

Texas Police Chiefs Association



Managing Criminal Investigations



Texas Police Chiefs Association



Ken Foulch

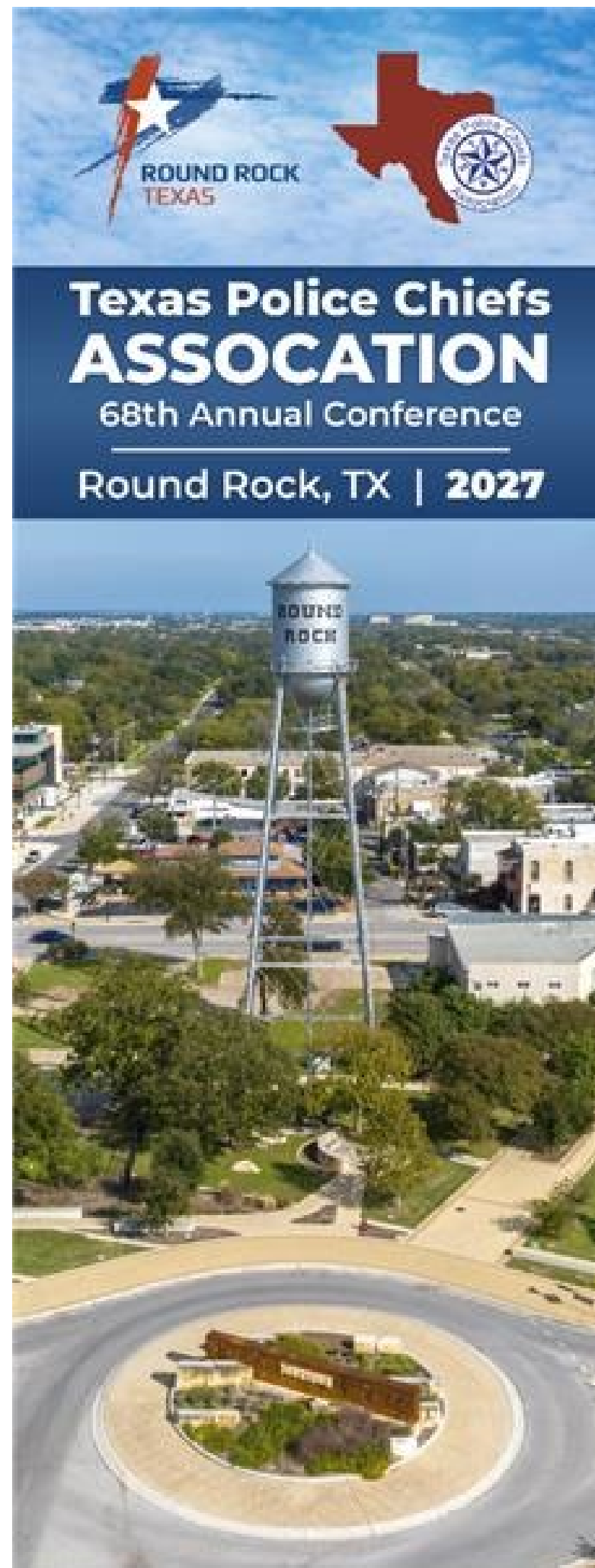
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Texas Police Chiefs Association

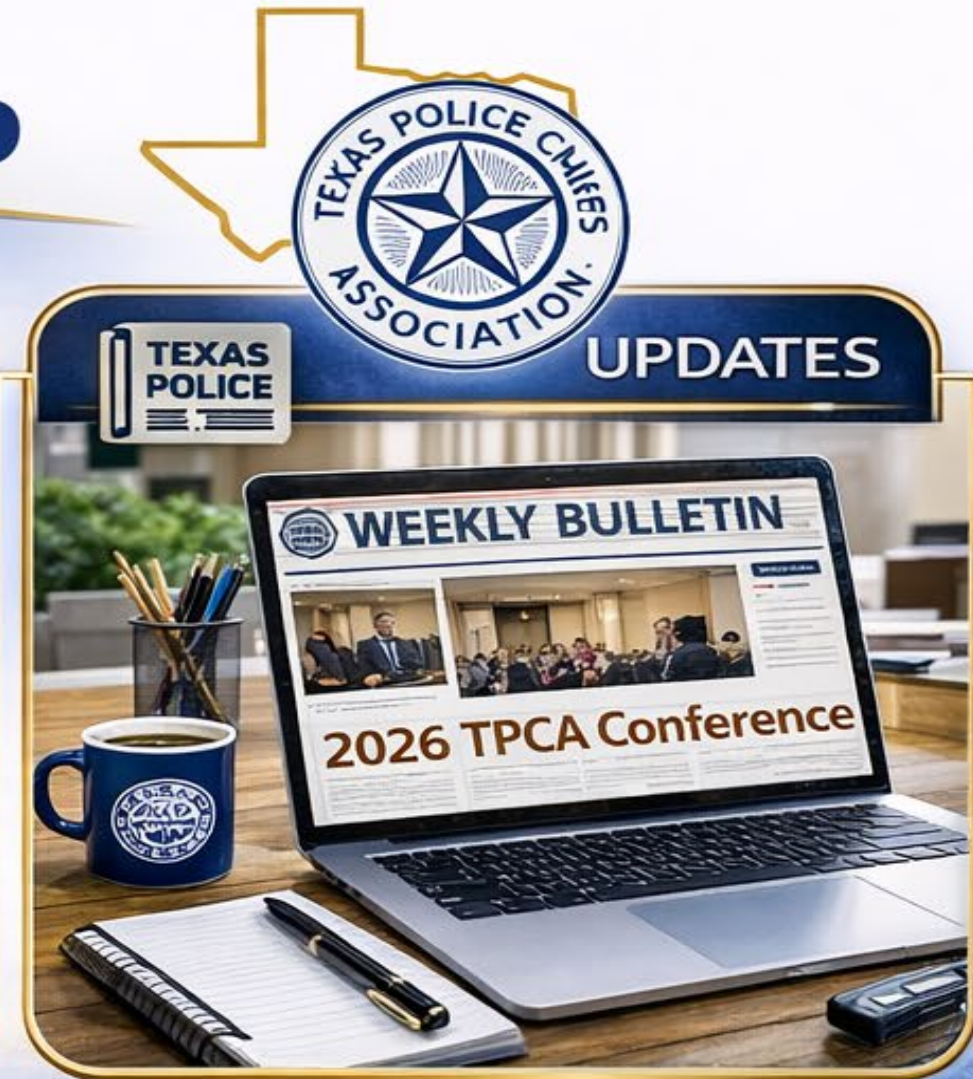




Save The Date
68th Annual TPCA Conference
March 22 - 25, 2027
Round Rock
 **Kalahari**
CONVENTIONS



Benefits of Membership



✓ Networking

✓ Legislative Voice

✓ Information Sharing

✓ Weekly Updates



Legal Consultation Services for Members

TPCA offers legal consultation services exclusively to Active (Full) Members through its General Counsel. These services are limited to legal consultation only and do not include legal representation. The General Counsel is employed or retained by TPCA and does not represent individual members.

Active Members are permitted direct access to the General Counsel at no charge for consultations via phone calls, emails, and, when appropriate, limited office visits. Members utilizing these services acknowledge that TPCA retains the right to know which members are accessing the General Counsel, the general legal topics discussed, and the amount of time involved.

To submit a request for legal consultation, you must be logged in to your TPCA account.





The Voice of Texas Chiefs at the Capitol

TPCA Tracked Over **1,000 Bills** in 89th Session



Accreditation



Aldine ISD



POLICE CHIEF PAUL CÓRDOVA

CONGRATULATIONS ON ACHIEVING ACCREDITATION

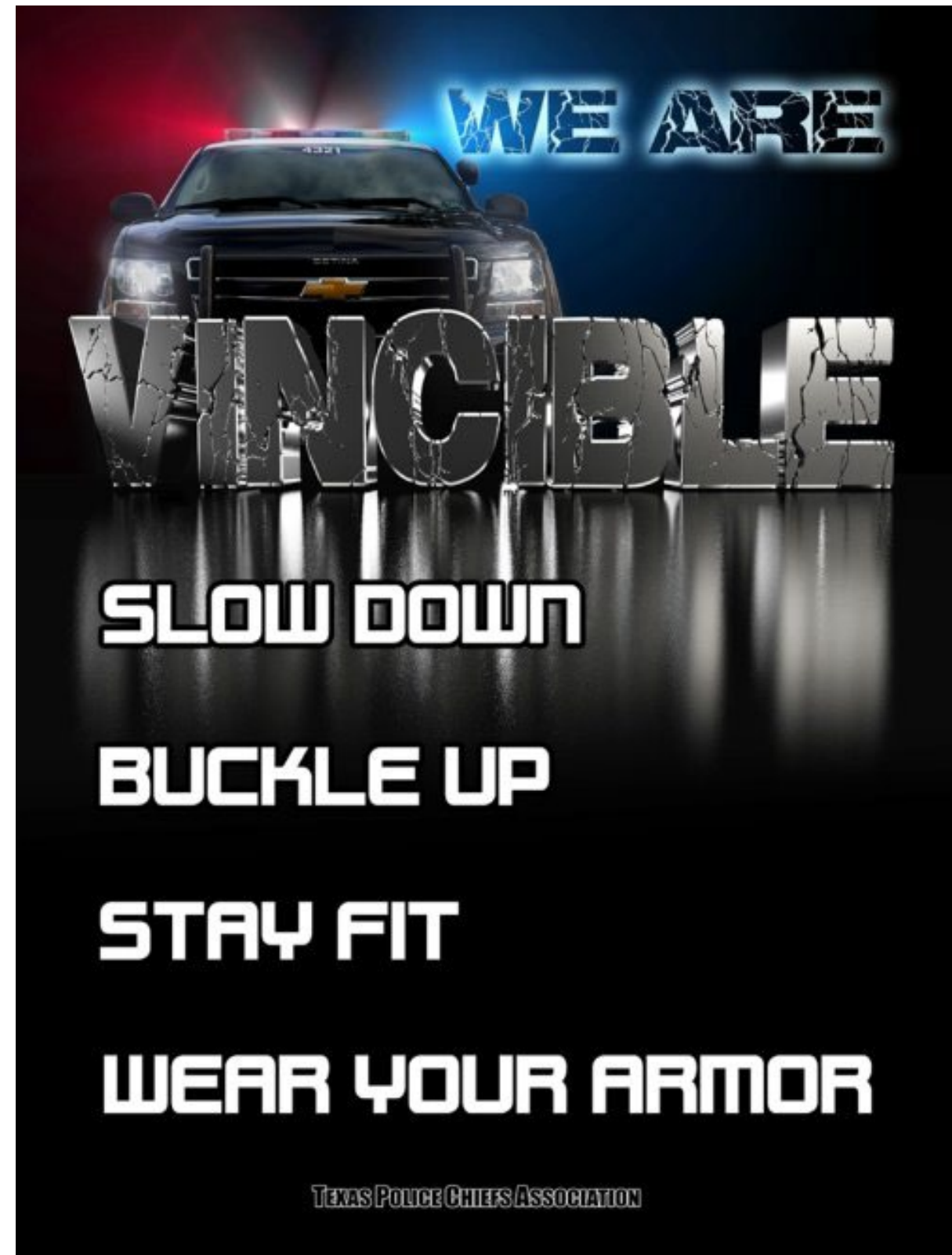


YOUR AGENCY HAS MET THE GOLD STANDARD IN
TEXAS LAW ENFORCEMENT!

- 187 Standards for Best Practices.
- Easy to administer
- Low cost
- 231 Accredited agencies
- **Gold Standard for Texas Law Enforcement!**
- **New Campus Based Policing Chapter**



VINCIBLE



- **FREE roll call training**
- **TCOLE credit available**
- **Lifesaving**



TRAINING TOMORROW'S LEADERS TODAY!



LECOP

Law Enforcement Command Officer Professional

Earn recognition as a Law Enforcement Command Officer Professional by completing a series of training classes focused on two key areas: Individual Leadership Skills and Organizational Leadership & Cultural Influence.

This includes the Developing Leaders course, now offered in three separate modules. Classes are open to all Texas law enforcement agencies and are designed to strengthen leadership abilities and apply them to real-world assignments.





TPCA Training



Open To All Texas Law Enforcement Agencies

-  Classes offered throughout different regions of Texas
-  Aims to provide the very best of executive and command level training for chiefs, commanders and supervisors to lead and manage throughout their organizations
-  Classes are focused on leadership with common themes of fairness, dignity, respect, trust and non-biased practices that create healthy organizations and community confidence.

Details &
Registration
Here





How To Get Involved In TPCA

Interested in getting more involved with TPCA?

