



**CIVIL SERVICE COMMISSION
CITY HALL - COUNCIL CHAMBERS, 300 W. MAIN STREET
THURSDAY, MAY 16, 2024 AT 3:00 PM**

AGENDA

CALL TO ORDER

AGENDA ITEMS

1. Minutes from the January 25, 2024, Civil Service Commission Meeting
2. Consider and Rule Upon the Appeals for Test Question #5 of the Police Sergeant Promotional Examination Administered on April 29, 2024
3. Consider and Rule Upon the Appeals for Test Question #6 of the Police Sergeant Promotional Examination Administered on April 29, 2024
4. Consider and Rule Upon the Appeals for Test Question #21 of the Police Sergeant Promotional Examination Administered on April 29, 2024
5. Consider and Rule Upon the Appeals for Test Question #42 of the Police Sergeant Promotional Examination Administered on April 29, 2024
6. Consider and Rule Upon the Appeals for Test Question #50 of the Police Sergeant Promotional Examination Administered on April 29, 2024
7. Consider and Rule Upon the Appeals for Test Question #54 of the Police Sergeant Promotional Examination Administered on April 29, 2024
8. Consider and Rule Upon the Appeals for Test Question #56 of the Police Sergeant Promotional Examination Administered on April 29, 2024
9. Consider and Rule Upon the Appeals for Test Question #65 of the Police Sergeant Promotional Examination Administered on April 29, 2024
10. Consider and Rule Upon the Appeals for Test Question #84 of the Police Sergeant Promotional Examination Administered on April 29, 2024
11. Consider and Rule Upon the Appeals for Test Question #85 of the Police Sergeant Promotional Examination Administered on April 29, 2024

CITIZEN COMMENTS

Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.

EXECUTIVE SESSION

The Civil Service Commission may conduct a closed session if needed in accordance with Chapter 143.053 of the Texas Local Government Code to deliberate on an appeal of disciplinary suspension; and/or under Sections 551.071 and 551.074 of the Texas Government Code to discuss personnel matters and/or legal issues with a City Attorney on a matter in which the attorney has a duty to confidentially advise the client.

ADJOURNMENT

The Grand Prairie City Hall is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972 237 8192 or email Tasha Camacho at tcamacho@gptx.org at least three (3) business days prior to the scheduled meeting to request an accommodation.

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Civil Service Commission agenda was prepared and posted May 13, 2024 before 3:00 p.m..



*Tasha Camacho, Human Resources/Civil
Service Director*



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 05/16/2024
REQUESTER: Tasha Camacho, Human Resources/Civil Service Director
PRESENTER: Tasha Camacho, Human Resources/Civil Service Director
TITLE: Minutes from the January 25, 2024, Civil Service Commission Meeting
RECOMMENDED ACTION: Approve

SUMMARY:

The Civil Service Commission Meeting was held on January 25, 2024, at City Hall in the Council Chambers at 300 W. Main Street, Grand Prairie, Texas, 75050.

Chair Oliver Thompson called the meeting to order at 3:31 p.m. with Vice-Chair Rachel Mendoza and Commissioner Reg Crump present. Also present were Tasha Camacho, Civil Service Director, and Tiffany Bull, Deputy City Attorney.

The first item on the agenda was the approval of the minutes from the Civil Service Commission meeting held on November 15, 2023. Commissioner Crump moved to approve the minutes, and Vice-Chair Mendoza seconded the motion. The item passed unanimously.

The second item on the agenda was to nominate a Chair and Vice-Chair for the Commission for 2024. Commissioner Crump moved to elect the same officers as last year with Commissioner Thompson as Chair and Commissioner Mendoza as Vice-Chair. Vice-Chair Mendoza seconded the motion. The item passed unanimously.

With no other discussion, the meeting was adjourned at 3:34 p.m.

Commissioner, Oliver Thompson

Commissioner, Reg Crump

Commissioner, Rachel Mendoza

Civil Service Director, Tasha Camacho



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/16/2024

PRESENTER: Tasha Camacho, Civil Service Director

TITLE: Consider and Rule Upon the Appeals for Test Question #5 of the Police Sergeant Promotional Examination Administered on April 29, 2024

APPELLANTS: Phillip Garcia, Jeffrey Payne, Chad Roberts, Mark Yancey

RECOMMENDED ACTION: Uphold or Deny the appeal and Modify the answer key if appropriate

QUESTION:

5. According to *The Score Takes Care of Itself*, _____ is the key to success.
- A. **Having a well-thought-out plan ready to go in case of a change**
 - B. Identifying with other people
 - C. High intelligence and the determination to do what needs to be done
 - D. Empathy and sympathy for the people one leads

Keyed Answer: A

RESOURCE:

The Score Takes Care of Itself: My Philosophy on Leadership, Portfolio, 2010; Part 2, Page 49

ALLOCATION OF ANSWERS:

A-5; B-1; C-6; D-0

GROUNDS OF APPEAL & RELIEF SOUGHT:

Appellant	Grounds of Appeal	Relief Sought
Garcia, Phillip	<p>The keyed answer is not correct.</p> <p style="text-align: center;">OR</p> <p>Another answer is correct in addition to the keyed answer.</p>	<p>Uphold the appeal and overrule the answer key to reflect “B” as the correct answer.</p> <p style="text-align: center;">OR</p> <p>Uphold the appeal and overrule the answer key to reflect answers “A” and “B” as correct.</p>
Payne, Jeffrey Roberts, Chad	The question is faulty because there is no correct answer among the choices.	Uphold the appeal and eliminate the question
Yancey, Mark	Another answer is correct in addition to the keyed answer.	Uphold the appeal and overrule the answer key to reflect answers “A” and “C” as correct.

 VENDOR RESPONSE:

Two appellants believe that response option B is also a correct answer. One appellant believes response option C is the correct answer and another appellant believes that there is no correct answer. Two appellants state that because the word “weather” was not included in the response option, it made the keyed response not the correct answer. The other two appellants believe the question lacks context.

However, on page 49 of the source it states, “Having a well-thought-out plan ready to go in advance of a change in weather is the key to success.”

The source clearly supports the key, response option A, as the correct answer.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Phillip GaragDate: 4/30/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4-29-24 TEST RANK: Sergeant QUESTION # 5REFERENCE PAGES 49 REFERENCE BOOK: The Score Takes Care of Itself

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is B.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is _____.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____

Reasons(s) supporting your appeal:

pg. 23, 29, 196-197The answer is misleading as it is missing the words "in the weather" from the end.

In the book, the author gives an example of foul weather and contingency planning, which sets up the need to articulate having a plan for a change in the weather. w/o those words included in the answer, one is left to broadly speculate that the question is generally asking about Bill Walsh's fundamental key to success. I would argue it is "identifying w/ other people", i.e. connection & extension. He references connection and extension three times, (pg. 23, 29, 196-197) in which he describes people are the organization, and the driving force to success and achievement.

He mentions leaders wonder why they fail to reach success, and its about the concept of connection & extension, which I feel was best represented by answer B. Again, I feel that w/o context as to the analogy to weather as described in the book, the answer does not accurately answer nor represent the question.

Continue on back of this form if needed.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Jeffrey Payne

Date: 5/1/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/24 TEST RANK: Sergeant QUESTION # 5

REFERENCE PAGES _____ REFERENCE BOOK: The score takes care of itself

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is _____.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.

Other: The question is vague & lacks context

Reasons(s) supporting your appeal:

The entire book is an examination of keys to success. The question is taken from one half sentence of the book. The key to success based on actually reading the book cannot be boiled down to one thing.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Chad Roberts

Date: 5-2-24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/22 TEST RANK: SGT QUESTION # 5

REFERENCE PAGES 49 REFERENCE BOOK: Bill Walsh *The score takes care of itself.*

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is _____.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.

Other: the keyed answer is incorrect, change in the word advance vs in page 49, vs. answer sheet (case); also the keyed answer does not complete the sentence to give a clear answer

Reasons(s) supporting your appeal:

Faults to state in the weather, to complete the sentence for a clear picture.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Mark Yancey

Date: 5/8/2024

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/2024 TEST RANK: PD Sergeant QUESTION # 5

REFERENCE PAGES 49 REFERENCE BOOK: Let the score take care

General reason for objection: (Check one of the following and explain fully below) OF ITSELF

The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.

Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is C.

The question is faulty because there is no correct answer among the choices. The question should be eliminated.

Other: _____

Reasons(s) supporting your appeal:

Answer is one of many keys to success found in the book.

Question lacks context to be able to say that A is the only right answer.

The fact that we had seemingly *no* options forced us to come up with new options—the West Coast Offense. But should desperation be the primary determinant for seeking new direction, innovative solutions?

Without any grand vision for changing NFL football, we changed it. It was made possible, in large part, because the brilliant leader of our team, Paul Brown, was a great facilitator. Paul Brown allowed me to be creative, encouraged and listened to my ideas (many of them counterintuitive), and put them into practice with the Cincinnati Bengals. Among his gifts, Paul Brown was a perceptive, astute, and shrewd listener who did not fear change.

Share the Glory

Here's a lesson for any leader interested in nourishing the spirit of the organization. Paul Brown, for all of his gifts, was not inclined to give credit for the new ideas I was bringing to his team. For a period of time, many on the outside assumed he was the one putting pencil to paper as architect of an emerging paradigm for offensive football in the NFL. He did not go out of his way to dissuade them; giving credit where credit was due was not something he liked to do, at least with me.

Brown was very protective of his public image as the one who made all the decisions—the boss. For example, he wanted it to look like he was calling the plays during a game, even though I was up in the booth making the decisions. For the sake of appearances, he set up a time-consuming and counterproductive process to accomplish this. I called the play down to an assistant coach on the sideline, who then relayed my decision to Brown. He would then pull aside a player and tell him what “he” had chosen, and the player would shuttle in the decision to our quarterback. Of course, the crowd thought Brown made the call himself. Obviously, this was an impediment to swift communication and hurt us from time to time. Brown was willing to pay that price to convey the impression that he was running the whole show.

When I became a head coach, the leader of my own organization, I tried to avoid his mistake and attempted to give ample credit to those working with me. Few things offer greater return on less investment than

praise—offering credit to someone in your organization who has stepped up and done the job.

Write Your Own Script for Success: Flying by the Seat of Your Pants (Is No Way to Travel)

Here's a story to illustrate what can happen if you don't think things through, if you're a leader who doesn't have an appetite for looking perceptively into the future and then planning what to do when you get there.

The local fire department was called in to help rescue a cat stuck up in a tall tree. After a couple of hours, they got the cat down from the tree. During all the congratulations afterward, the fire truck drove off and ran over the cat. Despite their hard work, they had no plan for what to do after the cat was rescued.

Contingency planning is critical for a fire department, football team, or company and is a primary responsibility of leadership. You must continually be anticipating and preparing to deal with what management expert Peter Drucker characterized as “foul weather.” He viewed it as the most important job of leadership. He may be right, but I would expand Drucker's category to include “fine weather”—what you'll do if the cat is rescued.

Having a well-thought-out plan ready to go in advance of a change in the weather is the key to success. I came to understand this when I realized that making decisions off the top of my head was a recipe for a bad decision—especially under pressure.

When I was the quarterback coach with the Cincinnati Bengals, this led me to start planning our first four offensive plays before the opening kickoff. In other words, I predetermined—wrote down—our first four plays. Head coach Paul Brown would ask, “What have you got for openers, Bill?” He wanted to know what I had come up with to get us going on our first possession, when nerves are on edge and clear thinking easily muddled in the middle of all the commotion.

I never really thought of taking it much beyond that until an event occurred in my final game with Cincinnati—an AFC play-off against the

Individuals who didn't measure up in various ways were removed without fanfare (usually), and those who challenged my authority did so at risk.

The Top Priority Is Teaching

In a very real way, everything I did was teaching in some manner or other. I would take out a calendar and plan when I would talk about different subjects with individual players, with a squad, with the entire team, with position coaches, staff members, and others. I would discuss a topic from every angle, every approach, never repeating it the same way, such as when I spoke on the subject of communication and *interdependence*—trying to keep the idea fresh and not become rote.

I was insisting that all employees not only raise their level of "play" but dramatically lift the level of their thinking—how they perceived their relationship to the team and its members; how they approached the vagaries of competition; and how willing they were to sacrifice for the goals I identified.

Much of this relates to the respect and sensitivity we accorded one another and to an appreciation of the roles each member of our organization fulfilled. Each player had a connection to and was an extension of his teammates.

On the field (and elsewhere) the assistant coaches and I were conscientious about educating players so they appreciated that when Jerry Rice caught a touchdown pass he was not solely responsible, but an extension of others—including those who blocked the pass rushers, receivers who meticulously coordinated their routes to draw defenders away from him, and the quarterback who risked being knocked unconscious attempting to throw the perfect pass. Jerry was taught the same. Likewise, Joe Montana understood that he was not some independent operator, but an extension of the left tackle's block and the efforts of many others.

This concept applied beyond the team itself. Players had a connection to—and were an extension of—the coaching staff, trainers, team doctor, nutritionists, maintenance crew, and, yes, the people who answered the phones. Everybody was connected, each of us an extension of the others,

each of us with *ownership* in our organization. I taught this just as you should teach it in your own organization.

Victory is produced by and belongs to all. Winning a Super Bowl (or becoming number one in the marketplace, or reaching a significant quarterly production quota, or landing a big account) results from your whole team not only doing their individual jobs but perceiving that those jobs contributed to overall success. The trophy doesn't belong just to a superstar quarterback or CEO, head coach or top salesperson. And this organizational perception that "success belongs to everyone" is taught by the leader.

Likewise, failure belongs to everyone. If you or a member of your team "drops the ball," everyone has ownership. This is an essential lesson I taught the San Francisco organization: The offensive team is not a country unto itself, nor is the defensive team or the special teams, staff, coaches, or anyone in the organization separate from the fate of the organization. We are united and fight as one; we win or lose as one.

Leaders sometimes wonder why they or their organization fail to achieve success, never seem to reach their potential. It's often because they don't understand or can't instill the concept of what a team is all about at its best: connection and extension. This is a fundamental ingredient of ongoing organizational achievement. (Of course, incompetence as a leader is also a common cause of organizational failure.)

Combat soldiers talk about whom they will die for. Who is it? It's those guys right next to them in the trench, not the fight song, the flag, or some general back at the Pentagon, but those guys who sacrifice and bleed right next to them. "I couldn't let my buddies down," is what all soldiers say. Somebody they had never seen before they joined the army or marines has become someone they would die for. That's the ultimate connection and extension.

I nurtured a variation of that extreme attitude in our entire organization, most especially the players: "You can't let your buddies down. Demand and expect sacrifice from yourself, and they'll do the same for you." That is the measure, in my opinion, of any great organization, including a team of football players—that willingness to sacrifice for the team, to go the extra mile, the extra five or fifty miles. And it starts with the leader and your leadership staff.

being done—when I had to look a great performer in the eye and say, “It’s time for you to leave.” There is perhaps no way you can do it without causing deep pain. But, the organization, our team, came first.

Losing and winning was only part of it; there was always another contest. If I didn’t like the score, I would seek to step up the level of our Standard of Performance so that even in losing it was retained, but then elevated. It always went back to the requirements for actions and attitudes that I had formulated in my mind during the years before I took over as head coach of the San Francisco 49ers and then installed starting on my first day.

In many ways, it comes down to details. The intense focus on those pertinent details cements the foundation that establishes excellence in performance. The simplest correct execution of procedures represents the commitment of players and staff to the organization and the organization to them. Specifics such as “shirttails in,” understanding and respecting the jobs of others in the organization, running exactly ten yards and not ten yards fifteen inches, exhibiting a positive attitude, answering the phones professionally, seeing the team as an extension of yourself—all contribute in varying degrees to a devotion to high standards visible to everyone. The self-image of the 49ers as a first-class professional outfit was nurtured and carefully developed in these incremental ways. That’s what I focused on, knowing that if I did so, winning would take care of itself.

Establishing Your Standard of Performance

In quantifying and implementing your own version of the Standard of Performance, the following guidelines are a good reference point:

1. **Start with a comprehensive recognition of, reverence for, and identification of the specific actions and attitudes relevant to your team’s performance and production.**
2. **Be clarion clear in communicating your expectation of high effort and execution of your Standard of Performance.** Like water, many decent individuals will seek lower ground if left to their own inclinations. In most cases you are

My Standard of Performance: An Environment of Excellence

Item 2.

- the one who inspires and demands they go upward rather than settle for the comfort of doing what comes easily. Push them beyond their comfort zone; expect them to give extra effort.
3. **Let all know that you expect them to possess the highest level of expertise in their area of responsibility.**
 4. **Beyond standards and methodology, teach your beliefs, values, and philosophy.** An organization is not an inanimate object. It is a living organism that you must nurture, guide, and strengthen.
 5. **Teach “connection and extension.”** An organization filled with individuals who are “independent contractors” unattached to one another is a team with little interior cohesion and strength.
 6. **Make the expectations and metrics of competence that you demand in action and attitudes from personnel the new reality of your organization.** You must provide the model for that new standard in your own actions and attitude.

How I Avoid Becoming a Victim of Myself

I have a terrible time closing out a set in tennis. Why? Because I tell myself to try harder and harder, to hit the ball better and better. I become a victim of myself and go into a kind of stupor because I’m trying so hard without really knowing what the heck I’m trying to do.

The same thing can happen to you professionally. Individuals or organizations can get almost mesmerized by pressure and stress and be unable to function as cleanly as they are capable of doing. It happens everywhere all the time. Have you noticed, however, that great players and great companies don’t suddenly start hunching up, grimacing, and trying to “hit the ball harder” at a critical point? Rather, they’re in a mode, a zone in which they’re performing and depending on their “game,” which they’ve mastered over many months and years of intelligently directed hard work.

There’s only so much thinking you can isolate and focus on during that kind of extreme competitive pressure. It has to be tactical more than a conscious effort to really “try harder.” You just want to function very well,

I stressed to veterans that we should take pride in welcoming the new arrivals who could help the team win and create and carry on the 49ers tradition. To help us accomplish this goal, the veterans were instructed to help others learn the ropes, do the job better (even if it was their *own* job they were training someone else to do). Thus, the body of knowledge a veteran player had accumulated—especially as it pertained to my Standard of Performance—was being assimilated by new employees, rookies, and first- and second-year players in a very effective manner. In a sense, I made teachers out of my students. The players became coaches. This built-in crew of teachers exists in your own organization. Tap into it.

I applied the same expectations—teaching and training others to do one's own job—to myself. When I retired as head coach after Super Bowl XXIII, my replacement and longtime assistant coach, George Seifert, had been well schooled in the Standard of Performance that had become the 49er way. Seifert's San Francisco 49ers won Super Bowl XXIV the year immediately following my departure. It was his team, but I felt ownership and pride in it.

There was, however, great ambivalence in my pride. At the moment of San Francisco's fourth Super Bowl title, as I watched the commissioner of NFL football, Paul Tagliabue, hand the Lombardi Trophy to George Seifert and Eddie DeBartolo, I was filled with deep remorse and great sadness.

By retiring at the end of the previous season I had denied myself the opportunity to equal the all-time record for a head coach of winning four Super Bowls, as Chuck Noll's Pittsburgh Steelers had done under his leadership. It is perhaps the most illustrious of all NFL records. I quit at three, "voluntarily" walked away from my chance to make history. I never got over that one.

My philosophy of team members teaching new arrivals the organization's system, not just *X's* and *O's* but the attitudes and actions of performance, is essential to a self-sustaining winning organization. It is accomplished through mentoring within your organization. And for mentoring to exist, members of your team must truly believe that their first loyalty is to furthering the good of the group: "What is good for *us* is good

for me." That's tough to teach, but it's part of the connection and extension principle that was built into my Standard of Performance.

I am not naive. Intense rivalries existed between players fighting for the same position, and they did *not* want to train their own replacements. The best example in my experience is perhaps Steve Young and Joe Montana—two of the greatest quarterbacks in NFL history, who are both in the NFL Hall of Fame. When Steve was acquired from Tampa after Joe had led San Francisco to two Super Bowl championships, Montana didn't like it one bit. He felt threatened, perhaps insulted and embarrassed. Nevertheless, my goal was to help both of them put aside personal ambition and accept my decisions regarding what was best for the team as I looked into the future. Good luck with that.

Obviously, it was impossible for them to literally do this, to forget about their rivalry. After all, they were both thoroughbreds by nature and nurturing, born leaders who felt diminished standing on the sidelines watching the other guy do a job each felt he could do better. Nevertheless, I wanted to get close to a situation where they were able to coexist and not be disruptive to the overall environment of the organization.

An overall workable "truce," which was uneasy at times, was held together, and each player made some efforts to help the other. They were never buddies, and in fact to this day view each other with a wary eye. But it held together. We—*they*—kept the peace. In my opinion, overall they did help each other. Perhaps it's wishful thinking, but that's how I would like to think it was. It certainly was that way for other players throughout most of the organization.

Everyone must have an attitude of helping one another. Are you teaching that to those you lead? Do you teach that being on your team includes sharing their knowledge? That an employee strengthens himself or herself when he or she strengthens another member of the organization?

It's a powerful force when you unleash it. I unleashed it during my years as head coach of the San Francisco 49ers. It was one of our great assets—unseen by those outside the 49er organization.

The fact that we had seemingly *no* options forced us to come up with new options—the West Coast Offense. But should desperation be the primary determinant for seeking new direction, innovative solutions?

Without any grand vision for changing NFL football, we changed it. It was made possible, in large part, because the brilliant leader of our team, Paul Brown, was a great facilitator. Paul Brown allowed me to be creative, encouraged and listened to my ideas (many of them counterintuitive), and put them into practice with the Cincinnati Bengals. Among his gifts, Paul Brown was a perceptive, astute, and shrewd listener who did not fear change.

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I never really thought of taking it much beyond that until an event occurred in my final game with Cincinnati—an AFC play-off against the



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/16/2024

PRESENTER: Tasha Camacho, Civil Service Director

TITLE: Consider and Rule Upon the Appeals for Test Question #6 of the Police Sergeant Promotional Examination Administered on April 29, 2024

APPELLANTS: Kirstin Miller

RECOMMENDED ACTION: Uphold or Deny the appeal and Modify the answer key if appropriate

QUESTION:

6. According to *The Score Takes Care of Itself*, when a goal is attained, a common mistake is to
- A. Move too quickly onto the next goal.
 - B. Not share credit with those that helped reach the goal.
 - C. Assume things are fine.**
 - D. Get an inflated ego and fail to learn from mistakes.

Keyed Answer: C

RESOURCE:

The Score Takes Care of Itself: My Philosophy on Leadership, Portfolio, 2010; Part 2, Page 63

ALLOCATION OF ANSWERS:

A-1; B-1; C-3; D-7

GROUND OF APPEAL & RELIEF SOUGHT:

Appellant	Grounds of Appeal	Relief Sought
Miller, Kirstin	Another answer is correct in addition to the keyed answer.	Uphold the appeal and override the answer key to accept both “C” and “D” as correct.

VENDOR RESPONSE:

The appellant believes that response D should also be considered a correct answer. The appellant believes that response option D should be correct because the source discusses egoism.

However, on page 63 of the source it states, “When that goal is attained, a common mistake is to assume things are fine.”

The source clearly supports the key, response option C, as the correct answer.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Kristin Miller

Date: 4/30/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/24 TEST RANK: PD SGT QUESTION # 6

REFERENCE PAGES 63 REFERENCE BOOK: The Score takes care of itself

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is D.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____

Reasons(s) supporting your appeal:

within this book, the author references an ego as being healthy until it becomes egotism. The author advises that once it becomes egotism the results can be devastating. The answer to this question references an inflated ego, which can be construed as egotism. The author further talked about how he will talk to the employees who have fallen into egotism and if that it doesn't go away then they do. Their goals are then not obtained. Egotism is referenced on pages 153-154.

highly. I understood the impact it has on others in the organization; I recognized that it made my job much easier.

In building and maintaining your organization, place a premium on those who exhibit great desire to keep pushing themselves to higher and higher performance and production levels, who seek to go beyond the highest standards that you, the leader, set. The employee who gets to work early, stays late, fights through illness and personal problems is the one to keep your eye on for greater responsibilities.

When you bring a "Ronnie Lott" into your organization, you are actually bringing several "Ronnie Lotts" aboard, because they create others in their own image. His teammate and fellow Hall of Fame player, running back Roger Craig, shared that same work ethic, intensity, and enthusiasm. Here's an example: Roger would often race all the way to the goal line when he carried the ball—in *practice*. I didn't ask him to do that; he had that drive within. Push. Push. Push. Lott and Craig were two different personalities that exuded their formidable character in different but equally effective ways.

I've seen athletes have great performances right after a personal tragedy occurred in their life. I've also seen the opposite—individuals who are unable to compete because of something that happened in their life that they allowed to cripple them.

Otto Graham, a member of the Pro Football Hall of Fame, demonstrated tremendous strength of character when he forced himself to compete in the NFL Pro Bowl Game just weeks after the tragic death of his son. Somehow he was able to summon the fortitude not only to perform, but to perform at a level that resulted in being selected as MVP. Otto just felt he had to continue with his life, to go on. Ultimately, he simply would not allow himself to opt out, even after such a catastrophic personal tragedy.

On the other hand, I've known people who played poorly or not at all because some distant relative they hardly knew had died months earlier and it was still on their mind; they couldn't get over it, couldn't perform. They allowed themselves an excuse for poor performance. Character was at the core of both kinds of responses.

My point is that the Otto Grahams of this world are hard to find. The

other kind are all over the place. Guys like Ronnie and Roger aren't found all over the place. Both exemplify the message of UCLA's coach John Wooden: "I wanted players who *had* character, not players who *were* characters."

Of course, sometimes you get both. Jack "Hacksaw" Reynolds, who played such an important role in our first Super Bowl year, was a tremendous competitor with character. He also *was* a character. On many occasions, before games, he would put on his San Francisco 49ers uniform at his house, smear the eye black under his eyes, and call a cab to take him to the game. He would arrive at Candlestick Park ready to go, in full uniform, including cleats! And then Jack Reynolds would deliver the goods out on the field.

You go nowhere without character. Character is essential to individuals, and their cumulative character is the backbone of your winning team.

