasters.
- d. Uniform and equipment usage
- e. Use of less-lethal weapons
- f. Use of canine and horses (if used by the Agency)
- g. Overall goal in incident management

Discussion: Most County Emergency Operations Plans provide for law enforcement response to natural and manmade disasters. Few, however, have provisions for mass arrests or how to respond to civil disturbances. Agencies who wish to use the County Plan as their Emergency Response Plan should add sections on mass arrests and the procedures for handling Civil Disturbances to their Patrol Standard Operating Procedures or other departmental policies and procedures.

Mass arrests should cover how arrests are made, arrangements for temporary holding, report writing process, and how and where prisoners are transported.

Civil disturbances should cover how officers should respond to these incidents and the importance of protecting the rights of the protestors while at the same time ensuring the rights of the public are not infringed upon.

Agencies should ensure Communications personnel and at least Command level personnel have been briefed on the plan and have access to a copy.

Minimum Training Level 2. While a higher level of training is always encouraged, the training portion of this standard may be met by showing that officers have received Roll-call Training or a formal Training Bulletin, watched a video, received a copy of a policy which was discussed with or by a Supervisor, or received a copy of a policy and been tested over its content.

Proof of Compliance

- Copy of plan for all items required, **and**
- Proof of training of appropriate personnel, **and**
- Observation that plan is accessible by all command level personnel and communications personnel, On-Site.

**Proofs of Compliance Submitted:****Submitted By:****Date:****Evaluators Review:**

- ☐ Does the file contain a written Emergency Operations Plan (or is included in a county or regional plan)?
  - ☐ Does the plan or other written directive address responding to civil disturbances?
  - ☐ Does the plan or other written directive address mass arrests?
  - ☐ Does the plan or other written directive address response to natural or man-made disasters?
    - ☐ Does the plan or other written directive include information on uniform and equipment usage?
    - ☐ Does the plan or other written directive explain the use of less-lethal weapons?
    - ☐ Does the plan or other written directive explain how canine and/or horses (if used) will be used?
    - ☐ Does the plan or other written directive clearly explain the overall goal for incident management?
- ☐ Does the file contain evidence that appropriate personnel have been trained in the plan? (Level 2)
- ☐ Did on-site evaluators observe that the plan is accessible to at least all command level personnel and communications personnel?

**Evaluator:****Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 8.07 Emergency Operations Plan (V)**

The Agency has a written Emergency Operations Plan, or is included in a city/county Emergency Operations Plan. The plan is accessible to at least all command level and communications personnel. The department trains appropriate personnel in the plan.

The Plan or other departmental written directive includes provisions for:

- a. Civil disturbances.
- b. Mass arrests.
- c. Response to natural and manmade disasters.
- d. Uniform and equipment usage
- e. Use of less-lethal weapons
- f. Use of canine and horses (if used by the Agency)
- g. Overall goal in incident management

Discussion: Most County Emergency Operations Plans provide for law enforcement response to natural and manmade disasters. Few, however, have provisions for mass arrests or how to respond to civil disturbances. Agencies who wish to use the County Plan as their Emergency Response Plan should add sections on mass arrests and the procedures for handling Civil Disturbances to their Patrol Standard Operating Procedures or other departmental policies and procedures.

Mass arrests should cover how arrests are made, arrangements for temporary holding, report writing process, and how and where prisoners are transported.

Civil disturbances should cover how officers should respond to these incidents and the importance of protecting the rights of the protestors while at the same time ensuring the rights of the public are not infringed upon.

Agencies should ensure Communications personnel and at least Command level personnel have been briefed on the plan and have access to a copy.

Minimum Training Level 2. While a higher level of training is always encouraged, the training portion of this standard may be met by showing that officers have received Roll-call Training or a formal Training Bulletin, watched a video, received a copy of a policy which was discussed with or by a Supervisor, or received a copy of a policy and been tested over its content.

Proof of Compliance

- Copy of plan for all items required, **and**
- Proof of training of appropriate personnel, **and**
- Observation that plan is accessible by all command level personnel and communications personnel, On-Site.

**Proofs of Compliance Submitted:****Submitted By:****Date:****Evaluators Review:**

- ☐ Does the file contain a written Emergency Operations Plan (or is included in a county or regional plan)?
  - ☐ Does the plan or other written directive address responding to civil disturbances?
  - ☐ Does the plan or other written directive address mass arrests?
  - ☐ Does the plan or other written directive address response to natural or man-made disasters?
    - ☐ Does the plan or other written directive include information on uniform and equipment usage?
    - ☐ Does the plan or other written directive explain the use of less-lethal weapons?
    - ☐ Does the plan or other written directive explain how canine and/or horses (if used) will be used?
    - ☐ Does the plan or other written directive clearly explain the overall goal for incident management?
- ☐ Does the file contain evidence that appropriate personnel have been trained in the plan? (Level 2)
- ☐ Did on-site evaluators observe that the plan is accessible to at least all command level personnel and communications personnel?