Whether you're considering serving on a committee, exploring a role as a regional director, or simply wanting more information about one of our regional affiliates and their meetings, we'd love to hear from you.

Please tell us about your interests and how you'd like to get involved by completing the form below.

Interest Form



I would like more information on the following committees:

- ☐ Accreditation
- ☐ Border Issues
- ☐ CJIS
- ☐ Conference
- ☐ Legislative
- ☐ Membership
- ☐ Officer Safety
- ☐ Professional Conduct & Ethics
- ☐ Recruitment, Retention, & Wellness
- ☐ Technology
- ☐ Women In Law Enforcement
- ☐ County Law Enforcement Liaison
- ☐ LEMIT
- ☐ Major Cities
- ☐ Special Olympics
- ☐ State Law Enforcement Liaison
- ☐ TCOLE
- ☐ Other

Congratulations to Chief Dwain Read on Winning the 2025 Raptor Bronco!

Thank you for supporting the TPCA Fallen Officer Fund.



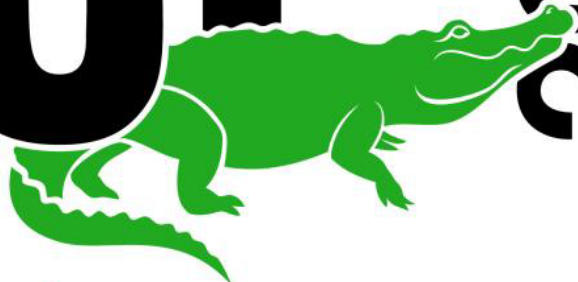
TPCA Foundation Fallen Officer Fund

\$10,000 paid immediately to the family of a **peace officer** (as defined by 2A or 2.12 CCP) who dies in the line of duty in Texas. Including Federal law enforcement officers (those with arrest powers) killed in the line of duty in Texas.

\$90,000 to families of Fallen Officers in 2025.



IACP 2026

A green silhouette of an alligator, facing right, positioned between the letters 'P' and '2' of the 'IACP 2026' text.

OCTOBER 24-27 | ORLANDO, FLORIDA





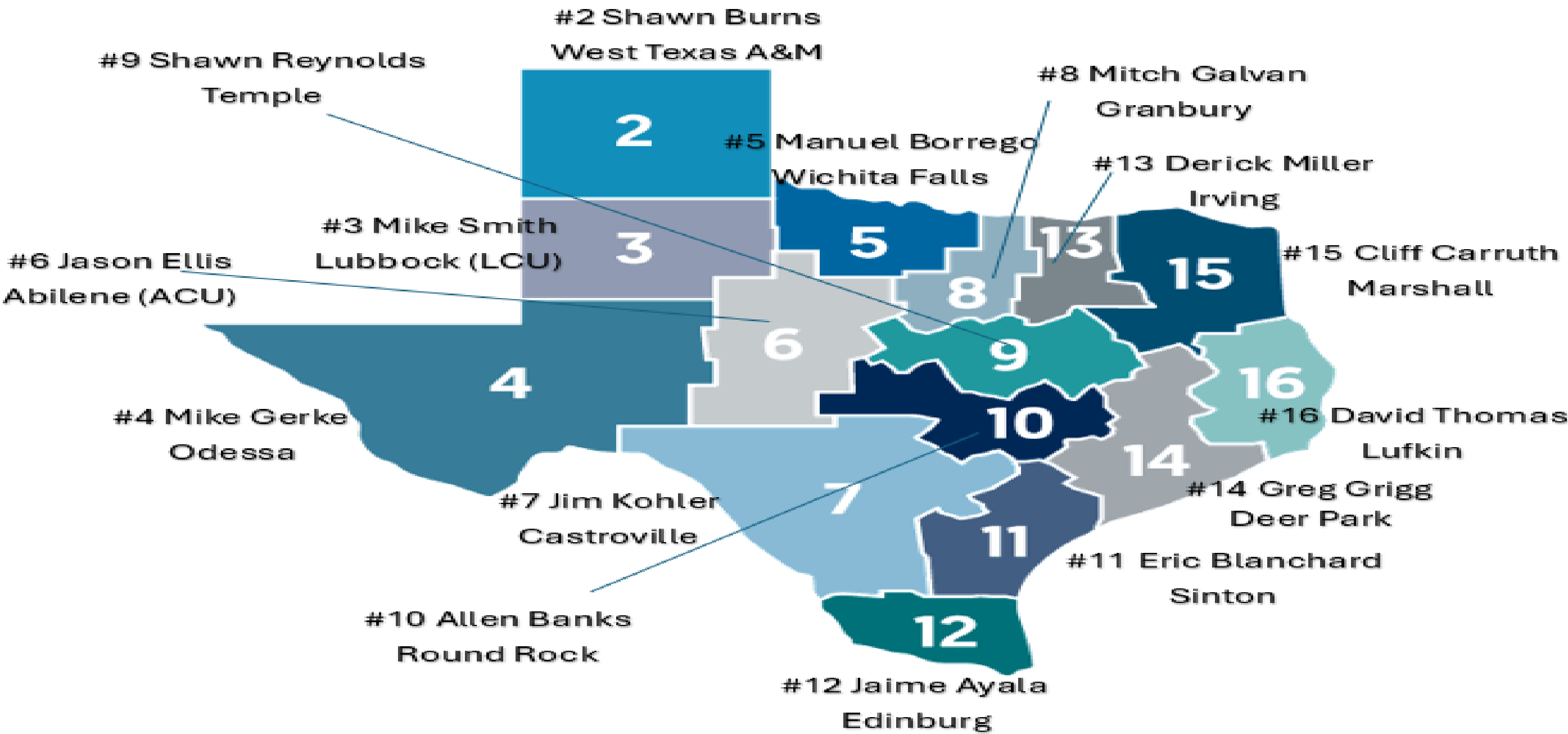
Fallen Officer Fund

- Since December 18, 2001
 - 307 Families Assisted \$1,351,500
 - \$760,000 since 2020
- Since January 1, 2025
 - 6 checks totaling \$60,000

\$10,000 paid immediately to the family of a **peace officer** (as defined by 2A or 2.12 CCP) who dies in the line of duty in Texas. Including Federal law enforcement officers (those with arrest powers) killed in the line of duty in Texas.

Texas Police Chiefs Association

Regional Directors 2025 - 2026





TEXAS POLICE CHIEFS ASSOCIATION

Scan to download our free app!



Active (Chief/Agency Head) Membership

\$300
per year

[Register to Join](#)

Active Membership in the Association may be granted to any individual holding a license issued by the Texas Commission on Law Enforcement as a peace officer, serving as the Chief of Police or City Marshal, and acting as the chief administrative head of a police department under any title. This includes individuals serving in the following capacities: Police Departments in incorporated cities or towns; Public or private secondary or higher education institutions, including colleges and universities; Airport police, transit police, railroad police, and water district police as defined under the Texas Water Code; Public or private hospital district police.

- ✓ Eligible to hold elected office.
- ✓ Has the privilege to vote, attend and join in the discussion at official meetings and conferences.
- ✓ Eligible to serve on committees and chair certain committees as appointed by the President.

Command Membership

\$100
per year

[Register to Join](#)

Any individual licensed by the Texas Commission on Law Enforcement as a peace officer with command responsibilities who have been sponsored by their agency's Police Chief or Chief Executive Officer. (OR) Any graduates of the Texas Police Chiefs Association Law Enforcement Command Officer Program (LECOP) who have been sponsored by their agency's Police Chief or Chief Executive Officer.

- ✓ Not eligible to hold elected office or vote.
- ✓ May attend and participate in discussions at official meetings and conferences.
- ✓ Eligible to serve on committees and chair certain committees, as appointed by the Association President.

Associate Membership

\$75
per year

[Register to Join](#)

An Associate Membership may be granted, upon Executive Board approval and payment of required dues, to individuals who meet any of the following criteria: Special Agents or Assistant Special Agents in charge of any office of a federal law enforcement agency; Interim or acting chief administrative heads of police departments; Heads of state law enforcement agencies and their command staff; City/Town Managers, Assistant City/Town Managers, or otherwise Directors of public safety supervising a law enforcement agency, who are former Active or Associate Members; First Line Supervisors (Corporals and Sergeants) who are sponsored by their agency's Police Chief or Chief Executive Officer; Individuals in supportive roles to law enforcement agencies, such as legal advisors, accreditation managers, psychologists, and victim assistance professionals; Members of the academic community engaged in law enforcement teaching or research; Elected law enforcement officials, including sheriffs and constables; Retired chiefs from other states residing in Texas.

- ✓ Attend and join in the discussion at official meetings and conferences.
- ✓ Eligible to serve on committees and chair certain committees as appointed by the President.





Join Now



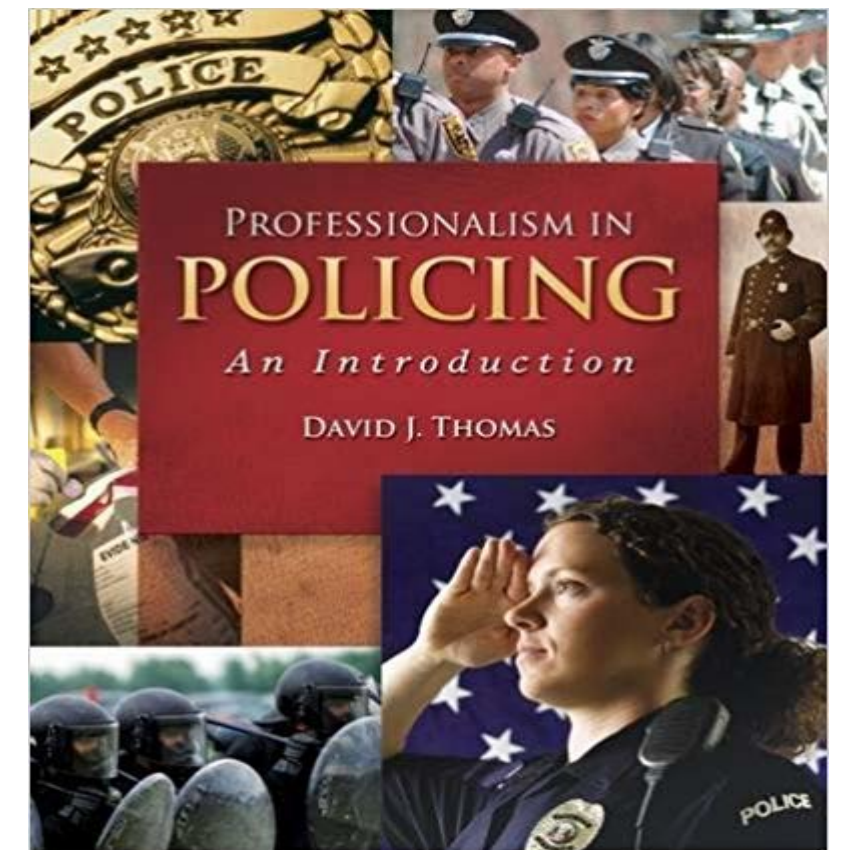
Leadership – the process of influencing human behavior to achieve organizational goals that serve the public while developing individuals, teams/units, and the organization for future service