A Big Cheer for a Big Ego

Don't let anybody tell you that a big ego is a bad thing. Tiger Woods, Bill Gates, Warren Buffett, and Cal Ripken Jr. have lots of ego, and so does anyone anywhere who is dedicated to taking his or her talent as far as it will go. I've got a big ego too.

Here's what a big ego is: pride, self-confidence, self-esteem, self-assurance. Ego is a powerful and productive engine. In fact, without a healthy ego you've got a big problem.

Egotism is something else entirely. It's an ego that's been inflated like a hot-air balloon—arrogance that results from your own perceived skill, power, or position. You become increasingly self-important, self-centered, and selfish, just as a hot-air balloon gets pumped with lots of hot air until it turns into some big, ponderous entity that's slow, vulnerable, and easily destroyed.

Unfortunately, a strong, healthy ego often becomes egotism. When Jerry Jones, owner of the Dallas Cowboys, fired his head coach Jimmy Johnson immediately following the team's second consecutive Super Bowl victory, ego may have been replaced by egotism in one or both men. The

consequences were ultimately devastating for the Cowboys and took years to repair.

In evaluating people, I prize ego. It often translates into a fierce desire to do their best and an inner confidence that stands them in good stead when things really get rough. Psychologists suggest that there is a strong link between ego and competitiveness. All the great performers I've ever coached had ego to spare.

However, when I sense ego turning into egotism, I sit down and talk with the individual to help him understand his problem, to recognize why he's on the team, to see if we can't get his perspective back in balance and minimize his inflated sense of value to the organization. Either the egotism goes away or the individual flaunting it does, because the damage a swaggering egotist can do to the organization always outweighs the good.

Have there been times when your own ego has turned unhealthy, been pumped up for various reasons into egotism? Have there been instances where you hurt yourself because you got caught up in your self-importance? Be careful. People can sense it, they can see it. When they do, your effectiveness is dramatically reduced. At times it can even be fatal. That's why it's worth monitoring in yourself and your staff.

While the dynamics within a professional football team are unique in many ways, the element of dealing with egotism, arrogance, and the self-styled big shots is perhaps similar profession to profession.

In football, if your team's any good, what you have in the locker room is a superstar or two, along with a few people who have immense egos but aren't superstars, perhaps are not even very good, just adequate. Peer pressure is one way for dealing with the egotists—maybe the best way—but the leader ultimately is the one who has to control the situation. If I talked enough about “professionalism,” how we carried ourselves and performed, how we *interacted* and respected one another, the huge egos were sometimes embarrassed out of their behavior because they understood that they were out of whack with the rest of the team.

Most of those who strutted around were the less intelligent players. And being less intelligent, they couldn't understand my message and ended up being isolated by their teammates—ostracized to one degree or another. That's the single best way, the most effective corrective method,

because almost everyone seeks some peer approval or acceptance. One way or another, however you do it, you as a leader must recognize and remedy the egotists within your organization before they can damage what you've built.

The Bottom 20 Percent May Determine Your Success

At the beginning of each year's training camp, I made the following promise to our team: “Every single one of you guys will have at least one chance to win a game for us. I ask you to prepare for that opportunity with the attitude that it's a certainty, not a possibility. Prepare and be ready when your time comes, because it *will* come. Can you do that for me?”

When Joe Montana first heard me say this, he may have thought, “Is Bill crazy? That's what I'm here for, to win games.” But of course, my statement wasn't directed at Joe.

Those comments were aimed specifically at the so-called bottom 20 percent of our team—the backups, “benchwarmers,” and special role players, those who didn't see much action during the regular season. In a sports organization this is the group that often determines your fate—they make the difference between whether you win or lose. In business it may be a customer-service representative or another less prominent “player” who fails to address a problem due to lack of readiness or a feeling that his or her particular job doesn't really mean that much in the big picture.

Future Hall of Fame players such as Steve Young, Jerry Rice, Roger Craig, and others with plenty of playing time didn't need me to remind them to get physically, mentally, and emotionally ready for action. Rather, it was the bottom 20 percent who were more likely to feel overlooked, unimportant, and unattached to our organization.

Additionally, when they did play it was often in a physically dangerous situation such as a kickoff return, the football version of being a kamikaze pilot, where your career can end suddenly with an injury. They risk life and limb and yet can often feel unappreciated.

threat. At least momentarily. But all solutions are only temporary. They last until your competitor makes a meaningful countermove to your own countermove. At which time it's your turn again. They key is to quickly recognize the nature of the threat and then to creatively and expeditiously respond to it. Otherwise, the game will be over before it begins.

The Archaeology of Leadership: Seek Reward in the Ruins

"Roaring back!" would have been a perfect slogan for my third season as head coach of the 49ers: After a torturous and losing second season, the San Francisco 49ers responded in year three by winning the Super Bowl for the first time in their history.

Unfortunately, "Roaring Back!" was the official team motto, one I approved and liked, for the *second* season—a year in which we were outscored by almost one hundred points, suffered through that excruciating eight-game losing streak, lost key players to major injuries, and ended up in next-to-last place in the NFC West division with a 6–10 record.

One unhappy fan sent a special delivery letter to 49er headquarters suggesting that instead of "Roaring Back!" a more appropriate slogan for our second season would be "Don't Get Your Hopes Up!" Nevertheless, my hopes were up at the conclusion of our second year. Here's why and how it led to a Super Bowl championship thirteen months later.

Progress, or lack thereof, in sports and business can be measured in a variety of ways, some much more subtle than others. Often it takes a keen eye and a strong stomach to dig through the "ruins" of your results for meaningful facts. A season's won-lost record (or your market share, sales figures, stock price) may not—will not—tell you what you need to know to be fully informed about the strength of your organization. Thus, I looked for clues that might indicate whether we were moving in the right direction at the right speed and, if not, what we needed to do to address the problems. In this instance, I wanted to determine what our second season's 6–10 record really meant—good, bad, or otherwise.

I also knew from experience that it is often difficult to assess these interior, or buried, signs of progress or dysfunction, strength or weakness, because we become transfixed by the big prize—winning a championship, getting a promotion, achieving a yearly quota, and all the rest. When that goal is attained, a common mistake is to assume things are fine. Conversely, when you or the organization fall short of the goal, the letdown can be so severe you're blinded to substantive information indicating that success may be closer than you would imagine.

Either way—delight or despair amid the accompanying din of fans (or shareholders)—you prevent yourself from searching for the truth hidden within the numbers. I could easily have done that myself, because the second season became absolute hell at times. You'll recall that I decided to hand in my resignation on the flight back from Miami. Instead, I waited until the season ended to conduct a comprehensive evaluation that would give me an accurate perspective—a sort of "state of the union" report on my second year as head coach of the San Francisco 49ers.

I stuck my nose into the task of analyzing year-end statistics along with empirical evidence as it applied to my Standard of Performance. What I found, both encouraging and discouraging, set the stage for winning Super Bowl XVI thirteen months later.

Overall, we had won only six games during my second season, and even those wins had been overshadowed by our free fall during the eight-game losing streak. If those six victories had come at the end of the season, fans would have been eagerly anticipating the future. However, the wins had been split in two by the eight consecutive defeats. All that fans and many others saw was the long losing streak and the two losses that closed out our season.

What generally got overlooked was the fact that we had won more games—six—than in the previous two seasons combined (four). Furthermore, before disaster struck—eight straight losses—we had beaten New Orleans, St. Louis, and the New York Jets. Then Atlanta had taken us down, then the Rams, Cowboys, Rams (again), Tampa Bay, Detroit, Green Bay, and the painful loss to Miami.

But two particular things stood out about the eight losses: We had eventually broken out of the losing streak with our spirits intact, and



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/16/2024

PRESENTER: Tasha Camacho, Civil Service Director

TITLE: Consider and Rule Upon the Appeals for Test Question #21 of the Police Sergeant Promotional Examination Administered on April 29, 2024

APPELLANTS: Kirstin Miller

RECOMMENDED ACTION: Uphold or Deny the appeal and Modify the answer key if appropriate

QUESTION:

21. When it comes to demanding extreme effort, a good leader must
- A. Excite and motivate the team members.
 - B. **Exercise extreme prudence.**
 - C. Push the team to its limits to unlock their full potential.
 - D. Connect emotionally with each member of the team.

Keyed Answer: **B**

RESOURCE:

The Score Takes Care of Itself: My Philosophy on Leadership, Portfolio, 2010; Part 4, Page 163

ALLOCATION OF ANSWERS:

A-1; **B-6**; C-3; D-2

GROUNDINGS OF APPEAL & RELIEF SOUGHT:

Appellant	Grounds of Appeal	Relief Sought
Miller, Kirstin	Another answer is correct in addition to the keyed answer.	Uphold the appeal and override the answer key to accept both “B” and “C” as correct.

VENDOR RESPONSE:

The appellant believes that response option C should be considered a correct answer. The appellant mentioned another part of the source where the author’s standards of performance are discussed.

However, on page 163 of the source it states, “It was my fault. I had strayed from my instincts and understanding that when it comes to demanding extreme effort, a good leader must exercise extreme prudence.”

The source clearly supports the key, response option B, as the correct answer.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Kristin Miller

Date: 4/30/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/24 TEST RANK: PD SGT QUESTION # 21

REFERENCE PAGES 163 REFERENCE BOOK: The Score takes care of itself

General reason for objection: (Check one of the following and explain fully below)

The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.

Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is C.

The question is faulty because there is no correct answer among the choices. The question should be eliminated.

Other: _____

Reasons(s) supporting your appeal:

On page 28-29 in the Score takes care of itself, the author provides a checklist for establishing your standard of performance. The author has already referenced having a standard of performance to be a good leader. Therefore, when the author says you must be clear in communicating your expectation of high effort & execution. The author continues to explain this, by saying that you must inspire and demand they (employee) go upward rather than settle. To push them beyond their comfort zone, expecting them to give extra effort.

being done—when I had to look a great performer in the eye and say, “It’s time for you to leave.” There is perhaps no way you can do it without causing deep pain. But, the organization, our team, came first.

Losing and winning was only part of it; there was always another contest. If I didn’t like the score, I would seek to step up the level of our Standard of Performance so that even in losing it was retained, but then elevated. It always went back to the requirements for actions and attitudes that I had formulated in my mind during the years before I took over as head coach of the San Francisco 49ers and then installed starting on my first day.

In many ways, it comes down to details. The intense focus on those pertinent details cements the foundation that establishes excellence in performance. The simplest correct execution of procedures represents the commitment of players and staff to the organization and the organization to them. Specifics such as “shirttails in,” understanding and respecting the jobs of others in the organization, running exactly ten yards and not ten yards fifteen inches, exhibiting a positive attitude, answering the phones professionally, seeing the team as an extension of yourself—all contribute in varying degrees to a devotion to high standards visible to everyone. The self-image of the 49ers as a first-class professional outfit was nurtured and carefully developed in these incremental ways. That’s what I focused on, knowing that if I did so, winning would take care of itself.

Establishing Your Standard of Performance

In quantifying and implementing your own version of the Standard of Performance, the following guidelines are a good reference point:

1. **Start with a comprehensive recognition of, reverence for, and identification of the specific actions and attitudes relevant to your team’s performance and production.**
2. **Be clarion clear in communicating your expectation of high effort and execution of your Standard of Performance.** Like water, many decent individuals will seek lower ground if left to their own inclinations. In most cases you are

My Standard of Performance: An Environment of Excellence

Item 4.

- the one who inspires and demands they go upward rather than settle for the comfort of doing what comes easily. Push them beyond their comfort zone; expect them to give extra effort.
3. **Let all know that you expect them to possess the highest level of expertise in their area of responsibility.**
 4. **Beyond standards and methodology, teach your beliefs, values, and philosophy.** An organization is not an inanimate object. It is a living organism that you must nurture, guide, and strengthen.
 5. **Teach “connection and extension.”** An organization filled with individuals who are “independent contractors” unattached to one another is a team with little interior cohesion and strength.
 6. **Make the expectations and metrics of competence that you demand in action and attitudes from personnel the new reality of your organization.** You must provide the model for that new standard in your own actions and attitude.

How I Avoid Becoming a Victim of Myself

I have a terrible time closing out a set in tennis. Why? Because I tell myself to try harder and harder, to hit the ball better and better. I become a victim of myself and go into a kind of stupor because I’m trying so hard without really knowing what the heck I’m trying to do.

The same thing can happen to you professionally. Individuals or organizations can get almost mesmerized by pressure and stress and be unable to function as cleanly as they are capable of doing. It happens everywhere all the time. Have you noticed, however, that great players and great companies don’t suddenly start hunching up, grimacing, and trying to “hit the ball harder” at a critical point? Rather, they’re in a mode, a zone in which they’re performing and depending on their “game,” which they’ve mastered over many months and years of intelligently directed hard work.

There’s only so much thinking you can isolate and focus on during that kind of extreme competitive pressure. It has to be tactical more than a conscious effort to really “try harder.” You just want to function very well,

believes that he or she knows the secret (or secrets) for bringing a group up to maximum productivity, and in fact, if you don't know how to do it you'll soon be gone.

However, it's just as important to understand that "extra effort," in whatever form it takes (mental, physical, emotional), cannot be sustained without eventual damage and diminishing returns. There has to be a very acute awareness on your part as to the level of exertion and the toll it's taking on those you lead. A head coach is no different from a CEO or department head in needing to know when it's time to let up a bit, allow for recharging of the internal batteries of those on your team.

One of your great challenges is finding the middle ground between the well-being of the people who work with you and the achievement of your goals. My observation is that many leaders have risen to the top in part because we work "too hard." That's one of the reasons we got to the top in the first place. It's only natural that we think everybody should follow our extreme example. Most, however, do not desire to become consumed by work, to let it virtually take over their lives. That's just a fact.

The art of leadership requires knowing when it makes sense to take people over the top, to push them to their highest level of effort, and when to take your foot off the accelerator a little. If your team is constantly working on adrenaline, in a crisis mode, running as hard as they can, they become vulnerable. When an emergency arises, when the competition suddenly presents an unexpected threat, your team has no next level to step up to, no reserves to draw on. The best leaders are those who understand the levels of energy and focus available within their team. They also recognize which situations require extreme effort and which do not. Knowing the difference ensures that your organization is fresh and fully able to perform at its uppermost levels when it's necessary.

In my own estimation, I was extremely good in this area, adept at knowing when to push very hard and for how long and in what manner. The one time I really missed the boat on it probably cost us a Super Bowl and almost got me fired.

During my ninth year as head coach of the 49ers, NFL players went on strike after the second game of the season. It was not unexpected by our organization, and we did an excellent job getting ready for the consequences of having the regulars walk out. However, when the strike ended

and they returned, there was a lot of pent-up anger and emotion that came out; some were extremely upset with me for decisions I had made; others were angry at the NFL and/or their teammates. It was an emotionally bruising return to action, but somehow we came through it in great shape and won nine of the next ten regular-season games—overall the best record in the NFL at 13–2 (the strike caused the cancellation of one regular-season game) and designation by many as the odds-on choice to win Super Bowl XXII. And now it was time for me to prepare our team for the play-offs leading to the championship game.

For the first time in my career, I did something I had never done before; namely, during practices I ran our team into the ground. I'm still not sure what I was thinking when I pushed the team to their limits in those days prior to our NFC play-off game against the Minnesota Vikings, but it was fatal.

We had lost in the first round the two previous years, and that had been very hard to take. Perhaps I decided subconsciously that this time around I was just going to have to push them harder in areas I felt needed improvement—deep passes, for example. But there were always components of our game that I felt could be improved. That was nothing new. In this instance, however, I began driving the team harder and harder, offensive players especially, until ultimately they were essentially exhausted at the worst possible time: They were about to face a very strong Minnesota Vikings team with a defensive line that had come into its own during the season; the Vikings meant business.

This game, obviously, was a situation that called for stepping it up, extra effort, extreme exertion. Unfortunately, our guys, Jerry Rice, for example, were still physically and mentally worn down because of the grueling nature of my ongoing pre-play-off workouts. We got beat because we *were* beat. There was very little left in the tank by the opening kickoff. Minnesota won 36–24, but the game may not have been as close as that score suggests.

Eddie DeBartolo was furious and seriously considered firing me. He was correct in the sense that it was *my* poor leadership judgment that had been responsible for our bad performance. It was my fault. I had strayed from my instincts and understanding that when it comes to demanding extreme effort, a good leader must exercise extreme prudence.



CITY OF GRAND PRAIRIE
COMMUNICATION

MEETING DATE: 05/16/2024

PRESENTER: Tasha Camacho, Civil Service Director

TITLE: Consider and Rule Upon the Appeals for Test Question #42 of the Police Sergeant Promotional Examination Administered on April 29, 2024

APPELLANTS: Phillip Garcia, Kirstin Miller, Jeffrey Payne, Josh Stelter, Mark Yancey

RECOMMENDED ACTION: Uphold or Deny the appeal and Modify the answer key if appropriate

QUESTION:

42. Approved firearms are any firearms that have been approved by ___ with final approval by the Chief of Police.
- A. The Assistant Chief of Operations
 - B. The Range Master
 - C. The Personnel and Training Unit**
 - D. A supervisor

Keyed Answer: C

RESOURCE:

Grand Prairie Police Written Directives, Section 4.02.01, Page 1

ALLOCATION OF ANSWERS:

A-0; B-11; **C-1**; D-0

GROUNDS OF APPEAL & RELIEF SOUGHT:

Appellant	Grounds of Appeal	Relief Sought
Garcia, Phillip Miller, Kirstin Payne, Jeffrey Stelter, Josh Yancey, Josh	Another answer is correct in addition to the keyed answer	Uphold the appeal and override the answer key to accept both “B” and “C” as correct

VENDOR RESPONSE:

The appellants believe that response option B should be considered a correct answer. The appellants state there is contradictory information in the policies.

However, the source states in 4.02.01, “Any firearm used for offensive or defensive use that has been approved by the Personnel and Training Unit and with final approval made by the Chief of Police.”

The source clearly supports the key, response option C, as the correct answer.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Phillip Garcia

Date: 4-30-24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/2024 TEST RANK: Sergeant QUESTION # 42

REFERENCE PAGES 4.02.05 REFERENCE BOOK: POLICY-WEAPONS

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is B.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____

Reasons(s) supporting your appeal:

The terms in policy change throughout, and APPROVED SIDEARM IS used in conjunction w/ weapons. In Section 4.02.05, it clearly states all sidearms which are carried on duty, will be approved by the range master w/ final approval made by the chief of police. At the very least, this policy would contradict the correct answer that all approved weapons are approved by Personnel & Training Unit.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Kirstin Miller

Date: 4/30/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/24 TEST RANK: PD SGT QUESTION # 42

REFERENCE PAGES 4.02.05 REFERENCE BOOK: Policy

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit **instead** of the keyed answer. My answer is _____.
- Another answer is also correct, **in addition**, to the keyed answer. Both answers should be allowed for credit. My answer is B.
- The question is faulty because there is no correct answer among the choices. The question should be **eliminated**.
- Other: _____

Reasons(s) supporting your appeal:

In policy, under 4.02.06 Approved Sidearm, it listed that makes & models of all sidearms, which are carried on duty, will be approved by the range master with final approval made by the chief. This policy contradicts the definition of an approved firearm, which states the firearms are approved by the personnel & training unit. The verbiage of sidearm is used interchangeably with firearm in this policy.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Jeffrey PayneDate: 5/11/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/24 TEST RANK: Sergeant QUESTION # 42REFERENCE PAGES 3 + 579 REFERENCE BOOK: Written Directive 4.02

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is B.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____

Reasons(s) supporting your appeal:

In the policy weapons are listed as approved by the personnel & Training Unit and Chief as well as by the range master in different spots of the policy. 4.02.05 list side arms, which are an approved weapon, are approved by the range master & the Chief. Also under 4.02.02 IVD-It is the responsibility of the Rangemaster to maintain a list of approved weapons. Additionally the Rangemaster is a member of the Training & Personnel Unit.

4.02.15 also list all components of an AR-15, also a weapon. ^{under the} ^{Policy} must be approved by the rangemaster. All this together adds to the answer of weapons must be approved by the rangemaster, Chief of Personnel & Training unit making both answers correct.

Continue on back of this form if needed.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: JOSH STELTERDate: 5/2/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/25 TEST RANK: SERGEANT QUESTION # 42REFERENCE PAGES 145 REFERENCE BOOK: GPPD POLICY 4.02

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is B.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____

Reasons(s) supporting your appeal:

PG 1 - 4.02.01 DEFINES "APPROVED FIREARM" AS ANY FIREARM ...
APPROVED BY THE PERSONNEL AND TRAINING UNIT...

PG 5 - 4.02.05 STATES ALL SIDEARMS WILL BE APPROVED BY THE
RANGEMASTER ...

LATER IT STATES UNDER 4.02.05 (I)(A) THE RANGEMASTER
MUST FORWARD A LIST OF RECOMMENDATIONS FOR ANY FIREARM
OTHER THAN THE ISSUED WEAPONS.

THE RANGEMASTER IS PART OF THE PERSONNEL AND TRAINING UNIT
AND THE POLICY APPEARS TO BE UNCLEAR ON WHICH FIREARMS
ARE APPROVED BY THE RANGEMASTER & THE TRAINING UNIT

BOTH ANSWERS ARE CORRECT BECAUSE BOTH ANSWERS ARE
LISTED IN THE POLICY

THANK YOU!

Continue on back of this form if needed.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Marks Yancey

Date: 5/6/2024

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/2024 TEST RANK: PD sergeant QUESTION # 42

REFERENCE PAGES 1 REFERENCE BOOK: Police
4.02.01 and 4.02.05

General reason for objection: (Check one of the following and explain fully below)

The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.

Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is B.

The question is faulty because there is no correct answer among the choices. The question should be eliminated.

Other: _____



Reasons(s) supporting your appeal:

Policy 4.02.01 (Approved Firearms) and Policy 4.02.05 (Approved Sidearms) contradict each other. Both relate to who approve weapons. One states Firearm and the other states Sidearm, both Firearm and sidearm are the same.

(Approved side arm)-approved by Range master with final approval by chief of Police.

(Approved Firearm) Approved by Personnel and Training unit, and final by chief of Police

Question also states (Any Firearm

	WRITTEN DIRECTIVE GRAND PRAIRIE (TEXAS) POLICE DEPARTMENT	<i>Issued By:</i> 
	USE OF FORCE POLICY 4.02 WEAPONS	Daniel Scesney, Chief of Police Effective: 01-15-2004 Revised: 02-22-2023

TO VERIFY CURRENT POLICIES, REFER TO THE WRITTEN DIRECTIVES MANUAL ON THE "G" NETWORK DRIVE.

PURPOSE. That the Department’s members safely and effectively operate, maintain, and store the weapons they use.

POLICY. To establish guidelines for the use, care, maintenance, and storage of weapons.

4.02.01 DEFINITIONS

Approved Firearm: Any firearm used for offensive or defensive use that has been approved by the Personnel and Training Unit and with final approval made by the Chief of Police.

Demonstrated Proficiency: Attaining and demonstrating a knowledge of the laws concerning the use of authorized weapons and knowledge of Department policy on the use of force, escalating force, and deadly force; and being familiar with recognized safe-handling procedures for the use of the weapons. The instruction on and qualification with all weapons will be provided by an appropriate Use of Force and/or Firearms instructor. Proficiency for firearms includes qualifying on a prescribed course. Proficiency for conducted energy weapons includes successfully loading, unloading, deploying, and discharging the probes of the weapon once every two years.

Firearms and/or Use of Force Instructor: A person specially trained and certified to teach others in the operation and care of firearms, secondary/intermediate weapons and/or the proper application of intermediate force. Instructors are nominated by the Training Sergeant and approved by the Criminal Investigations Division Deputy Chief.

Less-Lethal Weapons: Any weapon intended to be less likely to take the life of an intended target. These specialized force options are utilized to limit or mitigate the escalation of a contact and to minimize injury during an incident where deadly force is not necessary, appropriate, or authorized.

Police Rifle: An approved rifle, inspected by a Department armorer, carried by a sworn member of the Department.

Qualification: The firearms course each sworn employee must pass before they are authorized to carry a specific firearm used for law enforcement duties, on or off duty.

Range Master: The Officer designated by the Chief of Police to administer the firearms program.

Secondary Firearm: Any firearm, approved by the Chief of Police, carried by a sworn member of the Department who has shown the required proficiency recognized by the Department.

Approved Intermediate Weapon: An approved weapon such as:

- A. Baton.
- B. Conducted Energy Weapon.
- C. Oleoresin-Capsicum (OC) Spray.
- D. Less-Lethal (LL) Shotgun.

Sidearm: The primary, approved and/or issued, firearm carried by a sworn member of the Department, either on or off duty, but does not include sub-machine guns, shotguns, or rifles.

Training Sergeant: The Sergeant assigned to the Personnel and Training Unit and serves as the immediate supervisor of the Range Master.

Sworn Member: Includes sworn reserves, for purposes of this policy.

Weapon: Any firearm, knife, club, police baton or any other item specifically designed for offensive or defensive use.

4.02.02 GENERAL

- I. Officers may carry approved weapons on or about their persons for any legitimate law enforcement purpose or as otherwise authorized by law. This policy sets guidelines on the types of authorized weapons and ammunition, as well as procedures for registration, qualification, and proficiency with authorized weapons.
 - A. General Specifications
 - 1. Officers will not carry any weapon, on or off duty, until the officer and the weapon meet all the requirements of this policy. However, nothing in this directive shall be construed to prevent officers from using any weapon at their disposal to protect themselves or third parties from death or serious bodily injury in a bona fide emergency.
 - 2. Sworn personnel who carry firearms will qualify at least annually with all firearms they are authorized to carry, according to TCOLE standards.
 - a. Officers who fail to qualify with the affected firearm will be scheduled for further firearms training. Officers failing to meet the Texas Commission on Law Enforcement minimum requirements will be prohibited from carrying the affected firearm and reassigned to non-enforcement duty pending a fitness for duty evaluation or reassigned from the special unit utilizing the affected firearm.
 - b. Use of deadly force training will be conducted annually.
 - c. Annual inspections will be conducted of all authorized firearms by designated firearm’s personnel for proper functioning.
 - B. Departmentally approved weapons are those weapons authorized by the Chief of Police for use by this Department.
 - C. Department issued weapons and components will only be modified by the Training Sergeant or the Range Master. Any such modification, (e.g., replacement of handgun sights), will only occur after prior authorization by the Chief of Police. The Personnel and Training Unit will maintain a

list of modifications that have been approved by the Chief of Police.

