


The Tarrant County College District Police Department

GENERAL ORDER

	SUBJECT	GENERAL ORDER NUMBER
	PATROL FUNCTION	300.00
	CALEA STANDARDS	EFFECTIVE DATE
	12.1.4, 41.1.1, 41.1.2, 41.1.3, 41.2.1, 41.2.4, 41.3.1, 41.3.1, 41.3.2, 41.3.3, 42.1.4, 42.2.1, 61.4.2, 81.2.4, 81.2.2, 82.3.3c, ,	May 1, 2015
APPROVAL	REVISION DATE	PAGES
Shaun Williams, Chief of Police		17

Policy Statement - The Uniformed Patrol Officer is the most conspicuous element of the police department. This General Order is provided in order to establish department policy and to provide guidelines for uniformed patrol officers and supervisors; to provide a definition of the patrol function and its organization, objectives, and coordination with other department functions; and to establish procedures for patrol scheduling, reporting for duty, incident reporting, handling calls for service, and preliminary investigations.

300.01 - PATROL FUNCTION

- A. **Role of the Department.** The responsibilities and activities of the Tarrant County College Police Department are grouped into three broad categories which support the educational process. The categories are:
- Law Enforcement
 - Crime Prevention
 - Security Services
- B. **Patrol.** The Patrol Component is under the Field Operations Division who reports to the individual Campus Commander and/or Chief of Police. The Patrol Component consists of, but is not limited to, three patrol shifts: First shift (0700-1500), Second shift (1500-2300), and Third shift (2300-0700). **A 41.1.1 a.**
1. See *General Order 110.00 Supervision Staffing Levels and 112.00 Shift Commanders.*
 2. Each shift may be complimented by assignment of non-commissioned Security Guard(s).
- C. **Patrol Functions.** The primary functional responsibilities of patrol include:
1. Attempt to provide personal safety for members of the Tarrant County College District community and visitors.
 2. Protection and security of District property.
 3. Crime Prevention.

4. Investigation of crime.
5. Enforcement of District, Local, State and Federal rules and regulations.
6. Provide security for District functions.
7. Reporting hazardous and unsafe conditions affecting District property.
8. Attempt to provide security and protection of personal property of faculty, staff, students and visitors.
9. Provide services to the community as outlined by department policy/procedure.
10. Enforcement of traffic rules and regulations.

300.02 - PERFORMANCE OBJECTIVES

- A. The Field Operations Division Campus Commander and supervisors will formulate specific written goals and objectives based on the Department's Strategic Plan, along with performance measures, for the Patrol Component.
- B. Each Patrol Component employee will receive a copy of Patrol goals, objectives, and performance measures.

300.03 - COMMUNICATION WITH OTHER COMPONENTS A 12.1.4

- A. In order to coordinate performance, the Field Operations Campus Commander will encourage and support the exchange of information with other components within the Department and District.
- B. Interdepartmental coordination is manifested through the exchange of ideas and information in the following circumstances:
 - Weekly Staff meetings
 - Leadership Team meetings
 - Combined training sessions
 - Departmental meetings
 - Memoranda and information bulletins
 - Emails
 - Periodic attendance of Guest and/or others at patrol shift briefings

300.04 - 24 HOUR LAW ENFORCEMENT RESPONSE A 41.1.1 a

- A. The Tarrant County College Police Department provides 24 hour, seven-day-a-week law enforcement services.

300.05 - PATROL SHIFT ASSIGNMENTS A 41.1.1 b. and c.