**Evaluator:****Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 8.08 After Action Report (EV)**

The Agency has a written directive that requires an after action report for any natural or man-made disaster, or any unusual occurrence as defined by the Agency.

Discussion: After action reports are usually completed by the commander or other supervisor present at the incident. It will generally cover a description of the event, the plans made, the staffing level and how assignments were made, and any traffic issues.

The most important part of an After Action Report is a description of the things that went well and the things that should be improved next time. Recommendations are also made regarding any policy changes needed, staffing and equipment, and planning issues.

Agencies should list in their policy all the types of events where the department wants an After Action Report completed such as all natural and man-made disasters, barricaded person or hostage incidents, anytime ERT responds to an incident, any officer involved shooting, and any recurring special event.

At a minimum the definition of a natural or man-made disaster, or any unusual occurrence will include: barricaded person(s), planned and unplanned “major incident” (see glossary), civil disturbances, SWAT or hazardous warrant execution, and natural disasters such as severe storms e.g.: hurricanes, tornadoes, earthquakes, etc. that cause emergency response.

Proof of Compliance

- Copy of written directive, **and**
- Proof of training of officers in policy, **or**
- Proof of receipt of copy of policy by officers, **and**
- Copy of After Action reports.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that requires an After Action Report after any natural or man-made disaster, or any unusual occurrence as defined by the agency?
  - ☐ Does the written directive address who is responsible for the reporting?
  - ☐ Does the written directive address what incidents require an after action report?
  - ☐ Does the written directive address what the after action report should contain?
  
- ☐ Does the file contain a copy of an After Action Report, **or**
- ☐ 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:**



## *Texas Police Chiefs Association*

### DOCUMENT SUBMISSION FORM

**Agency:**

#### **Best Practice 8.08 After Action Report (EV)**

The Agency has a written directive that requires an after action report for any natural or man-made disaster, or any unusual occurrence as defined by the Agency.

Discussion: After action reports are usually completed by the commander or other supervisor present at the incident. It will generally cover a description of the event, the plans made, the staffing level and how assignments were made, and any traffic issues.

The most important part of an After Action Report is a description of the things that went well and the things that should be improved next time. Recommendations are also made regarding any policy changes needed, staffing and equipment, and planning issues.

Agencies should list in their policy all the types of events where the department wants an After Action Report completed such as all natural and man-made disasters, barricaded person or hostage incidents, anytime ERT responds to an incident, any officer involved shooting, and any recurring special event.

At a minimum the definition of a natural or man-made disaster, or any unusual occurrence will include: barricaded person(s), planned and unplanned "major incident" (see glossary), civil disturbances, SWAT or hazardous warrant execution, and natural disasters such as severe storms e.g.: hurricanes, tornadoes, earthquakes, etc. that cause emergency response.

#### Proof of Compliance

- Copy of written directive, **and**
- Proof of training of officers in policy, **or**
- Proof of receipt of copy of policy by officers, **and**
- Copy of After Action reports.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that requires an After Action Report after any natural or man-made disaster, or any unusual occurrence as defined by the agency?
  - ☐ Does the written directive address who is responsible for the reporting?
  - ☐ Does the written directive address what incidents require an after action report?
  - ☐ Does the written directive address what the after action report should contain?
  
- ☐ Does the file contain a copy of an After Action Report, or
- ☐ 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:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 8.09 Review of Emergency Operations Plan (V)**

The Agency must conduct a documented review of the Emergency Operations Plan at least every two years. The review may be a full or partial exercise, a tabletop exercise, or a command/supervisory staff discussion and review of the plan.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain documentation which proves the agency has reviewed its Emergency Operations Plan within the past two years?
  - ☐ Was the review a full or partial Emergency Operations exercise, or
  - ☐ Was the review a tabletop exercise, or
  - ☐ Was the review a command or staff discussion and review of the plan?
- ☐ Did the on-site team observe evidence of the review of the Emergency Operations Plan?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 8.10 Homeland Security (E)**

The Agency designates at least one person in the Agency to be familiar with and review homeland security information that is pertinent to the agency and the jurisdiction.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain documentation in some form which identifies the individual within the agency which will review Homeland Security information?
- ☐ Does the file contain documentation in some form that the individual has reviewed Homeland Security information and informed appropriate personnel within the agency of any issues?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 8.11 National Incident Management System (E)**

The Agency trains its personnel in the NIMS (National Incident Management System) or participates with another agency for training. Every sworn officer will complete all of the NIMS courses required for each rank. The courses are available through the FEMA Website.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that the agency trains its personnel in NIMS (National Incident Management System)?
- ☐ Does the file contain evidence that sworn officers have completed the courses required for each rank?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 8.12 Hazardous Materials (V)**

The Agency has a written directive instructing employees who to contact for immediate response to large scale Hazardous Materials and Bio Hazard situations.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which instructs personnel who to call in the event of a Hazardous Material or Bio-hazard incident?
- ☐ Did on-site assessors observe proof of use or proof of receipt of copy of policy by employees?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 9.01 Communication Centers (24 hour access) (V)**