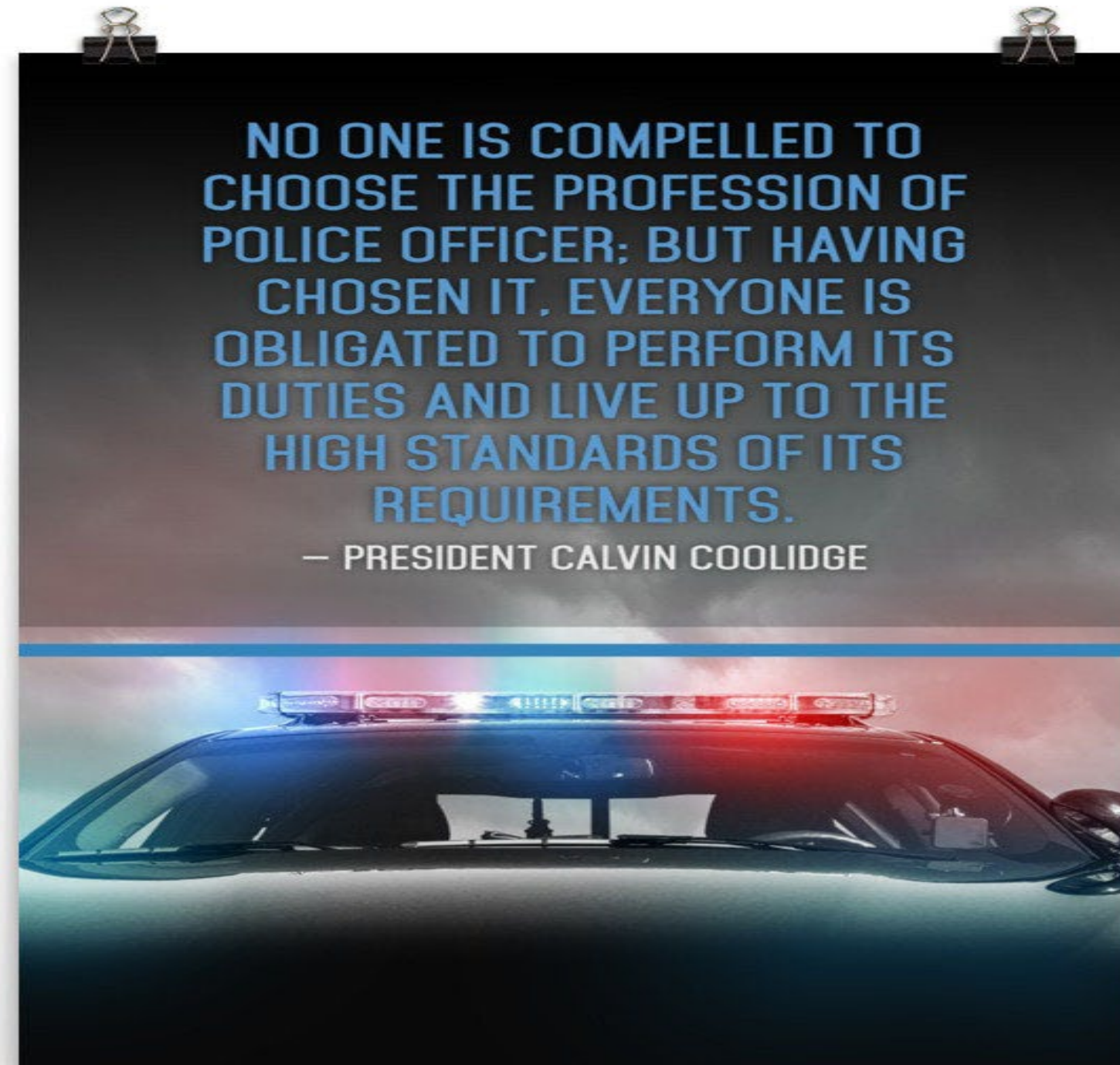
LEADERSHIP MATTERS



Professionalism - conforming to the ethical and technical standards of a profession. It is characterized by conducting oneself with responsibility, integrity, accountability, and excellence while communicating effectively and appropriately and always finding a way to be productive.

LEADERSHIP MATTERS





LEADERSHIP MATTERS





My investigation career started when I was in the 3rd grade.

STUDENT DETECTIVES SOLVE LIBRARY MYSTERIES — Anita B ton, L.F. Smith Elementary School librarian, has students looking at ma books, encyclopedias, periodicals and other materials, trying to "out-d fellow classmates in being the first to solve the "Calendar Clue Myster each week. This reference skill teaching aid, parcels out a daily clue wh gradually reveals the profile of a person, place or thing. The first studen solve the mystery is declared "Super Sleuth of the Week." So far, A Oliphint (seated) is the school's "Super Duper Sleuth," having solved t of the weekly puzzlers. Other weekly winners are, from left, Ken Foul Meg Richardson, Lee Ann Hinson and Jo Ann Romero.





Father Is Charged In Halloween Death

BY LINWOOD ARMAN and HOWARD STENTZ
Chronicle Staff

Pasadena police today filed a murder charge against the father of a Deer Park boy who died from cyanide poisoning contained in trick-or-treat Halloween candy.

Pasadena Detective Capt. R. E. Rhodes said Ronald Clark O'Bryan, 26, an operator of 746 W. Parktown, Deer Park, was arrested at 10:30 p.m. Monday.

He was charged with murder by poisoning in the death of his son, Timothy.

O'Bryan was in Pasadena city jail in lieu of \$100,000 bond.

Police were tight-lipped about the case, saying that to reveal more than the charge and amount of bond would jeopardize the case.

O'Bryan had accompanied Timothy and his 3-year-old sister, Elizabeth Lane, with another parent, Jim W. Boyns, and the Boyns' young children, in the Bowling Green subdivision of Pasadena. The Boynses live in the Bowling Green addition.

Upon returning home, O'Bryan said he permitted Timothy and Elizabeth to eat one piece of candy before going to bed. Timothy ate a Play Skin, a candy powder packaged in a clam-like tube, the father said.

A short time afterward, Timothy complained of severe abdominal pain, his father said. He vomited, convulsed and lost consciousness. An ambulance was summoned, but Timothy died within the hour at a Pasadena hospital.

After his son's death, O'Bryan wept as he described the event.

"He was all boy; He loved football, basketball, anything he never met a stranger," the father said.

"But I have my peace in knowing that Tim is in heaven now," O'Bryan said at the time.

Detective Rhodes would not say what led the investigators to O'Bryan or where O'Bryan was arrested.

He did say this: The charge was filed in the court of Justice of the Peace V. L. "Bud" West.

Shortly after O'Bryan's arrest, he was advised of his constitutional right to remain silent during the investigation of the case, Pasadena police said.

Religious Background Of O'Bryan

BY KING WATERS AND DENNIS FITZGERALD
Chronicle Staff

Timothy O'Bryan's father once said that his son "gave his life to Christ when he was 4 years old," a neighbor of the family said today.

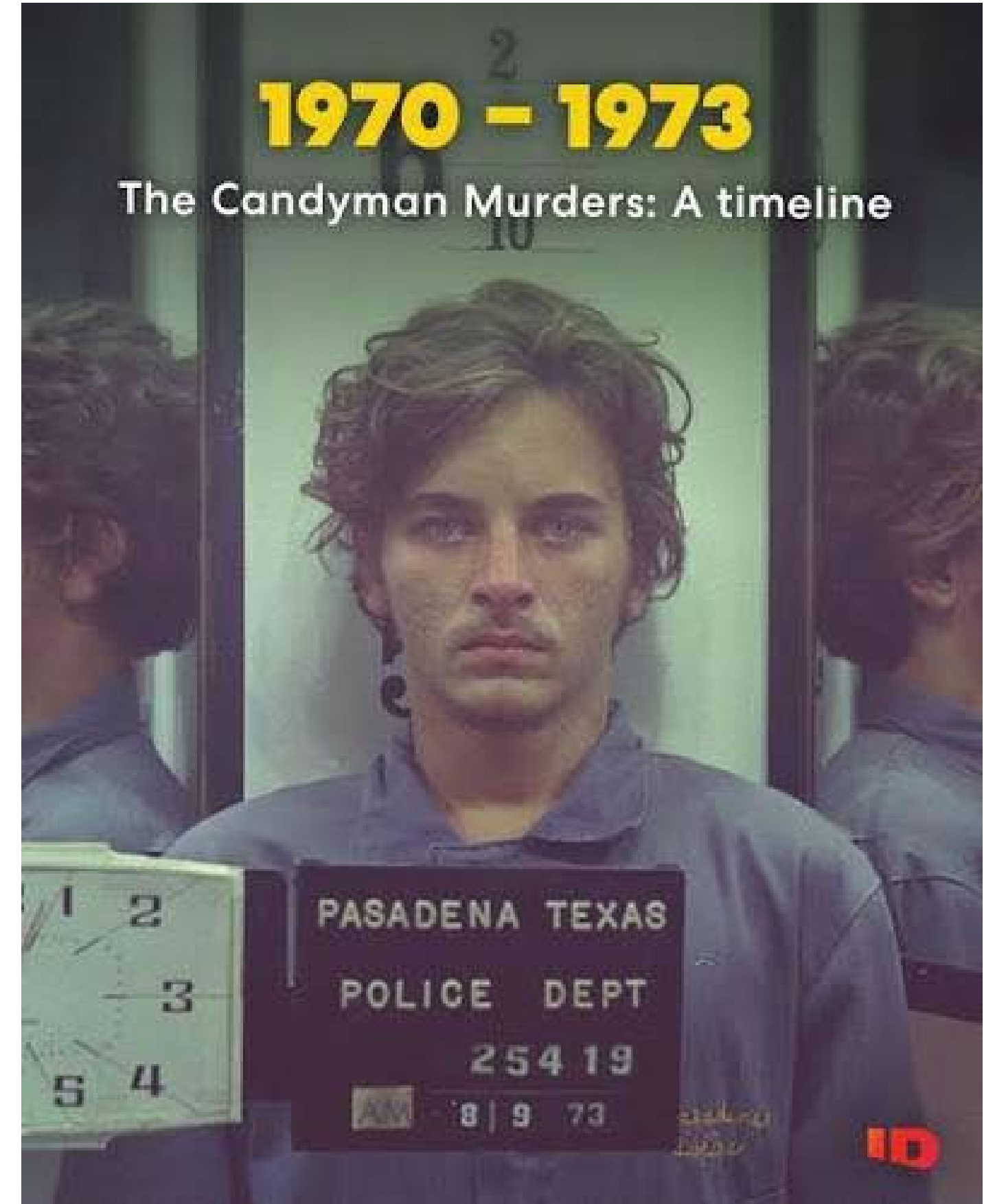
Yvonne Murray, who lives at 748 W. Parktown in Deer Park, next door to the O'Bryans, described the father as very protective of Timothy.

O'Bryan is charged with killing his son by putting cyanide, a deadly poison, in Timothy's Halloween candy.

Before his arrest, the father said that Timothy once had "witnessed Christ" before his first grade school class.

"He stood up in front of all the children, and the teacher thought it was so wonderful, she didn't have the heart to stop him," said the father, Ronald Clark O'Bryan, 26.







Calder Road Victims



Heidi Fye



Laura Miller



Audrey Cook



Donna Prudhomme







INTRODUCTIONS

Name, Rank, and Department

Current Assignment:

Total Number Sworn in

Department:

Number of full-time Detectives:

State the reason for attending this

Training?



GOAL OF COURSE

By the end of this course, the participant will have a basic understanding of managing a criminal investigation unit.



LEARNING OBJECTIVES

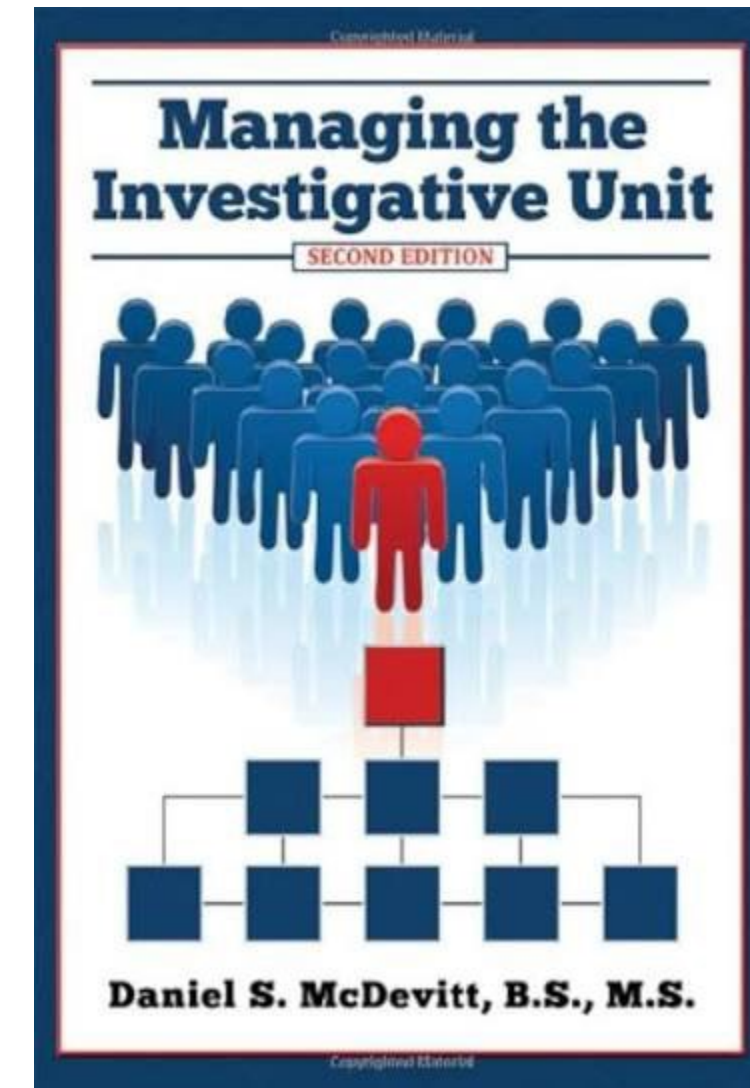
- 1. Define and understand the goals of criminal investigations.
- 2. Explain the dynamics of organizing the department for the best investigation of criminal offenses and the techniques for increasing effectiveness.
- 3. Compare the advantages and disadvantages of patrol officer investigation versus detective investigations.
- 4. Examine the basics of managing the criminal investigation process to gain maximum effectiveness of the personnel assigned.
- 5.) Recommend ideas for improving the criminal investigation function within your agency.
- 6.) Show how to manage major investigations and develop investigative protocols prior to the occurrence of major cases.
- 7.) Utilize and understand the need and how to perform needed audits and inspections to ensure the Criminal Investigation process is working as it should.