- A. The number and assignment of officers to patrol shifts is at the discretion of the Chief of Police or designee, and is based on the needs of the Department.
- B. **Frequency:** may be annually, bi-annually and or coincide with semesters. Personnel interested in specific shift assignment will submit a justification request to the Field Operations Campus Commander (via chain of command). Once all requests have been received, the positions amongst the shifts will be filled. Personnel who do not wish to request a specific shift assignment may be assigned accordingly.
 - 1. The effective date of the request shall be determined by the Campus Commander or designee.
- C. **Special Circumstances.** The Campus Commander retains the right to assign personnel for:
 - 1. remedial training purposes;
 - 2. individual supervisory needs of the employee;
 - 3. needs of the department in terms of providing effective coverage, as well as a range of experience for all shifts; and
 - 4. the need for technical skills and training on a particular shift.
- D. Exchange of Shifts. Officers or Security Guards may request in writing an exchange of shift assignments if approved by the shift supervisors over the respective shifts.

300.06 - PATROL BEAT ASSIGNMENTS A 41.1.1 d.

- A. Shift supervisors are responsible for assigning personnel to Patrol Beats. Supervisors are given flexibility in making Beat assignments in order to achieve maximum utilization of personnel resources, as well as affixing accountability for providing services within the Beat area.
- B. Generally, Beat assignments should be rotated among officers of the shift in such a manner that an officer will have an opportunity to become acquainted with persons, departments, organizations, buildings, and hazards on each Beat. A 41.1.1 e.
 - 1. Individual Beats are assigned according to the needs of the Campus and the Department.

300.07 - PATROL SUPERVISOR SPAN OF CONTROL

- A. In order to ensure adequate supervision, or guidance, and coordination of personnel, patrol supervisors should supervise a maximum of twenty employees, unless otherwise dictated by emergency situations.

300.08 - SCHEDULING DAYS OFF A 41.1.1 f.

- A. Patrol personnel are assigned to a schedule with fixed days off. Days off are chosen during the shift assignment procedure. All days off are assigned in a manner that will provide for maximum coverage of each shift.

1. Supervisors are given the latitude to temporarily reassign days off for purposes of shift coverage (e.g. training, vacation, etc.). Permanent reassignment of days off must be approved by the Campus Commander.
- B. Patrol Supervisors days off shall be scheduled in such a manner as to provide supervision at a maximum level.

300.09 - ROLL CALL BRIEFING A 41.1.2

- A. Patrol personnel shall have a roll call briefing at the beginning of each shift.
- B. The shift supervisor will conduct roll call briefings. The objectives of such briefings include:
1. Briefing officers on daily activity, with particular attention to unusual situations, wanted persons, offenses and incidents that have occurred on or near campus, major on-going investigations, parking and barricade needs, and hazardous situations/locations.
 2. Notifying personnel of changes in schedule and assignments.
 3. Notifying personnel of new General Orders, directives or changes in existing directives.
 4. Information sharing.
 5. Roll call training.
 6. Evaluating personnel's readiness to assume patrol duties.

300.10 - RADIO CALL NUMBERS A 81.2.2 and A81.2.4

- A. Officers have been issued a radio call or ID number for use while conducting transmissions via the police channel.
1. All officers will use their designated call or ID numbers when transmitting or receiving via the police department communications center.
 2. Officers will use their designated call or ID number, as currently practiced, when preparing reports and other written material.
- B. At the beginning of each shift, the shift supervisor will provide the communications section with the following information:
1. Shift supervisor(s) name(s).
 2. Each officer's name, call number, Beat assignment, and any special assignments.
 3. Vehicle unit number assigned to each officer.
 - 4.

300.11 - INCIDENT RESPONSE

- A. Generally, only one officer will be dispatched to answer “routine” calls for service. The nature of some calls however, may require additional officers for safety, as well as effective handling of the situation. Additional officers who are dispatched are expected to clear the scene as soon as it has been determined their presence is no longer needed.
- B. Two officers will normally be dispatched on the following calls (Note: additional officers may always be dispatched to a call when a supervisor, officer, or dispatcher has reason to believe they may be needed):
 - 1. Officers call for assistance.
 - 2. Crimes in progress.
 - 3. Crimes have occurred and there exists a need to check the area for suspects. One officer will respond directly to the scene, while the other officer checks for suspects.
 - 4. Calls involving weapons.
 - 5. Family violence calls.
 - 6. Calls for the police with a known or suspected potential for violence.
 - 7. Disturbance involving intoxicated or disorderly persons.
 - 8. Calls involving mentally disturbed persons.
 - 9. Alarms and 911 calls.
 - 10. Situations where the use of force or resistance to arrest is indicated.
 - 11. Forced entry to a building.
 - 12. The request of the responding officer; and any call where, in the judgment of a supervisor or dispatcher, the need exists for additional officers either because of the known serious nature of the call or insufficient information regarding the call and additional officers may be needed for safety or effective handling of the situation.

