

**Burleson Police Department
Administrative Policy and Procedures**

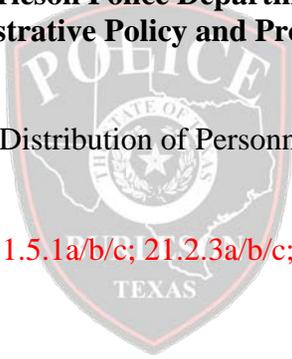
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ISSUING AUTHORITY: _____
Billy Cordell, Chief of Police

- I. Personnel shall be assigned among the various divisions based on criteria designed to enhance departmental effectiveness. Prior to the annual budget approval, Bureau Captains will evaluate their allocated positions to determine needs. The position management system will address the number and type of each position authorized in the agency’s budget along with the location of each authorized position within the agency’s organizational structure. The position management system will also state whether the authorized position is filled or vacant for each authorized position in the agency. [21.2.3a/b/c]

Documented workload assessments will be conducted at least once every four years. [21.2.4] This assessment is intended to promote equalization of individual and sectional workloads. The assessment will include conclusions and recommendations for distribution / allocation of personnel required to meet the agencies needs and objectives. [21.2.4c]

- A. Prior to finalization of the annual budget proposal, the Chief of Police shall conduct a review of all “Specialized Assignments” to determine or evaluate effectiveness. The review will identify the “Specialized Assignment”, a statement of purpose of each assignment and of the initial problem that required the implementation of the “Specialized Assignment”.
- B. All “Specialized Assignments” will be open to those personnel qualified, by job description, to fill those positions. Anticipated openings will be advertised and all respondents will be considered based on their individual qualifications and the needs of the position / department [11.5.1c/d]
- C. Specialized Assignments are not considered promotions and are at the discretion of the Chief of Police.
 - 1. These positions may include but are not limited to: narcotics officer, detective, traffic officer, DARE; SRO officers; SWAT; SRT team members; Community Resource Officers and Drone Pilots. [11.5.1a]

II. Auxiliary Program

A. Police Explorers

The Burluson Police Department shall provide leadership and direction for a career oriented Boy Scouts of America Law Enforcement Explorer Post. The Explorers will not be commissioned with sworn officer status. [45.3.1a] The program shall be employed through the **Operations** Captain's office by their designee(s).

1. The post shall be governed by all applicable rules and regulations established by the National Chapter of the Boy Scouts of America and all applicable policies established by the Burluson Police Department.
 - a. Membership shall be open to all men and women between the ages of 14 years and 21 years of age.
 - b. The Explorer shall be assigned to non-law enforcement duties within the Police Department, which do not require sworn officer status. Explorers shall receive on-the-job training along with formal class instruction in these and other areas related to law enforcement. [45.3.1b / 45.3.2]
 1. Police Explorers shall be assigned, but not limited to the following duties: [45.3.1b]
 - a. Ride-along with uniformed patrol officers to observe the function of the patrol officer.
 - b. Community related projects within the **Community Services Section**.
 - c. Assistance in the records section.
 - d. Assistance in the Communications Section.
2. Police Explorers shall wear a uniform distinctly different from sworn officers of the Police Department. The uniform shall consist of: [45.3.3]
 - a. blue pants
 - b. gray shirt
 - c. black belt
 - d. black shoes/ boots
 - e. distinct Explorer patches
3. Any Explorer may be dismissed from the service of the Police Department for any act that is considered inappropriate conduct.

B. Volunteers

The Burluson Police Department shall utilize volunteers when approved by the Chief of Police. The **Senior Administrative Assistant** to the Chief of Police will be the Volunteer Coordinator. Volunteers will not be commissioned police officers and therefore will not be assigned duties requiring sworn officer status. [45.3.1a] Volunteers will be used in the same capacity as non-sworn non-supervisory personnel, provided they possess

the requisite skills for the position, with the exception of Telecommunications Operator. [45.3.1b]