AGENDA

Schedule of Topics:

- 1. History of Investigations (major studies)
- 2. Goals of Criminal Investigation
- 3. Organizational Issues within Department (Patrol vs CID)
- 4. Reactive Investigations
- 5. Case Management
- 6. Personnel Issues
- 8. Staffing Decisions
- 9. Specialized Investigations
- 10. Major Case Management
- 11. Child Abduction Protocols
- 12. The future of investigations



THEME OF THE COURSE

- Not all crimes can be solved!
- More personnel may not always be possible.
- Adding personnel and doing things the same old way may make you just as inefficient with more people.
- Changing investigative processes can have a “greater” effect than just adding personnel.
- The job itself is changing; we must become more technologically competent and leverage emerging technologies.
- New science and new research are requiring change. We need to adapt and prepare for the future.



AND SO, IT BEGINS.....



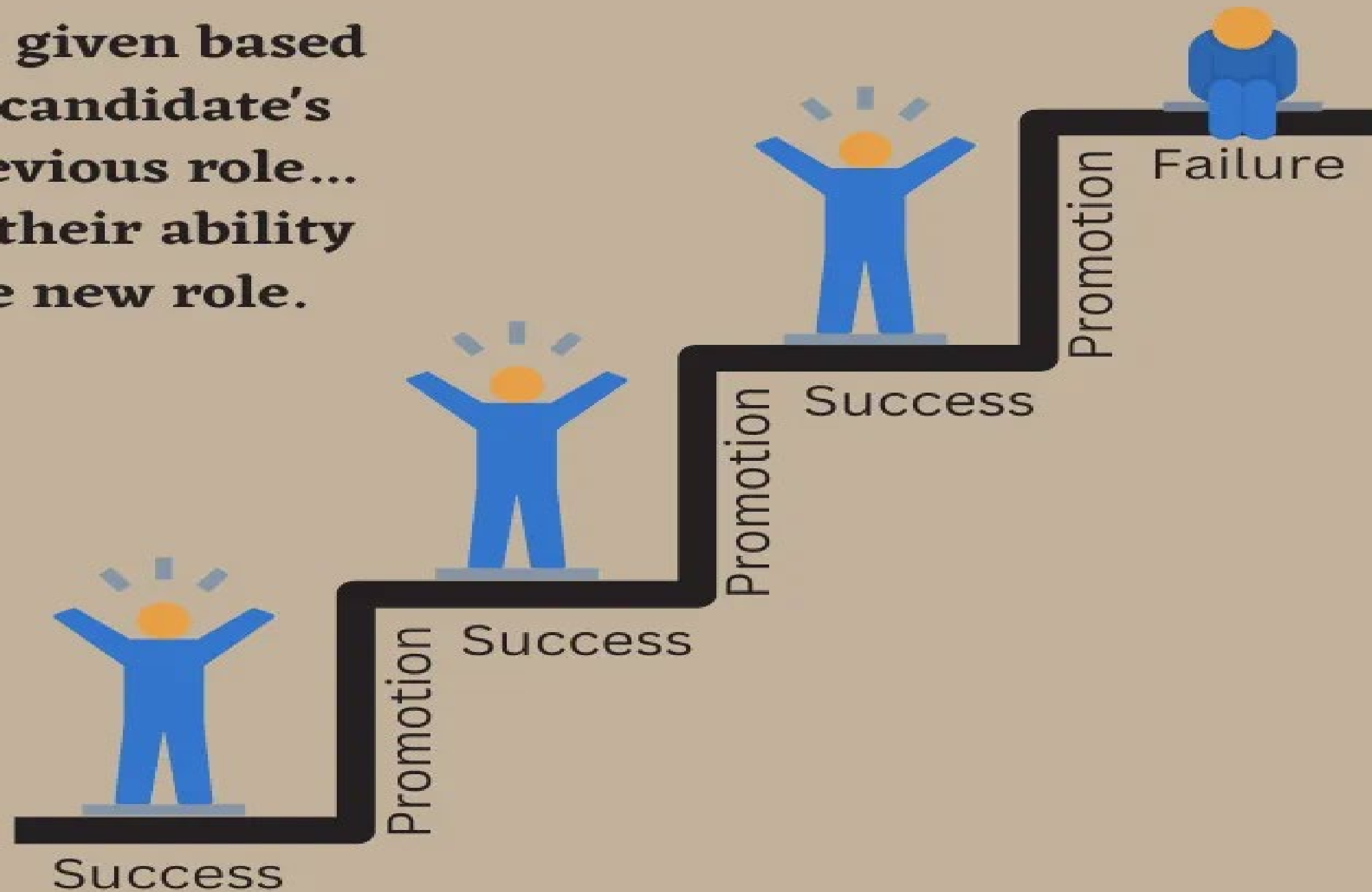
NEW CID SUPERVISOR

- So, how did you get here??? Promotion, assignment?
- Is it more difficult to supervise Detectives? Why?
- Is it more difficult to supervise Detectives if you have never been a detective? WHY?
- What are some of your experiences?



The Peter Principle

**Promotions are given based
in tenure or a candidate's
success in a previous role...
irrespective of their ability
to excel in the new role.**



CID SUPERVISOR TRAINING

- If you have never been a Detective, I respectfully suggest.....
 - Go to training yourself!
 - Build credibility by assisting and asking questions
 - Familiarize yourself with investigations – maybe do some!
 - Understand not all cases are worked in the same way
 - Understand the velocity of an investigation
 - Pay attention to the workload of each Detective
- Be smart enough to know that you “Don’t Always Know,” but that is okay because you are willing to learn.



ND

CAPTAIN GENE

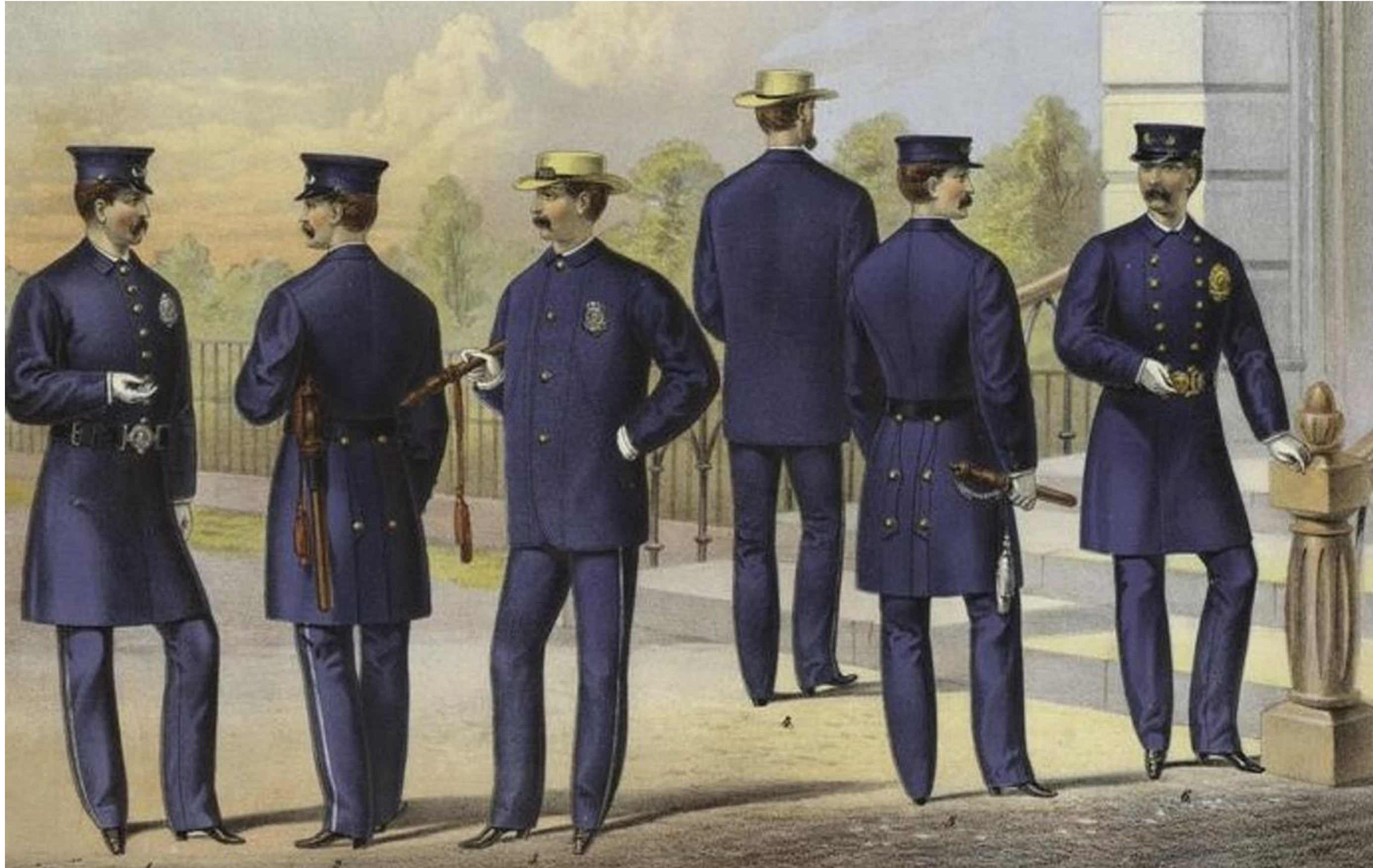


WHY DO THE POLICE EXIST?

- **To Prevent and Control Crime**

- Preventing it from occurring in the first place by our presence and our actions.
- To effectively intervene to prevent or reduce the impact of crimes and traffic deaths and injuries.
- When we fail to prevent, to identify and prosecute offenders
- To provide other needed services such as order maintenance, traffic enforcement and emergency services.





PROVEN POLICING STRATEGIES

- So, what works in Policing? What actually reduces crime?
- **Data-Driven Policing** (Hot Spot Policing) DDACTS
- **Focused Deterrence** (Focusing on repeat offenders) Small number of offenders committing most of the crimes.
- **Problem-Oriented Policing** (Focusing on Community Problems) Perception issues like graffiti, homelessness, etc.
- **Community Policing** (Improving Community Trust) Partnering with community members to be the “eyes and ears” and part of the solution.
- What is **CID’s role** in these strategies?



What is DDACTS?

- Law enforcement operation model
- Proactive
- Location and time data of crimes and crashes
- Hot spot mapping
- High visibility enforcement