300.12 - FOOT PATROL ASSIGNMENTS

- A. Foot patrol is a return to a different time in policing, the Beat officer, known and trusted by everyone in the neighborhood. In order to accomplish this, officers should spend a portion of their tour of duty on foot, meeting and talking to members of the campus. By taking time to walk and talk in the buildings, officers will help to improve police/campus relations, reduce crime, and gather valuable information.
- B. Criteria for foot patrol include:
 - 1. Parking lots.
 - 2. Buildings both academic and non-academic.
 - 3. Areas where students meet.

- C. Shift supervisors will monitor activity to ensure each officer spends a portion of their patrol time in foot patrol assignments.

300.13 - SUPERVISORS RESPONSE TO INCIDENT SCENES A 41.2.4

- A. Occasionally circumstances require the presence of a patrol supervisor at the scene of an incident, for the purpose of assuming command with the authority to deal with the situation; or to provide supervisory assistance to those officers who have been assigned to the incident.
- B. Incidents requiring the presence of a supervisor include, but are not limited to the following:
- Police vehicle involved in a crash
 - Explosives, bombs, and bomb threats
 - Special events
 - Hostage situations, unusual occurrences
 - Emergency driving pursuits/non-pursuits
 - Civil disturbances, crowd control
 - Major crime scenes
 - Deceased persons
 - Natural disasters, fires, hazardous materials, or other incidents that may threaten public safety
 - Use of force
 - Suspicious mail/package
 - Use of the AED
 - Incidents involving arrest
 - Ill/injured prisoner transportation

300.14 - PRELIMINARY PATROL INVESTIGATIONS A 42.1.4 and A42.2.1

- A. Often the single most important determinant in solving a crime is information supplied by the victim or witnesses to the immediately responding patrol officer. Therefore, the patrol officer will be responsible for conducting Preliminary Investigations of all crimes, discovered by them in the course of their official duties, reported to them, assigned to them by the police dispatcher, or assigned to them by their supervisor.
1. In certain cases the Investigations Division may request that they conduct the Preliminary Investigation. Under these circumstances, the patrol officer will relinquish their responsibility to the Investigator(s).

2. Occasionally patrol officers may feel that specialized help is needed in the Preliminary Investigation. In these cases, the officer should advise their supervisor and request Investigative assistance. **A 41.2.4**
 3. Specialized assistance may be requested in the following circumstances:
 - a. Processing the crime scene for latent prints;
 - b. Photographing the crime scene;
 - c. Taking formal written statements;
 - d. Taking formal written confessions; and
 - e. In-depth crime scene search and evidence collection.
- B. The Preliminary Investigation begins when the first police officer arrives at the scene, and continues until conclusion of the scene investigation or transfer of responsibility. The following activities are part of the Preliminary Investigation:
1. Provide aid to the injured.
 2. Protect the crime scene to ensure that evidence is not lost or contaminated. **A 42.2.1c.**
 3. Observe all conditions, events, remarks; and determine whether an offense has been committed. **A 42.2.1a.**
 4. Determine the identity of the suspect(s) and affect an arrest, if possible, either at the scene or through immediate pursuit.
 5. Notify dispatch and provide other units with relevant information i.e., descriptions, method of operation, direction of flight, vehicles, etc. **A 41.2.4**
 6. Obtain complete identification of all witnesses. **A 42.2.1b.**
 7. Determine what information is available from the victim(s) and each witness.
 8. Arrange for the collection of evidence and the processing of the crime scene. **A 42.2.1c.**
 9. Determine details and circumstances of the offense.
 10. Obtain written statements from victims and witnesses; and from the suspect, if such statements can be obtained legally. **A 42.2.1d.**
 11. Complete the necessary reports accurately, including all pertinent details.
 12. Fully brief Investigators who may assume investigative responsibility.
 13. Initiate local and NCIC/TCIC data inquiries.
- C. Preliminary Investigation of reported crime will be initially assigned to a patrol officer, who shall complete as many of the investigative steps that may be necessary. The circumstances of each incident will determine which activities will be required.