- D. Each employee will, by every practical means, secure all weapons from unauthorized access.
 - E. Before any employee is authorized to carry any weapon as outlined in this policy, he/she must be issued copies of, or instructed in, the law and Department policy relating to:
 - 1. Use of force; and
 - 2. Provision of medical care (if needed) after the application of force; and
 - 3. Reporting and review procedures for use of force; and
 - 4. Proficiency testing requirements for each type of weapon authorized.
- II. Sworn members of the Department, while performing enforcement duties will be armed with a sidearm at all times, while on duty.
- A. Sworn members may also carry a secondary weapon.
 - B. Officers, at all times, while carrying a firearm on or off duty, will comply with local, state, and federal laws.
- III. All weapons training and qualifications are conducted by an approved Use of Force and/or Firearms instructors as defined by this policy. These instructors are acting on the authority of the Chief of Police. While acting in that capacity, under the guidelines of approved training, their instructions are to be followed.
- IV. It is the responsibility of the Range Master:
- A. To maintain firearms training records for all officers and report up the chain of command any officer who does not meet standards or who fails to attend required training.
 - B. To ensure Department approved weapons are properly maintained. When weapons are discovered or suspected to be unsafe, employees will immediately, or as soon as practical, notify their chain of command, the Range Master, and the Training Sergeant.
 - C. To maintain all firearms qualifications records.
 - D. To maintain a list of weapons and ammunition authorized for Departmental use.
 - E. To maintain a list of all approved weapons, firearms, ammunition, lights, optics, and other accessories.
 - F. Maintain inventory records of all Department-issued weapons and related accessories.
- V. Training on any weapon system will consist of instruction which includes the Department's Use of Force policies and the demonstration of proficiency with each.
- VI. Training frequency to qualify and/or demonstrate proficiency with weapons are:
- A. Once a year – duty sidearm, police rifle, backup sidearms, Less-Lethal Shotgun.
 - B. Once every two years – CEW, baton, OC spray.

4.02.03 SIDEARM QUALIFICATIONS

- I. It is the responsibility of the Range Master to ensure that each sworn member of the Department attends handgun qualifications. Issues or obstacles will be reported to the Personnel and Training Sergeant for follow-up.
- II. Each sworn member of the Department will qualify at least once during every calendar year with the issued department sidearm. At least one low light firearms qualification will be conducted every odd year.
 - A. The Chief of Police will determine the minimum score for firearms qualification based on the needs of the Department and in no case will the minimum score be below the recognized standard of proficiency established by the Texas Commission on Law Enforcement.
 - B. Officers will only carry weapons for law enforcement purposes with which they have shown the required proficiency, as recognized by the Department.
 - C. Officers will qualify and meet the required proficiency once (1) each calendar year with a secondary firearm, before carrying it on duty.
 - D. Each time an officer qualifies with a weapon, the qualification will be documented in the computerized database and a confirmation emailed to the qualifying officer.
- III. Failure to Qualify with Sidearm
 - A. Officers failing to appear at the firearms range to qualify during any mandatory qualification period will be subject to disciplinary action.
 - B. At the end of any mandatory qualification period, the Range Master will prepare a list of officers that did not appear at the firearms range to qualify by the designated deadline.
 - C. This list will be forwarded through the chain-of-command.
 - D. If an officer fails to make a passing score on a firearms qualification, they will receive a short block of remedial firearms instruction. They will then be given another opportunity to qualify. If that officer again fails to make a passing score, the Training Sergeant will be notified. The affected officer will then be placed in a non-enforcement capacity. They will then be scheduled for a remedial training class. The officer’s immediate supervisor will also be notified immediately so shift and/or manpower adjustments are made.

4.02.04 REMEDIAL FIREARMS TRAINING

- I. Remedial firearms training programs are specifically for GPPD personnel who have failed to qualify with an approved weapon.
 - A. Classes will be designed by the Range Master and conducted as soon as practical after an officer is placed in a non-enforcement capacity.
 - B. After completion of remedial training, the officer will attempt another qualification. The Range Master will document all results.

1. If the officer makes a passing score, the Ranger Master will notify the officer's supervisor so the officer may be returned to an enforcement capacity as soon as practical.
2. If the officer fails to make a passing score, they will be retained in a non-enforcement status pending a formal review by the Chain of Command. The Range Master will forward all documentation through the Assistant Chief of the Investigative Services Bureau.

4.02.05 APPROVED SIDEARMS

- I. Makes and models of all sidearms, which are carried on duty, will be approved by the Range Master with final approval made by the Chief of Police.
 - A. It is the responsibility of the Range Master to forward a Memorandum to the Chief of Police listing recommendations for any firearm other than the issued weapons to be carried.
- II. All sidearms will be semi-automatic.
- III. Because of the inherent nature of their duties, undercover officers may carry other sidearms after the officer has qualified as described in this policy.

4.02.06 SIDEARM MOUNTED LIGHTS

- I. The use of the Sidearm Mounted Light is optional for all sworn uniformed personnel. Officers must use a Department approved sidearm mounted light and the approved duty holster. Officers must also successfully complete the Department's required Sidearm Mounted Light training prior to using the equipment.
- II. Sidearm Mounted Lights may only be used for illumination in situations which justify the deployment of the sidearm and only in the manner in which the sidearm is authorized to be used. The sidearm handgun mounted lights only purpose is to assist in illumination when the use of the sidearm is permitted by policy. Use of the sidearm mounted light as a general flashlight is prohibited.
- III. Sidearm Mounted Lights are not intended to replace handheld flashlights. Uniformed officers must carry a handheld flashlight as their primary means of illumination while on duty.

4.02.07 SIDEARM MINATURE RED DOT SIGHTS (MRDS)

- I. Sidearm Miniature Red Dot Sights (MRDS) sights are allowed for sworn officers who have successfully completed mandatory department MRDS training and qualification(s).
- II. Only approved MRDS and accessories approved by the Chief of Police may be used. This list will be maintained by the Training Unit.
- III. All mounting, installing, or needed maintenance of the MRDS will be completed by the Range Master or their designee.

4.02.08 AMMUNITION

- I. Lethal and less than lethal duty ammunition for all on duty police firearms and weapons (pistols and rifles) shall be Department issued or approved.

4.02.09 SAFETY

- I. When handling a firearm, officers will keep their finger off the trigger and, if equipped, the safety device will be engaged unless:
 - A. An imminent threat of deadly force against the officer(s) and/or other person(s) exists and the officer is about to fire the weapon.
- II. All accidental discharges will be reviewed by the firearms training section, the employee’s chain of command, the Office of Professional Standards, and the Chief of Police. Corrective action may include up to and including termination.
- III. Officers are responsible for the proper operation and safe handling of all weapons they carry.
 - A. All loading and unloading of firearms will be conducted in a safe manner utilizing the loading barrels located in the designated areas only, except:
 - 1. During firearms training or qualifications, loading and unloading of firearms will be safely executed under the direct supervision of the assigned firearms instructor(s).
 - B. Loaded firearms, other than officer's sidearms, will not be carried into any police facility.
 - C. All on duty sidearms will be carried in department approved holsters at all times except for special needs such as undercover / plain clothes assignments and by the authority of the ISB Assistant Chief.
- IV. Weapons and ammunition, with the exception of OC and Conducted Energy Weapons, will not be carried into the Grand Prairie City Detention Facility except under exigent circumstances to prevent the imminent loss of human life or the imminent threat of deadly force against another. If at all possible, this should be communicated to on duty sworn and detention supervisors.
- V. Weapons will not be taken into a Federal Courtroom unless expressly authorized by the Court(s).
 - A. Where provided, officers will secure their weapons in lockers or with security personnel.

4.02.10 SHOTGUNS

- I. The only shotguns approved for use are those which are readily visible as designated Less Lethal Shotguns. These are department owned shotguns and no other shotguns are authorized for use or carry. At no time will lethal shotgun shells be available, deployed, or carried by personnel.

It is the intent of this policy to remove the possibility of lethal shotgun ammunition being loaded into a less lethal shotgun, or for an officer to mistakenly deploy a lethal shotgun instead of a less lethal shotgun.

The Chief of Police may authorize an exception to this policy if a circumstance were to arise which indicated the use of a lethal shotgun as a more appropriate alternative.

4.02.11 KNIVES AND BACKUP SIDEARMS

I. Knives

Employees may carry a knife as a tool for general cutting tasks.

A. Method of Carry

A knife must be protected from access by others. This protection may take the form of a physical retention device, effective concealment, hinderance, or a combination of these forms. An example of a physical retention device is found on the officer's duty holster. An example of effective concealment is when the knife is carried in such a manner that it is not recognized as a knife when the officer is in view. An example of hinderance is when a pocketknife is clipped inside the front pants pocket and the duty holster rides over it, creating a substantial hinderance to outside access.

There are exceptions for specialized units which must be approved by the Bureau Assistant Chief. As an example, a SWAT Officer may carry a Mini Pry knife in a visible location as its regular purpose is to pry to make forcible entry. In this situation, the number of officers present during an operation serves to protect the knife.

II. Backup Sidearm

A. Backup duty sidearm

A backup duty sidearm must be protected from access by others. This protection should take the form of effective concealment and must be safely secured to the body. As a duty sidearm, the officer must qualify with it once every year. The sidearm must also be inspected, tested, and approved by the Range Master for backup duty carry.

4.02.12 PEPPERBALL TRAINING AND DEPLOYMENT

- I. Selected SWAT and Mobile Field Force personnel will attend approved pepperball training.
- II. Deployment of the pepperball systems should be in accordance with approved training.
- III. Deployment will only be executed by certified personnel on the scene of a high-risk situation with approval of the SWAT or Mobile Field Force Commander.
- IV. After deployment, a "Use of Force" form should be completed by the individual using the deployment system:
 - A. Where the projectile(s) struck the suspect.
 - B. How many rounds were fired.
 - C. Effectiveness of deployment in subduing the suspect.
 - D. The range of deployment.

- V. The Pepperball systems should be stored in the approved areas and in the approved pepperball case.
- VI. Monthly checklists should be completed to ensure that projectiles, CO2, and air tanks are properly maintained.

4.02.13 CONDUCTED ENERGY WEAPON

- I. See Policy 4.03 – Conducted Energy Weapon

4.02.14 POLICE RIFLES

- I. Patrol officers, while on duty in a police vehicle, may carry a police rifle. The police rifle will be carried in the shotgun / rifle rack or trunk at all times except during use in a legitimate law enforcement operation.

- A. It is the responsibility of each police officer who elects to carry a police rifle to:

1. Attend and successfully complete the Department approved course.
2. Demonstrate an acceptable degree of proficiency in the use of the police rifle prior to authorization to carry one. This includes successfully completing the department's authorized rifle school.
3. Officers will also re-qualify at least once annually.
4. Equip the rifle with an effective sling and weapon mounted light. As with the handgun mounted light, the rifle mounted lights should only be used to assist in illumination when the rifle's use is permitted by policy.
5. If an approved optic is used, back up sights are required if the reticle is not etched.

- II. On duty police officers who are assigned to other sections within the Department may carry police rifles with the approval of their Assistant Chief of Police and after meeting the qualifications and other criteria set forth in these procedures.

III. Rifle Training

- A. It is the responsibility of each officer to successfully complete an approved ~~40-hour~~ training course before carrying the approved police rifle while on duty. Qualification and duty ammunition will be furnished by the department.

- B. The approved course, at a minimum, will consist of:

1. Rifle maintenance, which is inclusive of nomenclature, malfunctions, cleaning, magazines, and sling usage and adjustments.
2. Ammunition - effects of and the use of different types of ammunition.
3. Safe loading and unloading.
4. Shooting techniques.

- 5. Clearing malfunctions and jams.
- 6. Appropriate and inappropriate uses of the police rifle.
- 7. The dangers of rifle modifications being completed by anyone other than an AR-15 armorer.

4.02.15 BRANDS AND TYPES OF POLICE RIFLES APPROVED

- I. AR-15 variants chambered in 5.56/.223 are approved for official police usage.
 - A. Lowers: Most Mil-Spec lower receivers are permitted and must be made of billet or forged 6061-T6 or 7075-T6 aluminum. The lower receiver brand, model, makeup, and all internal components must be inspected, tested, and approved by the Range Master.
 - B. Uppers: Upper receivers must be mil-spec (or similar quality), chambered in 5.56/.223 and fall within ATF regulations. Upper receiver components must be inspected, tested, and approved by the Range Master.
 - C. Before any upper, lower, or complete rifle may be used in any police capacity, it must be inspected, tested, and approved by the Range Master.
- II. SWAT personnel may be authorized by their Bureau Chiefs to use other types and calibers of rifles as necessary (.308 and 50 BMG will be the most common depending on mission or task).
- III. If a retractable stock is used, the stock must extend to the degree that will allow for shoulder firing of the weapon. Any form of pistol braces or pistol brace stocks are not acceptable.
- IV. Rifles must be semi-automatic.
- V. Sights and optics may be used if they are on the approved list as kept by the training staff. This list will be continually updated and approved by the ISB Assistant Chief.
- VI. It is the individual officer's responsibility for the care, safe operation, and proper handling of his/her weapon(s).
- VII. Only department approved ammunition will be used.
- VIII. Any modification or removal of the trigger assembly, castle nut, barrel nut, or gas block will first be approved by the Range Master and then installed by an AR-15 armorer.
- IX. If at any time the Range Master deems a rifle to be unsafe or unreliable, the rifle will be immediately taken out of service and the officer may be provided the opportunity to check out a Department owned rifle until repairs are completed.

4.02.16 OLEORESIN CAPSICUM Spray

- I. Sworn, detention, and other designated personnel, while on duty, may carry Department issued OC spray if approved by the Bureau Assistant Chief. OC spray will be carried in a department approved holder at all times, except during its use in a legitimate law enforcement function.

- A. It is the responsibility of personnel authorized to carry OC spray to:
 - 1. Attend required department introductory training.
 - 2. Demonstrate proficiency in the proper use, handling, application, and follow-up actions after the use of OC spray

4.02.17 LESS LETHAL WEAPONS

I. Less-Lethal (LL) Shotguns – The Less-Lethal Shotgun offers an additional tool that mitigates risks while using force in certain situations where non-lethal force is needed.

- A. Equipment
 - 1. All sworn patrol officers are issued (LL) 12-gauge shotguns that are designated with the fore-grip and stock painted in a bright orange color.
 - 2. The (LL) 12-gauge shotgun utilizes the Combined Tactical Systems (CTS) ‘Super Sock 2581’ round.

- B. Training
 - 1. All Sworn officers shall be trained in the use of the (LL) shotgun once a year. (LL) shotgun training shall include;
 - a. Weapon Nomenclature,
 - c. Safety Issues; and
 - b. LL munitions deployment of at least 3 LL rounds at target.

- C. Safety
 - 1. Less-Lethal (LL) 12-gauge shotguns will be carried in the shotgun / rifle rack or trunk at all times except during use in a legitimate law enforcement operation.
 - 2. At **NO** point will “live” or lethal shotgun shells be used, deployed, or in the vicinity of LL shotguns.



CITY OF GRAND PRAIRIE
COMMUNICATION

MEETING DATE: 05/16/2024

PRESENTER: Tasha Camacho, Civil Service Director

TITLE: Consider and Rule Upon the Appeals for Test Question #50 of the Police Sergeant Promotional Examination Administered on April 29, 2024

APPELLANTS: Jeffrey Payne, Mark Yancey

RECOMMENDED ACTION: Uphold or Deny the appeal and Modify the answer key if appropriate

QUESTION:

50. Which term describes an act by an individual that is against another individual with whom the person has or has had a dating relationship and that is intended to result in physical harm?
- A. Gender violence
 - B. Dating violence**
 - C. Intimate partner violence
 - D. Family violence

Keyed Answer: **B**

RESOURCE:

Grand Prairie Police Department Written Directive, Section 5.07.01, page 1

ALLOCATION OF ANSWERS:

A-0; **B-4**; C-0; D-8

GROUND OF APPEAL & RELIEF SOUGHT:

Appellant	Grounds of Appeal	Relief Sought
Payne, Jeffrey Yancey, Mark	Another answer is correct in addition to the keyed answer	Uphold the appeal and override the answer key to accept both “B” and “D” as correct

VENDOR RESPONSE:

The appellants believe that response option D should be considered a correct answer. The appellants state family violence is an acceptable answer.

However, the source states in 7.07.01 that dating violence is defined as, “An act by an individual that is against another individual with whom that person has or has had a dating relationship and that is intended to result in physical harm.”

The source clearly supports the key, response option B, as the correct answer.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Jeffrey PayneDate: 5/1/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/24 TEST RANK: Sergeant QUESTION # 50REFERENCE PAGES 1 REFERENCE BOOK: Written Directive 5.07

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is D.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____

Reasons(s) supporting your appeal:

Family Violence is defined as An act of a family member or household against another member of a household that is intended to result in physical harm...

Household is defined as A unit composed of persons living together in the same dwelling... and under household letter A defines dating violence.

This leads to dating violence being defined under household which is part of the definition of Family Violence.

This led to confusion on which answer is correct as dating violence is also classified as Family Violence in the same policy. Had Family Violence not been listed as a choice the confusion would not have occurred.

Continue on back of this form if needed.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Mark Yancey

Date: 5/6/2024

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/2024 TEST RANK: PD Sergeant QUESTION # 50

REFERENCE PAGES 5.07.01 REFERENCE BOOK: Policy

General reason for objection: (Check one of the following and explain fully below)

The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.



Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is D.

The question is faulty because there is no correct answer among the choices. The question should be eliminated.

Other: _____

Reasons(s) supporting your appeal:

lacks context - without "relationship" or
romantic or intimate nature, this could
fall under family violence.

	WRITTEN DIRECTIVE GRAND PRAIRIE (TEXAS) POLICE DEPARTMENT	<i>Issued By:</i> 
	PATROL PROCEDURES POLICY 5.07 FAMILY VIOLENCE	Daniel Scesney, Chief of Police Effective: 01-15-2004 Revised: 09-22-2023

TO VERIFY CURRENT POLICIES, REFER TO THE WRITTEN DIRECTIVES MANUAL ON THE "G" NETWORK DRIVE.

POLICY. The nature and seriousness of crimes committed between family or household members are not mitigated because of the relationships or living arrangements of those involved. Department members are to make every effort to protect family violence victims from injury and abuse, while being mindful of the special problems created by the existence of violence within a domestic situation.

5.07.01 DEFINITIONS

“Family:” Includes individuals related by consanguinity or affinity, individuals who are former spouses of each other, individuals who are parents of the same child, without regard to marriage, and a foster child and foster parent, without regard to whether those individuals reside together. (*Sections 573.022 and 573.024, Texas Government Code, Section 71.003 Texas Family Code*)

“Family Violence” means:

- A. An act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself; or
- B. Abuse, as that term is defined, by a member of a family or household toward a child of the family of household. (*Section 261.001 Texas Family Code*)

Household: A unit composed of persons living together in the same dwelling, without regard to whether they are related to each other. Member of a Household - includes a person who previously lived in a household. (*Texas Family Code Sections 71.005 & 006*)

- A. “Dating Violence” is defined by *Section 71.0021 of the Texas Family Code* as:
 - 1. An act by an individual that is against another individual with whom that person has or has had a dating relationship and that is intended to result in physical harm, bodily injury, assault or sexual assault or that is a threat that reasonably places the individual in fear of imminent physical harm, bodily injury, assault or sexual assault, but does not include defensive measures to protect oneself.
 - 2. “Dating Relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

Protective Order - An order issued by a court, usually after a formal hearing, against a specifically named individual(s) valid for a period of time not to exceed two years. If a period is not stated in the order, it is valid until the second anniversary of the date the order was issued.

Temporary Ex Parté Order - An order issued by a court against a specifically named individual(s) who is alleged to have committed family violence, valid for a period of time not to exceed 20 days; may be reconsidered by the court for an extension of additional 20-day periods. A Temporary Ex Parté Order:

- A. Is enforceable by peace officers if conditions in Section 25.07 of the Texas Penal Code have been met (respondent has been served with the order).
- B. Violation of a Temporary Ex Parté Order is a violation of a court order, and punishable as a Class A misdemeanor.

Magistrate's Order for Emergency Protection (referred to herein as an Emergency Protective Order {EPO}) - An order issued by a magistrate at the time of a defendant's appearance before that magistrate after an arrest for an offense involving family violence or Stalking. An emergency protective order is effective for a period of thirty-one (31) to ninety-one (91) days.

- A. Emergency Protective Orders are enforceable by peace officers under *Section 25.07 of the Texas Penal Code*.

5.07.02 ADMINISTRATIVE PROCEDURES

- I. Emergency Protective Orders and Magistrate's Orders received by the Department are forwarded to the Records Section and a copy of the order is sent to the Communications Center.
- II. Information is maintained on file in the following areas:
 - 1. The Communications Center - entered by name of the person the order was issued against into the "locals" file and the "index" file of the CAD system by Communications, and
 - 2. The Records Unit.

5.07.03 COMMUNICATIONS RESPONSIBILITIES

- I. Dispatch at least two officers.
- II. Attempt to determine and relay the following information to responding officers:
 - A. Location and description of the suspects; specific details of the incident;
 - B. Specific details concerning weapons which are involved or stored in the house;
 - C. Whether the suspect is under the influence of drugs or alcohol;
 - D. Whether other persons are present, especially children;
 - E. Whether anyone has a current protective order; and

- F. Incident history at that location.
- G. Identify the caller, suspect and victim.
- III. Never cancel police response to a family violence call because of a call-back from someone at the residence requesting such cancellation.
- IV. Enter appropriate information from Protective Orders on T.C.I.C. for residents of Grand Prairie.

5.07.04 PREMISE ENTRIES

- I. Forced entry may be made over the objection of a party when:
 - A. Another party requests police intervention in family violence, or
 - B. There are reasonable grounds to believe that family violence has occurred, or
 - C. There are reasonable grounds to believe that an officer’s immediate presence is necessary to prevent bodily injury or to render emergency aid to an injured person.
- II. Forced entry may be made into a premise when permission has not been given or over the objection of all parties if there are reasonable grounds to believe entry is immediately necessary to protect a person from imminent bodily injury or to render emergency aid to an injured person.
- III. Forced entry may not be made to assist a party in gaining entry when they have been locked out by another party except as provided in the section on Protective Orders to gain possession below.

5.07.05 PROPERTY STAND-BYS

- I. **By Court Order.** The Family Code authorizes a court to award exclusive possession of a residence as part of a Temporary Ex Parte Order or Protective Order in family violence cases.
 - A. The residence must be jointly owned or leased by the parties, owned or leased by the party retaining possession, or owned or leased by the party being excluded who has an obligation to support the party granted possession or a child of the party granted possession.
 - B. If the court makes the necessary findings, the judge must issue a written order to the sheriff, constable, or police chief to provide a law enforcement officer to accompany the applicant to the residence and inform the respondent that the court has ordered the respondent to be excluded from the residence.
 - C. If the respondent refuses to comply with a Protective Order, the officer is to arrest the respondent for violation of the court order.
 - D. In either case, officers should encourage the safe transfer of necessary personal property for each party. The statutes assign officers the duty of protecting Protective Order applicants in these situations while they take possession of necessary personal property. But there is no authority for forcible entry into the residence or for physically restraining either party to expedite property transfer.

- II. **Discretionary.** Code of Criminal Procedure Section 5.045 gives a peace officer discretion to stay with a family violence victim for protection of the victim while the victim is taking personal property of the victim or a child in the care of the victim to a place of safety. The statute does not mandate such protection but only authorizes it and provides limited civil and criminal liability exemption for officers.
- III. **Emergency Shelter for Abused Women and Children.** The Women’s Shelter provides emergency shelter for abused or battered women and their children when it is necessary for them to leave their residence due to imminent danger. The location of the Women’s Shelter is confidential and is not to be disclosed. Persons seeking assistance may be given the public telephone number of the Women’s Shelter which is listed in the Department’s victims’ assistance brochures. When emergency shelter for a female family violence victim is required, officers should call the shelter to assure that space is available before transporting the victim and any child in the victim’s care to the shelter.

5.07.06 PATROL RESPONSIBILITIES

- I. On arrival at the site of the alleged violence, the responding officer(s) shall immediately ensure that:
- A. All acts of violence have ceased.
 - B. Medical aid is dispatched if needed.
- II. In the investigation of an alleged family violence, the responding officer will:
- A. Determine if a crime has occurred and, if so, who is the perpetrator or predominant aggressor.
 - B. Identify and interview all parties including any children present or other witnesses. Children should be asked open ended questions such as, “Did you see what happened?” and/or “Will you tell me what happened?”
 - C. Determine if the criteria for requesting an EPO are met and if so, ask the victim if they would like to request a magistrate’s order for emergency protection. An EPO can also be requested by the magistrate, the guardian of a victim, a peace officer or the attorney representing the state.
 - D. Arrest when there is probable cause to believe the suspect has committed an assault resulting in bodily injury to a member of the suspect’s family or household, or when an assault against a family or household member has occurred and the arrest is necessary to prevent further violence. If an arrest for a family violence offense is made, a CCH/RAP will be conducted in order to check for offense enhancements to ensure the suspect is appropriately arraigned for the correct offense.
 - E. Release children to an adult friend or relative of the parent’s choice if the arrest will result in unattended children under the age of 17. Prior to releasing the children, the friend or relative should be given a criminal history (CCH) check to ensure that the children will be safe in that person’s care. If a child was present during a domestic violence assault, CPS shall be notified, and a CPS intake report number should be listed in the report.
 - F. Call Child Protective Services to take custody of the children if there are no suitable adults to care for the children.