If the Agency has 24 hour emergency response responsibility, the Agency has a communications center, or uses a communications center, that is staffed 24 hours a day, 7 days a week for contact by the public.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that the agency operates or uses a communications center that is staffed 24 hours a day?
- ☐ Does the file contain a copy of a staffing schedule showing communicators work hours?
- ☐ Did on-site evaluators observe the communications center?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 9.02 Facility Security (V)**

If the Agency operates a communication center, the Communications area is secured from the general public and allows only those persons designated by the agency to be in the communications area.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive or other documentation that designates who in the agency is allowed access to the communications center?
- ☐ Did on-site assessors observe that the communications center is secure from public access?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 9.03 Playback System (V)**

The Agency has a playback system for telephones and radios to allow for information to be retrieved when necessary.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Did on-site evaluators observe the playback system for telephones or radios?
- ☐ Did on-site evaluators observe a demonstration of the playback system for telephones or radios?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 9.04 Back Up Power Source (V)**

The Agency has access to a backup power source, or other alternate means of communications, in order to maintain operation of radios and telephones during a power failure. The backup power source or alternate means of communication has security measures to prevent unauthorized access or tampering. At least quarterly documented testing of the back-up system is required.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Did on-site evaluators observe the back-up power source or alternate means of communications for the Communications Center?
- ☐ Does the file contain copies of documented periodic tests of the system?
- ☐ Did on-site evaluators observe adequate security measures in place that would prevent unauthorized access or tampering with the back-up power source?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 9.05 Emergency Telephone Number (V)**

The Agency has a single emergency telephone number for citizens to obtain emergency police services.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that the agency uses one single emergency telephone number?  
(copy of page from local telephone book, etc)
- ☐ Did on-site evaluators observe the use of a single emergency telephone number?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 9.06 24-hour Two Way Radio Capability (V)**

The Agency has 24-hour two-way radio capability between the Communication Center and police officers on duty in the field.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Did on-site evaluators observe or determine 24 hour two-way radio capabilities for all on duty police officers in the field?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 9.07 Access to Criminal Justice Information Systems (V)**

The Agency has access to regional, state (T.C.I.C.) and federal (N.C.I.C.) information systems.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Did on-site evaluators observe the operation of regional, state, and federal information systems?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 9.08 Warrant Maintenance (V)**

If the agency enters warrants into regional, state, or federal databases, *or maintains paper warrant files*, or confirms warrants for other agencies, a written directive addresses the portions of the process exercised by the candidate agency to include:

- a. How and where the warrant files are maintained, and how accessed, if applicable,
- b. Addition of new warrants and removal of old or inactive warrants from the warrant file, if applicable;
- c. Entry and removal into any regional, state or federal database, if applicable;
- d. How warrants are confirmed; if applicable;
- e. Periodic auditing of the original warrant file, if applicable.

If the candidate agency confirms warrants for other agencies, the agency must maintain 24 hour access to the warrant file for confirmation of active warrants.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the agency enter warrants into a regional, state, or federal database or maintain any form of paper warrant files?
  - ☐ If so, does the file contain a written directive describing the warrant file maintenance as required by the standard?
- ☐ Are warrants confirmed for other agencies?
  - ☐ If so, is the file accessible to agency personnel 24 hours a day?
- ☐ Does the file contain a copy of documentation of a recent audit of warrant files?
- ☐ Did on-site evaluators observe warrant file access and operation?

Evaluator:

Date Accepted:





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 9.09 Crisis Communications Training**

If the Agency operates a communications center, the agency must ensure communications personnel receive the following training:

- a. Communicating with persons who have mental health challenges
- b. Crisis communications
- c. The agency's use of force policy
- d. De-escalation strategies

Discussion: Agencies should ensure that call-takers and dispatchers receive thorough, hands-on training to support the police response to critical incidents that may involve the use of force. If available in the agency's area, the Agency should work with their local mental health provider community and organizations such as the National Alliance on Mental Illness (NAMI) to create outreach and education programs to enhance referral material. While it may not always be possible, Agencies are encouraged to arrange for their dispatchers to ride out with patrol officers.

Minimum Training Level 2. While a higher level of training is always encouraged, the training portion of this standard may be met by showing that communications personnel have received Roll-call Training or a formal Training Bulletin, watched a video, received a copy of a policy which was discussed with or by a Supervisor, or received a copy of a policy and been tested over its content.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain proof of the following:
  - Proof of training in communicating with persons who have mental health challenges
  - Proof of training in crisis communication
  - Proof of training in the agency's use of force policy

- Proof of training in de-escalation strategies?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 9.09 Crisis Communications Training**

If the Agency operates a communications center, the agency must ensure communications personnel receive the following training:

- a. Communicating with persons who have mental health challenges
- b. Crisis communications
- c. The agency's use of force policy
- d. De-escalation strategies

Discussion: Agencies should ensure that call-takers and dispatchers receive thorough, hands-on training to support the police response to critical incidents that may involve the use of force. If available in the agency's area, the Agency should work with their local mental health provider community and organizations such as the National Alliance on Mental Illness (NAMI) to create outreach and education programs to enhance referral material. While it may not always be possible, Agencies are encouraged to arrange for their dispatchers to ride out with patrol officers.