- D. After a Preliminary Investigation has begun, an investigator may be requested for assistance. The type offense and assistance required will dictate the timing of the response. Requests will be routed through the duty supervisor.
- E. Whenever feasible the patrol officer who conducts a Preliminary Investigation may be temporarily assigned with an Investigator to assist with a follow-up investigation. The temporary assignment of the patrol officer must be approved by their supervisor.
- F. An Investigator shall be notified in all death investigations.
- G. Responsibilities of the patrol supervisor during Preliminary Investigations include:
 1. The patrol supervisor will ensure that a complete Preliminary Investigation has been conducted; review all reports prepared by officers under their command; and either approve or return reports for correction.
 2. Patrol supervisors will approve only those reports which contain complete factual information. Supervisors shall include their name as the reviewing authority.
 3. Patrol supervisors will render assistance to officers under their supervision through instructional guidance and direction. In addition, the supervisor will arrange for any additional assistance that may be required of other department components.

300.15 - CONDUCTING FOLLOW-UP INVESTIGATIONS – PATROL A 42.1.4

- A. Patrol officers may, with supervisory approval, assist Investigations with / or conduct follow-up investigations.

300.16 - IDENTIFYING POTENTIAL AND ACTUAL POLICE HAZARDS A 41.2.4

- A. A police hazard is any situation, person, property or place that may create or contribute to an incident calling for some police, utility, physical plant or Environmental Health and Emergency Management Coordinator action.
- B. Information regarding current and ongoing hazards may be relayed to patrol personnel by radio, telephone contact or by entry in the “pass on” notes at roll call briefings.
- C. Severe weather bulletins received by Dispatch will be broadcast over the police radio system.
- D. Officers may encounter debris or hazardous roadway conditions on a regular basis and shall take positive actions to remedy the situation. A 61.4.2 and 82.3.3 c.
 1. Officers should try to remove debris from the roadway whenever possible. If the debris is too large, the officer will advise the Dispatcher and the proper authority i.e. Physical Plant for campus problems; the appropriate city police department for city streets; and the Department of Public Safety or the applicable city department for freeways.
 2. Broken water lines, gas leaks, downed power or telephone lines will be reported to the physical plant if on-campus or the appropriate agency if off-campus.
 3. Officers should secure the area to prevent injury or accident. If outside the college jurisdiction, the agency of responsibility will be contacted and requested to respond to assume control.

4. Inoperable traffic lights will be reported to Dispatch, who will in turn, notify the appropriate city department and city police department.
5. Facility maintenance problems, such as exterior lights being out (streets, parking lots) will be reported to the Dispatcher, who will report the outage to the physical plant.
6. Missing traffic control devices within the Tarrant County College Police jurisdiction, that constitutes an immediate hazard, shall be reported to the Dispatcher who will notify the appropriate District component. If necessary an officer will be assigned to provide traffic direction and control until the sign(s) have been replaced or temporary sign(s) installed.