- G. Notify CPS if child / children are present during the offense.
- H. Collect and record all evidence that can be legally collected at the scene. Examples of evidence that should be collected at the scene: digital photographs, weapons used in the offense, affidavits from witnesses and victims, assault checklists, and/or strangulation questionnaire.
- I. Weapon seizure.
 - 1. When a weapon is present at the scene of a dispute between members of the same family/household and officers believe it may be used, officers will request that the weapon be placed in their custody temporarily. If voluntary surrender of the weapon is not made and there is reason to believe it will be used, officers may seize the weapon. The weapon will be booked in as seized property.
 - a. The Domestic Crimes Supervisor will contact the owner for disposition of the weapon.
- J. Intoxicated/Disorderly Conduct.
 - 1. Officers may not arrest a person solely for intoxication in or on private premises where the intoxicated person resides. A person who is involved in a domestic disturbance in a public place or in a private residence that the person has no right to occupy may be arrested for disorderly conduct.
- K. Complete a report for the appropriate domestic violence offense.
- L. Provide a Department’s written notice in English and/or Spanish providing information on:
 - 1. Reasonable means to prevent further family violence;
 - 2. Legal rights and remedies;
 - 3. Availability of shelter or other community services for family violence victims;
 - 4. the right to request an EPO.
- M. Give the victim the offense report number.
- N. Search the immediate area to determine if the suspect has left the location and to ensure there is no imminent threat.
- O. Request the assistance of the Victim Assistance personnel after speaking to the Domestic Violence Sergeant, (if available), if;
 - 1. The officer believes that the victim would benefit from Victim Services, including:
 - a. Victims who are injured, upset, disoriented, or afraid of retaliation;
 - b. Victims who need more detailed explanation of procedures, assistance with EPO, or information about options for leaving the violent situation, safety, etc.; or

- c. Recent repeat calls for service involving the same victim/suspect address.
 - 2. The victim does not have to request Victim Services. If the officer determines that Victim Services would be helpful, they may be called.
 - 3. Services provided on scene to victims of domestic violence by Victim Services include:
 - a. Crisis Intervention/Advocacy;
 - b. Information about the Criminal Justice Process;
 - c. Information about community resources including services available through local family violence shelters;
 - d. Information about legal resources and options such as protective orders;
 - e. Assistance with completing the application for Emergency Protective Orders;
 - f. Emergency transport to a shelter or other safe place if no other means of transportation is available;
 - g. Information about *Crime Victims Compensation*; and
 - h. Complete a Safety Plan with the victim.

- III. An officer will accept and consider valid a copy of a protective order (excluding Temporary Ex Parte Orders), presented at the scene, even if not on file with the GPPD if:
 - A. The order has not exceeded an expiration date set forth in the order,
 - B. The order is signed by a judge and dated, and
 - C. No other order is presented that negates that protective order.
 - 1. Temporary Ex Parte Orders will be accepted as valid if the officer has personal knowledge of (e.g., Constable Precinct verbal verification), or has been presented with a copy of the serving officer's return indicating that the respondent has been served with the Order.

- IV. Any peace officer **may** arrest, without warrant, persons who the officer has probable cause to believe have violated *Section 25.07 of the Texas Penal Code – Violation of a Protective Order*, if the violation **IS NOT** committed in the presence of the officer.

- V. A peace officer **shall** arrest, without a warrant, a person the peace officer has probable cause to believe has committed an offense under *Section 25.07 of the Texas Penal Code – Violation of a Protective Order* if the offense **IS** committed in the presence of the peace officer.

- VI. Protective Orders from other jurisdictions (including other states) are to be enforced in accordance with *Chapter 88 of the Texas Family Code*. They shall be enforced as if they were issued in this state.

5.07.07 DISMISSAL OF CHARGES

I. Any case filed in conjunction with a family violence investigation should not be dismissed by ~~an officer~~ a patrol officer. If the victim of the family violence desires that the charge be dismissed, the victim should be referred to the appropriate forum, (e.g., the District Attorney’s Office; the Municipal Court, or other court of jurisdiction) Detectives assigned to review family violence cases may dismiss and/or close cases depending on a number of factors in conjunction with supervisor approval.

5.07.08 EMERGENCY PROTECTIVE ORDER PROCEDURES

- I. Criteria for Requesting
 - A. Will this “emergency” measure serve to protect a victim of **Family Violence** or other appropriate offense for the immediate period of thirty-one (31) to ninety-one (91) days, or until a permanent order can be issued?
 - B. Is this a serious situation necessitating immediate action in order to prevent an offender from attempting further violence against the victim?
 - C. Officers must consider the totality of the circumstances surrounding the “victim” and the “offender,” including (but not limited to) the following conditions:
 - 1. Did the offender commit, or attempt to commit, violence against the victim?
 - 2. Was the victim injured?
 - 3. Do the Officers have knowledge of a history of violence by the offender?
 - 4. Did the offender make violent threats against the victim?
 - D. If the offender caused serious bodily injury, or used or exhibited a deadly weapon during the commission of family violence, or committed an felony level assault offense against a family or household member, the arresting officer **MUST** complete a Request for an Emergency Protective Order.
- II. The requesting officer shall notify the on-duty patrol supervisor when completing a Request for an Emergency Protective Order
- III. The officer will the Detention Center Supervisor that he/she is requesting this emergency order.
- IV. The arresting officer **MUST** prepare a clear and precise Arrest Report that contains specific information regarding injury to the victim, the potential threat to the victim and detailed information concerning the elements of the offense charges against the defendant. If children are listed as protected parties in the protective order, the affidavit must articulate why the children need to be protected, such as they were present during the assault or were assaulted themselves.
- V. The requesting officer may be called to testify during the Judge’s hearing, however, if the officer has provided adequate information within the application and the offense report, a relieving officer would be able to testify for the hearing.

- VI. Prior to the release of a person arrested or held without a warrant in the prevention of family violence, an on-duty Detention Center supervisor will make a reasonable attempt to give personal notice of the imminent release to the victim (or designate).

- VII. If a person is arrested for Family Violence and there is probable cause to believe the violence will continue, the person may be held for (4) four hours after bond has been posted. A magistrate has the authority to approve up to (48) forty-eight hours in certain circumstances. Approval of a sworn supervisor is required to hold a subject for (4) four hours after bond has been posted.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/16/2024

PRESENTER: Tasha Camacho, Civil Service Director

TITLE: Consider and Rule Upon the Appeals for Test Question #54 of the Police Sergeant Promotional Examination Administered on April 29, 2024

APPELLANTS: Kirstin Miller

RECOMMENDED ACTION: Uphold or Deny the appeal and Modify the answer key if appropriate

QUESTION:

54. It is the responsibility of each K-9 handler to perform duties as required by law, departmental policy, or supervisor's order. K-9 handlers will be allowed _____ hours within each scheduled 14-day work period to provide care for the K-9.

- A. six
- B. seven**
- C. eight
- D. nine

Keyed Answer: **B**

RESOURCE:

Grand Prairie Police Written Directives, Section 5.15.09.I.A, Page 5

ALLOCATION OF ANSWERS:

A-0; **B-8**; C-4; D-0

GROUNDS OF APPEAL & RELIEF SOUGHT:

Appellant	Grounds of Appeal	Relief Sought
Miller, Kirstin	The question is faulty because there is no correct answer among the choices.	Uphold the appeal and eliminate the question.

VENDOR RESPONSE:

The appellant believes that there is no correct response option. The appellant states there is contradictory information located within the policies.

However, the information for the test question comes from 5.15.09 where it states, “Handlers will be allowed seven (7) hours within each scheduled 14-day (80-hour) work period to provide care for the canine. This equates to a one-half (½) hour per calendar day in the 14-day work period.”

The source clearly supports the key, response option B, as the correct answer.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Kirstin Miller

Date: 4/30/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/24 TEST RANK: PD SGT QUESTION # 54



REFERENCE PAGES 5.52.00 REFERENCE BOOK: Policy

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is no.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____

Reasons(s) supporting your appeal:

There are two canine policies written, both which
contradict's each other. I believe both options should be allowed
as answers. Specifically within Policy for SRO canines, the
Policy states an (1) hour per working day will be compensated.
However, within the canine policy it stated a half hour
is given, with most specialized units (SRO's included) working
varied hours, this leaves much ambiguity.

	WRITTEN DIRECTIVE GRAND PRAIRIE (TEXAS) POLICE DEPARTMENT	<i>Issued By:</i> 
	PATROL PROCEDURES POLICY 5.52 SCHOOL RESOURCE DETECTION CANINE UNIT	Daniel Scesney, Chief of Police Effective: 09-19-2017 Revised: 01-27-2023
TO VERIFY CURRENT POLICIES, REFER TO THE WRITTEN DIRECTIVES MANUAL ON THE "G" NETWORK DRIVE.		

PURPOSE: To define the acceptable uses of School Resource Detection Canine Unit.

POLICY: To maximize the efficiency of police operations by using Police Service Dogs.

5.52.00 SPECIALIZATION STATEMENT

I. The Department recognizes that a School Resource Detection Canine Unit is a special unit. It is the intention of the Police Department and Grand Prairie Independent School District (GPISD) that the utilization of Police Service Dogs will aid School Resource Officers in the detection and seizure of illegal narcotics and other contraband that may not be otherwise recovered without the assistance of the canine. It is the hope of the Department that the use of these specialized canine units will help to improve the quality of life for GPISD students and school personnel. It will be the responsibility of the handler to maintain control over the Police Service Dog. The handler will also be responsible for using the canine in accordance with acceptable standards.

5.52.01 DEFINITIONS

School Resource Officer (SRO) Canine Unit: Teams of specially trained law enforcement dogs and their handlers who assist and supplement the Grand Prairie Independent School District (GPISD) and School Resource Officer (SRO) operations.

Handler: A police officer trained to work with and assigned a police service dog.

Police Service Dog: A specially trained canine owned by the City of Grand Prairie and assigned a handler within the Police Department.

Single-Purpose Dog: A canine that has been trained in the detection of specific narcotics, contraband, and gunpowder elements.

GPISD: Is an acronym for "Grand Prairie Independent School District."

K-9: Is an acronym for "canine."

Fentanyl: A dangerous synthetic opioid pain medication that is 50 to 100 times more potent than heroin and morphine and can be absorbed through the skin or accidental inhalation of airborne powder.

5.52.02 ADMINISTRATIVE

- I. The School Resource Canine Unit is a special function of the Special Operations Bureau.
 - A. The School Resource Unit Sergeant will be the supervisor over the School Resource Detection Canine Unit.
- II. The Unit Supervisor is responsible for researching and reporting monthly to the Community Services Division Lieutenant, to determine if the Unit is meeting the needs of the Department.
- III. The Unit Supervisor will develop a computerized reporting form to record the following:
 - A. The number of Canine deployments conducted by the Unit.
 - B. The number of Canine requests from GPISD.
 - C. The quantities of narcotics seized as a result of Canine.
 - D. The amount of firearms and other contraband seized as a result of Canine.
 - E. Any additional statistics that the Supervisor believes will help management review the necessity of the Program may be incorporated into the report; for example, arrest(s) made and assets seized for forfeiture as a result of the School Resource Detection Canine Unit’s deployment.
- IV. The Community Services Division Lieutenant is responsible for:
 - A. Reviewing monthly reports submitted by the Unit Supervisor.
 - B. Identifying areas of strengths and weaknesses in the Program.

5.52.03 TRAINING

- I. It is the responsibility of the Unit Supervisor to provide adequate training time for the canine and handler.
- II. All Canine Units will be trained to a basic level and pass a basic certification before beginning field duties. Training will be conducted at a recognized Canine Training School approved by the Chief of Police or his designee.
- III. In the event a handler observes a problem with an assigned canine that requires immediate corrective training, the handler who provides training, if qualified, will submit a memorandum to the Unit Supervisor describing the problem, corrective training, and results.

5.52.04 PROFICIENCY EVALUATIONS AND STANDARDS

- I. It is the responsibility of the Unit Supervisor to ensure that handlers and Canines are maintaining their proficiency in narcotics detection. On average, the handlers will be expected to conduct a minimum of one hour of training each work day with their dogs. This training can occur each day, or can take place on designated training days as long as a minimum of sixteen (16) hours of training are amassed each month. In order to maintain a level of proficiency, each canine unit will be expected to pass an

annual narcotics certification. Failure to pass a narcotics certification will result in the canine team being pulled from active duty until proficiency can be attained.

5.52.05 SELECTION OF HANDLERS

- I. Handlers will be selected from interested School Resource Officers; in the event that none of the officers assigned to the SRO Unit desire the assignment, then applications will be accepted from officers department wide. In the event of this occurrence, a list of recommended candidates will be submitted to the Special Operations Bureau Assistant Chief after an oral review board has been completed. The Board will be comprised of personnel designated by the Special Operations Bureau Assistant Chief and should include an experienced law enforcement handler or trainer, as well as the Unit Supervisor. The Board will, at a minimum, include a visit to the candidate's residence, and explore the following aspects.
 - A. Current work performance.
 - B. Past evaluations.
 - C. Supervisory recommendations.
 - D. The candidate's personal motives.
 - E. The candidate's ability and willingness to meet the following standards:
 - 1. The “working life of the dog” commitment to the program.
 - 2. The ability to house the canine, taking into consideration such things as the handler's family, space, and other animals cared for, etc.
 - 3. Three (3) years minimum law enforcement experience with at least two (2) years with the Department.
 - 4. Maturity.
 - 5. Patience.
 - 6. Self-Initiative.
 - 7. Dependability.
 - 8. Enthusiasm.
 - 9. Emotional stability.
 - 10. Communications skills.
 - 11. Flexibility.
 - 12. Good physical condition.
 - 13. Familial agreement.

- 14. Love of animals, especially canines.

5.52.06 SELECTION OF CANINE

- I. A qualified veterinarian will examine each candidate to ensure that the canine is physically sound. The breed of canine should be determined by the duties for which it is being obtained. The following are guidelines suggested for consideration when reviewing candidates.
 - A. The age of a pre-trained dog will not exceed three and a half years (3 ½) unless approved by the Special Operations Assistant Chief of Police.
 - B. The age of an untrained dog will not be less than one and one half (1 1/2) or more than two (2) years.
 - C. The weight will be proportionate to size as determined by the veterinary examination. The veterinary examination will also include, at a minimum, an examination for the following:
 - 1. Displasia or arthritis to the hips, shoulders and elbows.
 - 2. Spondelosis - spinal problems.
 - 3. Hearing or eyesight problems.
 - 4. Missing canine teeth.
 - 5. General physical health including allergies.
 - 6. Inoculations including DHL, PPP and rabies.
 - 7. Free of parasites or skin disorders.
 - 8. A blood workup for heart worms and other internal parasites.
 - 9. Stool analysis.
 - 10. Flexibility of limbs.
 - 11. Conformation (general structure, appearance).
 - D. The temperament evaluation will be conducted by a recognized expert and will include a measurement of the following traits:
 - 1. Confidence.
 - 2. Retrieval instinct.
 - 3. High energy or drive level.
 - 4. Recovery.

- 5. Gun shyness/noise sensitivity.
- 6. Skin sensitivity.

5.52.07 HANDLER RESPONSIBILITIES

I. The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

The canine handler will be responsible for the following:

- A. Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
- B. The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
- C. Handlers shall permit the Unit Supervisor to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.
- D. Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the Unit Supervisor immediately.
- E. Handlers will not take a canine into any establishment where forbidden by statute, ordinance, or public health regulation, unless in the performance of duty.
- F. The canine should be permitted to socialize in the home with the handler’s family.
- G. Under no circumstances will the canine be lodged at another location unless approved by the SRO Sergeant.
- H. When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the SRO Sergeant.
- I. Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the SRO Sergeant so that appropriate arrangements can be made.
- J. If staffing is at minimum, the canine handler may be requested at a particular school and will not work in the Canine capacity.

5.52.08 MAINTENANCE

- I. It is the responsibility of the Special Operations Bureau Assistant Chief to implement the following:
 - A. Care of the Canine. Handlers will be compensated one hour per working day for the care and maintenance of their assigned canine.

1. Kenneling.
 - a. At a minimum, an 8 foot by 8 foot kennel consisting of welded wire panel fencing, tile flooring, water connection, roof that is able to withstand elements, adequate shade, a fan to cool the Canine during the heat of summer, and a heavy duty insulated dog house.
 - b. The kennel should allow for the acclimatization of the Canine, but also protect the canine from the extreme elements.
 - c. The use of insecticides, approved by a veterinarian, is also needed to control/prevent insects and parasites in the Canine kennel and yard area.
 - d. It is the responsibility of the handler to maintain a clean kennel for the Canine.
 - e. The Canine may also be kept in a secured/locked fenced yard while the handler is at their residence or gone for short periods from the residence. If the Canine is an indoor dog, the Canine may be maintained inside the handler’s residence.
 - f. Kenneling for a Canine while the handler is away on vacation or other reasons will be provided by a professional kenneling facility. The professional kennel will be provided with the names and telephone numbers of the SRO Unit supervisor, other Canine handlers, and veterinary clinics and doctors.
 1. The kennel should provide adequate space for the Canine, indoor and outdoor area with climate controls. The kennel personnel will be told the nature of the Canine. The Canine should be isolated from personnel and individuals.

1. Diet.
 - a. Will consist of high-grade dog food recommended by the department veterinarians and the handler. Fresh water will be available at all times.

2. Veterinary services.
 - a. Will be provided by Dr. Cooper and Dr. Weis of the Carrier Hospital located at 2405 S. Carrier Parkway, Grand Prairie, Texas 75051, phone 972-262-1581 or an alternate approved by the Field Operations Assistant Chief.

3. Equipment.
 - a. The following equipment includes but is not limited to: leather and metal choke collars, 6 foot leather or nylon lead, 20 to 30 foot nylon lead, brushes (under coat and finishing), coat sprays, water cooler for vehicle, food and water bowls for kennel and vehicle and Canine first aid kit.

4. Cleanliness.

- a. The Canine and handler should have a professional appearance and is the responsibility of the handler.

B. Handler.

1. Vehicle.

- a. The Canine vehicle will consist of a vehicle able to provide the needed space for the Canine and equipment. Equipment included, but not limited to, consists of a Canine enclosure to secure the Canine in the rear of the vehicle and a heat sensor.
- b. Sufficient emergency lighting will be installed as to make every effort to safeguard the Canine since the Canine is secured in a steel cage with no protection from vehicular accidents.

2. Training equipment.

- a. Will consist of, but not limited to, retrieve toys/balls, and narcotic training aids.

3. Service equipment (handler)

- a. Will consist of, but not limited to, holster with flashlight attachment, nylon web gear (leather gear may also suffice).

4. Uniform.

- a. The Canine handler’s uniform shall be conducive to their work duties and shall be approved by the Chief of Police.

5. Narcan.

- a. The School Resource Canine Handler will keep a supply of human and canine rated Narcan on hand at all times. *See 5.52.12 (III)*

5.52.09 FUNCTION OF CANINE UNIT

I. Non-apprehension Guidelines

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine’s suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non- apprehension operation, the following guidelines apply.

- A. Absent a change in circumstances that present an immediate threat to officers, the canine or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.
- B. Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

- C. Throughout the deployment the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him / her known.
- D. Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

II. In order to maximize efficiency, the Canine Unit will be utilized, but not limited to, the following areas:

A. Article Detection

- 1. A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

B. Narcotics Detection

- 1. A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:
 - a. Conduct vehicle searches
 - b. Conduct area searches for discarded illegal narcotics
 - c. Investigation of narcotic complaints
 - d. Provide assistance for narcotic warrants

C. GPISD Owned Property

- 1. School Resource Canine Unit can be requested to search any GPISD Owned Property at the request of school administration. The GPISD administrator will search the property for contraband, and if any such item is found, the SRO will assume the investigation and take appropriate action.

5.52.10 CONTROLLED SUBSTANCE TRAINING AIDS

- I. Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (21 USC § 823(f); Tex. Health and Safety Code § 481.062).
- II. The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Grand Prairie Police Department SRO Unit to be possessed by the member or a SRO narcotics-detection canine handler who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.
- III. As an alternative, the Chief of Police or the authorized designee may request from the Drug Enforcement Agency (DEA) narcotics training aids.

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

5.52.11 INADVERTENT CANINE BITES

- I. In the event a person is inadvertently bitten by a school resource detection canine, the following procedures will be followed:
 - A. It is the responsibility of the handler to ensure medical treatment of the person bitten when skin is broken.
 - B. Crime scene personnel will be contacted and take photographs of the injury.
 - C. The handler will submit a detailed Memorandum to the Chief of Police through the chain of command. This report will include the following:
 - 1. Person’s name, address, and other identifiers.
 - 2. Person’s date of birth.
 - 3. Extent of person’s injury.
 - 4. A brief description of person’s actions which led to the bite.
 - 5. A description of handler and canine actions which led to the bite.
 - 6. Disposition of the person bitten.
 - D. The Unit Supervisor will review canine bite report and make any needed changes to procedures to prevent future accidental canine bites. These recommendations will be forwarded through the chain of command.
- II. Law Enforcement is generally exempt from impoundment and reporting requirements (see generally Texas Health and Safety code 822.046).

5.52.12 INJURY TO CANINE OR HANDLER

- I. In the event a handler is injured, once medical attention has been provided to the handler, the initial officer at the scene will immediately request assistance from another handler if one is on duty. In the event that another handler is not on-duty, the officer will request assistance from animal control. Leads are located in the trunk of the canine vehicle along with Canine retrieve toys, such as a ball. The use of a retrieve toy will occupy the attention of the canine. The retrieve toy (ball) should be thrown into the canine cargo area of the Canine vehicle to secure the canine. The canine should then be taken to the Carrier Animal Hospital and temporarily kept there until the Canine can be taken to its handler’s residence. The canine **should not, under any circumstances**, be kenneled at Animal Control. However, animal control personnel may assist in securing the Canine.
 - A. If the handler must be removed from the canine vehicle, the canine can be secured in the back seat of the vehicle. One officer must distract the canine while the other closes the cage door between the front and back seats.

- B. If the canine is also injured, the Communications Specialist will notify the Department Veterinarian and advise him/her of the emergency. Another Canine Unit should transport the canine to the veterinarian.

II. Canine injured or ill:

- A. If the canine is unfit for duty because of illness or injury, the handler will notify the Unit Supervisor in a timely manner.
- B. It is the responsibility of the handler to transport the canine to a veterinarian in the event of extreme illness or injury.
- C. The Unit Supervisor will be notified of the result of the medical treatment.
- D. In the case of a canine's significant injury or death, a review of the circumstances shall be conducted by the handler's and canine's chain of command to ensure training and policies were followed. This review shall be forwarded to the Chief of Police.



III. Handling and Exposure to Hazardous Material (e.g., Fentanyl)

- A. Fentanyl - *a dangerous synthetic opioid pain medication that is 50 to 100 times more potent than heroin and morphine and can be absorbed through the skin or accidental inhalation of airborne powder.*
1. All personnel, sworn and civilians shall wear protective gloves when handling any suspected drugs.
 2. Contact a Narcotics Officer if the presence of Fentanyl is suspected.
 3. All suspected narcotics will be safely secured in a protective container as soon as possible. If a substance is believed to contain Fentanyl, officers will double bag and heat seal the package prior to placing it inside the narcotics evidence bag. A "**Biohazard**" sticker will then be affixed to the outer evidence bag.
 4. Officers will send an email to "PDproperty" and "PDNarcotics" advising them of the service number and of the suspected Fentanyl.
 5. Officers will not randomly test unknown substances. Officers will follow the manufacturer's directions for the presumptive test kits.
 6. Officers will not place suspected Fentanyl and/or other unknown substances inside the regular evidence lockers. Suspected Fentanyl and/or unknown substances will be placed inside the specially designated evidence locker located in the property room.
- B. Narcan (Naloxone) – *(An emergency treatment of known or suspected opioid overdose).*

1. **Narcan** shall be readily available with the following personnel:
 - a. Fire / EMS Personnel
 - b. Narcotics Officers
 - c. Canine Handlers

2. **Narcan** shall be readily available in the following locations:
 - a. Ambulance / EMS Units
 - b. Property and Evidence Room
 - c. Detention Center

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	WRITTEN DIRECTIVE GRAND PRAIRIE (TEXAS) POLICE DEPARTMENT	<i>Issued By:</i> 
	PATROL PROCEDURES POLICY 5.15 CANINE UNIT	Daniel Scesney, Chief of Police Effective: 01-15-2004 Revised: 01-27-2023

TO VERIFY CURRENT POLICIES, REFER TO THE WRITTEN DIRECTIVES MANUAL ON THE "G" NETWORK DRIVE.

PURPOSE. To define the acceptable uses of Canine Units.

POLICY. To minimize the risk of injury to officers and maximize the efficiency of police operations by using Police Service Dogs.

5.15.01 DEFINITIONS

Canine Unit: Teams of specially trained law enforcement dogs and their handlers.

Handler: A police officer trained to work with and assigned a police service dog.

Police Service Dog: A specially trained canine owned by the City of Grand Prairie and assigned a handler within the Police Department.

Force: As used in this policy is consistent with Policy 4.01 and means "any force less than deadly force." Grand Prairie Police Department Police Service Dogs, when used do not constitute deadly force. However, the handler is responsible for the consequences of the use of the canine and must justify any use of force. Grand Prairie Police Service Dogs are a search and potential arrest tool.

Patrol Dog: A canine that is obedient, trained to protect its handler, apprehend fleeing criminal suspects and can locate criminal suspects who are hiding within a building or in an outside area.

Dual Purpose Dog: A canine that has been trained as a patrol dog and in the detection of explosives or narcotics.

K-9: Is an acronym for "canine."

Directed Patrol: The physical presence of a canine unit at a specific time and place for a specific purpose.

5.15.02 SPECIALIZATION STATEMENT

- I. The Department recognizes that a Canine Unit is a special unit. For this, and other reasons, the Department will not try to preclude the use of the canine for specific duties by this policy, except where study and common sense have shown that the use of a canine could result in unnecessary injury to a criminal suspect, lost person, bystander or police officer, other than the handler. It is the position of this Department that the use of Police Service Dogs constitutes force and in no instance will the Department accept the unnecessary or excessive use of force against any person. It is clearly the responsibility of the

handler to maintain control over the Police Service Dog with the same diligence as firearms, batons, electronic stun devices, carotid restraints and other forms of force that are restricted. The handler is responsible for using the canine in accordance with acceptable standards.