1. Volunteers prior to approval must:
 - a. Complete an application,
 - b. Complete a background check including employment record and criminal check, and
 - c. Accomplish an interview with the Volunteer Coordinator, which will include a screening of the applicant's skills, qualifications, interests and availability.
2. Disabled Parking Enforcement Volunteers will also be required to:
 - a. Provide a valid Texas Driver's License.
 - b. Provide proof of current vehicle registration, inspection and insurance.
3. Final approval of all volunteers will be made by the Chief of Police.
4. Volunteers will be used in the following areas: [45.3.1b]
 - a. Assisting in functions including but not limited to: COPS, CPA, MOGB, and Victim's Assistance.
 - b. Assist in the preparation and presentation of police related programs, and
 - c. Provide clerical support
5. Upon approval for the program, volunteers will be provided with departmental orientation by the Volunteer Coordinator. The volunteer will then receive training in the area of assistance they will be providing. The Volunteer Coordinator or the Supervisor of the section in which they will be assisting will provide this training. A volunteer's duties will not be altered without approval from the Supervisor for whom they are working and the Volunteer Coordinator. [45.3.2]
6. Volunteers will perform their duties in conservative business casual attire. [45.3.3]
7. **Volunteers** will not carry any weapons or unauthorized equipment in the performance of their duties. [45.3.1b]
8. Volunteers will be provided a nametag distinguishing them as a participant in the program. This nametag shall be worn while participating in the program.
9. Any problems involving volunteers will be reported to the Supervisor of the section in which they are assisting. The Supervisor will attempt to resolve the problem. If a resolution cannot be found, the situation will be documented and forwarded to the Volunteer Coordinator.

C. Ministers and Officers for a Greater Burleson

The purpose of the Burleson Police Department's [faith-based partnership](#) is to provide sensitive responses to the public in times of crises and to provide members of the Burleson Police Department with any personal assistance they may require. A volunteer Chaplain will be available on a 24- hour basis. The purpose of this policy is to detail the responsibilities of the Burleson Police Department volunteer Chaplain.

1. Chaplains shall be approved by the Chief of Police. They shall be volunteers chosen from the generally recognized religious communities in Burleson or the surrounding area.
 - a. The Chaplains must:
 1. Be a person of good moral character, without regard to a particular religious belief, who serves in the capacity of clergy to a recognized religious body. They must be able to demonstrate sufficient experience and understanding to ensure they can interact with a wide cross section of people regardless of their religion, race, sex, or sexual orientation.
 2. Provide evidence of appointment as a member of the clergy in good standing with a religious body
 3. Never have been convicted of a felony or any criminal offense involving moral turpitude.
 4. Undergo careful screening by the department before appointment.
 5. When possible attend the department's Citizen Police Academy. [\[45.3.2\]](#)
 6. Maintain a high spiritual and moral standard.
 7. Manifest a broad base of experience and professional ministry, emotional stability and personal flexibility.
 8. [The Chief of Police has final approval for chaplains involved in the program.](#)
 - b. Responsibilities and Duties [\[45.3.1b\]](#)
 1. Chaplains will make their services available to department personnel when they are burdened with personal problems adversely affecting their professional abilities and counsel personnel having personal problems, at their request.
 2. Chaplains will assist department officers in notifying member's families in the event of serious injury or death.
 3. Visit sick or injured police personnel in the hospital or home.

4. Attend and participate, when requested, in the funerals of active or retired members of the department.
5. Attend department graduations, award ceremonies, etc, offering invocations and benediction as requested.
6. Represent the department at public functions upon the request of the Chief of Police.
7. Initiate and build relationships with department personnel. Suggested activities would include attending roll calls, participating in in-service training and ride alongs.
8. Chaplains shall not become involved in domestic situations except when the investigating officer's supervisor determines that the chaplain's services may be of help to the family involved.
9. Chaplains will be available to assist department officials during emergency incidents, i.e. disturbances, natural disasters, [injury crashes](#), etc.
10. When requested, the Chaplain will assist department officials in making presentations on topics related to general pastoral care such as personal stress, family crisis intervention, etc.
11. Chaplains will not attempt to convert to or bring into their religious preferences to the general public while assisting the police department unless requested.
12. When responding to a service call by vehicle, the Chaplain will observe all traffic regulations.
13. Chaplains, when responding to a call, will identify [themselves](#) verbally and by displaying identification provided by the department. [\[16.4.1b\]](#)
14. While participating in a "ride along" or on the scene of a police incident, the Chaplain shall wear the issued uniform, or other authorized insignia that clearly identifies [them](#) as a [civilian](#) Chaplain. [\[45.3.3\]](#)
15. Chaplains will not be armed, nor will they carry armament in their vehicle while they are performing the duties of the Chaplain. Additionally, if they observe a crime in progress, they will notify a dispatcher immediately and observe the offense from a safe viewing area until officers arrive. [\[45.3.1a\]](#)
16. Chaplains shall not intervene or hinder in any way the actions and decisions made by department employees in the performance of their duties. However, nothing in this general order shall

prohibit the Chaplain from utilizing the prescribed department complaint process.