E. Hazardous Materials in a Roadway. Officers viewing or notified of hazardous materials in a roadway will notify the Dispatcher of the condition. **A 61.4.2 and 82.3.3 c**

1. Officers will respond, identify the problem, if possible, and immediately advise the Dispatcher to request the response of the liaison Fire Department and the District Emergency Management personnel, for incidents on campus. The Dispatcher will immediately notify the on-duty police supervisor, who shall respond to assume control and establish a command post. Efforts should be taken to identify the hazardous materials; however, no employee shall intentionally or unnecessarily endanger themselves in identifying suspected hazardous materials.
2. Additional personnel shall be dispatched to the area in order to coordinate emergency efforts.
3. If gases are involved and escaping, wind direction should be determined and if necessary, efforts made to begin evacuation procedures. All such commands will issue from the command post.
4. Pedestrian and vehicular traffic will be diverted away from the scene to permit emergency response and clean-up.
5. The liaison Fire department assumes primary control of the emergency scene. The Tarrant County College Police personnel will be directed in support of the fire department.

300.17 - RADIO COMMUNICATIONS A 81.2.5 a

- A. While engaged in patrol duties, officers will have the capability for constant radio communication.
 1. All vehicles placed in service after January 1, 2015 will have an in-car radio system
 2. All officers are issued a portable "hand held" radio.
 3. In the event an officer's portable radio is inoperable, a replacement may be obtained by contacting the shift supervisor.
- B. Officers will communicate with the Dispatcher and receive confirmation of their status when:
 1. Beginning and ending their tour of duty.

2. Performing security checks of buildings.
 3. Stopping any vehicle. The officer will provide the following information, if possible:
 - a. Location of stop; and
 - b. License plate number and description of vehicle; and
 - c. Number and description of occupants
 4. Stopping any pedestrian. The officer will provide the following information, if possible:
 - a. Brief description; and
 - b. Location of the stop.
 5. Arriving at a call.
 6. Completion of a call, to include the disposition.
 7. Beginning a pursuit.
 8. Terminating a pursuit.
 9. Checking in and out for meals.
 10. Anytime it may be required for officer safety.
 11. Leaving the police vehicle for any reason.
- C. When communicating with the Dispatcher or other units, the officer will use plain language.
1. Simple words and phrases should be used, keeping in mind radio transmissions are to be brief.
 2. Officers will use their assigned call number when communicating with the Dispatcher or other units.

300.18 - REQUIRED EQUIPMENT FOR MARKED PATROL VEHICLES

- A. All patrol vehicles are to be readily identifiable as "police vehicles". Each vehicle will be conspicuously marked on each side with "Tarrant County College Police". In addition, each vehicle will be marked with the "unit number" and the emergency telephone number on both sides. **A 41.3.1**
1. All patrol vehicles will be equipped with roof mounted emergency lights that are visible when operated, as well as an audible siren with public address system.
 2. All patrol vehicles purchased after January 1, 2015 will be equipped with a mobile radio capable of receiving and transmitting on the necessary police radio

frequencies established for use by the all liaison Police Departments, Fire Departments thru agreement.

3. Patrol vehicles may be equipped with a prisoner containment screen.
- B. The following equipment is provided by the Tarrant County College Police Department and maintained in marked patrol vehicles: **A 41.3.2**
1. In-car audio/video equipment.
 2. Traffic flares, or similar device capable of diverting traffic.
 3. Fire extinguisher.
 4. Spare tire.
 5. First aid kit.
 6. Disposable rubber gloves
 7. One (1) blanket.
 8. Storage container.
 9. Five (5) traffic cones.
 10. AED.
 11. Crime scene tape.
 12. Battery pack for jump starting vehicles.
 13. US DOT Hazardous Materials Response Guide.
 14. Department approved unlock kit
 15. Tactical Medical Kit
- C. It is the responsibility of each officer, operating or in control of a marked patrol vehicle, to see that the required equipment is in the vehicle and in operating condition. Equipment that is inoperable or missing will be noted on the vehicle inspection form. The Shift Supervisor is responsible for ensuring deficient or missing equipment is replaced.
A 41.3.2

300.19 - OPERATION OF PATROL VEHICLES BY NON-COMMISSIONED PERSONNEL

- A. Non-commissioned uniformed personnel are prohibited from operating police vehicles in routine or general patrol service.
- B. Non-commissioned uniform personnel are prohibited from making traffic stops.