Minimum Training Level 2. While a higher level of training is always encouraged, the training portion of this standard may be met by showing that communications personnel have received Roll-call Training or a formal Training Bulletin, watched a video, received a copy of a policy which was discussed with or by a Supervisor, or received a copy of a policy and been tested over its content.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain proof of the following:
  - Proof of training in communicating with persons who have mental health challenges
  - Proof of training in crisis communication
  - Proof of training in the agency's use of force policy

- Proof of training in de-escalation strategies?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 10.01 Searching and Transport (E)**

The Agency has a written directive addressing searching and transporting adult prisoners. The written directive includes at a minimum:

- a. That all adult arrested persons be searched before any transport.
- b. The approved methods of how to safely transport arrested persons.
- c. Methods or actions for transporting sick, injured, or disabled arrested persons.
- d. Search of the transporting vehicle before and after the transport.
- e. The proper use of any restraining devices.
- f. Monitoring of the prisoner to avoid medical difficulties.

Training of agency personnel in searching and transportation of prisoners is also required.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive that instructs personnel in searching and transporting prisoners?
  - ☐ Does the written directive require all adult prisoners to be searched before transport?
  - ☐ Does the written directive address how to safely transport arrested persons?
  - ☐ Does the written directive address transporting sick, injured, or disabled prisoners?
  - ☐ Does the written directive require searching of the vehicle immediately before and after each transport?
  - ☐ Does the written directive address the proper use of any restraining devices?
  - ☐ Does the written directive require monitoring of the prisoner for medical difficulties?
- ☐ Does the file contain evidence of training agency personnel in this directive, at Level 2, and
- ☐ Does the file contain evidence of receipt of the directive by all officers?

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 10.02 Juveniles – Arrest, Detention, and Transportation (E)**

The Agency has a written directive regarding the arrest, detention and transportation of juveniles. The written directive includes:

- a. The rights of arrested juveniles.
- b. The searching of juveniles.
- c. The methods of transporting juveniles to detention.
- d. The use of restraints and monitoring of the prisoner.
- e. Approved methods and locations of detention.
- f. The development, control, and separate storage of juvenile files.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive regarding the arrest , detention, and transportation of juveniles?
  - ☐ Does the written directive address the rights of juveniles?
  - ☐ Does the written directive address the searching of juveniles?
  - ☐ Does the written directive address transporting juveniles?
  - ☐ Does the written directive address use of restraints on juveniles and require monitoring?
  - ☐ Does the written directive address approved methods and locations of detention?
  - ☐ Does the written directive address the development, control, and storage of juvenile files?
- ☐ Does the file contain evidence of training agency personnel in this directive, or
- ☐ Does the file contain evidence of receipt of the directive by all officers?

Evaluator:

Date Accepted:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.03 Approval of Juvenile Holding Area (V)**

The Agency has written approval from a juvenile court judge, or juvenile board as provided for in the Texas Family code, for the holding and processing area for juvenile arrests, if used.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a copy of the order from the Juvenile Court Judge or Juvenile Board authorizing a Juvenile holding and processing location?
- ☐ Did the on-site evaluators observe the juvenile processing area?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.04 Separation of Prisoners (V)**

The Agency provides for the cell separation of male and female prisoners. The Agency also provides sight and sound separation between arrested adults and juveniles.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
- ☐ Did on-site evaluators observe that cell separation is provided between male and female prisoners?
- ☐ Did on-site evaluators observe that the agency provides for sight and sound separation between adult and juvenile prisoners?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.05 Jail Cells (V)**

The Agency has a written directive to instruct personnel on the operation of jail area and cells.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
- ☐ Does the file contain a copy of a written directive which instructs personnel on the operation of the jail area and cells?
- ☐ Did on-site evaluators observe that the jail security and operation?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.06 Access to the Jail Cell Area (V)**

The Agency has a written directive to control access of non-essential persons to the Jail area.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
- ☐ Does the file contain a written directive which addresses access of non-essential personnel to the jail area?
- ☐ Did on-site evaluators observe the security and access control?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.07 Visitors (V)**

The Agency has written directive for prisoner visitations, including procedures for attorneys.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
- ☐ Does the file contain a written directive which addresses prisoner visitation and access for attorneys?
- ☐ Did on-site evaluators observe the visitation and attorney access process?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.08 Fire Protection for Jail Cell Area (V)**

The Agency has a fire protection plan for the Jail cell area. At a minimum the plan should include having fire detection devices and fire extinguishers available for immediate use.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
- ☐ Does the file contain a copy of the fire protection plan for the jail cell area?
  - ☐ Does the plan include fire detection devices or systems?
- ☐ Did on-site evaluators observe the presence of at least 2 fire extinguishers within immediate access of the cell area?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.09 Evacuation Plan for Jail Cell Area (V)**