5.15.03 ADMINISTRATIVE

- I. The Canine Unit is a special function of the Field Operations Bureau.
 - A. The Field Operations Deputy Chief over K-9 is responsible for assigning a Unit Supervisor.
- II. The Unit Supervisor is responsible for researching and reporting monthly to the Field Operations Deputy Chief over K-9 the following information to determine if the Unit is meeting the needs of the Department.
- III. The Unit Supervisor will develop a form for recording the following:
 - A. The number and type of K-9 responses.
 - B. The number and type of K-9 requests by the Department.
 - C. The number and type of K-9 requests from other agencies.
 - D. The number and type of requests that required a Patrol Dog.
 - E. The number and type of requests that required a Dual-Purpose Dog.
 - 1. Any additional statistics that the Supervisor believes will help management review the necessity of the Program may be incorporated into the report. For an example, the estimated man-hours savings gained monthly by Canine Unit deployment.
- IV. The Field Operations Deputy Chief over K-9 is responsible for:
 - A. Reviewing monthly and quarterly reports submitted by the Unit Supervisor.
 - B. Identifying areas of strengths and weaknesses in the Program.

5.15.04 TRAINING

- I. It is the responsibility of the Unit Supervisor to provide adequate training time for the canine and handler.
- II. All Canine Units will be trained to a basic level and pass a basic certification before beginning field operations. Training will be conducted at a recognized Canine Training School approved by the Chief of Police or his designee.
- III. In the event a handler observes a significant concern with the assigned canine, the handler will temporarily take the canine out of service. The handler will then submit a memorandum to the K9 Supervisor describing the problem and proposed corrective training.

5.15.05 PROFICIENCY EVALUATIONS AND STANDARDS

- I. It is the responsibility of the Unit Supervisor to facilitate four hours each week of training for canine handlers to train their assigned canines. Prior to being operational, all canines shall meet the certification standards for Narcotics and Police Service Dogs set forward by the National Narcotics Detector Dog Association.

5.15.06 SELECTION OF HANDLERS

- I. Handlers will be selected from a list of recommended candidates submitted to the Field Operations Deputy Chief over K-9 from an oral review board. The Board will be comprised of personnel designated by the Field Operations Deputy Chief over K-9 and should include an experienced law enforcement handler or trainer. The Field Operations Deputy Chief over K-9 may coordinate with the Personnel and Training Section to obtain a professional evaluation from another agency. The Board will, at a minimum, include a visit to the candidate's residence, and explore the following aspects.

- A. Current work performance.
- B. Past evaluations.
- C. Supervisory recommendations.
- D. The candidate's personal motives.
- E. The candidate ability to successfully pass the following required physical agility test:
 - 1. Run 1.5 miles in 14:30 or less.
 - 2. Lift and carry a 75-pound sandbag for 80 meters without rest.
 - 3. Lift and drop a 75-pound sandbag over a simulated six-foot fence and then scale the simulated fence for a minimum of ten repetitions.
- F. The candidate's ability and willingness to meet the following standards:
 - 1. A signed three (3) year commitment (minimum) to the program.
 - 2. The ability to house the canine, taking into consideration such things as the handler's family, space, and other animals cared for, etc.
 - 3. Three (3) years minimum law enforcement experience with at least one (1) year with the Department.
 - 4. Maturity.
 - 5. Patience.
 - 6. Self-Initiative.
 - 7. Dependability.
 - 8. Enthusiasm.
 - 9. Emotional stability.
 - 10. Communications skills.
 - 11. Schedule Flexibility.
 - 12. Exemplify above average physical condition by successfully completing the annual department physical fitness test with a minimum score of 26.
 - 13. Familial agreement.
 - 14. Love of animals, especially canines.

5.15.07 SELECTION OF DOG

- I. The Field Operations Deputy Chief over K-9 is responsible for ensuring that an expert opinion in canine temperament testing is obtained prior to the Department acquiring a particular dog. A qualified veterinarian, not affiliated with the canine vendor, will examine each canine to ensure that the canine is physically sound prior to being placed into service. The breed of canine should be determined by the duties for which it is being obtained. The following are guidelines suggested for consideration when reviewing canines.
- A. The age of a pre-trained dog will not exceed three (3) years.
 - B. The age of an untrained dog will not be less than one and one half (1 1/2) or more than two (2) years.
 - C. The weight will be proportionate to size as determined by the veterinary examination. The veterinary examination will also include, at a minimum, an examination for the following:
 - 1. Displasia or arthritis to the hips, shoulders, and elbows.
 - 2. Spondelosis - spinal problems.
 - 3. Hearing or eyesight problems.
 - 4. Missing canine teeth.
 - 5. General physical health including allergies.
 - 6. Inoculations including DHL, PPP, and rabies.
 - 7. Free of parasites or skin disorders.
 - 8. A blood workup for heart worms and other internal parasites.
 - 9. Stool analysis.
 - 10. Flexibility of limbs.
 - 11. Conformation (general structure, appearance).
 - D. A temperament evaluation will be conducted by a selected Grand Prairie K9 Handler with the input of a selected outside agency K9 handler. The findings will be sent, in memorandum, to the Unit Supervisor. The temperament evaluation will be a measurement of the following traits:
 - 1. Courage and confidence.
 - 2. Hunting/retrieval instinct.
 - 3. High energy or drive level.
 - 4. Recovery.
 - 5. Gun shyness/noise sensitivity.

5.15.08 HANDLER RESPONSIBILITIES

- I. It is the responsibility of each handler to perform his or her duties as required or directed by Law, Departmental Policy, or supervisor's order.
- II. Handler responsibilities will include, but not limited to the following:
 - A. Respond to all calls when the presence of a Canine Unit will further police service objectives.
 - B. Maintain required standards of canine proficiency.

- C. Care and maintain the canine at their home.
- D. Provide medical care and treatment by transporting assigned canine to a veterinarian when care and treatment are required.
- E. Maintain current vaccination records for the assigned canine.
- F. Lock and secure the canine vehicle when the canine is left unattended or the handler is not in sight of the vehicle.
- G. Maintain service and training equipment in a clean and orderly manner.
- H. Prepare and maintain all appropriate reports and logs pertinent to activities.
- I. Handlers will not take a canine into any establishment where forbidden by statute, ordinance, or public health regulation, unless in the performance of duty.

5.15.09 MAINTENANCE

I. It is the responsibility of the Field Operations Deputy Chief over the Canine Unit to implement the following:

A. Care of the Canine.

Handlers will be allowed seven (7) hours within each scheduled 14-day (80-hour) work period to provide care for the canine. This equates to a one-half (1/2) hour per calendar day in the 14-day work period.

- a. The 80-hour work period is comprised of 73 hours scheduled “at work” and seven (7) hours scheduled for at-home care.
- b. The Canine Supervisor shall ensure the hours allocated to care for the canine versus the remaining “at work” hours are properly scheduled and allowed.
- c. Canine officers may be scheduled for any shift that accommodates the 73 hours of “at work” time that is consistent with departmental operations within the 80-hour work period. The days and shift duration may vary over time as deemed necessary by the Field Operations Assistant Chief.

1. Kenneling.

- a. At a minimum, a 6 foot by 12 foot kennel consisting of heavy gauge cyclone fencing, cement pad with drain, water connection, roof that is able to withstand elements, solar shade type material to shade the kennel, a misting system to cool the K-9 during the heat of summer, and a heavy duty insulated dog house with a fan to circulate air inside he kennel. The kennel should be professionally installed
- b. The kennel should allow for the acclimatization of the K-9 but also protect from the extreme elements.

- c. The use of insecticides, approved by a veterinarian, is also needed to control/prevent insects and parasites in the K-9 kennel and yard area.
- d. It is the responsibility of the handler to maintain a clean kennel for the K-9.
- e. The K-9 may also be kept in a secured/locked fenced yard while the handler is at their residence or gone for short periods from the residence. If the K-9 is an indoor dog, the K-9 may be maintained inside the handler’s residence.
- f. Kenneling for a K-9 while the handler is away on vacation or other reasons will be provided by a professional kenneling facility. The professional kennel will be provided with the names and telephone numbers of the K-9 supervisor, other K-9 handles and veterinary contacts.
- g. This professional kenneling facility should provide adequate space for the K-9, indoor and outdoor area with climate controls. The kennel personnel will be told the nature of the K-9 and the K-9 should be isolated from personnel and individuals.

2. Diet.

- a. Will consist of high-grade dog food recommended by the department veterinarians. Fresh water will be available at all times.

3. Veterinary services.

- a. Will be provided by a veterinary provider determined by the City of Grand Prairie.

4. Equipment.

- a. The following equipment includes but is not limited to: flat collars, correction collars, traffic lead, 6 foot leather or nylon lead, 20 to 30 foot nylon lead, brushes (under coat and finishing), water cooler for vehicle,, food and water bowls for kennel and vehicle, and K-9 first aid kit.

5. Cleanliness.

- a. The K-9 and handler shall maintain a professional appearance.

B. Handler.

1. Vehicle.

- a. The K-9 vehicle will consist of a vehicle able to provide the needed space for the K-9 and equipment. Required equipment should include, a K-9 enclosure to secure the K-9 in the rear of the vehicle, a door opener with remote and a heat sensor. The K-9 enclosure will be secured per the manufacturer’s recommendations at all times. No modifications to the K-9 enclosure will be made without the approval of the Deputy Chief of the Field Operations Bureau.

- b. Sufficient emergency lighting will be installed as to make every effort to safeguard the K-9 since the K-9 is secured in a steel cage with no protection from vehicular accidents.
- 2. Training equipment.
 - a. Will consist of, but not limited to, an electronic collar with remote, bite sleeves, retrieve toys/balls, leather muzzle, full K-9 bite suit (top and bottom), and scratch pants.
- 3. Service equipment (handler)
 - a. Will consist of, but not limited to, holster with flashlight attachment, nylon web gear, and an attached flashlight for issued handgun.
- 4. Uniform.
 - a. The K-9 handler’s uniform will be OD Green colored B.D.U. type with subdued patches and cloth/embroidered badge. The B.D.U type pants should have cargo pockets.

5.15.10 USE OF FORCE

- I. It is the responsibility of the handler to maintain control of the assigned canine.
 - A. Under no circumstances will a canine be used for the following.
 - 1. Any arrest where the use of the canine would constitute excessive force.
 - 2. Crowd control except for the purpose of guarding equipment at the command post or an officer safety issue.
 - 3. Off-lead or without shock collar under circumstances that unnecessarily places the public and/or other officers in jeopardy of the canine.
 - B. Before deploying a canine to search for or apprehend a suspect, the handler shall ensure that the suspects(s) has committed, is currently committing, or is about to commit a felonious crime.
 - C. In situations where the canine handler has reasonable suspicion to believe the suspect(s) are in an area where officers cannot readily physically access him/her (such as a crawl space, attic, under a vehicle, etc.) and/or going into that area would put officers at significant risk, a canine may be deployed to apprehend the suspect if the suspect refuses to surrender.

5.15.11 FUNCTION OF CANINE UNIT

- I. In order to promote service and safety in the community through the use of Canine Service Teams the following objectives should be established:
 - A. Effective deployment of Canine Units within the City of Grand Prairie.
 - B. Establish and maintain good public relations.

- II. In order to maximize the efficiency, the Canine Units can be utilized, but not limited to, the following situations:
- A. Burglaries where the suspect(s) is in or near the location.
 - B. Burglar alarm calls where forced entry is apparent.
 - C. Felonies where the suspect flees on foot but is likely contained in the area.
 - D. Provide assistance for Narcotic Warrants.
 - E. Conduct evidence searches.
 - F. Conduct preventative burglary and robbery patrols.
 - G. Provide public relations appearances and demonstrations.
 - H. Canine handlers should deploy canines when it is objectively reasonable based on the facts and circumstances known at the time. Factors to be considered include but are not limited to:
 - 1. severity of the crime
 - 2. whether the suspect poses an immediate and credible threat to the safety of the officers or others
 - 3. and whether the suspect has demonstrated the propensity to actively resist.
- III. Canine Units should not be utilized in the following areas:
- A. Transport of prisoners.

5.15.12 DEPLOYMENT OF CANINES

- I. Police canines are trained, on command, to pursue and apprehend criminal suspects. When a canine is used, handlers will adhere to the following:
- A. When the canine is used to pursue a suspect, the canine handler will verbally warn the suspect that the canine will be released, prior to actual release.
 - 1. Except if a suspect is armed and fleeing and officer safety is an issue, a K-9 warning will not be required as it may endanger the handler and/or K-9 and other officers.
 - B. Upon release, the handler will advise the Communications Center the canine is in pursuit. The handler will follow the canine until the pursuit is terminated or suspect is arrested.
 - C. If an officer is in foot pursuit of a suspect and a canine is used or the officer observes the canine approaching, the officer will immediately stop and stand motionless with hands to the front. The handler will ensure officer safety prior to the canine's release.

- D. When the canine is off lead, the handler will give all commands to the canine and the suspect. If an officer attempts to give commands, unnecessary injury to the suspect may occur.
 - E. Officers should be aware that the human scent of a large amount of people at the scene could contaminate the area. This contamination could cause a negative result in the search.
 - F. Radio traffic/communication should be silenced while the handler and K-9 are on an active search. Unnecessary radio traffic during a search may place the handler, K-9, and other officers in jeopardy. The only radio traffic needed during an active search by the K-9 team is that the suspect(s) are fleeing/attempting to escape in a certain direction.
- II. While K-9 and handlers are on an active search, the K-9 handler will be in control of the call until its termination or completion of the K-9 search.
 - III. It is the responsibility of the K-9 handler to use discretion in determining deployment of the K-9.

5.15.13 BUILDING SEARCHES

- I. The following procedures will be used in building searches:
 - A. The initial officers will secure the area to prevent avenues of escape.
 - B. Prior to entering the building, the canine handler will give a verbal warning that a canine will be used to search the premises. This warning is to allow any suspects hiding in the building to surrender.
 - C. Officers must follow the instruction of the canine handler when assisting any search with a Canine Unit.

5.15.14 SUSPECT SEARCHES/TRACKING

- I. The following procedures will be used for suspect searches/ tracking:
 - A. The initial officers will secure the area to prevent avenues of escape. Initial units should not enter the search area. This is to prevent contamination.
 - B. Any officer who accompanies the canine unit into the search area will follow the direction of the canine handler.

5.15.15 REQUEST FOR CANINE SERVICES BY OTHER AGENCIES

- I. The following procedures should be used in granting requests for canine services to other agencies:
 - A. The Unit Supervisor should be contacted to approve requests from other agencies for canine assistance. If the Unit Supervisor is not on duty, the Shift Commander can approve the request.
 - B. The Canine Unit can be dispatched, but not limited to;

- 1. Search for a dangerous felon who is concealed in an area or building, and the canine unit would be more effective than officers.
- 2. Narcotics searches.
- C. When K9 officers are being deployed to an outside agency, they must be accompanied by at least one additional uniformed GPPD officer.

5.15.16 CANINE BITE OF SUSPECT(S)

- I. In the event a suspect sustains a canine bite, procedures will be as follows:
 - A. It is the responsibility of the handler to ensure medical treatment of the suspect.
 - B. Crime scene personnel will take photographs.
 - C. The handler will submit a Use of Force Report through the chain of command.
 - D. In the event of an accidental bite, whether suspect, officer or innocent third party, the handler will submit a detailed Memorandum to the Chief of Police. Any extreme circumstances such as permanent disfigurement of the suspect will also require a detailed Memorandum.
 - E. The Unit Supervisor will review Use of Force reports and Memorandums to make needed changes to procedures to prevent future accidental canine bites. These recommendations will be forwarded through the chain of command.

5.15.17 INJURY TO CANINE OR HANDLER

- I. In the event a handler is injured, the initial officer at the scene will immediately request assistance from another handler. If the other handler cannot be contacted, the officer will request assistance from animal control. Additional protective sleeves, muzzles, and leads are located in the trunk of the canine vehicle along with K-9 retrieve toys, such as a ball. The use of a retrieve toy will occupy the attention of the K-9. The retrieve toy (ball) should be thrown into the back end of a patrol vehicle to secure the K-9. The K-9 should then be taken to the departmental veterinarian and temporarily kept there until the K-9 can be taken to its handler’s residence. The K-9 should not, under any circumstances, be kenneled at Animal Control. However, animal control personnel may assist in securing the K-9.
 - A. If the handler must be removed from the canine vehicle, the canine can be secured in the back seat of the vehicle. One officer must distract the canine while the other closes the cage door between the front and back seats.
 - B. If the canine also is injured, the Communications Center will notify the Department Veterinarian and advise him/her of the emergency. Another Canine Unit should transport the canine to the veterinarian.
- II. Canine injured or ill:
 - A. If the canine is unfit for duty because of illness or injury, the handler will notify the Unit Supervisor in a timely manner.

- B. It is the responsibility of the handler to transport the canine to a veterinarian in the event of extreme illness or injury.
- C. The Unit Supervisor will be notified of the result of the medical treatment.
- D. In the case of a canine’s significant injury or death, a review of the circumstances shall be conducted by the handler’s and canine’s chain of command to ensure training and policies were followed. This review shall be forwarded to the Chief of Police.

5.15.18 SECURITY AND CONTROL OF K-9 TRAINING AIDS

- I. The Department will supply the K-9 Unit a limited number of varied controlled substance samples to be used as training aids in compliance with the following procedures. The K-9 Supervisor is responsible for the integrity of the system under which controlled substances are maintained and accounted.
 - A. Narcotics to be utilized for training will be checked out from Property Room after notifying the Property and Evidence Unit twenty-four (24) hours in advance. Only narcotics with known lab results, final case disposition, and that have been approved by the Chief of Police for use by the K-9 Unit will be used and/or requested.
 - 1. The K-9 Supervisor or Narcotics Supervisor, and the Property and Evidence Section Supervisor, will sign the Property receipt upon obtaining the drugs that have been approved for departmental use by the Chief of Police.
 - 2. The K-9 Supervisor or Narcotics Supervisor will prepare an information report documenting what narcotic/drug training aids are in the possession of the K-9 teams.
 - 3. The K-9 Supervisor and Narcotics Supervisor, along with the canine handlers, will be responsible for maintaining the narcotic/drug training aids in a canine drug/narcotic training aid approved lockbox, which will be stored in a Property locker designated by the Property and Evidence Unit.
 - A. Use of Training Aids:
 - 1. When obtaining the narcotic/drug training aids from Property and Evidence and prior to leaving the Property and Evidence Room, the K-9 Supervisor, Narcotics Supervisor or handler checking out the training aid, will verify the weights of the narcotic/drug training aids.
 - 2. Upon the return of the narcotic/drug training aids to Property and Evidence, the K-9 Supervisor, Narcotics Supervisor, or handler will verify the weights of the narcotic/drug training aids prior to booking them back in.
 - 3. The K-9 Unit Supervisor will audit the narcotic/drug training aids annually, every January, and document the findings by supplement to the initial information report. Any discrepancies will be reported, as soon as practical, to the Deputy Chief over the K-9 Unit.

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CITY OF GRAND PRAIRIE
COMMUNICATION

MEETING DATE: 05/16/2024

PRESENTER: Tasha Camacho, Civil Service Director

TITLE: Consider and Rule Upon the Appeals for Test Question #56 of the Police Sergeant Promotional Examination Administered on April 29, 2024

APPELLANTS: Kirstin Miller

RECOMMENDED ACTION: Uphold or Deny the appeal and Modify the answer key if appropriate

QUESTION:

56. The probable cause exists for a body cavity search, notification to ____ will be made prior to the preparation of an affidavit for a search warrant.
- A. The arresting officer’s supervisor
 - B. The Watch Commander
 - C. The Chief of Police
 - D. An Assistant Chief**

Keyed Answer: **D**

RESOURCE:

Grand Prairie Police Written Directives, Section 5.24.05.I.C, Page 4

ALLOCATION OF ANSWERS:

A-1; B-7; C-0; **D-4**

GROUND OF APPEAL & RELIEF SOUGHT:

Appellant	Grounds of Appeal	Relief Sought
Miller, Kirstin	Another answer is correct in addition to the keyed answer.	Uphold the appeal and override the answer key to accept both “B” and “D” as correct

VENDOR RESPONSE:

The appellant believes that response options B and D should be considered correct answers. The appellant states that they believe the Watch Commander is the correct answer.

However, the information for the test question comes from 5.24.05 where it states, “If probable cause exists for a body cavity search, notification to an Assistant Chief will be made prior to the preparation of an affidavit for a search warrant.”

The source clearly supports the key, response option D, as the correct answer.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Kirstin Miller

Date: 4/30/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/24 TEST RANK: PD SGT QUESTION # 56



REFERENCE PAGES 5.24.05 REFERENCE BOOK: Policy

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is B.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____

Reasons(s) supporting your appeal:

Within the Policy of Body Cavity searched the Watch Commander must be the first point of contact when determining if a body cavity search will be conducted. Therefore, both a watch commander and also an Assistant chief should be notified prior to a search warrant being prepared.

	WRITTEN DIRECTIVE GRAND PRAIRIE (TEXAS) POLICE DEPARTMENT	<i>Issued By:</i> 
	PATROL PROCEDURES POLICY 5.24 DETAINEE TRANSPORTATION & SEARCHES	Daniel Scesney, Chief of Police Effective: 01-15-2004 Revised: 09-29-2023

TO VERIFY CURRENT POLICIES, REFER TO THE WRITTEN DIRECTIVES MANUAL ON THE "G" NETWORK DRIVE.

PURPOSE: To provide guidelines for the proper conduct of detainee transportation, and to provide officers with guidelines for determining if and under what conditions the use of strip searches and body cavity inspections/searches are legally permissible and for the appropriate conduct of strip searches and body cavity inspections/searches.

POLICY: The Grand Prairie Police Department recognizes that the use of strip searches and body cavity inspections/searches may be necessary to protect the safety of Detention Center staff, officers, and detainees; to detect and secure evidence of criminal activity; and to safeguard the security, safety and related interests of the Detention Center. The Department also recognizes the intrusiveness of these searches on individual privacy; therefore, these searches will only be conducted with proper authority and justification.

5.24.01 DEFINITIONS

Body Cavity Search/Inspection: Any search involving not only visual inspection of skin surfaces but the internal physical examination of body cavities and organs such as the stomach cavity, anus and vagina.

Hand cuffs: Metal wrist restraints of the brands approved for use by the department.

Flex cuffs: Plastic tie straps of sufficient size to use as wrist or leg restraints.

Leg Cuffs: Metal restraints which resemble handcuffs, but which are used to restrain a detainee’s ankles.

Search/Inventory Search: Any search other than a strip or body cavity search.

Strip Search: Any search of an individual requiring the removal or rearrangement of any or all clothing to allow or permit the visual inspection of any or all skin areas or surfaces including the genital areas, breasts and buttocks.

Supplemental Transport Restraint: A cord that connects to the handcuffs and prevents them from being moved to the front of a detainee during transport.

Transport Belt: A leather waist belt with a metal “D” ring on the front. Allows a detainee to be securely handcuffed with hands in front for prolonged or stretcher transport.

5.24.02 PAT DOWN SEARCHES

- I. It is the responsibility of the transporting officer to conduct a search of each detainee before placing them in the squad car; each time the detainee is transported, including hospital visits and court appearances. It is the responsibility of the transporting officer to conduct a thorough search for weapons and contraband and remove all belongings, other than clothing, from arrested individuals in the area marked by a gold square in the Detention vestibule before entering the Detention Center booking area.
- A. Detainee property bags will be located in the vestibule area of the Detention Center for the detainee property.
 - B. Only once detainee property is removed from the detainee and placed into a property bag; will the transporting officer and detainee be permitted to proceed into the Detention Center booking area. The detainee will remain handcuffed until a thorough search is conducted by a Detention Officer, including the use of a metal detector.
 - C. The detainee property bag will then be turned over to a Detention Officer for inventory.
- II. It is the responsibility of the detention officer to inventory detainee property, conduct a thorough search before removing detainee handcuffs. Under no circumstances will detainee handcuffs be removed until a thorough pat down search is conducted by a detention officer except under conditions affecting the health and wellbeing of the detainee.

5.24.03 GENERAL

- I. Individuals arrested for traffic violations and other minor offenses of a nonviolent nature shall not be subject to strip searches unless the arresting officer has articulable reasonable suspicion to believe that the individual is concealing contraband or a weapon(s). Reasonable suspicion may be based upon, but not limited to:
- A. The nature of the offense charged.
 - B. The arrestee's appearance and demeanor.
 - C. The circumstances surrounding the arrest.
 - D. The arrestee's criminal record, particularly past crimes of violence and narcotics offenses.
 - E. The discovery of evidence of a major offense in plain view or in the course of a search incident to the arrest.
 - F. Detection of suspicious objects beneath the suspect's clothing during a field search incident to arrest.
 - G. Verbal admission by arrestee.
- II. Field strip searches of detainees will be conducted only in rare circumstances under exigent circumstances where the safety of officers or others may be at risk and only in privacy and with prior approval of the on duty watch commander.

5.24.04 STRIP SEARCHES

- I. Where articulable reasonable suspicion exists to conduct a strip search, the arresting officer will make a request to the on duty watch commander that clearly defines the basis for suspicion.
- II. When authorized by the watch commander or an on-duty sergeant, strip searches may be conducted only:
 - A. By specially trained and designated personnel including the arresting officer (if same sex).
 1. All officers will successfully complete any required training before conducting the searches.
 - B. In conformance with approved hygienic procedures and professional practices.
 - C. In the rooms specifically authorized for this purpose, which will be identified by the on duty detention supervisor.
 1. Any camera equipment within the area where a strip search is conducted will be disabled by the on-duty Detention Center supervisor, and only during the time a strip search is conducted. The on-duty Detention Center supervisor will immediately place the Camera equipment back into service once the search is complete and the suspect is properly clothed.
 - D. By at least two staff members and only by those of the same sex as the suspect.
 - E. Under conditions that provide privacy from all but those authorized to conduct the search.
- III. During special operations authorized by an Assistant Chief, the authorizing Assistant Chief may designate the operations' supervisor the authority to approve strip searches for those who were arrested during that operation where articulable reasonable suspicion exists to justify a strip search.
- IV. Following a strip search, the arresting officer will include in the narrative section of the arrest report information on why the strip search was requested, who approved the search, and whether or not evidence or contraband was found during a strip search.
- V. Detention Center personnel will document all strip searches using the strip search module in the JMS program and forwarding it to the Detention Manager.