300.20 - OCCUPANT RESTRAINT DEVICES **A 41.3.3**

- A. All motor vehicles utilized by the Tarrant County College Police Department will have approved occupant restraint devices, in accordance with the standards as set out by

statute of the State of Texas and by The United States Department of Transportation. All such restraint devices will be kept in safe, usable condition. Unsafe conditions will be reported and repaired as provided by Department procedure.

- B. In accordance with the *Texas Transportation Code, section 545.413*, all passengers will wear the occupant restraint device.
- C. All officers/employees riding in a Department motor vehicle will wear the occupant restraint device.
- D. All civilians riding in a Department motor vehicle will be required to wear the occupant restraint device.
- E. Infants and small children to age four (4) riding in a Department motor vehicle shall ride in an approved Child Safety Seat.
- F. When transporting prisoners, the prisoner should be restrained by the occupant restraint device. All reasonable efforts shall be made by the officer to secure all prisoners with a seat belt. If the device cannot be applied, the supervisor shall be notified.

300.21 - NOTIFICATIONS IN SPECIFIC AND/OR EMERGENCY SITUATIONS A 41.2.4

- A. **Medical Examiner.** On any death, not attended by a physician, the Tarrant County Medical Examiner's Office shall be notified immediately. The officer at the scene will contact the Dispatcher, who shall make the proper notification.
- B. **Street/Highway Department and Public Utilities.**
 - 1. When it comes to the attention of the Tarrant County College Police Department or any officer or employee of the Department, that a situation or emergency exists, which requires extraordinary response; it is the duty of the Dispatcher to notify the appropriate agency to respond.
 - 2. The type and extent of the emergency will dictate which agency or agencies should respond to assist with the incident i.e. street/highway department, fire, EMS, or public utilities.
 - 3. In all circumstances, the notification and request for assistance shall be made promptly.
- C. **News Media.** Notification of the Tarrant County College District Public Information Officer is detailed in *General Order 116.00*.

300.22 - ROVING PATROL ASSIGNMENTS

- A. **Duties and Responsibilities.** Officers are responsible for the good order of the area assigned to them; and must know the location of emergency phones, public telephones, streets, alleys, dwellings, District buildings and property, and parking lots; and whenever possible, become acquainted with District/Campus employees and students.
- B. Unless otherwise directed, a roving patrol officer shall proceed to their area immediately after roll call; continuously and carefully patrol it during their tour of duty; and shall perform the duties described below, as well as other duties as assigned or directed:

1. Officers must not leave their assigned area except for work related reasons or personal necessity. In either case, the officer must notify the dispatcher, in order to have the area covered during their absence.
2. Roving patrol officers are responsible for the preservation of peace, the prevention of crime, and where applicable the arrest of criminal offenders, and the enforcement of all laws, statutes, ordinances, regulations, and District policies and procedures that Tarrant County College Police Department is responsible for enforcing.
3. While engaged in patrol duties during periods of campus inactivity (nights, weekends, and holidays) officers will frequently examine the exterior doors, ground level windows, and areaways of District/Campus buildings to ensure they are properly secured. If any building, not scheduled to be open, is found open, it shall be secured after proper investigation. When a building/area is checked, or found unsecured the dispatcher shall be notified, so the information can be logged.
4. Roving patrol officers shall note and make the proper reports of unsafe structures, defective property, and dangerous conditions in their area; and should take measures that will protect the public, until the condition has been properly corrected.
5. Officers will observe and report all campus security devices that are not working properly.
6. Officers shall check campus parking lots frequently during their rounds. These checks should be called into the dispatcher so they can be logged.
7. Officers should not enter a locked room or office without a reason (official police, security, or safety reasons). If this action is necessary, an appropriate report will be filed.
8. An officer who approaches and confronts or discusses any situation with employees, students, or visitors must treat that person with respect. Officers should not yell or shout at anyone and must remain polite and professional while performing their duties.