bing
PULLMAN

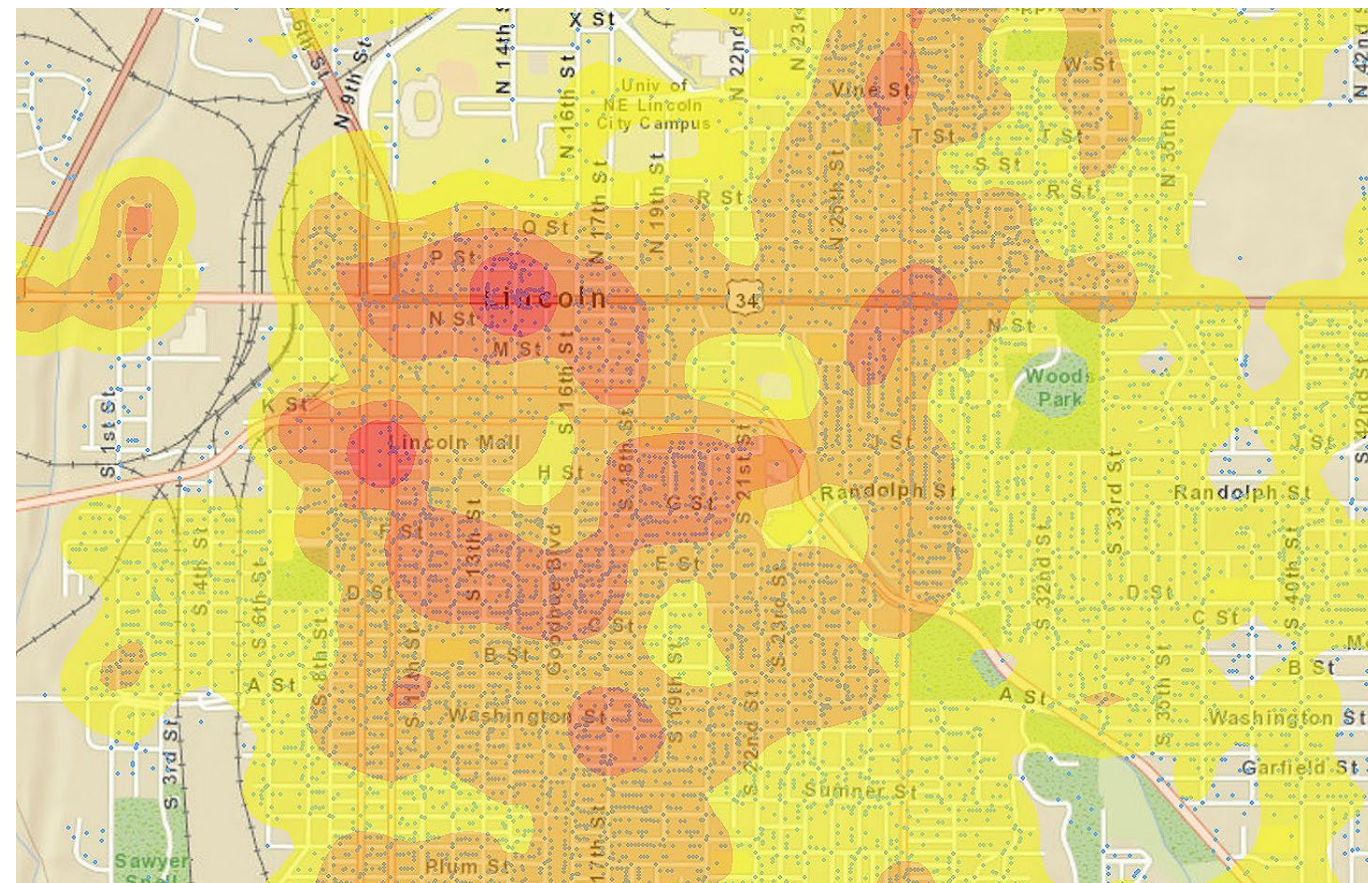
DDACTS Training Course

1-1



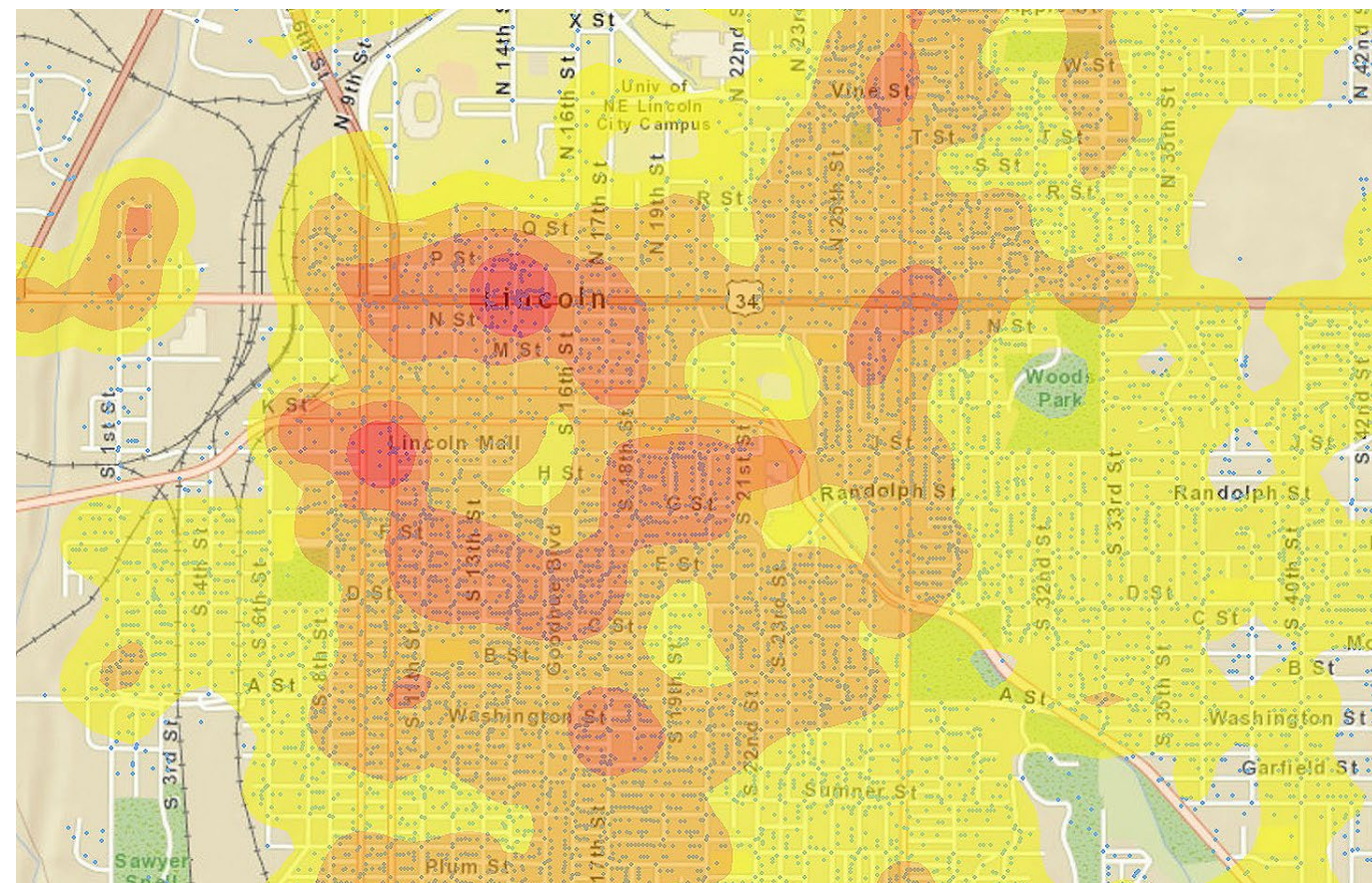
DATA DRIVEN POLICING

- **2020:** A landmark study evaluating a seven-year implementation of HSP in Manhattan, Kansas, using the "Koper Curve" model (short, unpredictable 10–30-minute police visits), found that the strategy yielded a **14% city-wide drop** in total crime and disorder calls, including a **41% drop in violent crime**. This was achieved by adjusting regular patrol patterns without requiring massive overtime expenditures.



DATA DRIVEN POLICING

- **2022: Dallas, Texas**, study analyzing a multi-year grid-rotation hot spot strategy (where target grids were reassessed every 90 to 120 days) demonstrated a **14% reduction in city-wide violent crime** over a two-year period. Crime displacement concerns. What are you seeing?





FOCUSED DETERRENCE POLICING

Using strong community partnerships, intelligence and focused deterrence to reduce violent crime



01



Intelligence Led Policing

- Data driven
- Analysis
- Intelligence
- Understand the nature of the problem
- Focused strategy

02



Focused Deterrence

- Small number of offenders
- Known to CJS
- Target most violent 'A' List
- Deterrence message 'B' List
- Help matters

03



The Community

- Set social norms for community
- Stand with and support law enforcement
- Informal sanctions
- Involved with solution

04



HPCAV

- Respond to violent acts with police
- Moral voice of the community
- Resource coordination
- Deliver help to offenders

THE HIGH POINT MODEL



PROBLEM-ORIENTED POLICING

When Daily Problem Solving may not be enough to address the identified problem, a more thorough, long-term problem-solving approach is necessary. Problem-Oriented Policing (POP) is a preventative policing approach that seeks to understand the underlying conditions for why crime and disorder repeats in particular geographies. The POP approach is a more intensive problem solving method that includes the Scanning, Analysis, Response, and Assessment (SARA) decision-making model.

SARA MODEL:

The SARA model guides BPD members in how to identify problems, analyze data and associated factors, develop appropriate responses and evaluate the results of chosen responses. The steps are as follows:

SCANNING

In collaboration with community input and data analysis, identify, prioritize, and select reoccurring problems.

ANALYSIS

Conduct a rigorous analysis to understand the underlying root causes of the problem(s).

RESPONSE

Determine and implement a response that is contextual to the specific problem through problem solving and crime prevention techniques.

ASSESSMENT

Evaluate the impact of a particular response to determine if the response was effective.

NEIGHBORHOOD POLICING PLANS

BPD districts will work collaboratively with community members in specific neighborhoods afflicted by high-crime to create Neighborhood Policing Plans. Each plan will identify priorities and strategies to address crime and disorder in the neighborhood by establishing data collection methods, documenting the implementation of the strategies and subsequently analyzing their effectiveness. Through the implementation of the Neighborhood Policing Plan, BPD members will develop a better community understanding and enhance the Department's ability to work collaboratively to address problems.



Community Policing

A Police–Citizen Partnership



CID ROLE IN THESE STRATEGIES

- How does CID contribute to the overall mission?
- By successfully prosecuting identified offenders we reduce crimes by
 - Incapacitation
 - Deterrence
- By identifying repeat offenders and intervening to reduce their actions
- By assisting victims to get back to normal
 - Sometimes through prosecution, sometimes not
 - Crime Victim Assistance - Counseling
 - Crime Victims Compensation – Financial
 - Returning stolen property
- Reducing the Fear of Crime – Publicizing Successful Arrests
- Investigating Places! Identifying patterns!



PLACES

- Known drug houses
- Known gambling houses
- Sexually Oriented businesses (SOB)
- Known prostitution locations (truck stops, street corners, etc.)
- Smoke shops
- Pawn shops
- Night clubs
- Frequent theft locations (shoplifting, construction sites, etc.)
- High concentration of vehicles (apartment complexes, dealerships, etc.)
- Check cashing places
- Convenience stores
- Advertised parties
- Others?



RETURN TO OUR ROOTS

9 Peelian Principles:

1. To prevent crime & disorder

2. Police powers are dependent on public approval

3. Securing the willing cooperation of the public

4. Public cooperation reduces need for force

5. Impartial service to law, protect & preserve life

6. Only use force where necessary & to a minimum

7. Police are the public & the public are the police

8. Strict adherence to police-executive functions

9. Prevention is better than response

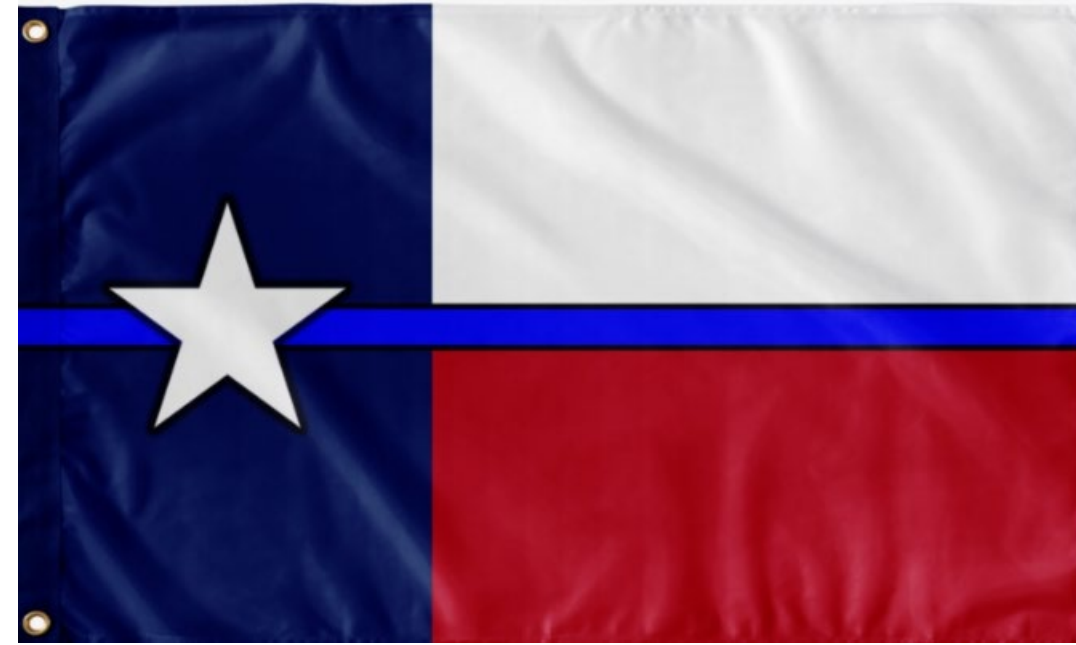


THE FOUNDATION



“INITIAL REPORT to PROSECUTION”

- Patrol does Preliminary
- CID does Follow-up
- No one says this is the only way...
- Some departments, Patrol does it all...
- 90% of Texas police agencies have 10 officers or less.