5.24.05 BODY CAVITY SEARCHES

- I. Should visual examinations of a suspect during a strip search and/or other information lead an officer to believe that the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures should be followed:
 - A. The suspect will be kept under constant visual surveillance and physically restrained (if necessary) until a body cavity search is conducted or an alternative course of action is taken.
 - B. The arresting officer will consult with his/her watch commander to determine whether probable cause exists to seek a search warrant for a body cavity search. The decision to seek a search warrant shall recognize that a body cavity search is highly invasive of personal privacy and is

reasonable only where the suspected offense is of a serious nature and/or poses a threat to the safety of officers or others and/or the security of the Detention Center.

- C. If probable cause exists for a body cavity search, notification to an Assistant Chief will be made prior to the preparation of an affidavit for a search warrant. Upon approval, an affidavit for a search warrant will be prepared that clearly defines the nature of the alleged offense and the basis for the officer's probable cause.
- D. On the basis of a search warrant, a body cavity search will only be performed by a medical doctor or at the direction of a medical doctor by medically trained personnel.
 - 1. Officers should be aware that the physician does not have to respond to the request to perform the search. X-ray of the individual may be considered an option.
- E. For safety and security reasons, body cavity searches should be conducted at County Hospitals.
- F. Body cavity searches will be performed with due recognition of privacy and in conformance with approved hygienic procedures and professional practices.
- G. Following a body cavity search, the arresting officer will include in the narrative section of the arrest report information on whether or not evidence or contraband was found during the search.

5.24.06 VEHICLE INSPECTION

- I. Any vehicle used to transport detainees must be safe to operate and free of weapons and contraband.
 - A. At the beginning of the shift, each officer will inspect his/her assigned squad car or car assigned by the Investigative Services Bureau to ensure that the vehicle has not been tampered with and is safe to operate. The officer will ensure that the vehicle is properly equipped with safety flares, spare tire and other necessary equipment and that the vehicle's tires are properly inflated. The officer will ensure that the vehicle emergency lights and siren are properly functioning. If any defects are not immediately correctable, the vehicle will be downed for maintenance.
 - B. At the beginning of each shift, the officer will search the passenger compartment of the vehicle for weapons and other contraband.
 - C. At the completion of the vehicle inspection, officers shall complete an internet Fleet Inspection entry to document all findings of the inspection.
 - D. Before placing a detainee in the detainee transport area of the squad car, each officer will check the area for weapons or other contraband.
 - E. After transporting a detainee, the officer will check the passenger compartment for weapons and other contraband.

5.24.07 PLACEMENT IN VEHICLE

- I. For safety reasons, detainees should be properly secured and under observation at all times during transport. All police vehicles that are routinely used for transporting detainees must have a transport barrier installed. The following guidelines will govern officer and detainee placement in vehicles during detainee transport.

- A. When transporting detainees of the opposite sex or juveniles, officers will activate the interior in-car video recorder from the beginning location to the final destination.
- B. Except under special circumstances, all detainees will be transported in squad cars that have transport barriers installed and rear door handles deactivated. Rear door window controls will also be deactivated.
- C. The transporting officer may elect to use a Supplemental Transport Restraint (STR) to reduce a detainee's ability to injure the transporting officer, damage property, or tamper with evidence while being transported. One end of the STR is attached around the chain of a detainee's handcuffs and the knotted end is secured outside the vehicle door. This reduces the detainee's ability to release their seatbelt and denies their ability to move their hands to their front and/or kick the vehicle's interior. It will be the transporting officer's discretion as to when to apply the STR. Because the STR is not intrusive and causes no additional discomfort to the detainee being transported, it could reasonably be applied to anyone. The STR will be of a length that will maintain the detainee's handcuffs squarely behind them and limit their ability to unfasten their seatbelt. The STR should not be used as a leash to lift or lead a detainee, except as an objectively reasonable use of force.
- D. When one officer transports a detainee in a vehicle that has a transport barrier, the detainee will be seated in the back seat on the passenger side so that he/she may be properly observed by the officer during transport. The transport barrier window will be closed.
- E. Transports of detainees in vehicles with no transport barrier must be conducted by two officers. Proper placement will be the detainee in the right front seat with one officer in the back seat directly behind the detainee. Should the detainee attempt to escape, the officer behind him will have a better opportunity to gain control of the detainee.
- F. At times, ill or injured detainees may require transport by ambulance. If so, a police officer is required to ride in the ambulance in the following circumstances:
 - 1. with violent or mentally disturbed detainees,
 - 2. when requested by paramedics based on an articulable concern or danger,
 - 3. if the detainee is a prisoner under custodial arrest.

At no time under these circumstances should an officer follow in lieu of riding inside the ambulance.

5.24.08 INTERRUPTION OF DETAINEE TRANSPORT

- I. The primary duty of the transporting officer is the safe delivery of the detainee in his/ her care. Officers should be aware that they have a duty to protect their detainee and prevent detainee escape. The following guidelines govern interruption of detainee transport.
 - A. Imminent danger of severe bodily injury or loss of life: in circumstances that indicate anyone may suffer serious bodily injury or loss of life, the transporting officer may interrupt detainee transport to the degree necessary to stabilize the situation. Upon stabilization of the situation or the arrival of back up officers, the transporting officer will immediately resume transport.

- B. Officers will not place a transported detainee in any situation that immediately threatens that detainee’s health or safety.
- C. Any other situations that would routinely require the officer to stop and take action will be referred to the Communications Center so that other officers may be sent.
- D. Detainees will not be transported during times when it would be necessary to stop for meals or restroom breaks.
- E. During long distance transports, required meal or restroom break locations will be chosen at random for security purposes. If possible, no stop should be made between the point of origination and the destination.
- F. During transport, no detainee will be allowed contact with anyone other than the transporting officers.

5.24.09 REQUIREMENTS UPON ARRIVAL AT TRANSPORT DESTINATION

- I. Officer actions at transport destination are to be governed by the rules in place at the given location. The following are guidelines for officer conduct.
 - A. When transporting a detainee for medical treatment, officers will remain with the detainee at all times until properly relieved (**except Class C offense that are not alcohol or family violence related**). If medical personnel require the officer to leave the examining room, the officer will remain outside and ready to render assistance, should it be required. Before leaving the treatment area, the officer will check the area for possible weapons or contraband. The officer will not remove restraints from the detainee, unless directed to by medical personnel. Immediately upon completion of the exam or treatment, if allowed by medical personnel, the officer will replace restraints on the detainee.
 - B. When transporting detainees to a jail or detention facility, officers will follow the regulations governing that facility, including the removal and securing of weapons and removal of detainee restraining devices. Restraint devices should remain on the detainee until just prior to placement into a cell or when appropriate as required by the detention facility.
 - C. Officers transporting detainees will call the destination and ascertain what type of documentation will be required upon arrival, unless Detention staff have a standard transfer packet for that destination. Grand Prairie Police Detention staff will prepare a transfer packet for the detainee. When releasing the detainee to personnel at the destination, the transporting officer will obtain the name and identification number of the person the detainee is released to. The transport officer will relay this information to Grand Prairie Detention staff for notation in the detainee’s computer jail record.
 - D. Upon arrival, the transporting officer will advise the receiving personnel of any medical conditions or security risks. If the detainee has any medication or special equipment such as crutches, wheelchair, oxygen tank, etcetera, at the time of transfer, the transporting officer will ensure that the staff of the receiving facility will be made aware of the medication or equipment and given custody of the medication or equipment.

- E. If a detainee presents an unusual security risk, the transporting officer will call ahead to advise the receiving agency or court of the unusual risk so that the other agency or court may take appropriate steps.

5.24.10 DETAINEE ESCAPES DURING TRANSPORT

- I. Officers will take the necessary precautions to prevent detainee escape. In the event that a detainee should escape during transport, the following guidelines should be followed.
 - A. The transporting officer will notify the Communications Center that the detainee has escaped and the location of the escape. If outside of radio range, the officer will use any means available to notify the agency having jurisdiction of his location that a detainee has escaped.
 - B. The Communications Center will notify the on-duty patrol supervisor of the escape and immediately dispatch back up units to assist in the search and apprehension of the detainee. If the escape occurs outside the city, but the transporting officer is in radio range, the Communications Center will coordinate communications with the agency having jurisdiction. In either case, the on-duty patrol supervisor and back up units will respond to the location of the escape.
 - C. **The transporting officer will actively attempt to apprehend the escaped detainee.**
 - D. Upon return to the Grand Prairie Police Department, the transporting officer will complete a memorandum addressed to his Assistant Chief, detailing the circumstances of the escape and the efforts made to apprehend the detainee. If the detainee was not apprehended, the memorandum will include details as to why the detainee was not apprehended and what follow up actions were taken to aid in the location and future apprehension of the escaped detainee.

5.24.11 USE OF RESTRAINTS

- I. Aside from the standard method of detainee restraints (i.e. handcuffs) there are several restraint options available to officers transporting detainees. The following guidelines offer alternatives to handcuffs in various situations. It must be plainly stated at the outset: **No detainee will ever be “hogtied,” that is, hands tied or connected to feet behind the detainee’s back in a manner that causes the legs to be bent upwards towards the hands.** This places the detainee in danger of respiratory difficulty and death.
- II. Applicability of Rules. Unless otherwise specified, the rules in this section apply to transportation of persons in custody:
 - A. From the place of arrest to the Detention Center.
 - B. From or to the Detention Center; to or from another secure facility; to or from a medical facility.
 - C. When detainees are released from Detention Center to the custody of investigative personnel for purposes of interrogation or investigation.
- III. Restraints. During transport all detainees will be restrained as specified in this section. Exceptions can be made when the transported detainee is infirmed, disabled, injured, or very young. The officer must document in writing that use of restraint would have been harmful to the detainee and that safety of the officer, the detainee, and other persons were not affected by the non-restraint.

- IV. **Restraint Methods.** The usual method for restraint of a transported detainee is to apply handcuffs to the detainee’s wrists behind the detainee’s back. As specified below, use of another method of restraint may be required, based on the age and physical condition of the detainee and/or the circumstances of the transport.
 - A. **Inability to handcuff behind back.** If age, infirmity, injury, or other circumstances prevent handcuffing behind the back but restraint is necessary handcuffs are to be applied with the hands in front of the detainee and the transport belt and/or leg cuffs are to be used. Under normal circumstances, no detainee will be handcuffed with hands in front unless the transport belt is used. Under normal circumstances, no detainee will be transported with hands not restrained.
 - B. **Mentally ill or violent detainees** should be restrained using handcuffs, the transport belt and/or leg cuffs as necessary.
 - C. **Transport belt.** If the transport belt is used, the handcuffs will be applied with the detainee’s hands in front.
 - D. **Multiple detainees.** In the case of multiple detainees, each shall be restrained in the same manner as single detainees, if possible. Some detainees may be handcuffed together.
 - 1. Male and female detainees will not be handcuffed together. Adult and juvenile detainees will not be handcuffed together.
 - 2. If necessary, in unusual circumstances or in the case of multiple arrests resulting from a special operation, flex cuffs may be used.
 - E. **During transport of detainees over long distances,** the transport belt and leg cuffs will be used.
 - F. Transport belts and leg cuffs are available in the Detention Center.

5.24.12 SPECIAL TRANSPORT SITUATIONS

- I. If a detainee becomes sick or is injured incidental to arrest, the arresting officer should seek medical attention at that time, if possible. If the detainee is not transported to a medical facility initially, but is taken to the booking point first, the following guidelines will apply:
 - A. Officers will request paramedics to respond to the jail to examine the detainee.
 - B. After examination by paramedics, the detention center supervisor will determine, based upon paramedic evaluation of the detainee, whether the detainee will be accepted into the Detention Center. If the detainee is not accepted into the Detention Center, the detainee will be transported to a medical facility.
 - C. If the detainee is accepted into the Detention Center, but needs further medical attention, the detainee will be transported to a medical facility by a patrol unit no later than two hours after admission. Prisoners with County charges will be transported to either Parkland or John Peter Smith by a patrol unit.

- II. Non-ambulatory detainees will be transported by ambulance in all situations. Other detainees requiring items such as crutches, oxygen tanks, etc, will be evaluated for transport on a case-by-case basis. Whenever an officer is in doubt about the best transport method, he/she should contact the patrol supervisor. Even disabled detainees should be properly restrained during transport to ensure the safety of the officer, the public and the detainee.
- III. When a detainee with medical issues is transported, it is the responsibility of the transporting officer to ask about any medical supplies that the detainee may require. The transporting officer will ensure that those supplies arrive with the detainee at the destination.
- IV. Under normal conditions, no detainee in the custody of the Grand Prairie Police Department will be transported to any locations other than hospital, court, or another police agency. Should the situation arise, however, that a detainee must be transported for an unusual reason, such as a funeral, visiting a critically ill relative, etc, the following guidelines will apply:
 - A. The detainee will be escorted by two officers.
 - B. The detainee will be properly restrained at all times.
 - C. No one, including relatives and attorneys, will have contact with the detainee. If the detainee is visiting a critically ill relative, she/he will be the only person with whom the detainee will come in contact.
 - D. As soon as the special situation is over, the detainee will be returned to the Grand Prairie Detention Center.

5.24.13 TRANSPORT DOCUMENTATION

- I. Certain documentation may be required at time the of transport and as previously noted. Transfers coming directly from the County will require transport packet completion by detention staff prior to detainee transport. At the time of transport, the transporting officer and detention staff will also have the following responsibilities:
 - A. Detention staff will include in the packet any warrants, commitment papers or other documents necessary for transport, whether to court, other police agencies or out of state.
 - B. Before accepting the detainee for transport, the transporting officer will verify that the detainee presented for transport is the correct person.
 - C. Detention staff will advise the transporting officer of any health, suicide, or special security issues that they are aware of concerning the detainee to be transported.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/16/2024

PRESENTER: Tasha Camacho, Civil Service Director

TITLE: Consider and Rule Upon the Appeals for Test Question #65 of the Police Sergeant Promotional Examination Administered on April 29, 2024

APPELLANTS: Mark Yancey

RECOMMENDED ACTION: Uphold or Deny the appeal and Modify the answer key if appropriate

QUESTION:

65. A case that lacks information warranting an investigative follow-up is said to be a _____ case.

- A. suspended
- B. closed
- C. protracted
- D. dependent

Keyed Answer: A

RESOURCE:

Grand Prairie Police Written Directives, Section 6.04.02.I.B, Page 3

ALLOCATION OF ANSWERS:

A-10; B-2; C-0; D-0

GROUNDS OF APPEAL & RELIEF SOUGHT:

Appellant	Grounds of Appeal	Relief Sought
Yancey, Mark	Another answer is correct in addition to the keyed answer.	Uphold the appeal and override the answer key to accept both "A" and "B" as correct.

 VENDOR RESPONSE:

The appellant believes that response option B should be considered a correct answer. The appellant states that the question requires more detail to answer the question.

However, the information for the test question comes from 6.04.02 where it states, "A suspended case is a case that lacks information warranting an investigative follow-up, such as those that lack identifiable suspect or suspect vehicle information, witnesses who can provide a distinct description of suspects, or other specific leads."

The source clearly supports the key, response option A, as the correct answer.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Mark Yancey

Date: 4/30/2024

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/2024 TEST RANK: PO Sergeant QUESTION # 65

REFERENCE PAGES 6.04.02 I B REFERENCE BOOK: Policy

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is DS
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____



Reasons(s) supporting your appeal:

Question requires more detail to answer the question "suspended!"

Other Factors such as "Identifiable suspects or suspect ~~no~~ vehicle information, witness able to give descriptions.

these facts need to be ruled out before case can be considered suspended vs. closed.

With way question is written, Answer can be closed or suspended

	<p>WRITTEN DIRECTIVE GRAND PRAIRIE (TEXAS) POLICE DEPARTMENT</p>	<p>Issued By: </p>
	<p>POLICE INVESTIGATIONS POLICY 6.04 CRIME SCENE INVESTIGATION</p>	<p>Daniel Scesney, Chief of Police Effective: 01-15-2004 Revised: 05-07-2021</p>

TO VERIFY CURRENT POLICIES, REFER TO THE WRITTEN DIRECTIVES MANUAL ON THE "G" NETWORK DRIVE.

PURPOSE: The effective exercise of law enforcement responsibility in the investigation of crime and in the prosecution of offenders requires that information be obtained through the application of scientific knowledge and methods. The purpose of this policy is to provide for the identification, collection, preservation and forensic analysis of physical evidence, which can be crucial to the successful investigation and prosecution of crimes and demonstrations of guilt or innocence.

POLICY: To thoroughly investigate serious crimes and use specialized employees, techniques, and equipment to identify, collect, preserve, package, catalogue, transmit and/or store, for prosecution, recoverable physical evidence.

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6.04.01 DEFINITIONS:

Crime Scene Investigations (CSI) Division is organized under the Investigative Services Bureau. CSI personnel include crime scene investigators (in a primary capacity) and crime scene officers (in an auxiliary capacity).

Crime Scene Investigator means an employee who is specially trained, equipped and assigned to collect physical evidence at the scene of a crime. Crime Scene Investigators have operational authority for ensuring the legal and scientific integrity of assigned crime scene investigations. At a minimum, crime scene investigators will be specially trained to develop the following skills:

1. Techniques for developing and recovering latent prints.
2. Basic collection and preservation of physical evidence, including the recovery of trace evidence, biological material, and foot, tool and tire impressions.
3. Basic criminal investigation.
4. Basic crime scene photography.
5. Search and seizure updates.
6. Basic crime scene diagramming.
7. Knowledge of biohazards and contamination.
8. Identifying and comparing latent fingerprints and palm prints.
9. Other duties as assigned by the crime scene supervisor.

It is necessary for crime scene investigators to be up to date with new equipment and examination techniques. To achieve this goal, it is recommended that crime scene investigators complete at least 40 hours of in-service training relating to crime scene and/or identification in each 12-month period. The crime scene supervisor will coordinate scheduling of training with the Training Division.

Crime Scene Officers are patrol officers who are specially trained, equipped and assigned the additional duties of responding to investigations that require photography or specialization in the collection of evidence. Crime Scene Officers have operational authority for ensuring the legal and scientific integrity of assigned crime scene investigations. When additional expertise is required, or in certain cases specified by this policy, a crime scene investigator must respond, but may be assisted by crime scene officers.

Computer Evidence: For the purposes of this section, computer evidence will include computers, including any electronic, magnetic, optical, electrochemical, or other high speed data processing device performing logical, arithmetic, or storage functions; data storage facilities such as magnetic tape, hard disk, floppy disk or drum, CD ROM or scanner; communication facilities directly relating to or operating in conjunction with such device; devices for printing records of data; manuals, documents, or instructional material relating to such devices and printers and similar written material.

6.04.02 MINOR CRIME SCENE INVESTIGATIONS

- I. Minor crime scene investigations are those that are limited to simple diagrams, simple fingerprint dusting, or collecting and preserving items for laboratory processing. Misdemeanor offenses and property crimes (especially those with a suspended case status) frequently fall within this category. When a detailed description is included in the report narrative, photography is usually not necessary in minor crime scene investigations.
 - A. Simple fingerprint dusting can be described as limited powder and brush processing for latent print recovery. If it entails only a few items or limited areas, it can often be performed more expediently by the on-scene patrol officer. This provides for maximum efficiency in patrol resources by reducing the patrol officers on scene time. In many instances it would otherwise be

necessary for the patrol officer to remain at the scene and secure the chain of custody until the crime scene officer/investigator arrives and can be briefed of the situation.

B. A suspended case is a case that lacks information warranting an investigative follow-up, such as those that lack identifiable suspect or suspect vehicle information, witnesses who can provide a distinct description of suspects, or other specific leads.

1. The possibility of fingerprint evidence alone is not enough to justify an open case status.

II. It is the responsibility of each patrol officer to conduct minor crime scene investigations as part of their preliminary investigations.

A. Each patrol officer will ensure proper maintenance of fingerprint dusting and evidence recovery supplies in their assigned kits. Replacement supplies, when needed, will be obtained from the CSI office.

1. Evidence kits will contain at a minimum black fingerprint powder, a fiberglass brush, transparent lifting tape, white latent lift cards and envelopes, paper evidence bags, and gloves.

B. A description of the processing and recovery method(s) used, results and disposition of evidence will be included in the offense report narrative.

C. Evidentiary latent lift cards will be submitted to the CSI office for examination.

D. Patrol supervisors will ensure that each patrol officer receives basic fingerprint dusting and evidence recovery training available through the CSI office and refresher training when needed.

III. A patrol officer or investigator will remain at a minor crime scene until cleared by the assigned crime scene investigator or police sergeant.

6.04.03 MAJOR CRIME SCENE INVESTIGATIONS

I. Major crime scene investigations are those that require expertise or specialization in the collection of evidence (such as photography, swabs, casts, or collection of fluids, fibers, and hair, special fingerprinting techniques, and complex measurements). Crime Scene Investigators will conduct major crime scene investigations.

II. It is the responsibility of the first officer arriving at the scene of a major crime or major accident to:

A. Administer assistance to preserve life and limb and call for medical assistance as necessary.

B. Direct attention to the apprehension of suspects.

1. Provide dispatch with details of the offense and information concerning the suspects.

C. Absent suspects or injured, establish a crime scene perimeter to include the maximum physical area likely to contain physical evidence.

1. Crime scene barrier tape will be supplied by the patrol supervisor.

- D. Remove unauthorized persons from the perimeter.
 - 1. Keep all persons at the location until they are identified and interviewed.
 - 2. Separate witnesses to prevent their talking to each other.
 - E. Prevent entry into the perimeter.
 - 1. This includes police officers and supervisors who are not required to assist crime scene officers/investigators.
 - 2. In the case of a death investigation, employees of the Fire Department (limited to two medics with a stethoscope) shall be allowed into the premises to check for signs of life, except where the person(s) have suffered obvious injuries incompatible with life or are in an advanced state of decomposition as deemed by the Major Crimes Sergeant.
 - F. Summon additional units necessary to protect the perimeter.
 - 1. Each assisting officer (or supervisor) at the scene will document his/her activity through a supplement to the offense report.
 - a. Investigative personnel will document their activity through an investigative supplement report.
 - G. Record complete identifying information of all persons within the crime scene, all persons having access to the crime scene, and all possible witnesses.
 - 1. Each entry will be recorded in the crime scene log.
 - H. Make every effort to preserve and protect the crime scene and evidence within.
 - 1. Protect the scene from elements, self and fellow officers.
 - 2. Allow nothing to be touched, moved or handled until it has been noted/diagrammed, photographed, examined for fingerprints or other traces of evidence and it has been determined that all evidence is ready for collection and preservation.
 - I. Notify a supervisor, who will determine if investigative or other personnel should be requested.
 - J. Remain at the scene and protect it until relieved by the reporting officer, a patrol supervisor or crime scene officer/investigator (or accident investigator at major accident scenes).
 - K. Relay critical information to the crime scene officer/investigator in charge before leaving the scene.
- III. A patrol officer or investigator will remain at a major crime scene until cleared by the assigned crime scene investigator, major crimes investigator, or police sergeant.

- IV. It is the responsibility of crime scene officers/investigators to:
- A. Respond to calls for service when dispatched.
 - B. Ensure that proper steps are taken to secure the crime scene with barrier tape, personnel or barricades. Crime scene officers/investigators will adjust the perimeters of the scene as necessary.
 - C. Receive a scene briefing from the reporting officer or a designee. This should be someone with adequate knowledge of:
 - 1. Victim information
 - 2. Offense type and what transpired
 - 3. Suspect information, if known
 - 4. Witness information
 - 5. Relevant medical history and doctor information
 - 6. Vehicle information, if known
 - 7. Time and location of other scenes, if any, and
 - 8. Location of evidence already identified, including loaded weapons
 - D. Exercise proper care and judgment in regard to personal safety. This includes wearing biological protection equipment or safety reflective vests when the scene or area consists of these types of hazards.
 - E. Determine if additional crime scene officers/investigators and/or the crime scene supervisor or designated acting supervisor should be notified and make that notification personally.
 - F. Ensure that the body of any deceased human is not moved in any manner until the arrival of the Medical Examiner's Office personnel. An exception to this would be if valuable evidence would be lost due to inclement weather that requires the body to be moved or protected from the elements.
 - G. Coordinate with detectives, the Property & Evidence (P & E) Division and other crime scene officers/investigators to ensure proper identification, preservation, evaluation, documentation and processing of all evidence.
 - H. Maintain care, custody and control of signed consent to search forms (obtained by sworn personnel), evidence transmittals, photographic logs, gunshot residue (GSR) tests, post-mortem and latent fingerprint cards, and all items of physical evidence recovered at the crime scene or from items related to or collected from the crime scene.
 - I. Account for all known evidence before leaving a crime scene.
 - J. On major scenes involving blood, body fluids or other biological hazards in a public place, request notification of the Fire Department and/or Environmental Services Department who will determine the appropriate measures for biohazard cleanup.
 - K. Upon returning to the CSI office, process and store items of evidence as specified by policy in accordance with accepted legal and scientific methods.

- L. Clean dirty and contaminated equipment. This includes the interior and exterior of the Mobile Crime Lab (MCL) vehicles, camera equipment, boots and soiled clothing and biohazard waste disposal bags.
 - 1. Each employee will comply with applicable OSHA requirements for safe handling and disposal of biohazard waste and other hazardous materials in the workplace.
 - a. Biohazard waste disposal will be coordinated through the P & E Division.
 - b. The crime scene supervisor will ensure that applicable Material Safety Data Sheets are maintained and available in the CSI lab.

6.04.04 CRIME SCENE RESPONSE

- I. The first officer on the scene of any offense will make the initial determination of whether a crime scene search by specialized personnel is necessary.
- II. Crime scene investigators will be called to the scene of all:
 - A. Death investigations, other than natural causes.
 - 1. Crime scene and detective notification are not necessary for death investigations involving natural causes where the Medical Examiner has released jurisdiction of the body to the funeral home without sending a field agent to the scene.
 - B. Shootings, stabbings and other aggravated assaults with life-threatening injuries where there is physical evidence.
 - C. Police involved shootings.
- III. Crime scene officers or crime scene investigators will be called to the scene of all:
 - A. Sexual assaults, where physical evidence other than the clothes the victim is wearing requires collection.
 - B. Abuse of children or the elderly, where there is photographic or other physical evidence.
 - C. Aggravated robbery, where there is physical evidence (other than simple fingerprint dusting or surveillance videotape collection).
 - D. Other major crime scenes (as defined by this policy) where there is physical evidence (other than simple fingerprint dusting). These may include:
 - 1. Felony Burglary
 - 2. Felony Theft
 - 3. Motor vehicles stolen in Grand Prairie and recovered in Grand Prairie.