- c. Chaplains are not sworn officers and will not represent themselves as such. [45.3.1a]
 - d. Reports
Time spent on departmental duties will be documented on City of Burleson timesheets.
 - e. Safety
Every attempt shall be made not to jeopardize the safety of the Chaplains. Should a situation develop in which an officer requires immediate assistance, i.e.; an officer with whom a Chaplain is working becomes involved in a fight, the Chaplain should call for assistance and should only become involved when requested to do so by an officer or if an officer is incapacitated.
 - f. Ride Along
When a chaplain participates in the Department Ride Along Program, they will follow the same rules and procedures as stated in the Ride Along program for all passengers / observers.
 - g. Confidentiality
Any counseling conducted by the chaplains, with either department members or the public will be held in strict confidence in accordance with state law. Should the chaplain determine they could no longer be effective with a particular person, that person may be referred to another chaplain or the Employee Assistance Program provided to employees by the City of Burleson. Information concerning the individual may only be released to the referred counseling source with permission of the person being counseled, except when it is clear to the chaplain that the person is a danger to themselves or others.
 - h. Notification and/or call out of a Chaplain
 1. A notification and /or call out of the Chaplain can come from any level of the department.
 2. Dispatch will have all Chaplains' contact information available, which employees may access from the department roster.
3. Chaplains may be called out to assist in: [45.3.1b]
- a. The death notification and /or acknowledgment of an employee or a member of the employee's immediate family.
 - b. Any officer involved shooting.
 - c. Serious injury or illness to an officer or immediate family.

- d. Any traumatic crime scene. When a chaplain **responds to a** location, they should contact a uniformed officer and identify **themselves** as a chaplain. The uniformed officer shall notify the supervisor in charge of the scene of the presence of the chaplain. The supervisor, or their designee, shall contact the chaplain as soon as practical and apprise them of the situation.
- e. Any matter pertaining to moral, spiritual and / or religious welfare of police personnel or a private citizen where religious guidance is requested to address a crisis.

D. Citizens on Patrol (COPS)

The purpose of the Burlison Police Department Citizens on Patrol Service Program is to provide assistance to the police department by utilizing volunteers that are graduates of the Burlison Citizens Police Academy. The purpose of this policy is to detail the selection process, training and duties of the Citizens on Patrol Service Members along with the duties of department employees who coordinate the program.

- 1. The Citizens on Patrol Service program (COPS) will be coordinated by either a sworn or a non-sworn member of the department selected by the Chief of Police. The title of this position will be the Program Coordinator. The Program Coordinator will be in charge of the program, ensuring that the members are following all rules and regulations. The Program Coordinator will maintain the **member's** personnel files in a secure location at the Burlison Police Department. The Program Coordinator will also oversee complaints regarding COPS members.
- 2. COPS members will be trained in several areas during 24 hours of classroom instruction and 8 hours of field training with an approved citizen trainer. The training will include, but not limited to: **[45.3.2]**
 - a. History of COPS
 - b. COPS Standard Operating Procedures
 - c. Federal and State Laws
 - d. Traffic Law
 - e. City Ordinances
 - f. Courtroom testimony
 - g. Traffic control / direction
 - h. Basic First Aid / CPR
 - i. Patrol techniques
 - j. Suspicious Persons
 - k. Close Patrol / vacation checks
 - l. Business checks
 - m. Traffic Hazards
 - n. City and District boundaries