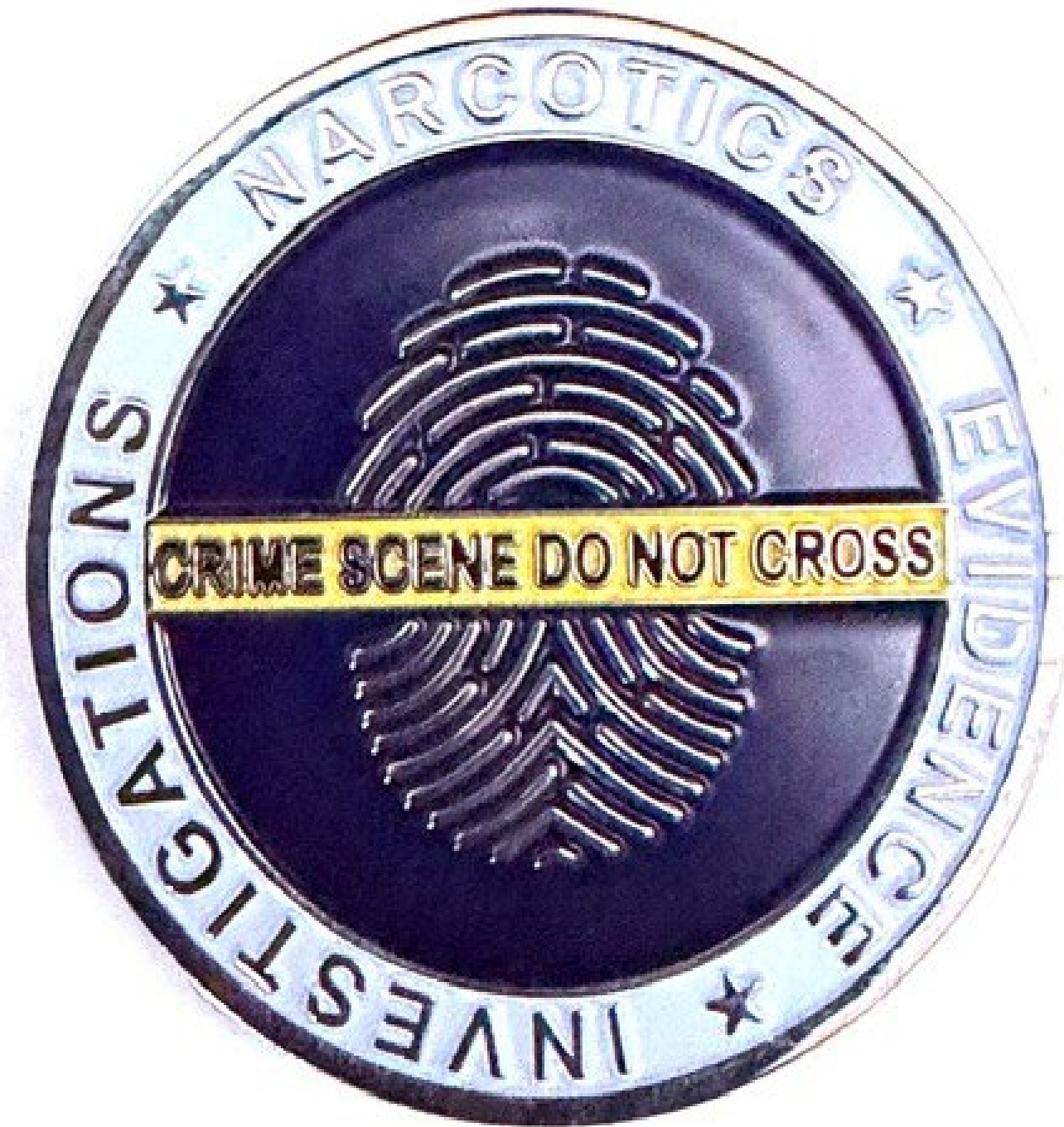
INITIAL REPORT

- Preliminary Investigation Goals
(**Patrol**)
 - Respond to the scene
 - Assist (medical or emotional)
 - Determine if a crime occurred; arrest the offender if necessary
 - Call for assistance (Crime Scene, etc.)
 - Secure the scene – arrange for the collection of evidence
 - Interview the victim, witnesses, and canvass the area
 - Write a comprehensive report



THE INVESTIGATION

- Follow-up Investigation Goals (**CID**)
 - Review reports - Make Investigative Plan (Jurisdiction?)
 - Interview victim and witnesses (again)
 - Conduct record searches, locate and review physical evidence
 - Prepare reports and supplements
 - Identify and interrogate suspect
 - Arrest and process suspects
 - Prepare case reports
 - Appear and testify in Court
 - Anything missing?



YOUR EXPECTATIONS

- What do you expect your Detectives to do on each Investigation?
- (Have you identified and told them?) (Do you have a policy that states this?)
- Contact complainant (Prior contacts with police, social media)
- Contact witnesses (Prior contacts with police, social media)
- Record searches, reviewing physical evidence, analysis conducted (video)
- Identify suspect (Prior contacts with police, social media)
- Interview/Interrogate suspect (Investigate alibi, multiple clearances)
- Best possible case preparation (Medical records, written statements)
- Coordinate with prosecutor, **absolute honesty** in all testimony and efforts



PUBLIC'S EXPECTATIONS

- Public Perception differs from Facts
- The community demands immediate results based on their perception from television and movies.
- CSI and Special Victims Unit
- Never has more than one case.
- Has all the time in the world.
- Always gets their man.
- CSI effect: unrealistic expectations of physical evidence and investigator ability.



WHERE'S THE DNA?

The CSI Effect

- The idea that the exaggerated portrayal of forensic science influences public perceptions



CID's MANTRA

- **“WE GOT THIS”**
- The “cleanup crew”



HOW WE ACTUALLY DID in 2025

- So, how successful are we???

Offense	2025 Clearance Rates
Murder	68.8 %
Rape/Sex	28.4 %
Robbery	35.8 %
Assault	52.4 %
Burglary	17.4 %
Theft	18.6 %
Auto Theft	10.5 %



Reported Crimes in the Nation 2025

Violent Crime

1,119,768 Offenses

- 9.3 % ↓

47.4% of violent crimes
were cleared by arrest or
exceptional means**

Murder

14,085 Offenses

- 18.1% ↓

Robbery

168,927 Offenses

- 18.5% ↓

Property Crime

5,245,768 Offenses

- 12.4 % ↓

17.4% of property crimes
were cleared by arrest or
exceptional means**



Since FBI estimations began in 1936:

Largest year-to-year decrease in

- Violent crime rate
- Murder and nonnegligent manslaughter rate

4.1 murders per 100,000 inhabitants

- Tied with 1955 and 1956 for the lowest rate



868,330
Property Crime Arrests

413,991
Violent Crime Arrests



53 officers were feloniously
killed in the line of duty.

- 90,178 officers were assaulted
- 28 officers were accidentally killed



U.S. Department of Justice
Federal Bureau of Investigation
Uniform Crime Reporting Program

**When elements beyond law enforcement's control prevent an agency from arresting and formally charging the offender, the agency can clear the offense exceptionally when established criteria are met. Examples include death of offender, victim's refusal to cooperate, or denial of extradition.



17,075 agencies
submitted crime
data.

2.4% more agencies than
last year

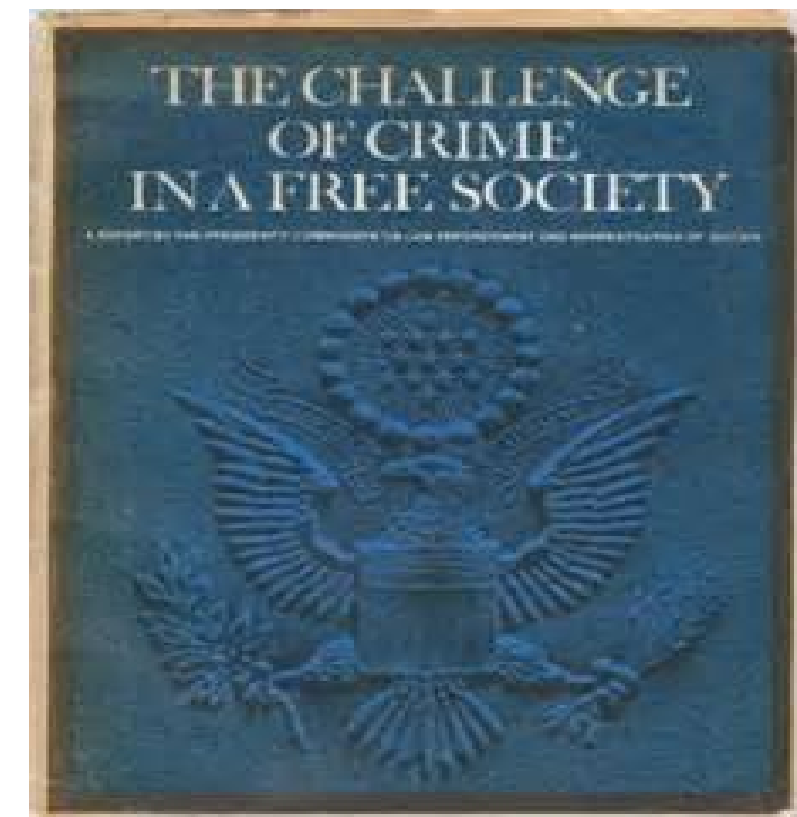


HISTORICAL RESEARCH



THE BEGINNING OF CHANGE

- 1967 President's Commission on Law Enforcement and Criminal Justice
 - Beginnings of Professionalism of Police
 - Law Enforcement Assistance Administration
 - CALEA and State Accreditation Programs
 - NCIC System
 - Uniform Crime Reporting
 - 911 Systems
 - Police Executive Research Forum
 - Police Foundation



ARREST FINDINGS

All Arrests:

1967 President's Commission Report (LAPD)

Patrol made 90% of Arrests

(25% of these arrests were based on warrants)

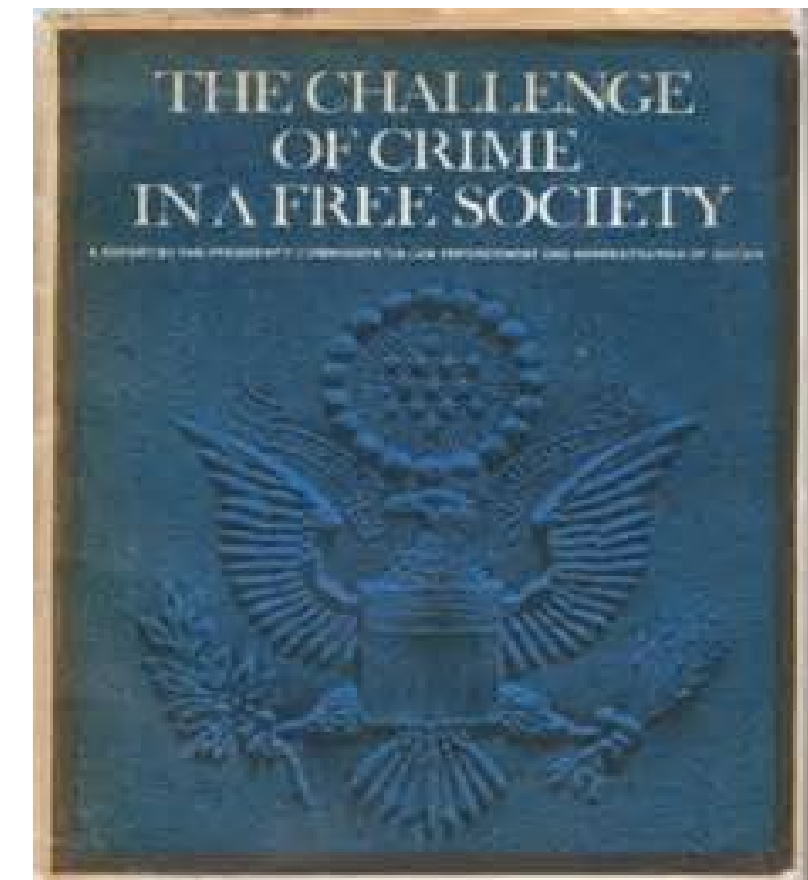
1/3 of all arrests within 30 min

1/2 of all arrests within 2 hours

2/3 of all arrests within 1 week

94% of all arrests within 1 month

Efforts over the next 11 months: only 4.5%



DETECTIVES & CLEARANCE RATES

1975 Rand Corporation Report

Purpose: to determine if training, staffing, or workload impacted clearance rates.

The main finding that received all the attention was that detectives are not the embodiment of Sherlock Holmes, but rather "glorified clerks for the district attorney."



WORKLOAD FINDINGS

- Only 2.7 percent of cases assigned to Detectives were solved because of some special activity conducted by a Detective

Most Detective Activity was superficial, routine, and non-productive.

Most already solved or solved by routine records searches.



WORKLOAD FINDINGS

- Rand Report
45% of Time spent on Non-Case Work

Of the 55% spent on Case Work...