The Agency has a fire evacuation diagram posted in the Jail cell area.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  
- ☐ Did on-site evaluators observe the Fire Evacuation diagram posted in the cell area?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.10 Prisoner's Property Release (V)**

The Agency has a written directive to secure a prisoner's property and return the property to the prisoner upon release, or if transferred, the prisoner's property may be released to the receiving agency.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  - ☐ If so, does the file contain a written directive requiring the securing of prisoners property, and return upon release?
    - ☐ Does the written directive address releasing the prisoner's property to the receiving agency if the prisoner is transferred?
  - ☐ If the agency does not operate a holding facility, does the file contain a written directive which addresses the securing of any property removed from the prisoner in the field and the release of that property to the holding facility personnel?
- ☐ Did on-site evaluators observe the prisoner property management function?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.11 Prisoner Identification Procedure (V)**

The Agency has a written directive requiring verification of the identity of any prisoner prior to release or transfer.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  - ☐ If so, does the file contain a written directive requiring the verification of the identity of any prisoner prior to release or transfer?
    - ☐ Does the written directive explain how to verify the prisoner's identity?
- ☐ Did on-site evaluators observe the prisoner identification process?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.12 Medical Assistance for Prisoners (V)**

The Agency has written directive instructing personnel how to obtain medical assistance for ill or injured prisoners.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  - ☐ If so, does the file contain a written directive instructing personnel how to obtain medical assistance for ill or injured prisoners?
  - ☐ Does the file contain a copy of a report or other documentation showing where medical aid was summoned for a prisoner?
- ☐ Did on-site evaluators observe evidence of the medical assistance process?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.13 Medication for Prisoners (V)**

The Agency has a written directive for prisoner medication if kept on site. The directive includes providing for proper storage, security, and distribution of the medication.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  - ☐ If so, does the file contain a written directive instructing personnel how to handle prisoner's medication if kept on site?
    - ☐ Does the written directive address how to document, store, and secure the medication?
    - ☐ Does the written directive address how to dispense and record dispensing medications?
  - ☐ Does the file contain a copy of a report or other documentation showing where medication was dispensed?
- ☐ Did on-site evaluators observe evidence of the medical assistance process process?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 10.14 Strip Searches (E)**

The Agency has a written directive regarding the strip searches of arrested persons that requires supervisory approval of each search. Personnel of the same sex as the arrested person will conduct these searches.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the file contain a written directive instructing personnel how to conduct Strip Searches?
  - ☐ Does the written directive require supervisory approval before a strip search is conducted?
  - ☐ Does the written directive require personnel of the same sex to conduct these searches?
  - ☐ Does the written directive require documentation of these searches?
- ☐ Does the file contain a copy of a report or other documentation showing where a supervisory approved strip search was conducted, or
- ☐ 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:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.15 Body Cavity Searches (E)**

The Agency has a written directive regarding the body cavity searches of arrested persons that requires supervisory approval of each search. These searches are more involved than a strip search and will be conducted by medically trained personnel.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive instructing personnel how to conduct Body Cavity searches?
  - ☐ Does the written directive require supervisory approval before a body cavity search is conducted?
  - ☐ Does the written directive require the search to be conducted by medically trained personnel?
  - ☐ Does the written directive require documentation of these searches?
- ☐ Does the file contain a copy of a report or other documentation showing where a supervisory approved body cavity search was conducted, **or**
- ☐ 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:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.16 Jail Cell Area Key Control (V)**

The agency has a written directive for controlling access to keys for securing the Jail cells and book-in area.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  - ☐ If so, does the file contain a written directive controlling access and security of the keys which allow access to jail cells and book-in area?
- ☐ Did on-site evaluators observe the security of jail keys?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.17 Prisoner Escapes (E)**

The Agency has a written directive for a procedure if a prisoner escapes from custody within the jail area.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  - ☐ If so, does the file contain a written directive instructing personnel in the steps to take if a prisoner escapes from custody within the jail area?
  - ☐ Does the file contain a copy of an offense (or other) report describing an incident where a prisoner escaped custody and the actions taken, **or**
  - ☐ Does the file contain evidence of training of appropriate personnel in the directive, **or**
  - ☐ Does the file contain evidence of receipt of the directive by appropriate personnel?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 10.18 Jail Cell Area Inspection (V)**

The Agency requires a documented physical inspection of the Jail cell area at the beginning of each shift, and requires a search of each cell prior to a prisoner being placed in the cell. The inspection is to determine any security or sanitation concerns, and locate any contraband in the Jail cell area.