300.23 - FIXED POST ASSIGNMENTS

Fixed Post - Security assignment tailored to a limited area of responsibility within the overall campus security mission of the department. Generally, such assignments as guarding a building or an office within a building would be classified as fixed post.

- A. **General Duties and Responsibilities.** Officers are responsible for the good order of the post assigned to them; and must know the location of emergency phones, public telephones, emergency exits, fire panels stairwells etc; and shall whenever possible, become acquainted with the University employees and students who frequent the post.
- B. Unless otherwise directed, a fixed post officer shall proceed to their post immediately after roll call; continuously and carefully monitor and patrol the post during their tour of duty; and shall perform the duties described below and other duties as assigned or directed:
 1. A fixed post officer shall not leave their post except for work-related reasons or personal necessity. In either case, they must notify the dispatcher of the situation, so the post can be covered during their absence.

2. While monitoring the fixed post area, officers should not become engaged in long conversations with other employees or students, which may detract from their duties.
3. Fixed post officers are responsible for preserving the peace, prevention of crime, the enforcement of District policies, procedures, rules and regulations, and where applicable, the arrest of offenders and enforcement of laws, statutes and ordinances that Tarrant County College Police Department is responsible for enforcing.
4. While performing their duties during periods of campus inactivity (nights, weekends, and holidays) officers shall frequently examine exterior doors, ground level windows and areaways of the post, to ensure they are properly secured. If an area is found open, it shall be secured after proper investigation. When a building/area is checked, or found unsecured the dispatcher shall be notified, so the information can be logged.
5. Fixed post officers shall note and make the proper reports of unsafe areas, defective property, and dangerous conditions in their post area, and take such measures that will protect the public until the condition has been properly corrected.
6. Officers shall report all campus security devices, connected with the posts they are assigned, that are not operating properly.
7. The officer's attention should be directed by the specific needs of the post, paying particular attention to problem areas as directed by past incidents.
8. The fixed post officer should notify the dispatcher when conducting each building sweep.
9. An officer should never enter a locked room or office unless for official police, security, or safety reason. If this action is necessary, an appropriate report is filed.
10. An officer who approaches and confronts or discusses any situation with any employee, student, or visitor must treat that person with respect. Officers should not yell or shout at anyone and must remain polite and professional while performing their duties.

C. Specific Duties and Responsibilities.

1. The primary responsibility of the officer assigned to a fixed post is to deter unlawful and disruptive acts.
2. Fixed post officers must be cognizant that on many occasions they will be the initial point of contact between visitors or the general public and the Tarrant County College District and should act accordingly.
3. When so assigned, fixed post officers will tactfully decline admission to buildings or offices to unauthorized person(s). They will ensure that only those who are authorized will have access to these locations. They will follow the procedures set up for that particular post regarding allowing access.

4. The fixed post officer must be aware that it is their responsibility to provide for the safety and security of building occupants, to protect property against theft or criminal mischief, and to protect buildings and facilities against fire and damage.
5. Fixed post officers are responsible for performing the following functions:
 - a. Read the special orders pertaining to the particular fixed post; learn the purpose of the facility and become familiar with the building or area.
 - b. Determine where all stairways and doors lead and the location of all fire/safety equipment and emergency exits.
 - c. Locate the nearest fire alarm panels.
 - d. Locate all light switches and any control points for power, electricity and water.
 - e. When relieving another officer, determine the status of all activities within the area/building.
6. When making rounds on a fixed post assignment, the following requirements are of prime importance:
 - a. The initial round should be made shortly after assuming the post. This is important for determining that everything is in good order.
 - b. Every area must be checked according to the procedure for that specific post.
7. The following are some of the things officers should look for during building checks:
 - a. Unnecessary lighting that should be extinguished (never turn off stairwell lights).
 - b. Water taps or outlets left running.
 - c. Unlocked areas that need to be secured.
 - d. Fire hazards.
 - e. Emergency exits.
 - f. Unusual odors to suggest fire or a gas leak or overheated equipment.
 - g. Obstructions to fire exits or doors.
 - h. Any circumstances to suggest danger or a safety/security hazard.
 - i. Violations of the law.
 - j. Violations of District rules/regulations.