- o. Businesses, Parks and Subdivisions
 - p. Missing person searches
3. COPS members will not be considered City of Burleson employees or sworn police officers. They **will not** be allowed to carry a weapon of any kind. [45.3.1a]
4. COPS members will be required to wear the approved uniform while they are on patrol or representing the program at any function. The uniforms are designed to be distinctively different from patrol officer uniforms. The approved uniform is as follows: [45.3.3]
- a. **Shirt** – Lt. Blue golf style shirt with approved COPS emblem embroidered on left breast area, first initial and last name embroidered in navy blue on right breast and “Citizens on Patrol” in navy blue screen printed in 2” letters on back or a short sleeve t-shirt or sweatshirt with like screened emblem and lettering.
 - b. **Pants and shorts** – navy blue or khaki in color. Shorts cannot be more than 2 inches above the knee.
 - c. **Jacket** – Lt. Blue in color with approved COPS patch on the left breast area. “Citizens on Patrol” in navy blue with 2 inch lettering on back.
 - d. **Headgear** – Light blue baseball style cap with “Citizens on Patrol” in ½” navy blue lettering. Members may also wear a navy blue winter cap during cold weather.
 - e. **Shoes** – conservative white or black
5. Approved COPS members who have completed the required training may participate in the following program duties or assignments under the direction of the Program Coordinator: [45.3.1b]
- a. Business and Residential patrols.
 - b. Report federal, state, or local violations.
 - c. Assist with traffic control.
 - d. Searches for missing persons.
 - e. Special events.
 - f. Public safety awareness.
 - g. Neighborhood meetings.
 - h. Open garage notifications.
 - i. Establish rapport with citizens.
 - j. Disabled Parking Enforcement.
 - k. Bike Patrol (must complete training and certification)
 - l. Other duties as assigned by the department.
6. Complaint Procedures
- a. All complaints will be thoroughly documented by the department.

- b. Complaints will be forwarded to the Program Coordinator who will review the complaint and then forward it to [I.A. Coordinator](#) for the investigation.
 - c. Once the complaint has been “founded” or “unfounded” by the disciplinary committee a report of the findings and a recommended discipline will be forwarded to the Program Coordinator for approval. The Burleson Police Department [Support Bureau Captain](#) will be notified through a department memorandum of the complaint, investigation efforts, findings and recommended discipline for final approval. The affected COPS member can appeal the final decision to the Chief of Police within seven days.
 - d. Complaints and investigative information will be kept on file in a secured location at the Burleson Police Department in the member’s volunteer file.
7. COPS members will be required to ride as [two](#) person units. A COPS Captain or the on-duty supervisor will assign them a patrol district, and or a specific problem area.
 8. COPS members are required to call into service with dispatch. Dispatch will record the patrol team’s information on the shift beat sheet. They will be required to give dispatch the following information:
 - a. names
 - b. vehicle description
 - c. area assigned
 - d. times that they will be on patrol
 - e. any special information
 - f. call number
 - g. [when they are out of service](#)
 9. COPS teams will be required to log their activity on the approved program activity form. They will also be required to fill out TIPS sheets that record suspicious activity information that did not require a responding patrol officer.

COPS Standard Operating Procedures Manual will be kept with the Program Coordinator, which further details policies and procedures.
- E. Citizen Police Academy (CPA)
- The purpose of the Burleson Citizen Police Academy is to provide Citizens an overview of the daily operations of the Police Department and its role in the community. The purpose of this policy is to detail the duties of the program coordinator and the guidelines for the general operations of the Burleson Citizen Police Academy.
1. Program Coordinator will be a sworn member of the Burleson Police Department and will be chosen by the Chief of Police.

2. Program Coordinator Duties
 - a. Supervises activities of Citizens attending CPA functions and classes.
 - b. Schedule classes, classrooms and other meeting locations.
 - c. Will act as the liaison officer between the Police Department and the Burleson Citizen Police Academy Alumni Association (BCPAAA) and will attend their monthly business meetings.
 - d. May be called upon to perform additional duties as directed by the Chief of Police.
 3. Program Instructors will be made up of members of the police department and/or personnel outside the agency and will be selected by the program coordinator.
 4. Selection
 - a. Residents of the City of Burleson, citizens employed by Burleson businesses and other citizens chosen by the [Chief of Police](#) or their designee are eligible to attend the Citizen Police Academy.
 - b. Citizens are required to pass a background investigation including, but not limited to, contact with personal references, drivers license check and arrest status and history. Citizens with current un-adjudicated cases with Burleson PD or other local Law Enforcement Agencies may be denied admission to the CPA until those cases have been resolved. Citizens wishing to attend the CPA must be 18 years of age or older. The Chief of Police will make the final decision for admittance to the Citizen Police Academy.
 - c. Citizens who have graduated from the Citizens Police Academy are eligible to join the Burleson Citizens Police Academy Alumni Association (BCPAAA).
- F. All positions within the Burleson Police Department not requiring sworn law enforcement personnel may be staffed as civilian positions, i.e., dispatch, records personnel, property / evidence coordinator, etc.