**Proofs of Compliance Submitted:**

Submitted By:

Date:

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  - ☐ If so, does the file contain a written directive requiring the physical inspection of the jail cell area at the beginning of each shift and a search of each cell prior to a prisoner being placed in the cell?
    - ☐ Does the written directive require personnel inspecting the jail to determine any security or sanitation issues and locate contraband?
  - ☐ Does the file contain documentation of these regular inspections?
  - ☐ Does the file contain documentation of search of a cell prior to housing a prisoner?
- ☐ Did on-site evaluators observe the jail inspection process?
- ☐ Did on-site evaluators observe the cell search process?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.19 Minimum Standards for Jail Cell Area (V)**

The Agency Jail cells are equipped with water and toilet facilities except for special purpose cells. Access to food will be provided to prisoners who are detained through normal meal times.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  - ☐ If so, does the file contain documentation of providing food to prisoners at regular meal times?
- ☐ Did on-site evaluators observe appropriate water and toilet access for prisoners?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.20 Visual Observation of Prisoners (V)**

The Agency requires that agency personnel should visually observe prisoners every 30 minutes as workloads allow but will not exceed one hour. The observation must be documented and can be in person or by a monitored camera system. Documented observations of prisoners who may be considered security risks, suicidal, experiencing unusual behavior, or other causes for concern by agency staff will occur every 30 minutes.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  - ☐ If so, does the file contain documentation of visual observation of prisoners every 30 minutes as workloads allow but not exceeding one hour.
  - ☐ Does the file contain documentation of visual observation of prisoners who may be security risks, suicidal, or experiencing unusual behavior at least every 30 minutes?
- ☐ Did on-site evaluators observe appropriate prisoner observation procedures and documentation?

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 10.21 Weapons in the Jail Cell Area (V)**

The Agency does not permit firearms to be carried into the Jail cell area. Some less than lethal weapons, such as pepper spray, may be carried in the area if authorized in a written directive by the Agency.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency operate a holding facility?
  - ☐ If so, does the file contain documentation or did on-site evaluators observe that no firearms are permitted in the jail cell area?
  - ☐ If non-lethal weapons are allowed in the jail, does a written directive authorize their carry and use within the jail cell area?
- ☐ Did on-site evaluators observe appropriate firearms security procedures?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**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:**

Submitted By:

Date:

**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:



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 11.01 Courthouse/Courtroom Security (V)**

If the Agency provides security for a Courthouse/courtroom, the Agency trains appropriate personnel on security measures, including the carrying of weapons in the courthouse/courtroom, and the use of restraints.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency provide security for a Courthouse or Courtroom?
- ☐ If so, does the file contain evidence that appropriate personnel have been trained on security measures?
  - ☐ Does the training include carrying of weapons in the Courthouse or Courtroom?
  - ☐ Does the training include the use of restraints in the Courthouse or Courtroom?
- ☐ Does the file contain a copy of an officer's training as a bailiff, or
- ☐ Does the file contain a copy of an appropriate lesson plan or directive?
- ☐ Did on-site evaluators observe appropriate courtroom security measures?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 11.02 External Communications (V)**

If the Agency provides security for a Courthouse/courtroom, at least one means of external communication is available to a member of the court staff for emergency situations.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency provide security for a Courthouse or Courtroom?
- ☐ If so, does the file contain evidence that the Courtroom has at least one means of external communication available for emergencies?
- ☐ Did on-site evaluators observe appropriate courtroom communications measures?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

Agency:

**Best Practice 11.03 Fire Evacuation Plan (V)**

If the Agency provides security for a Courthouse/courtroom, the Agency has a fire evacuation plan for the Courthouse/Courtroom that is reviewed with Court employees at least annually.

Discussion: Proof of compliance with this standard is shown by providing a sign-off sheet where court employees have reviewed the fire evacuation plan for the courtroom. The placement of a fire evacuation diagram in the courtroom, although recommended, is not a specific requirement of this standard.

Proof of Compliance

- Observe copy of fire evacuation plan, On-Site, **and**
- Observe that plan is reviewed at least annually with Court staff, **or**
- Copy of sign-off sheet for Court employee review of plan.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the agency provide security for a Courthouse or Courtroom?
  - ☐ If so, does the file contain evidence that the Agency has a Fire Evacuation Plan for the Courtroom?
  - ☐ Does the file contain evidence that the Agency has reviewed the Fire Evacuation Plan with Court employees at least annually?
  - ☐ Did on-site evaluators observe the Fire Evacuation Plan?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 12.01 Property and Evidence – Chain of Custody (V)**

The Agency has a written directive for taking property/evidence into custody, including assets seized for forfeiture, to insure proper inventory, storage, and chain of custody.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive for the taking of property and evidence into custody?
  - ☐ Does the written directive address proper documentation and inventory?
  - ☐ Does the written directive address proper storage of property and evidence?
  - ☐ Does the written directive address the method on maintaining chain of custody?
- ☐ If forfeited property is handled differently in the property room, does the written directive address how it is to be handled?
- ☐ Does the file contain a copy of a report or other documentation showing where property of evidence was submitted?
- ☐ Did on-site evaluators observe the property and evidence process?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 12.02 Access to Crime Scene Technicians (EV)**

