
	<b>MESQUITE POLICE DEPARTMENT</b>
	<b>127.00 MAINTAINING COMPLIANCE WITH TEXAS LAW ENFORCEMENT BEST PRACTICES</b>
	<b>Effective Date: December, 2013</b>
	<b>Approved:</b> _____ <div style="text-align: center;">   <b>Chief of Police</b> </div>

**I. Policy Statement**

The accomplishment of the police mission occasionally requires specialized vehicles and equipment that are not routinely used or issued to a specific person. This equipment must be maintained and ready for use should a need arise. Maintaining compliance with Texas Law Enforcement Best Practices set forth by the Texas Recognition Program requires readiness inspection reports and reviews as outlined below.

**II. Procedure for Readiness Inspections**

A. Each Bureau Captain will ensure that their bureau has identified and listed non-issued equipment items to be checked for readiness. A master list will be maintained in Administration.

B. Items may include but are not limited to:

1. Crime scene vehicles
2. Crime scene equipment
3. Extra weapons
4. Flashlights
5. Armored personnel vehicles
6. Riot gear
7. Surveillance equipment
8. Road flares
9. Wave alarms
10. Radar and laser units
11. Tactical equipment
12. Tactical weapons

C. The Bureau Captains will maintain their list and ensure that the readiness checks are completed then reported to the Chief of Police each quarter of the year.

D. The Technical Services Captain will coordinate with the Emergency Operations Management Coordinator in testing the Emergency Operations Center (EOC) and the back-up Communications Center equipment.

**III. Maintaining Compliance with Texas Law Enforcement Best Practices**

A. The Staff Support Captain is responsible for ensuring continued compliance with the Texas Law Enforcement Best Practices.

B. The Staff Support Captain will design and implement a system to ensure all continuing compliance requirements are met and provide immediate feedback to the Chief of Police if a continuing compliance issue is not met.

C. The Staff Support Captain will ensure that all Best Practice reports are maintained and submitted.

D. The Texas Best Practices continuing requirements regulated by the Texas Recognition program are as follows:

Standard	Action Required	Timeframe
	Maintain/track all changes in Written Directives	Continuous
1.01	Review Organizational Chart and Update as Needed	Annual
1.02	Prepare Annual Budget	Annual
1.04	Review Written Directives and Update as Needed	Annual
1.10	Inventory of Agency Capital Assets	Annual
2.01	Bias Based Policing Report	Annual
3.01	Annual Firearms Qualification	Annual
3.02	Annual Deadly Force and Weapons Training	Annual
3.03	Annual Firearms Inspection	Annual
3.04	Use of Force and Less than Lethal Weapons Training	Biennially
3.06	Sworn Officer In-Service Training (TCOLE requirements)	Biennially
3.06	Sworn Officer Self Defense/Arrest (physical)	Biennially
3.10	Tactical Team Training	Quarterly
3.11	Hostage Negotiator Training 8 hrs	Annual
3.14	Field Training Process Review	Annual
3.19	Police Chief Training	Biennially
4.08	Performance Evaluations	Annual
4.10	Accident and Injury Analysis	Annual
6.10	Annual Use of Force Analysis	Annual
7.12	Confidential Fund Audit	Semi-Annual
7.14	Annual Pursuit Analysis	Annual
7.25	Quarterly Special Use Equipment Readiness Inspection	Quarterly
8.06	Quarterly Tactical Equipment Inspections	Quarterly
8.09	Documented Review of Emergency Operations Plan	Biennially
9.04	Documented Quarterly Test of Emergency Generator	Quarterly
9.08	Audit of Warrant Files	Courts
11.03	Annual Review of Emergency Procedures with Court Personnel	Annual
12.07	Inspection of Property Room	Semi-Annual
12.08	Inventory of Property Room	Annual
3.09	Supervisory Training	Every promotion
4.10	Accident or Injury Investigation and Review	Per Event
6.03	Use of Force Report and Review	Per Event
7.14	Pursuit Report and Review	Per Event
8.08	After Action Report	Per Event
Various	New Employee Training Sworn and Non-Sworn	Each New Employee
	(ensure they receive policies and sign for them and receive	
	necessary training as required)	
	<b>Inspections to ensure systems still operational</b>	
1.03	Ensure cash handling documentation and audits performed	Quarterly
2.05	Ensure investigation time limits are being observed	Per Event
2.07	Ensure Chief is receiving notification of complaints appropriately	Per Event
2.10	Ensure results of complaints are sent to complainant	Per Event
2.23	Ensure personnel files are retaining TCOLE information	Per Event
3.08	Any new non-sworn, training required is provided	Per Event

<b>Standard</b>	<b>Action Required</b>	<b>Timeframe</b>
3.09	Any new promotion, training scheduled	Quarterly
3.10	Ensure Tactical training being conducted as required by policy	Quarterly
3.11	Ensure Hostage Negotiator Training being conducted as required	Annual
3.13	Ensure new FTOs receive FTO training	Per Event
3.18	Ensure new dispatchers have training as required	Per Event
4.05	Ensure Off-duty request process being utilized	Per Event
4.10	Ensure any accident or injury has had appropriate report	Per Event
6.03	Ensure Use of Force forms completed for all applicable events	Per Event
6.06	Ensure any firearms discharge properly reported	Per Event
7.12	Ensure audit of confidential funds completed or scheduled	Quarterly
7.14	Ensure all pursuits properly reported	Per Event
7.24	Ensure vehicle inspections being completed	Quarterly
8.08	Ensure after action report completed on each qualifying event	Per Event
9.02	Ensure Communications Center is being maintained in secure manner	Quarterly
9.03	Ensure playback system is working	Quarterly
9.04	Ensure Generator Testing is being documented as required	Quarterly
10.08	If Holding Facility, Ensure Fire Detection system operable	Quarterly
10.13	If Holding Facility, Ensure medications are properly being logged	Quarterly
10.18	If Holding Facility, Ensure cell inspections at beginning of shift documented	Quarterly
10.19	If Holding Facility, Ensure meal provisions are properly documented	Quarterly
10.20	If Holding Facility, Ensure prisoner checks are properly documented	Quarterly
10.22	If Holding Facility, Ensure Consular Notifications are being done	Quarterly
12.04	Ensure entry log in property room is being utilized properly	Quarterly
12.05	Ensure property is being disposed of properly	Quarterly

EFFECTIVE: March, 2013; REVISED: December, 2013