- a. Motor vehicles stolen in another jurisdiction will normally be investigated by that agency.
- 4. Felony Criminal Mischief involving City property or numerous offenses.
- 5. Attempted Felony Burglary, if there is a suspect in custody.
- 6. Drug labs and raids, at the request of the Narcotics supervisor.
- 7. Arson, at the request of an Arson Investigator.
- 8. Motor vehicle collisions involving life-threatening injuries, or fleet accidents involving vehicles owned by the City of Grand Prairie or Grand Prairie Independent School District, at the request of an Accident Investigator.
 - a. Routine photography and evidence collection at major accidents or fleet accidents will be performed by accident investigators.

E. When requested by a patrol supervisor or detective.

IV. Emergency communications personnel will not dispatch crime scene investigators to a scene until requested by a police officer at the scene, patrol supervisor or investigator.

- A. On-duty crime scene investigators will be accessible via cell phone and/or portable radio while on-duty.
- B. If the first officer at the scene determines that a crime scene search by specialized personnel is necessary and no crime scene officers/investigators are on-duty, it is the responsibility of the first officer to notify the patrol supervisor of the situation and pertinent details.
- C. It is the responsibility of the patrol supervisor to respond to the scene and determine whether or not to cause the crime scene supervisor or designated acting supervisor to be notified of the callout request based on the following criteria:
 - 1. Whether the incident resulted or is likely to result in the loss of human life.
 - 2. The incident is aggravated and by its nature requires the full implementation of Departmental resources.
 - 3. A lesser degree of offense, where the crime scene cannot be adequately protected until a crime scene officer/investigator comes on duty.
 - a. Generally, most crime scenes cannot be adequately protected for any extended length of time.
 - b. It is encouraged that a crime scene investigator callout be requested whenever the offense involves the type listed under 6.04.04 III and a crime scene officer/investigator is not scheduled to come on duty for more than two hours.

- D. Off-duty crime scene investigator callout will be in accordance with Policy 5.32.04 “Off-Duty Secondary Responder Callout” and 5.32.05 “On-Call Status”.
1. Crime scene investigators will be called out to the scene of all:
 - a. Death investigations, other than natural causes. (See: 6.04.04, II, A, 1)
 - b. Shootings, stabbings and other aggravated assaults with life-threatening injuries where there is physical evidence.
 - c. Police involved shootings.
 2. For other offenses, the crime scene supervisor or designated acting supervisor will, after being briefed by the on-scene patrol supervisor, determine if on-scene response by the on-call crime scene investigator will be made.

6.04.05 CRIME SCENE VEHICLES AND EQUIPMENT

- I. Mobile Crime Lab (MCL)
- A. The purpose of the MCL vehicles is to provide crime scene investigators with a means to respond to various crime scenes with the necessary equipment and supplies for recovery of latent fingerprints, photography, scene sketches, and collection and preservation of physical evidence.
1. MCL vehicles are to be operated only by crime scene investigators trained in the use of the equipment therein and only for authorized City business.
 2. Each MCL vehicle is to have permanently attached cabinets and/or racks to securely hold the equipment assigned to it. This includes locking storage for items of evidence. Each MCL vehicle must contain at least the minimum amount of supplies and equipment assigned to that vehicle. A master inventory list of supplies and equipment assigned to each MCL vehicle is to be maintained by the crime scene supervisor.
 3. Each crime scene investigator is to maintain a monthly inventory system that assures that each MCL vehicle stocks the correct type and amount of supplies and that all equipment is in proper working order.
 - a. Shortages and/or malfunctioning equipment must be reported to the crime scene supervisor as soon as possible so repairs or replacement as necessary can be arranged.
 4. Crime scene investigators are to use the MCL vehicles when leaving the police facility on calls, work-related errands and breaks, including meal breaks.
 - a. Consideration should be given to using another vehicle if out of town business or court will impair the availability of crime scene processing equipment for an extended period of time.

6.04.06 EVIDENCE COLLECTION AND PROCESSING**I. Evidence Preservation**

- A. It is the responsibility of each patrol officer, crime scene officer/investigator, or other employee who collects physical evidence to:
1. Preserve the item, as near as possible, in the condition in which it was observed, identified and collected.
 2. Prevent contamination of physical evidence by foreign substances during preservation, collection and transportation to the police facility or lab.
 3. Prevent loss, destruction, decay or degeneration of evidence or any of its information during preservation, collection, storage or transportation to the police facility.
 4. Protect evidence from tampering or handling by any unauthorized persons not assigned to the investigation or already involved in the chain of custody.
 5. Assure a clean and unbroken chain of custody of evidence collected and submitted to the crime lab, P & E Division, or court.
 6. Assure that maximum information is obtained from each item of evidence before it is released from custody.
 7. Assure legal and scientific integrity of all evidence that is collected.

II. Packaging and Marking Physical Evidence

- A. All evidence is to be packaged in a manner that affords maximum protection from tampering, contamination, spoilage, destruction and loss. Refer to P & E Division policy and manuals.
1. Air permeable containers such as paper bags, cardboard boxes (slide or flip top), envelopes or druggist folds are to be used when packaging evidence to be processed or sent to the crime lab.
 2. Evidence will be packaged in plastic when such packaging will not hinder processing or cause evidence degradation.
- B. All evidence is to be marked or tagged with the date, initials and ID number of the patrol officer or crime scene officer/investigator who collected and packaged the evidence.
1. On small items of evidence, the patrol officer or crime scene officer/investigator may place the markings on the exterior of the container in which the evidence is placed.
 2. Personal property of persons involved in a crime is not to be marked in such a way that will deface or alter the appearance or value of the item.
 3. The exterior of each container is to be marked with:
 - a. Service number

- b. Type of offense reported
 - c. Location of collection
 - d. Date and time of collection
 - e. Item number on property sheet
 - f. Brief description of the evidence including model and serial numbers, brand names, size, color, and location found.
4. All containers are to be sealed with “tamper proof” evidence protection tape marked with the date, initials and ID number of the patrol officer or crime scene officer/investigator who collected and packaged the evidence.
 - a. If the tape must be broken after being sealed, the patrol officer or crime scene officer/investigator is to reseal the container and again initial and date the new seal before releasing the container to the P & E Division. The reason for breaking the seal is to be documented in the report.
 - b. Evidence packaged in plastic is to be marked across each seal with the date, initials and ID number of the patrol officer or crime scene officer/investigator who collected and packaged the evidence.
 5. All fragile or breakable evidence is to be packaged in an appropriate container and clearly marked as “FRAGILE” or “BREAKABLE” etc.
 6. All potentially hazardous evidence such as weapons, live ammunition, sharp edged items, poisons or chemicals are to be packaged and marked in accordance with the P & E Division regulations.
 - a. Biological specimen will be handled in a manner to prevent contamination or spoilage and danger, risk or harm from exposure, and will be clearly marked “BIOHAZARD.”
 7. Sharp edged items of evidence are to be placed in cardboard protected sleeves and packaged in a paper bag with notification of such evidence on the outside of the bag.
 8. Wet evidence is to be completely air dried before packaging (air permeable) for storage.
 9. Firearms may be packaged with their magazines but in an unloaded condition. Ammunition is to be packaged in a separate container.
 10. Fired projectiles and spent cartridge cases are to be packaged in a cardboard box or small envelope after being properly marked.

III. Collection of Known Standards

- A. When an unidentified item or substance believed to be foreign to the scene is collected, the patrol officer or crime scene officer/investigator is to also collect comparable substances and materials from known sources for identification and/or elimination purposes.
 1. This includes obtaining major case prints (also referred to as “*major criminal prints*” which are a recording of all the friction ridge detail covering the hands) from suspects for

comparison to latent prints recovered at the crime scene. Major case prints are utilized to make accurate and conclusive comparisons with all latent prints obtained during an investigation. Often numerous latent prints developed at crime scene are of ridge areas of the palms or fingers that do not appear, for comparison purposes, on a routinely rolled set of fingerprints obtained by Detention personnel. Major case prints are sometimes needed to adequately compare all latent prints developed in a case.

- a. It is the responsibility of Crime Scene personnel to take major case prints from all suspects arrested for homicide, robbery, burglary, theft, weapons violations, or any other offense when requested by the arresting officer or investigator if major case prints are needed to compare to latent print evidence.
2. Since the potential always exists that evidence in the form of trace materials and substances that may not be recovered until a later time may have been transferred to the suspect or object in the suspect's possession during the commission of the offense, known standard samples of such materials and substances will be collected from the crime scene.
 3. Known standards that may be collected include, but are not limited to:
 - a. Hair
 - b. Glass
 - c. Soil
 - d. Blood
 - e. Wood
 - f. Paint
 - g. Post-mortem / Elimination finger and palm prints
 - h. Gun powder residue
 - i. Fabric and carpet materials
 - j. Building materials
 - k. Volatile fuels and lubricants
 - l. Safe Insulation
 - m. Documents and writing materials/samples
 4. The location from which known standard samples are collected can be critical, especially in cases where fracturing or tearing has occurred, such as with glass, wood, paint, metal and paper.
- B. The crime scene officer's/investigator's report is to document in detail what known standard samples were collected and the location from which they were obtained.
 - C. When the collection of known standards of any biological evidence is required, the assigned detective is responsible for getting any necessary written permission and/or search warrant for such evidence.
 - D. When known standards are required for submission of questioned biological evidence to a forensic laboratory, the crime scene investigator or detective is to make every effort to obtain such standards as rapidly as possible, due to the deterioration of the questioned evidence.
 1. Detectives may perform buccal swab DNA evidence collection in accordance with the written instructions included with the buccal swab kit.

- E. If at any time a forensic lab does not accept biological evidence due to a lack of known standards for comparison, a brief note of explanation is to be made by the person who submitted the evidence to the lab in the remarks section of the original evidence transmittal form. The evidence is to be returned to the P & E Division for storage until known standards are obtained or the detective assigned to the case authorizes destruction of the evidence. The explanation will include:
1. What forensic laboratory refused the evidence
 2. The date of submission and refusal
 3. Who submitted the evidence
 4. Whether known standards are being sought or obtained
 5. Who is obtaining the standards

IV. Chain of Custody

- A. A clear and unbroken chain of custody is to be kept on all evidence that is collected. The chain of custody should be limited to as few people as possible.
- B. Every transfer of possession of physical evidence is to be documented on the appropriate forms. Documentation is to include:
1. Date and time of transfer
 2. Receiving person's name and functional responsibility
 3. Reason for the transfer
 4. Name and location of the laboratory (if applicable)
 5. Synopsis of the event
 6. Examinations desired
 7. Date of transfer to a laboratory not within the agency

V. Processing of Physical Evidence

- A. Items of evidence will be collected and processed through use of accepted scientific and legal methods. Lab manuals are to be consulted for assistance in chemical processing.
- B. All collected evidence is to be processed and released to the P & E Division for storage in a timely manner.
- C. Specific guidelines for processing are:

1. Items of evidence that only require simple fingerprint dusting are to be processed in the field when possible.
2. Items requiring chemical processing (other than dusting) for latent prints are to be collected and brought to the CSI lab for processing.
 - a. When a patrol officer determines that fingerprint evidence may be present on an evidence item that requires more than dusting with powder (such as chemicals) they have collected relating to a suspended case, they will appropriately package the item, book the item to the P & E Division, and forward a completed evidence processing request form to the CSI office via email to CSIU@gptx.org.
 - b. Upon receiving the completed evidence processing request form, crime scene investigators will obtain the item from the P & E Division, process it in the appropriate manner, and document the results in the processing report.
 - c. The completed form will remain in the crime scene office. The processing report will be routed to the assigned detective.
3. Items that contain fragile trace evidence such as hairs, fibers, soil, or similar substances that might be damaged, contaminated or lost in transportation, are to be collected at the scene.
4. Items that contain wet evidence or any biological evidence are to be collected and dried before being submitted to a lab.
5. Biological evidence or any evidence requiring refrigeration is to be collected and transported to the CSI lab as soon as possible. It will be placed in the appropriate storage facility and the P & E Division notified of its location.
6. All biological evidence is to be clearly marked with “BIOHAZARD” warning labels.
7. In collecting transfer or impression evidence, consideration is to be given to collecting the entire item or piece containing the evidence. If collection on this scale is not practical, then the evidence is to be photographed, diagrammed and cast or collected using the current accepted procedures.

VI. Evidence Disposition

- A. Crime scene officers/investigators will review all physical evidence they collect for:
 1. Evidentiary value
 2. Comparability
 3. Collection and preservation techniques
 4. Secure chain of custody
- B. The crime scene officer/investigator is to confer with the detective assigned to the case about the disposition of the evidence. The crime scene officer/investigator is to take appropriate action to

assure that the decision of the detective is carried out in a timely manner. All activities and correspondence regarding the movement and processing of physical evidence are to take place through the CSI office. All movements of evidence are to be coordinated with the P & E Division and documented on the chain of custody form and/or via a supplemental report.

1. Dispositions can include:
 - a. CSI lab or crime lab processing
 - b. Storage
 - c. Release
 - d. Destruction, due to lack of evidentiary value

2. The assigned detective is to decide disposition of the evidence based on:
 - a. Solvability of the offense
 - b. Seriousness of the offense
 - c. Cost of the laboratory examinations needed
 - d. Evidentiary value of the evidence
 - e. Legitimacy of the offense
 - f. Perishability of the evidence

3. When the assigned detective decides to submit the evidence for crime lab processing, the detective will obtain budgetary authorization through his/her supervisor and then submit an evidence processing request form to the CSI office, who will cause the evidence to be transported to the indicated forensic laboratory.
 - a. Narcotics evidence will be transported by Narcotics Division personnel.
 - b. Arson evidence will be submitted by Arson Investigators.
 - c. Traffic evidence, DWI blood or urine specimens will be transported by Traffic Division personnel.

- C. Biological evidence, such as fresh blood, blood stained objects, other physiological stains and tissue, and biological materials should be sent to the appropriate forensic laboratory for analysis and/or storage within 72 hours of collection to lessen the possibility they will degrade and lose their evidentiary value. Any such items that are wet should be submitted more quickly if possible and kept refrigerated.
 1. Biological evidence may be collected by a crime scene officer/investigator, Medical Examiner's Office investigators, or doctors and nurses at any hospital to which the victim is transported. Documentation of the moving of these items will be indicated on the chain of custody sheet and/or in an ARS supplement.
 - a. Patrol officers who accompany a sexual assault victim to the hospital shall collect and appropriately package any of the victim's clothing not collected by the hospital personnel and submitted to the Grand Prairie Police Department's Property and Evidence Division.

 2. Biological evidence is to be submitted to one of the following locations:
 - a. Refrigerated evidence locker in the evidence room
 - b. Refrigerated P & E Division storage

- c. IF DRIED, the un-refrigerated P & E Division evidence lockers at the main police facility
- 3. Consultation with the assigned detective should be done as soon as possible so any needed lab analysis on biological evidence can be quickly arranged. The crime scene officer/investigator must confer with the assigned detective regarding the solvability and/or disposition of each case involving biological evidence before any evidence is submitted to a forensic laboratory for analysis. (for DNA only ASCLD/LAB.)
- 4. When results of crime lab analysis are received, the original will be submitted to Records Division, who will forward a copy to Investigative Services for review by the assigned detective. Evidence returned after lab analysis is to be booked in and stored in the P & E Division.

6.04.07 CRIME SCENE REPORTS

- I. To ensure an accurate record of events that transpire at the scene in connection with the investigation, each crime scene officer/investigator who processes a crime scene will prepare a crime scene report or supplement report.
 - A. The crime scene report will include the following information:
 - a. Service number and case identification information
 - b. Date, time and method of notification
 - c. Date and time of arrival at the scene
 - d. Location of the search
 - e. Situation (information from briefing by first officer or designee)
 - f. Name of victims, if known
 - g. Weather conditions
 - h. Preliminary examination
 - i. Duty assignments and personnel at the crime scene
 - j. Detailed examination and description of the scene and its condition
 - k. Crime scene video (if applicable)
 - l. Crime scene photographs (if applicable)
 - m. Crime scene sketch (if applicable)
 - n. Latent print examination (if applicable)
 - o. Evidence recovery procedures
 - p. Evidence log
 - q. Date and time of departure from the scene
 - r. Follow up activity (if applicable)
 - B. Any follow up crime scene investigation activity will be documented in a supplemental report.
 - C. Crime scene reports will be reviewed by the crime scene supervisor or designated acting supervisor before they are approved and transferred to the Department's Record Maintenance System.

6.04.08 SPECIALIZED FORMS

- I. Certain types of offenses require additional information that is not easily documented in the standard crime scene report forms. Examples of specialized forms are:
- A. Evidence Processing Request
1. Primarily used for two purposes:
 - a. For patrol officers to request in-house crime lab processing (other than simple dusting) for fingerprints on evidence they collect relating to an offense with a suspended case status.
 - b. For detectives to request in-house or outside crime lab processing of evidence relating to an offense with an open case status.
 2. Crime scene investigators will document the results in the processing report.
 3. The completed processing report will be added as a supplement in ARS.
- B. Latent Print Comparison Request
1. Used to request the comparison of latent lifts to the fingerprints or palm prints on file for a particular suspect for identification purposes, or to the fingerprints or palm prints of a victim for elimination purposes.
 2. The detective requesting a latent print comparison will complete the request form and submit it to the CSI office.
 - a. When necessary, it is the responsibility of the assigned detective to obtain inked finger and palm prints from victims (and other persons having lawful access to objects and places involving any offense) for elimination purposes.
 - b. When necessary, the crime scene investigator will request postmortem finger and palm prints from the Medical Examiner's Office for elimination purposes.
 3. The latent print examiner will obtain the latent print lift cards from the P & E Division. Chain of custody information will be documented on the latent print enveloped and an ARS supplement.
 4. Upon completion of the requested examination, a supplement will be added in ARS.
 - a. Latent print lift cards will be returned to the P & E Division.
 - b. Suspect's inked finger and palm print cards will be returned to Records Division.
- C. Automated Fingerprint Identification System (AFIS) Transmittal Form
1. Used to submit suitable latent fingerprints to the Automated Latent Print Section of the Texas Department of Public Safety Crime Laboratory in Austin, Texas, as specified by

this policy. Only used when CSI's are not qualified to run AFIS. Chain of custody information will be documented on the latent print envelope and in an ARS supplement.

D. Scene Diagram

1. Used to illustrate the location of victim(s) or pertinent evidence.
2. On motor vehicle collisions and traffic fatalities, the Accident Investigator's diagram will suffice.

II. Crime scene investigators are to use all forms that are necessary to convey all available information in simple, direct language.

6.04.09 PHOTOGRAPHY AND VIDEOTAPING

I. Photographing the crime scene.

A. Generally, the crime scene officer/investigator has discretion whether to photograph a crime scene, but certain types of crime scenes should always be photographed to provide another form of documentation. These include:

1. Homicide
2. Death investigations involving suspicious circumstances
3. Police involved shootings
4. Any scene where photography is needed to properly document or portray the scene

B. Photographs of crime scenes are to be taken in a manner that will produce clear, undistorted photographs that will not represent or visually alter the scene in any way.

C. Photographic ID Card

1. The first photograph used in crime scene photography is to be a photographic ID card that identifies the photographs for filing, reprints, and court testimony. The photo ID card shall include the following:
 - a. Service number
 - b. Offense as reported
 - c. Date and time of photographs
 - d. Location photographed
 - e. Victim / complainant
 - f. Photographer's name and ID#

D. Exterior Crime Scene Photography

1. Establish the location of the crime scene photographs from a distance to include a landmark, street sign, business name or address, etc.

2. Take mid-range photographs to record the relative positions of closely related items of evidence.
3. Take close-up photographs of individual items of evidence with a scale or other device, if necessary. See the section “Scaled Photographs” for the use of scales in crime scene photography.

E. Interior Crime Scene Photography

1. Establish the location of the building or apartment through exterior photographs. (See exterior photography section)
2. Photograph rooms and other interior areas from typical observation points using a standard lens (50 mm). This may be followed by a wide-angle lens (28-35 mm), if available. This will show the relative positions of all items and furnishings within the crime scene area.
3. Take photographs from at least four (4) corners or different positions in the room to show all items which are visible. This can be done with a wide-angle lens (28-35 mm), showing the floor to ceiling.
4. Take mid-range photographs to show the relative positions of closely related items of evidence.
5. Take close-up photographs of individual items of evidence, with a scale or other device, if necessary.

F. Scaled Photographs

1. Courts may require that the scene not be altered by the introduction of marks, scales, arrows or other devices in the photographs used for court purposes. For this reason, when a scale or other mark is included in a photograph for investigative purposes, another photograph of the object is to be taken first, without the mark, scale or device.
2. The first (unaltered) photograph may be taken from the same distance and angle and with the same camera settings as the (second) photograph with the mark, scale or device.
3. A scale or other device is to be used during photography when an item’s size, color, or precise location or orientation is of evidentiary value or may become of value.
4. Items that should be photographed with a scale or other device include tool marks, impressions (latent, blood or shoe), projectiles, projectile holes or indentations, breaks, tears or bruising to tissue or skin, blood droplets, foreign objects, or anytime where the size and location of an item needs to be documented.
5. The scale or other device should be included on a level and angle that is consistent with the item being photographed, in order to eliminate any size distortion. This photograph should be taken as near to a 90-degree angle as possible.

6. No scale should be used which advertises a product, person or company, or causes that product, person or company logo, name or description to be visible in a photograph.
- II. In 1997 the International Association for Identification recognized digital imaging as a scientifically valid and proven technology. Digital imaging, when properly used, represents a significant cost savings and quality control capability over film photography. Digital still cameras will be used for crime scene photography. Other criminal or traffic investigation personnel who use digital still cameras in the course of their duties should also incorporate these same digital imaging standards.
- A. Digital still cameras are expensive pieces of equipment and must be operated according to the manufacturer's instructions to avoid damaging the camera. Therefore, only trained crime scene officers/investigators will use the CSI digital still cameras.
 - B. It is the responsibility of the crime scene officer/investigator to:
 1. Use the proper settings on the digital still camera according to the manufacturer's specifications and recommendations as contained in the operating manual.
 - a. The date and time shall be set when batteries are changed
 - b. The date and time shall never be displayed on images
 - c. If the settings are changed, the proper settings shall be corrected immediately upon completing the photography.
 2. Transfer the digital images to the import file on the network for uploading to evidence.com.
 3. Format (erase) the memory card.
 - C. Equipment
 1. Crime scene officers/investigators shall check the digital still camera equipment, on a daily basis, for proper performance and settings.
 2. All equipment shall be maintained according to the manufacturer's specifications and recommendations as contained in the operating manuals.
 3. Any problems shall be brought to the crime scene supervisor's attention and the equipment shall be taken out of service until the problem has been corrected.
 4. Once corrective actions have been taken, a system check should be performed prior to putting the system back into operation.
 - D. Software
 1. If software errors that significantly affect the results of a processing step are detected, corrective actions should be taken.
 2. If the manufacturer identifies software errors and provides corrective remedies, the remedies should be implemented before the software is used again.

3. Once corrective actions have been taken, a system check should be performed prior to putting the system back into operation.

E. Training

1. All crime scene officers/investigators shall be trained and tested for competency and proficiency in photographic procedures and the operation of relevant digital imaging technologies. Proficiency testing should be repeated on a regular basis or when significant changes in hardware or software are made.
2. Crime scene officers/investigators should endeavor to maintain awareness of new legal developments relating to the use of digital imaging technologies in the criminal justice system.
3. Crime scene officers/investigators shall testify in court when necessary and should be responsible for explaining the digital imaging operations to a jury, which may include:
 - a. Image Acquisition and Storage: capture, transfer and storage.
 - c. Image Processing: intermediate storage/working images, image enhancement processes, and application processes.
 - d. Output: printers, papers, other devices and media.

III. Video Documentation of the Crime Scene

- A. Generally, the crime scene investigator has discretion whether to video tape a crime scene, but certain types of crime scenes should be videotaped to provide another form of documentation. These include:
 1. Homicide
 2. Death investigations involving suspicious circumstances
 3. Police involved shootings
 4. Any scene where standard photography would not be descriptive enough to properly document or portray the scene
- B. The video is to begin with the same type of ID card as used with the crime scene photographs. This ID card is to be at the beginning and end of the scene taping.
- C. The crime scene investigator should plan the video process so that the video is continually recording and there are not any breaks or lapses in time from beginning to end.
- D. The crime scene investigator may choose whether to narrate as the video is being made.
 1. Audio can either be made at the time of recording or it can be dubbed at a later time.
 2. The video can also be completed without any narration.

6.04.10 SKETCHES AND DIAGRAMS

- I. The decision to sketch or diagram a crime scene rests on the crime scene officer/investigator based on the complexity of the scene and the seriousness of the offense.
- A. A sketch is made for the following reasons:
1. Provide a permanent record of conditions otherwise not easily recorded.
 2. Assist in the reconstruction of the crime scene.
 3. Record the exact location of and spatial relationships between pieces of evidence and their surroundings.
 4. Help to refresh the memory of the crime scene officer/investigator when testifying in court.
 5. Help correlate the testimony of witnesses.
 6. Eliminate unnecessary and confusing details.
 7. Complement the crime scene photographs.
 8. Provide distances between objects and their relationship within the overall scene.
- B. Diagrams project clear and concise facts. It proportionately and accurately portrays the scene of a crime and items within it that are of interest to the investigation.
- C. Crime scene sketches and diagrams are not drawn to scale but should be drawn proportionately. The crime scene officer's/investigator's notes should contain enough information and measurements so that a scaled diagram can be completed at a later date if necessary.
- II. Sketches and diagrams are of three types:
- A. Rough Sketch – simply a rough drawing of the scene.
1. Reflects the size and shape of the scene with measurements and primary items of evidence.
 2. Should be completed before any other investigative procedure (except photographs) begins.
 3. Is not to be changed after leaving the scene.
 4. Depicts accurate distances and dimensions.
 5. Is to be kept by the crime scene officer/investigator who is responsible for the completion of the diagram. This rough sketch will be filed in the CSI office for any future use.