The Agency has on staff, or has access to, trained crime scene technicians to assist with major crime investigations when necessary.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain evidence that the agency has on staff or access to crime scene technicians?
- ☐ Does the file contain evidence of crime scene technician's training?
- ☐ Does the file contain a copy of a report or other documentation showing where crime scene technicians were called to the scene of a crime?
- ☐ Did on-site evaluators observe access to crime scene technicians?  
(Call list, schedule, or contact information)

**Evaluator:**

**Date Accepted:**





*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 12.03 Property/Evidence Submission (E)**

The Agency has a written directive that requires all property/evidence seized by agency personnel to be submitted to the property/evidence technician or placed in the property/evidence area by the end of their tour of duty. Employees shall not personally retain property or evidence, except as part of an authorized chain of custody.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that requires all property and evidence be submitted to the property/evidence technician or placed in the property and evidence area by the end of their tour of duty?
- ☐ Does the written directive prohibit personal retention of property or evidence by employees except as part of an authorized chain of custody?
- ☐ Does the file contain a copy of a report or other documentation showing where property of evidence was submitted as required?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 12.04 Property/Evidence Storage Area Security (V)**

The Agency authorizes by written directive, personnel who can enter the Property/Evidence storage area. The Property and Evidence storage area will be secure and access will be restricted for any unauthorized personnel unless they are escorted, and sign in and out on an access log or other type of tracking system.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive that authorizes the department personnel that can enter the Property/Evidence storage area?
  - ☐ Does the written directive clearly identify by who is appointed as Property Custodian and Alternate (by name or position)?
  - ☐ Does the written directive prohibit entry by other members of the department unless they are escorted by authorized personnel?
  - ☐ Does the written directive require escorted personnel (those not authorized by directive) to sign in and sign out on a log or other tracking system?
  - ☐ Does the file contain a copy of a log or other documentation showing where individuals not authorized by directive have signed in and out and the identity of the escorting staff?
- ☐ Did on-site evaluators observe the security of the property room?
- ☐ Did on-site evaluators observe the sign in/out log?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 12.05 Disposal of Property/Evidence (V)**

The Agency has a written directive for the documentation of the disposal of property/evidence stored in the Agency property/evidence storage area.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive for the documentation of the disposal of property/evidence?
- ☐ Does the file contain a copy of a destruction order or other documentation showing the disposal of property or evidence?
- ☐ Did on-site evaluators observe the proper documentation of disposal?
- ☐ Did on-site evaluators observe or review the disposal process?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 12.06 Field Release of Property (E)**

The Agency has a written directive for the release of property or evidence in the field. The policy should detail when and how items may be released to the complainant or owner when practical without compromising a case. All releases will be documented and signed for on a property/evidence release form.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive for the release of property in the field?
  - ☐ Does the written directive address when and how items may be released in the field?
  - ☐ Does the written directive require the documentation and signing of receipt for the property on a specific property and evidence form?
- ☐ Does the file contain a copy of a field release form showing where property of evidence was released and signed for in the field?

**Evaluator:**

**Date Accepted:**



*Texas Police Chiefs Association*

DOCUMENT SUBMISSION FORM

**Agency:**

**Best Practice 12.07 Inspection of Property/Evidence (EV)**

The agency has a system in place for a documented inspection of the Property/Evidence function and procedures at least every six months. An inspection should concentrate on how the policies, procedures, and practices are followed and have minimal individual inspections of items to verify procedures.

**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain documentation of an inspection of the property room at least every six months?
  - ☐ Did the inspection attempt to determine if policies, procedures and practices are being followed?
  - ☐ Did the inspection attempt to locate a number of items and records?
- ☐ Does the file contain a copy of the report or other documentation of the latest inspection?
  - ☐ Does the report show evidence of review by the Agency Director?
- ☐ Did on-site evaluators review the property and evidence inspection process?

**Evaluator:**

**Date Accepted:**



## *Texas Police Chiefs Association*

### DOCUMENT SUBMISSION FORM

Agency:

#### **Best Practice 12.08 Inventory of Property/Evidence (EV)**

The Agency has a written directive requiring a sampling of individual items stored in the property and evidence area at least annually, and when a new person is assigned who is in direct control of the property/evidence function. The sample must meet the requirements for sampling in Appendix A.

If the Agency stores items of evidence, such as body camera videos, in-car camera video, etc., on a server or in “the Cloud” or other electronic format, the Agency must provide a written directive that states how and where the items are stored and how the items are secured and accounted for by Agency personnel.

Discussion: While a complete inventory of all the items stored in the property room is always preferable, the standard allows for sampling to accomplish this standard. Many agencies have a great deal of property in their property room and do not have the resources to conduct a “complete” inventory annually. Currently the Texas Best Practices Program does not require electronically stored items to be a part of the annual inventory.

This Best Practice encourages agencies to conduct an inventory whenever property/evidence room staff leave the agency; however, it is only required when the person who is “in charge” of this function leaves the agency. For example – if the head property room custodian has a staff of three clerks, the only time an inventory would be mandated by this standard is when the actual head custodian leaves the agency.