40% spent on cases Never Solved

12% spent on cases that were solved

48% spent on case prep for in-custody cases



STAFFING & CLEARANCE RATES

Rand Corporation Report

The real finding was that there was no clear relationship between investigative staffing or technique and clearance rates.



RAND STUDY FOLLOWUP 25 YEARS LATER

- **2001** Michigan State University *"A National Survey of Police Policies and Practices Regarding the Criminal Investigation Process: Twenty-Five Years after Rand"*
 1. They surveyed 18,000 police agencies to obtain a nationally representative sample of municipal, county, and state agencies in the United States.
 2. **The Big Takeaway:** The 2001 MSU survey proved that while law enforcement successfully adopted technology and better workload management (case screening) over a quarter-century, the fundamental nature of criminal investigation still relied heavily on the quality of the very **first interaction between the citizen and the responding patrol officer.**



ROBBERY & BURGLARY FINDINGS

- PERFs Report on the Investigation of Robbery and Burglary (1983)
- 73% of all cases were suspended after 1 day
- 88% of all cases suspended after 1 week
- 98% of all cases suspended after 1 month



ROBBERY & BURGLARY APPROACH

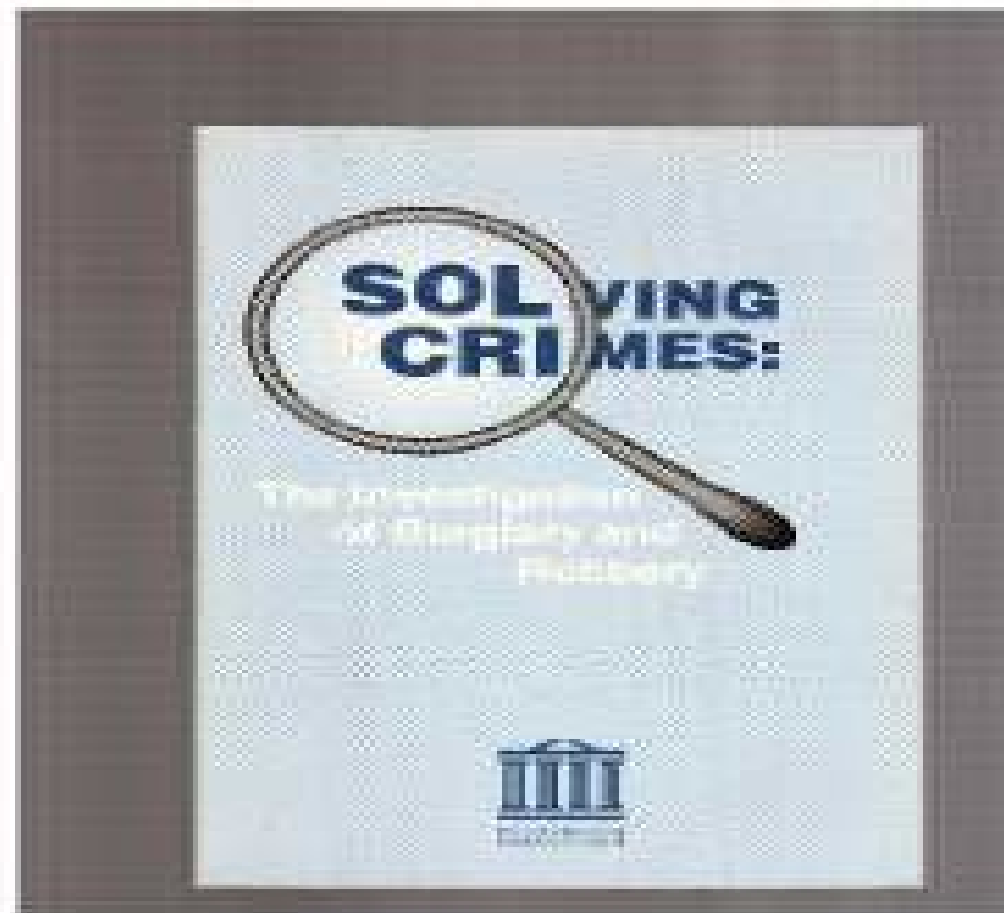
- PERFs Report on the Investigation of Robbery and Burglary suggested that solvability factors usually did not work well. Suggested a three-level system instead:
 1. Crimes that cannot be solved with a reasonable amount of effort,
 2. Crimes that have already been solved by circumstances (such as a patrol arrest or identification of the suspect),
 3. Crimes that, with a reasonable amount of effort, might be solved but won't be solved unless that effort is made.



THE IMPORTANCE OF THE INITIAL REPORT

- PERFs Report on the Investigation of Robbery and Burglary

The best method of improving effectiveness is increasing patrol officers' preliminary investigations.



CLEARANCE RATES STUDY

- **2018** Variability of Crime Clearance Rates among Police Agencies (Lum and Wellford, et al.) Differences in High performing and Low Performing Are Centralized
 - Have more structured oversight and formal interactions between investigative units and agency leadership;
 - Are more likely to have investigative units that have good relationships with other units and that **share information well with other units**;
 - Have investigative units that have **specific goals and performance metrics** for both the unit and for investigators within that unit;
 - Tend to assign most, if not all, serious crimes to an investigator, at least for preliminary review. While this is expected for homicides, HP agency investigative units also tend to do this with robbery, sex offenses, burglary, and aggravated assault cases;
 - Have investigators who more **frequently respond to the initial crime scene** shortly after crimes have been reported;



HIGH PERFORMING AGENCIES

- **2018** Variability of Crime Clearance Rates among Police Agencies (Lum and Wellford, et al.) Differences in High performing and Low Performing

Differences in High performing and Low Performing

Have investigators who either have (or are required to have) specialized experience before joining investigative units or are **expected to be trained** on specific skills once they join those units;

Often have **standard operating procedures for investigations**, where cases are managed carefully and have requirements for completion;

Tend to support their investigative units, both in **terms of resources** as well as symbolically (units are viewed as prestigious, and investigations are seen as a priority); and

Have **better relationships with their community**, even if no specific community-oriented campaign or initiative exists between investigative units and community groups.



HIGHPERFORMING TAKEAWAYS

- Variability of Crime Clearance Rates among Police Agencies
(Lum and Wellford, et al.)

Highly structured oversight and standardized method

Shares info with other investigative units

Patrol has a formal method of providing info to CID

Good relationship between Patrol and CID

Situational awareness notifications (List serv)(Contact lists)

Department leadership meets weekly with CID

CID has formal weekly management meetings

CID notification documented on shift reports



Situational Awareness Bulletins

- Sharing info examples



For Law Enforcement Use ONLY– Not for Public Release

Case #26A150606



The Montgomery County Sheriff's Office is attempting to locate the above pictured individuals. On May 3, 2026, after closing hours these individuals made unlawful entry into the Dollar General store located at 14515 FM 1485 Conroe, TX 77306 and stole merchandise. It is unknown if the individuals fled the scene on foot and/or in a motor vehicle. If anyone has any information on the identity of these individuals or similar cases, please contact Detective George Beck at 281-577-8929 / 936-538-5900 (24hr Non-Emergency Dispatch) or george.beck@mctx.org.

Information contained in this bulletin is Law Enforcement Sensitive and is intended for official use only. Release of sensitive material could adversely affect or jeopardize investigative activities. Arrest authority is not implied and any warrant information must be confirmed.

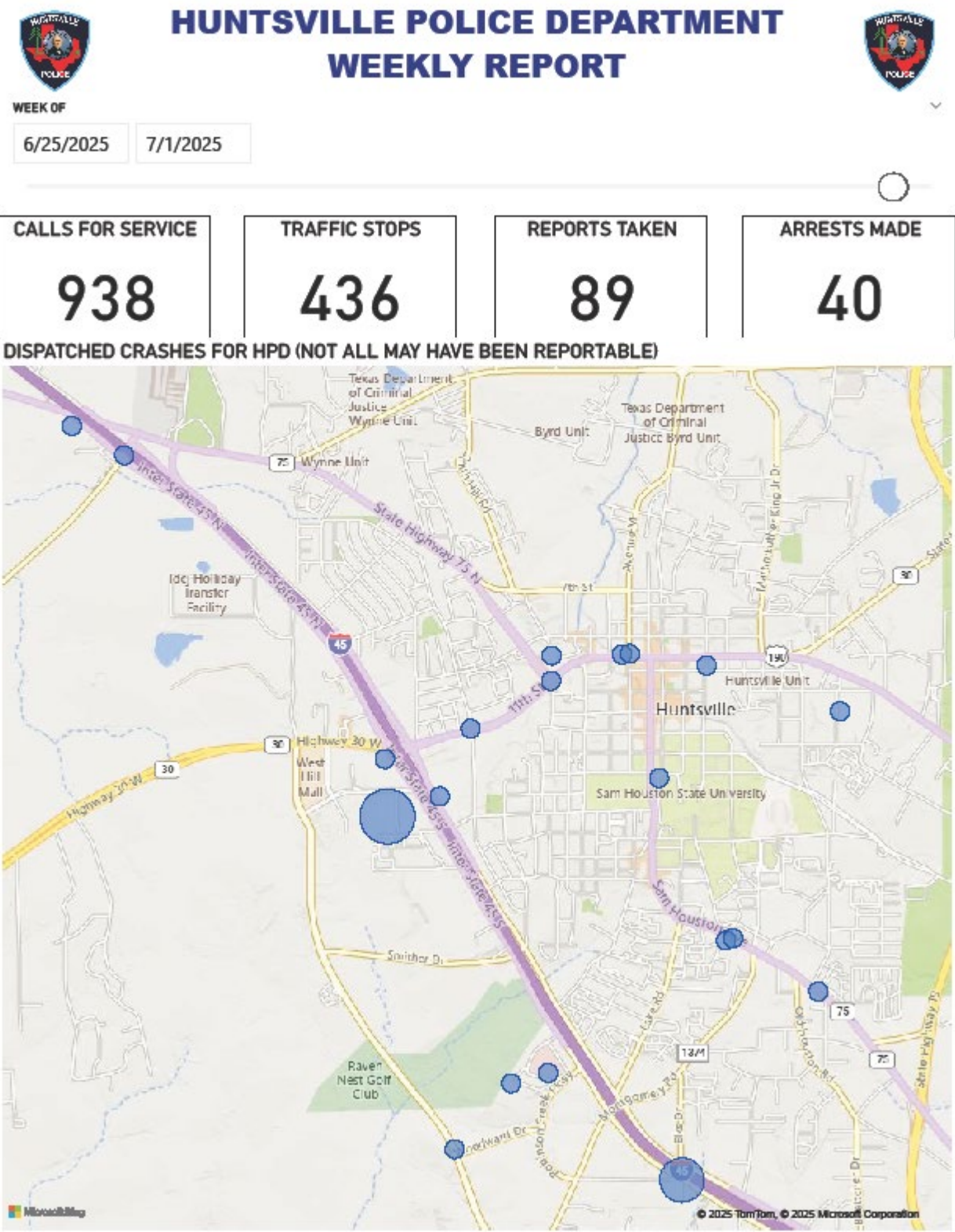
1 CRIMINAL JUSTICE DR.
CONROE, TX 77301



INFORMATION (936)760-5800
NON-EMERGENCY (936)538-5900



WEEKLY REPORTS



Huntsville Police Department



COMPSTAT WEEK April 23rd – April 29th

*Some items are LE sensitive; please disseminate accordingly.
Not for public release*

TOP TEN LIST

2021 TOP ARRESTEES

NUMBER OF ARRESTS	ARRESTEE	DATE OF BIRTH	INCIDENTS
13	Johnson, James Henry	1/22/1950	21028580 21026024 21028075 21037471 21038974 21041524 21042048 21042763 21043767 21044422 21044529 21044639 21046765
11	Baldwin, George Stanley	6/13/1977	21001259 21024503 21025402 21029520 21031571 21032183 21032835 21039091 21042715 21042762 21045361
9	Archie, Kelton Dewayne	2/6/1985	21000937 21003816 21014383 21015500 21016049 21018167 21019524 21032232 21032477
8	Ashley, Nakia Shacole	2/23/1997	21033378 21034269 21039815 21041873 21042902 21044507 21046117 21047910
8	Gloria, George Morales	11/15/1982	20007054 20046706 21002266



DAILY ARREST REPORT

Inmate Bookings Report

TXWALKERPROD

Date Range: Wednesday, May 27, 2026 - Thursday, May 28, 2026 Sort By: Date/Time of Confinement