- B. Final Report Diagram – is the completed diagram that is turned in with the crime scene officer’s/investigator’s report of the crime scene.
1. Displays and overall view of the scene, measurements, evidence, victim’s position, vehicle position, if necessary, and anything else which is pertinent to the investigation of the crime scene.
 2. Must depict the overall scene by using aerial photos or maps of the area that show reference points such as roadways, paths, sidewalks, gates, entrances, exits and windows.
 3. Must depict the size and dimensions of the scene and surrounding evidence.
 4. Shows the relation of the crime scene to other buildings, geographical features or roads.
 5. Shows any significant features of the scene, including the position and location of the victim, weapons and evidence.
- C. Courtroom Presentation Diagram – An enlargement of the Final Report Diagram that is used for courtroom presentation and testimony. This is usually enlarged by the prosecution to a size of approximately 20” x 30”.

III. The Final Report Diagram is to contain a “Title Block” that includes:

- A. Service number
- B. Offense as reported
- C. Location of offense
- D. Date of diagram
- E. Diagram by: (Name & ID# of crime scene officer/investigator)
- F. Direction of North
- G. “Not to Scale”, if appropriate

IV. The legend is to be on a separate page from the Finished Report Diagram and is to explain all symbols and letters used to identify the physical evidence.

VI. All diagrams are to use the English system of measurements.

- A. When collecting measurements for a diagram, the crime scene investigator must decide which of the following three types of measurements to use:
 1. Straight Line
 2. Rectangular Coordinates
 3. Fixed Point Triangulation
- B. Any of the three types of measurements require at least two fixed points of measurement for each item documented. Triangulation requires a third fixed point of measurement.
- C. Only one type of measurement is used on the diagram unless special circumstances are present that require more than one type to be used.

VII. Crime scene officers/investigators may use specialized forms and maps (such as a page from the Mapsco guide, apartment complex floor plans or maintenance diagrams) for diagramming purposes.

- A. If such items are used, all advertising, company names, or maintenance comments must be deleted from the diagram.
- B. If a floor plan includes measurements, then they must be verified by the crime scene officer/investigator who is responsible for completing the diagrams.
- C. The crime scene supervisor or designated acting supervisor may request assistance from the Traffic Division in using the Sokkia forensic mapping instrument for documenting large or complex outdoor crime scenes.

6.04.11 DISTRIBUTION OF REPORTS AND RECORDS

- I. Crime scene initial and supplemental reports will be completed in Public Safety Reporting System.
 - A. Any investigative notes that are not part of the crime scene report or supplements will be filed in the CSI office.
 - B. All crime scene reports, and related information are considered confidential and will not be released to anyone except law enforcement or prosecution personnel for official purposes or as required by the Texas Public Information Act or court order.
- II. The CSI office will retain all crime scene photographs and negatives.
 - A. Photographs will not be routinely printed. Photographic negatives or digital images will be stored until requested as outlined below. Detectives will only request investigative prints when necessary. Detectives may preview digital images on the Digital Crime Scene Web.
 - B. All crime scene photographs are considered confidential and will not be released to anyone except law enforcement or prosecution personnel for official purposes or as required by the Texas Public Information Act or court order.
 - 1. Copies of crime scene photographs will be requested through the Records Division.
 - 2. The Records Division supervisor will confer with the appropriate Criminal Investigations supervisor before releasing crime scene photographs requested under the Texas Public Information Act.
 - 3. The monetary cost of printing photographs or copying them to a CD/DVD will be paid by the requesting party, if outside the Department.
 - 4. Photographs for court purposes will be made available when requested by the District Attorney’s office. If photographs are not sent to the DA in digital format, the monetary cost of printing will be paid by the requesting agency.
 - 5. Photographic negatives will remain the property of the Department and will be returned to the CSI Office upon completion of the printing.
- III. All ten print cards are electronically stored in the CSI office in the AFIX Tracker.

- A. Photocopies, faxed copies, or scanned digital images of fingerprint / palm print cards will be made available to other agencies and officers or detectives who request these items for official purposes.
- IV. Evidentiary latent lift cards will be retained by the P & E Division, after review by CSI personnel for possible suitability for an AFIS search.
- A. Latent lift cards will be used by CSI personnel for latent comparisons to known or unknown subjects.
 - B. Except for routine submissions to AFIS, latent lift cards will not be released to officers, detectives or other agencies without prior approval of the crime scene supervisor.
 - C. Chain of custody information shall be documented on the latent print envelope and an ARS supplement.
- V. Videos of crime scenes will be retained in the P & E Division.
- A. All crime scene videos are considered confidential and will not be released to anyone except law enforcement or prosecution personnel for official purposes or as required by the Texas Public Information Act or court order.
 - 1. Copies of crime scene videos will be requested through the Records Division.
 - 2. The Records Division supervisor will confer with the appropriate Criminal Investigations supervisor before releasing crime scene videotapes requested under the Texas Public Information Act.
 - 3. The monetary cost of copying videotapes will be paid by the requesting party, if outside the Department.
 - 4. Videos will be made available for viewing by officers, detectives or other personnel who need to view the tapes for evidentiary or investigative reasons.
 - 5. Copies of videos will be made available to the District Attorney's office, detectives, training coordinators, or anyone specified by the crime scene supervisor.

6.04.12 FINGERPRINTS

- I. The P & E Division will retain latent fingerprint evidence.
- A. Latent fingerprint evidence will be processed, collected and stored according to currently accepted legal and scientific practices.
 - B. Latent lift cards will be labeled with the following information:
 - 1. Date and time recovered
 - 2. Service number
 - 3. Name of officer/investigator recovering the latent print(s)
 - 4. A description and sketch of the surface

- C. Latent lift cards will be filed in case envelopes by service number in the designated latent lift evidence storage area of the P & E Division.

II. Automated Fingerprint Identification System (AFIS)

- A. Crime scene investigators will routinely examine latent fingerprint evidence and submit suitable unidentified latent lift cards to the AFIS cabinet located in the Crime Scene office for AFIS entry by AFIS certified CSI.
 - 1. Latent lift card evidence transmittals will be logged and documented on the latent print envelope and in an ARS supplement.
 - 2. A photocopy or scanned digital image of the latent lift card will be retained by the CSI office in the tracking file until the latent lift cards have been returned. (ONLY IF MAILED TO AUSTIN)
 - 3. AFIS “Hits” will be logged and the original AFIS report submitted to the Records Division, who will forward a copy to Criminal Investigations for review. (ONLY IF MAILED TO AUSTIN)
 - 4. AFIS reports will be submitted to ARS as supplements and routed to the Crime Scene supervisor for approval and transfer.

III. Print Comparisons

- A. After the successful completion of a basic fingerprint school, and after demonstrating competency in classification and tenprint comparison, crime scene investigators shall be authorized to “classify” and “compare” tenprint cards. Ink to ink tenprint identifications shall not require verification or review.
- B. Based on training and experience, the crime scene supervisor will designate personnel to perform “latent” comparisons and/or verifications of finger, palm and barefoot “latent” impressions. Only authorized personnel shall perform “latent” examinations.
 - 1. No set number of “characteristics” or “points” shall be established to determine a positive identification.
 - 2. “Latent” comparison reports shall be limited to:
 - a. Positive “match” or identification.
 - b. No “match” or identification observed.
 - c. “Inconclusive” due to poor quality inked impression, copy of inked impression, or lack of needed impressions.
 - 3. All identifications must be verified by a second authorized person and the identification report reviewed by the crime scene supervisor or designated acting supervisor prior to the dissemination of any report.
 - 4. Latent print examination reports will be added in ARS as supplements and routed to Crime Scene supervisor for approval and transfer.

6.04.13 PURGING OBSOLETE RECORDS

- I. Destruction of obsolete offense investigation records, including evidentiary latent fingerprints, results of chemical analysis, laboratory reports and crime scene photographs, will be conducted in accordance with Local Government Code Chapter 203. Management and Preservation of Records.
 - A. Offense investigation records for cases not cleared by arrest or prosecution will be retained until the statute of limitations has run.
 - B. Notwithstanding any other statutory provision, offense investigation records for cases cleared by arrest or prosecution will be retained for the following time periods after arrest or citation:
 - 1. 6 months for Class C misdemeanors.
 - 2. 2 years for Class A and B misdemeanors and state jail felonies.
 - 3. 10 years for second and third-degree felonies and driving while intoxicated offenses.
 - 4. 50 years for first-degree and capital felonies.
- II. The Property Custodian and crime scene supervisor will coordinate with the Department Records Liaison Officer (Records Division supervisor) in routinely preparing records destruction requests for obsolete offense investigation records maintained by the P & E Division or CSI office.
 - A. The Department Records Liaison Officer will submit completed records destruction request forms to the City of Grand Prairie Records Coordinator.
 - B. After destruction of obsolete offense investigation records is approved, the Property Custodian will obtain a court order from the Municipal Judge authorizing the destruction.
 - C. Once the destruction is completed, the Property Custodian will ensure proper documentation of the records destruction is provided to the Department Records Liaison Officer for entry in the disposition log.

6.04.14 SEIZURE OF COMPUTER EVIDENCE

- I. Computer equipment can be severely damaged or encounter data loss due to improper shutdown procedures. The following methods are established for the legal seizure and search of computer equipment in operation at the time of seizure, non-operating equipment, disks (all types) and drives, and peripheral equipment.
 - A. All seizure or acquisition of electronic equipment, data disks, drives or peripheral equipment will be done pursuant to the following only:
 - 1. Must be necessary to an on-going lawful investigation.
 - 2. Pursuant to a valid court process (such as a search and seizure warrant) or with written permission freely given by the person having lawful care, custody and control of the property.

- B. Extreme caution shall be exercised to protect the computer equipment and preserve all evidentiary value. The following procedure shall be used:
1. Qualified technical personnel shall be included in all planning prior to seizure of any computer equipment or data, and if possible, will be part of the seizure team.
 2. Computers will not be turned off but unplugged from the source of AC electrical power from the back of the computer CPU after first photographing the screen.
 3. Software will not be inserted into any seized or Department computer or opened prior to further examination by qualified technical personnel.
 4. All items to be seized shall be photographed in place, tagged and secured.
 5. Care shall be exercised prior to moving or removing any computer equipment from its location of seizure to avoid any “booby traps” which could result in serious injury to personnel or the equipment being seized.
 6. Seized computer evidence will only be examined by, or under the direct supervision of, qualified technical personnel.
 7. A complete bit stream back up of the data will be made, and a virus scan will be run on all equipment and data disks prior to opening.
 8. No person will install any seized software or data onto Department computers without proper authorization.
- C. Equipment should be examined prior to start up by a person skilled in computer operation. The computer could be pre-programmed to erase or destroy data, if start-up or shutdown procedures are not followed. All searches will be conducted in accordance with the Federal Guidelines for Searching and Seizing Computers Manual. It may be necessary to request further assistance from the North Texas Regional Computer Forensics Laboratory.

6.04.15 CRIMINAL INVESTIGATOR CALLOUT

- I. Criminal investigator callout will be in accordance with Policy 5.32.04 “Off-Duty Secondary Responder Callout” and 5.32.05 “On-Call Status”.
- A. Detectives will be called out to the scene of all:
1. Death investigations, other than natural causes or traffic fatalities. (See: 6.04.04, II, A, 1)
 2. Shootings, stabbings and other aggravated assaults with life-threatening injuries where there are victims, witnesses or suspects to interview.
 3. Police involved shootings.
- B. For other offenses, the Investigative Services Bureau supervisor or designated acting supervisor will, after being briefed by the on-scene patrol supervisor, determine if on-scene response by the on-call detective will be made.

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**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/16/2024

PRESENTER: Tasha Camacho, Civil Service Director

TITLE: Consider and Rule Upon the Appeals for Test Question #84 of the Police Sergeant Promotional Examination Administered on April 29, 2024

APPELLANTS: Josh Stelter

RECOMMENDED ACTION: Uphold or Deny the appeal and Modify the answer key if appropriate

QUESTION:

84. The constitution rules that regulate policing in the United States
- A. Do not allow officers to use coercive authority.
 - B. Do not allow officers to use coercive authority without reason.**
 - C. Allow officers to use coercive authority against certain populations (e.g., known gang members) without reason.
 - D. Allow officers to use coercive authority when operating within well-defined legal mandates.

Keyed Answer: **B**

RESOURCE:

Evidence-Based Policing: An Introduction, Policy Press; First edition (January 1, 2019), Section I, Chapter 4, page 43

ALLOCATION OF ANSWERS:

A-3; **B-2**; C-0; D-7

GROUND OF APPEAL & RELIEF SOUGHT:

Appellant	Grounds of Appeal	Relief Sought
Stelter, Josh	Another answer is correct in addition to the keyed answer.	Uphold the appeal and override the answer key to accept both “B” and “D” as correct.

VENDOR RESPONSE:

The appellant believes that response option D should also be considered a correct answer. The appellant believes that response options B and D are saying the same thing.

However, the information for the test question comes from the source on page 43 where it states, “The constitutional rules that regulate policing in the US do not allow officers to use their coercive authority without reason.”

The source clearly supports the key, response option B, as the correct answer.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: JOSH STELTERDate: 5/2/2024

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/29 TEST RANK: SERGEANT QUESTION # 84REFERENCE PAGES 43 REFERENCE BOOK: EVIDENCE BASED POLICING

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is D.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____

Reasons(s) supporting your appeal:

ANSWER D IS A MIRROR IMAGE OF ANSWER ^B. BY THAT I MEAN THEY ARE SAYING THE SAME THING. ANSWER D IS AFFIRMATIVE AND ANSWER ^B IS NEGATIVE

ANSWER ^B STATES COERCIVE AUTHORITY CANNOT BE USED WITHOUT REASONS. IT GOES ON IN THE NEXT SENTENCE TO DESCRIBE THOSE REASONS, NAMELY, "OBJECTIVELY REASONABLE CONCLUSIONS GROUNDED IN SPECIFIC AND ARTICULABLE FACTS"

ANSWER D STATES COERCIVE AUTHORITY CAN BE USED WHEN OPERATING WITHIN WELL-DEFINED LEGAL MANDATES.

WHEN THE BOOK STATES THE "REASONS" ONE CAN USE COERCIVE AUTHORITY AND LISTS THOSE REASONS AS "OBJECTIVELY REASONABLE CONCLUSIONS GROUNDED IN SPECIFIC AND ARTICULABLE FACTS" IT IS ^{DEFINING} ~~ORIGINALLY~~ THE "WELL-DEFINED LEGAL MANDATES" AS MENTIONED IN ANSWER D.

MY ARGUMENT IS THE "REASONS" ARE THE "WELL-DEFINED

Continue on back of this form if needed.

OVER →

LEGAL MANDATES:

Item 10.

THANK YOU FOR TAKING THE TIME TO READ THIS LENGTHY
EXPLANATION,

the legal system still provides a range of incentives that encourage officers to create a robust written record of their observations and actions. Without those incentives, officers simply would not put the time and effort into documenting their activities.

Police reports provide a useful contrast to evidence based policing practices. As with written reports, there are no legal mandates that require evidence based policing. However, unlike written reports, the legal system provides little in the way of incentives. If anything, the contemporary legal system discourages the widespread adoption of this promising methodology. This is not to say that legal incentives are necessary to prompt the adoption of evidence based policing, nor that they are sufficient to ensure that every police agency does so. Some agencies will put themselves on the forefront by adopting evidence based practices even in the absence of appropriate incentives from the legal system—indeed, they have already done so. In the same vein, some agencies will resist evidence based practices even after there are clear legal benefits. Most agencies, however, will fall between these two extremes, as unlikely to rush toward adoption as they are to resist all pressures. It is precisely these agencies—which likely make up the bulk of the profession—that require incentives such as those that the legal system can provide before they shift to evidence based policing. This chapter examines the existing legal framework for evidence based policing in the US, identifying three areas in which contemporary constitutional and sub-constitutional law create obstacles to evidence based policing and exploring how reforms to the legal system could instead create incentives.

First, constitutional decision-making by the Supreme Court is often predicated on the justices' understanding of police practices and the environment in which officers operate. The Court has proven willing to rely on its own factual assumptions even when there is a noticeable lacuna of evidence that support its assertions. With the improved availability of information, evidence based policing can offer the Court and other judicial decision-makers a more robust and accurate understanding of the world that they are regulating. In the same vein, courts can inspire police agencies to adopt evidence based practices by relying more heavily on reliably gathered data rather than anecdotes and speculation.

Second, when officers testify, they are often asked to provide both their first-hand observations and their professional opinions about various matters. Such opinions, including expert opinions, are typically grounded in officers' "training and experience." In many cases, however, that training and experience may not support the inference of reliability that expert testimony properly demands. With a rigorous and methodologically sound approach to developing information, opinions grounded in evidence based practices and instruction would be substantially more dependable than opinions based on more traditional forms of instruction.

Third, and finally, the legal rules that restrict or permit the introduction of a variety of other forms of evidence can be leveraged to encourage evidence based policing practices. In the absence of an evidence based approach to analyzing forensic evidence, eyewitness identification, interrogation procedures, and other sources of information, policing as an industry has had little reason to keep abreast of best practices. Through their adoption of an evidence based inquiry, courts are in a position to create incentives that could dramatically improve police procedures.

Judicial presumptions about policing

The constitutional rules that regulate policing in the US do not allow officers to use their coercive authority without reason. The Supreme Court has made clear that official intrusions into liberty, privacy, and autonomy must be based on more than mere hunches, subjective beliefs, and speculation; instead, they must be justified by objectively reasonable conclusions grounded in specific and articulable facts. This makes good sense. Constraining the power of government vis-a-vis the citizenry is fundamental to the concept of democratic freedom in the US. Yet, the Court does not hold itself to the same standard when it goes about developing the constitutional rules that regulate policing. When the Court creates, modifies, or eliminates a legal doctrine, it acts on its understanding of policing, an understanding that is eminently observable in judicial opinions in the form of factual assertions. Those assertions include generalizations about the environment in which officers work, descriptions of common police practices, statements about officer motivations, predictions about how officers will respond to proposed legal rules, and so on. Unfortunately, the Court often fails to base its factual assertions on any reliable authority. Instead, as legal scholar David L. Faigman (1991: 45) has written, "[M]ost constitutional fact-finding depend[s] on the [Court's] best guess about the matter."

I do not mean to suggest that the Court's unsupported factual assertions are invariably incorrect; that is certainly not the case. There are any number of examples where the Court's failure to identify the source of its information is easy to overlook because the underlying suppositions are unobjectionable generalizations. For example, the Court was entirely right when it wrote:

Police officers engaged in the dangerous and difficult tasks associated with protecting the safety of our communities not only confront the risk of physical harm but also face stressful circumstances that may give rise to anxiety, depression, fear, or anger. (*Jaffee v. Redmond*, 1996)



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/16/2024

PRESENTER: Tasha Camacho, Civil Service Director

TITLE: Consider and Rule Upon the Appeals for Test Question #85 of the Police Sergeant Promotional Examination Administered on April 29, 2024

APPELLANTS: Phillip Garcia

RECOMMENDED ACTION: Uphold or Deny the appeal and Modify the answer key if appropriate

QUESTION:

85. In *United States v. Banks* (2003) the United States Supreme Court made the assertion that _____ seconds was “sufficient” time for the occupant of a home to begin disposing of narcotics when alerted to the presence of police.

- A. 15 to 20
- B. 20 to 25
- C. protracted
- D. dependent

Keyed Answer: A

RESOURCE:

Evidence-Based Policing: An Introduction, Policy Press; First edition (January 1, 2019), Section I, Chapter 4, page 44

ALLOCATION OF ANSWERS:

A-6; B-1; C-4; D-1

GROUND OF APPEAL & RELIEF SOUGHT:

Appellant	Grounds of Appeal	Relief Sought
Garcia, Phillip	The question is faulty because there is no correct answer among the choices.	Uphold the appeal and eliminate the question.

VENDOR RESPONSE:

The appellant believes that there is no correct answer to the question. The appellant states there is insufficient information to answer the question and that the information is misleading.

However, the information for the test question comes from the source on page 44 where it states, “On other occasions, the Court made commodious assertions that are far more specific. For example, the Court concluded that, as a rule, 15 to 20 seconds was 'sufficient' for the occupant of a home, alerted to the presence of officers outside, to 'get to the bathroom or the kitchen to start flushing [narcotics] down the drain' (United States v. Banks, 2003).”

The source clearly supports the key, response option A, as the correct answer.

APPEAL OF PROMOTIONAL EXAMINATION QUESTION

Name: Phillip Garcia

Date: 4/30/24

INSTRUCTIONS: Please complete one form for each question that you wish to appeal. State clearly what you believe is wrong with the question and provide a reason for your belief. Please type or write legibly. If additional space is needed, go to the back of this page.

DATE OF EXAM: 4/29/24 TEST RANK: Sergeant QUESTION # 85

REFERENCE PAGES 44 REFERENCE BOOK: Enhanced Based Policing

General reason for objection: (Check one of the following and explain fully below)

- The keyed answer is not correct. Another answer is correct and it should be allowed for credit instead of the keyed answer. My answer is _____.
- Another answer is also correct, in addition, to the keyed answer. Both answers should be allowed for credit. My answer is _____.
- The question is faulty because there is no correct answer among the choices. The question should be eliminated.
- Other: _____

Reasons(s) supporting your appeal:

Question lacks detail supported in book necessary for fully evaluating the answer. The question asks the time sufficient to begin disposing of narcotics, while the book outlines the time sufficient to get to the kitchen or bathroom to start flushing, which is somewhat misleading.

In the same vein, the Court was doubtlessly correct when it observed: “[t]hat most law enforcement officers are armed is a fact well known to the public” (*United States v. Drayton*, 2002). On other occasions, the Court has made commodious assertions that are far more specific. For example, the Court concluded that, as a rule, 15 to 20 seconds was “sufficient” for the occupant of a home, alerted to the presence of officers outside, to “get to the bathroom or the kitchen to start flushing [narcotics] down the drain” (*United States v. Banks*, 2003). Although the accuracy of that assertion may be fairly debated in any specific case, it is, on its face, at least plausible.

However, not all the Court’s assertions can be taken at face value. There are also a number of legal doctrines that the Court has built on shaky factual foundations. In several contexts, for example, the Court has held that the inherent dangerousness of police activity can be mitigated by allowing officers to establish and exercise “unquestioned command” over the individuals with whom they are interacting (*Muehler v. Mena*, 2005; *Brendlin v. California*, 2007; *Arizona v. Johnson*, 2009). Police scholars and policing commissions, however, have identified how an officer’s expectations of and demands for compliance—often referred to in policing as “command presence”—can give rise to avoidable conflicts, increasing the danger to officers and civilians alike (Stoughton, 2017). Other important doctrines have been similarly predicated on highly questionable factual suppositions, including the rules that regulate consent searches, the use of force, and the admissibility of unlawfully gathered evidence. Further, the Court has regularly both rejected proposed rules that it believes would hamper effective policing and justified its articulation of a rule with the explanation that it would *not* impede law enforcement efforts, often with very little attempt to gather reliable information about what effective policing may or may not require (Stoughton, 2014).

The body of constitutional case law amply demonstrates the Court’s willingness to rely on unsupported factual propositions of its own devising. As Kenneth Culp Davis (1986) observed more than 30 years ago: “When the Court lacks the needed information, it usually makes guesses.” Those guesses hardly encourage the adoption of evidence based policing. Indeed, it may stand as a disincentive: why would an agency, practitioner, or academic dedicate the time, effort, and money to developing an empirically sound understanding of policing if the single most important constitutional law-making body in the country will blithely reject reliable findings in favor of its own unsupported presumptions?

Buried in the challenge is a kernel of opportunity. The Court *can* correct its inaccurate factual assertions. It has already done so. For almost 30 years, officers were permitted to search the passenger compartment of a vehicle after arresting a vehicle occupant because, the Court originally believed, it was necessary for officer safety: arrestees were thought to be in a position where they could easily reach into the vehicle to obtain a weapon (*New York v. Belton*, 1981). Eventually, the Court relied on multiple lower court cases

and an academic treatise in coming to the conclusion that its earlier beliefs were “unfounded” and “faulty”; instead, the Court wrote, “it will be the rare case in which an officer is unable to fully effectuate an arrest so that a real possibility of access to the arrestee’s vehicle remains” (*Arizona v. Gant*, 2009).

Further, the Court has demonstrated that it is entirely capable of avoiding inaccuracy altogether by basing its assertions on reliable authorities that arise out of policing itself. In *Miranda v. Arizona*, the case that gave rise to the now-famous “*Miranda* Warning” that officers must provide prior to custodial interrogations, the Court discussed both historical and contemporary interrogation practices, bolstering its descriptions with citations to six police training manuals, three books about policing, eight academic articles, three news articles, reports by two different commissions that studied policing, and 23 prior cases in federal and state courts (*Miranda v. Arizona*, 1966). When the Court developed the *Miranda* Warning itself, it drew on interrogation procedures used by the Federal Bureau of Investigation (FBI), as well as the laws regulating police interrogations in England, Scotland, India, and Sri Lanka (then known as Ceylon) (*Miranda v. Arizona*, 1966). Similarly, in the Court’s groundbreaking foray into the constitutionality of officers’ use of deadly force, the Court rejected the common law rule that authorized officers to use deadly force to prevent the escape of fleeing felons in large part because, it concluded, officers simply did not need that authority. It based that conclusion on: policies at the FBI, the New York Police Department, and 44 other police agencies; research by the Boston Police Department’s Planning and Research Division and by the International Association of Chiefs of Police; and the industry best practices suggested by the Police Foundation and the Commission on the Accreditation for Law Enforcement Agencies (*Tennessee v. Garner*, 1985).

To best incentivize the widespread adoption of evidence based policing practices, the Supreme Court should hew to the path it charted in *Miranda v. Arizona* and *Tennessee v. Garner*: basing its factual assertions about policing on empirically sound studies and knowledge reliably developed within the profession itself. Doing so would create a strong incentive for agencies, professional associations, and reformers to support their legal arguments with empirically valid research. That, in turn, would lead to more efficacious rule-making by the Supreme Court.

Officers as experts

The rules of evidence in US courts draw a distinction between lay witnesses and expert witnesses. Lay witnesses testify primarily about their own perceptions; they are permitted to offer their opinion only when the opinion is rationally based on their own perceptions and the opinion is helpful in clarifying their testimony or resolving a factual question (Federal Rule of Evidence 701). A lay witness’s opinion must be grounded in “reasoning

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