300.24 - RIDE-ALONG PROGRAM

Policy Statement - The Ride-Along program is intended to be an educational process, not a means of entertainment or diversion. It is the policy of this department that everyone who participates in the program shall comply with procedures set forth in this written directive.

A. Authorization for Ride-Along.

1. Request to ride-along with a Tarrant County College Police Officer must be approved by the Campus Commander via chain of command, at least three days in advance of the proposed ride-along.
2. Ride-along is limited to one ride per month unless otherwise approved by the Campus Commander.
3. On duty Tarrant County College Police Department employees must have approval of their first line supervisor, as well as the shift supervisor, prior to a ride-along. The waiver of liability is not required for on-duty Tarrant County College Police Department employees.

B. Waiver of Liability.

1. Those requesting permission to ride-along with a Tarrant County College Police Officer, must complete a Waiver of Liability Form, signed by the authorizing supervisor.
2. Waivers of Liability Forms are routed to the Campus Commander via chain of command.

C. Restrictions.

1. The Ride-Along Program is limited to observing commissioned police officers in patrol.
2. Ride-along observers will be assigned to those officers who wish to participate in the program.
3. Juveniles may not participate in the ride-along program.
4. Probationary officers may not have a ride-along observer.

D. Observer Rules.

1. Ride-along observers are required to read and sign a copy of the Observer Rules of Conduct. The signed copy is attached to the signed Waiver of Liability.
2. The observer shall abide by the rules of conduct during the ride-along.

300.25 - OPERATION OF GOLF CARTS AND ALTERNATE CAMPUS PATROL DEVICE

- A. Operational Objective.** The objective of the Department's golf carts and/or alternate patrol device is to provide for efficient and expeditious patrol and travel capability while Department personnel are working in and around the Tarrant County College Campuses.

A 41.1.3 a.

B. Instructions, Conditions, and Limitations of Usage. A 41.1.3

1. Unless otherwise authorized by a Campus Commander, or designee, use of the golf cart or alternate patrol device is limited to: A 41.1.3 a.
 - a. Campus Streets;
 - b. Inner campus area;
 - c. Sidewalks;
 - d. parking lots; and
 - e. special events.
2. The golf cart and/or alternate device shall be operated from the driver's position only.
3. The occupant capacity of the golf cart should be limited to two persons including the driver, dependent on model. The occupant capacity of alternate devices should be limited to a manufacturer mandated capacity.

C. Authorization for Use. A 41.1.3 a.

1. Use of the golf carts must be authorized by the shift supervisor.
2. Use of alternate devices must be authorized by the Campus Commander/Supervisor.

D. Qualifications and Training. All drivers of the Department's golf cart and alternate devices must possess, at a minimum, a valid Texas driver's license. Drivers must complete a Defensive Driving Course through the Tarrant County College Institute. Drivers must review the Department Golf Cart/Alternate Device safety information. A 41.1.3 b.

E. Condition and Maintenance. The Campus Commander or designee is responsible for the condition of the golf carts and ensuring that all required maintenance is obtained. Alternate device maintenance and condition is the responsibility of each campus assigned the device. A 41.1.3 c.

F. Persons Authorized to Operate. Any Tarrant County College Police Department employee who possesses a valid Texas driver's license, has attended the TCCD Defensive Driving Course, and viewed the departmental safety information may operate the Department's golf cart. A 41.1.3 a.