Two sampling methods are provided and either may be used by an agency depending on the method determined best for that agency.

The inventory should be conducted by personnel not routinely assigned in the unit but familiar with its operation. A formal report of the findings should be forwarded to the Chief of Police and the Chief should date and sign or initial his review of the report. An investigation should be conducted to resolve any discrepancies. Should significant discrepancies be discovered, the Chief of Police may require a complete inventory.

Obviously, when conducting an inventory, in addition to the item being present, the agency should examine the item for tampering or missing items, and any discrepancy reported.

Agencies that use the RFID tag system for recording, storing and inventorying found property and evidence, must also have a written directive requiring and proof of a process to put “hands on” each critical item (money, guns, and drugs) at least once annually to ensure the actual property or evidence has not been removed or tampered with (and tag left in the storage location.)

#### Proof of Compliance

- Copy of written directive, **and**
- Copy of inventories or sampling within past year, **and**
- On-Site, Conduct a review of a small sample of items to determine items are stored properly and paperwork for those items has been properly filed.

**Proofs of Compliance Submitted:****Submitted By:****Date:****Evaluators Review:**

- ☐ Does the file contain a written directive which requires at least a sampling of items to determine accountability and integrity of the system?
  - ☐ Does the written directive require this sampling at least annually?
  - ☐ Does the written directive require this sampling whenever a new person is assigned to the direct control of the property and evidence function?
- ☐ Does the file contain a copy of the report or other documentation showing where the property and evidence inventory was conducted within the past 12 months? (At level indicated in Standards Manual – Appendix A)
- ☐ Did on-site evaluators review the property and evidence inventory process?
  - ☐ If the agency uses a cloud-based server for video evidentiary storage, does the agency have a written directive that state how and where the evidence will be secured and accounted for by agency personnel?

**Evaluator:****Date Accepted:**



## *Texas Police Chiefs Association*

### DOCUMENT SUBMISSION FORM

Agency:

#### **Best Practice 12.08 Inventory of Property/Evidence (EV)**

The Agency has a written directive requiring a sampling of individual items stored in the property and evidence area at least annually, and when a new person is assigned who is in direct control of the property/evidence function. The sample must meet the requirements for sampling in Appendix A.

If the Agency stores items of evidence, such as body camera videos, in-car camera video, etc., on a server or in “the Cloud” or other electronic format, the Agency must provide a written directive that states how and where the items are stored and how the items are secured and accounted for by Agency personnel.

Discussion: While a complete inventory of all the items stored in the property room is always preferable, the standard allows for sampling to accomplish this standard. Many agencies have a great deal of property in their property room and do not have the resources to conduct a “complete” inventory annually. Currently the Texas Best Practices Program does not require electronically stored items to be a part of the annual inventory.

This Best Practice encourages agencies to conduct an inventory whenever property/evidence room staff leave the agency; however, it is only required when the person who is “in charge” of this function leaves the agency. For example – if the head property room custodian has a staff of three clerks, the only time an inventory would be mandated by this standard is when the actual head custodian leaves the agency.

Two sampling methods are provided and either may be used by an agency depending on the method determined best for that agency.

The inventory should be conducted by personnel not routinely assigned in the unit but familiar with its operation. A formal report of the findings should be forwarded to the Chief of Police and the Chief should date and sign or initial his review of the report. An investigation should be conducted to resolve any discrepancies. Should significant discrepancies be discovered, the Chief of Police may require a complete inventory.

Obviously, when conducting an inventory, in addition to the item being present, the agency should examine the item for tampering or missing items, and any discrepancy reported.

Agencies that use the RFID tag system for recording, storing and inventorying found property and evidence, must also have a written directive requiring and proof of a process to put “hands on” each critical item (money, guns, and drugs) at least once annually to ensure the actual property or evidence has not been removed or tampered with (and tag left in the storage location.)

#### Proof of Compliance

- Copy of written directive, **and**
- Copy of inventories or sampling within past year, **and**
- On-Site, Conduct a review of a small sample of items to determine items are stored properly and paperwork for those items has been properly filed.



**Proofs of Compliance Submitted:**

**Submitted By:**

**Date:**

**Evaluators Review:**

- ☐ Does the file contain a written directive which requires at least a sampling of items to determine accountability and integrity of the system?
  - ☐ Does the written directive require this sampling at least annually?
  - ☐ Does the written directive require this sampling whenever a new person is assigned to the direct control of the property and evidence function?
- ☐ Does the file contain a copy of the report or other documentation showing where the property and evidence inventory was conducted within the past 12 months? (At level indicated in Standards Manual – Appendix A)
- ☐ Did on-site evaluators review the property and evidence inventory process?
  - ☐ If the agency uses a cloud-based server for video evidentiary storage, does the agency have a written directive that state how and where the evidence will be secured and accounted for by agency personnel?

**Evaluator:**

**Date Accepted:**