Nodes: Walker County Jail

Walker County Jail

SO # Inmate's Name	Description	Confined	Arresting Agency	Charges	Warrant #/Issuing Authority	Bond Amt./Type	Image
58230 PARKS, ELTON DESHION	BM 5'10"218	05/27/2026 1:27 AM	SO	FAIL TO IDENTIFY FUGITIVE INTENT GIVE FALSE UNAUTH USE OF VEHICLE UNL POSS FIREARM BY FELON BURGLARY OF HABITATION/HARRIS CO. ASSAULT FAMILY/HOUSEHOLD MEMBER PREV C	ON-VIEW/WALKER/I ON-VIEW/WALKER/I ON-VIEW/WALKER/I 1959246/OCC/HARR 1959247/OCC/HARR	5000.00/Surety Bond 30000.00/Surety Bond 40000.00/Surety Bond 80000.00/Surety Bond 60000.00/Surety Bond	Yes
58231 TORRES, EDWARD ANTHONY, III	WM 5'10"175	05/27/2026 3:32 AM	HPD	ROBBERY BY ASSAULT	D1DC26301510/OCC	100000.00/Surety Bond	Yes
49330 LOZORIA SALAZAR, JOSE MANUEL	SM 5'09"150	05/27/2026 3:34 AM	SO	POSS CS PG 1/1-B >=4G<200G	ON VIEW/WALKER/I	80000.00/Surety Bond	Yes
58232 REED, REGGIE VALENTINE	BM 5'11"220	05/27/2026 4:42 AM	SO	PUBLIC INTOXICATION	ON VIEW/WALKER/I	Not Set	Yes
56699 GROTHER, LINDSEY RENEE	WF 5'05"250	05/27/2026 10:57 AM	SO	THEFT PROP >=\$100-\$750	126M024/JP1	Not Set	Yes
33399 FLOWERS, CODY LEE	WM 6'00"250	05/27/2026 11:50 AM	SO	POSS CS PG 1 >=1G<4G/ BOND SURRENDER EVADING ARREST DET W/VEH/ BOND SURRENDER UNAUTH USE OF VEHICLE/BOND SURRENDER	32013/278th District 32015/278th District 32015/278th District	Not Set Not Set Not Set	Yes
51442 KIZZIE, LORENZO DEWAYNE	BM 6'00"170	05/27/2026 12:35 PM	SO	FRAUD USE/POSS IDENTIFYING INFO # ITEMS 5+	30519/WALKER/DC	No Bond	Yes
56213 BARTON, JOE, JR	WM 5'11"175	05/27/2026 2:33 PM	SO	DRIVING WHILE INTOXICATED 3RD OR MORE 1A1	32441/OCC/TDCJ	No Bond	Yes
58233 Wright, Justin Alton	WM 6'00"295	05/27/2026 4:43 PM	HPD	THEFT PROP >=\$100-\$750	126M062/JP1	Not Set	Yes
49852 SYKES, SHANEKA SHUNTA	BF 5'04"145	05/27/2026 4:44 PM	HPD	RESIST ARREST SEARCH OR TRANSPORT INTERFER W/PUBLIC DUTIES	ON-VIEW/WALKER/I ON-VIEW/WALKER/I	Not Set Not Set	Yes
53377 BARNES, JAI'KEESE OMARI	BM 5'11"135	05/27/2026 4:52 PM	HPD	RESIST ARREST SEARCH OR TRANSPORT	ON-VIEW/WALKER/I	Not Set	Yes
58234 HINSON, JOLENNE ROBIN	WF 5'05"180	05/27/2026 10:05 PM	HPD	THEFT PROP >=\$100-\$750	ON-VIEW/WALKER/I	Not Set	Yes



HIGH-PERFORMANCE TAKEAWAYS

- Variability of Crime Clearance Rates among Police Agencies (Lum and Wellford, et al.)
 - Department Leadership conveys clearance rate goals to CID
 - Specific performance measures for CID
 - Department Leadership conveys as much priority to investigations as Patrol
 - The CID unit is well-resourced
 - “Metrics matter”



KNOW YOUR NUMBERS

							December 2023
Activity Summary	Actual This Month	2023 To Date	2022 To Date	Change	2021 To Date	2020 To Date	4 Year Change
Homicide	0	8	1	700%	2	1	700%
Sexual Assault	2	41	43	-5%	28	25	64%
Robbery	0	21	16	31%	17	20	5%
Assault	51	513	555	-8%	586	524	-2%
Burglary	15	105	114	-8%	74	74	42%
Theft	43	546	534	2%	503	449	22%
Auto Theft	6	87	86	1%	74	60	45%
Arson	1	5	3	67%	3	4	25%
Forgery	1	32	40	-20%	47	64	-50%
FUII	6	67	60	12%	84	72	-7%
Public Intoxication	26	365	294	24%	237	289	26%
DWI/DUI	3	71	75	-5%	137	274	-74%
Narcotics	6	202	272	-26%	383	437	-54%
Total	160	2063	2093	-1%	2175	2293	-10%

CID Case Load	Actual This Month	2023 To Date	2022 To Date	Cleared This Month	Cleared To Date	Cleared This Month	Cleared To Date
CASES	169	1919	1693	80	836	47%	44%
FSGI	25	234	242	10	57	40%	24%



KNOW YOUR COUNTY NUMBERS

CURRENT DATE: 06/23/2		INDEX CRIMES BY AGENCY AND COUNTY FOR 12 MONTHS OF 2025							PAGE: 238			
<< Back to Document Map												
ORINumber	Agency	Population	Murder	Rape	Robbery	Aggravated Assi	Burglary	Arson & The	Auto Theft	Arson	Human Traffick	Total
TX2360100	HUNTSVILLE	50,457										
	Number of Offenses		3	33	11	218	94	575	42	3	1	980
	Rate Per 100,000		5.9	65.4	21.8	432.1	186.3	1,139.6	83.2	5.9	2.0	1,942.2
	Number of Clearances		3	12	3	141	36	186	14	0	0	395
	Percent Cleared		100.0	36.4	27.3	64.7	38.3	32.4	33.3	0	0	40.3
	Number of Arrests		3	6	3	68	28	174	8	0	0	290
TX2360300	SAM HOUST	0										
	Number of Offenses		0	2	0	4	14	84	0	0	0	104
	Rate Per 100,000		0	0	0	0	0	0	0	0	0	0
	Number of Clearances		0	0	0	2	1	13	0	0	0	16
	Percent Cleared		0	0	0	50.0	7.1	15.5	0	0	0	15.4
	Number of Arrests		0	0	0	2	3	9	0	0	0	14
TX2360600	WALKER CO	0										
	Number of Offenses		0	0	0	0	0	0	0	0	0	0
	Rate Per 100,000		0	0	0	0	0	0	0	0	0	0
	Number of Clearances		0	0	0	0	0	0	0	0	0	0
	Percent Cleared		0	0	0	0	0	0	0	0	0	0
	Number of Arrests		0	0	0	0	0	0	0	0	0	0
TX2360000	WALKER CO	34,801										
	Number of Offenses		0	11	0	25	45	136	17	1	0	235
	Rate Per 100,000		0	31.6	0	71.8	129.3	390.8	48.8	2.9	0	675.3
	Number of Clearances		0	3	0	21	18	24	4	1	0	71
	Percent Cleared		0	27.3	0	84.0	40.0	17.7	23.5	100.0	0	30.2
	Number of Arrests		0	1	0	15	20	16	3	1	0	56
County Totals - Walker County												
	Population	85,258										
	Number of Offenses		3	46	11	247	153	795	59	4	1	1,319
	Rate Per 100,000		3.5	54.0	12.9	289.7	179.5	932.5	69.2	4.6	1.1	1,547.1
	Number of Clearances		3	15	3	164	55	223	18	1	0	482
	Percent Cleared		100.0	32.6	27.3	66.4	35.9	28.1	30.5	25.0	0	36.5
	Number of Arrests		3	7	3	85	51	199	11	1	0	360



GREGG COUNTY NUMBERS

CURRENT DATE: 06/23/2		INDEX CRIMES BY AGENCY AND COUNTY FOR 12 MONTHS OF 2025										PAGE: 92
<< Back to Document Map												
ORINumber	Agency	Population	Murder	Rape	Robbery	Aggravated Assault	Burglary	Arson & Theft	Auto Theft	Arson	Human Trafficking	Total
TX0920200	GLADEWATER PD	6,346										
	Number of Offenses		0	4	3	13	8	50	10	0	0	88
	Rate Per 100,000		0	63.0	47.3	204.9	126.1	787.9	157.6	0	0	1,386.7
	Number of Clearances		0	0	1	7	2	3	1	0	0	14
	Percent Cleared		0	0	33.3	53.9	25.0	6.0	10.0	0	0	15.9
	Number of Arrests		0	0	1	7	0	3	0	0	0	11
TX0920700	GREGG CO C	0										
	Number of Offenses		0	0	0	0	0	0	0	0	0	0
	Rate Per 100,000		0	0	0	0	0	0	0	0	0	0
	Number of Clearances		0	0	0	0	0	0	0	0	0	0
	Percent Cleared		0	0	0	0	0	0	0	0	0	0
	Number of Arrests		0	0	0	0	0	0	0	0	0	0
TX0921000	GREGG CO C	0										
	Number of Offenses		0	0	0	0	0	0	0	0	0	0
	Rate Per 100,000		0	0	0	0	0	0	0	0	0	0
	Number of Clearances		0	0	0	0	0	0	0	0	0	0
	Percent Cleared		0	0	0	0	0	0	0	0	0	0
	Number of Arrests		0	0	0	0	0	0	0	0	0	0
TX0921100	GREGG CO C	0										
	Number of Offenses		0	0	0	0	0	0	0	0	0	0
	Rate Per 100,000		0	0	0	0	0	0	0	0	0	0
	Number of Clearances		0	0	0	0	0	0	0	0	0	0
	Percent Cleared		0	0	0	0	0	0	0	0	0	0
	Number of Arrests		0	0	0	0	0	0	0	0	0	0
TX0921200	GREGG CO C	0										
	Number of Offenses		0	0	0	0	0	0	0	0	0	0
	Rate Per 100,000		0	0	0	0	0	0	0	0	0	0
	Number of Clearances		0	0	0	0	0	0	0	0	0	0
	Percent Cleared		0	0	0	0	0	0	0	0	0	0
	Number of Arrests		0	0	0	0	0	0	0	0	0	0
TX0920000	GREGG CO S	23,743										
	Number of Offenses		3	3	3	26	63	121	58	0	0	277
	Rate Per 100,000		12.6	12.6	12.6	109.5	265.3	509.6	244.3	0	0	1,166.7
	Number of Clearances		2	2	0	10	5	10	6	0	0	35
	Percent Cleared		66.7	66.7	0	38.5	7.9	8.3	10.3	0	0	12.6
	Number of Arrests		1	1	0	9	2	7	4	0	0	24
TX0920800	KILGORE CO	0										
	Number of Offenses		0	0	0	0	3	3	0	0	0	6
	Rate Per 100,000		0	0	0	0	0	0	0	0	0	0
	Number of Clearances		0	0	0	0	0	0	0	0	0	0
	Percent Cleared		0	0	0	0	0	0	0	0	0	0
	Number of Arrests		0	0	0	0	0	0	0	0	0	0
TX0920400	KILGORE PD	13,637										
	Number of Offenses		0	5	3	28	41	178	17	1	0	273
	Rate Per 100,000		0	36.7	22.0	205.3	300.7	1,305.3	124.7	7.3	0	2,001.9
	Number of Clearances		0	1	1	16	6	65	6	0	0	95
	Percent Cleared		0	20.0	33.3	57.1	14.6	36.5	35.3	0	0	34.8
	Number of Arrests		0	1	1	11	5	60	2	0	0	80
TX0921500	LAKEPORT PD	996										
	Number of Offenses		0	0	0	1	0	2	0	0	0	3
	Rate Per 100,000		0	0	0	100.4	0	200.8	0	0	0	301.2
	Number of Clearances		0	0	0	1	0	0	0	0	0	1
	Percent Cleared		0	0	0	100.0	0	0	0	0	0	33.3
	Number of Arrests		0	0	0	1	0	0	0	0	0	1
TX0920500	LONGVIEW PD	84,150										
	Number of Offenses		5	60	32	195	203	1,483	146	1	1	2,126
	Rate Per 100,000		5.9	71.3	38.0	231.7	241.2	1,762.3	173.5	1.2	1.2	2,526.4
	Number of Clearances		5	5	11	87	19	392	26	1	0	546
	Percent Cleared		100.0	8.3	34.4	44.6	9.4	26.4	17.8	100.0	0	25.7
	Number of Arrests		6	6	17	57	23	366	12	0	0	487
TX0920600	WHITE OAK PD	6,346										



Things to Do When I Get Home:

- *Consider methods to increase communications between CID and Patrol.*
- *Consider attending patrol shift briefings periodically.*

 THINGS TO DO

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THE NEED FOR CASE SCREENING

- **2025** The Workload & Efficiency Study: “Why Clearance Rates Matter” (Reason Foundation)

The study analyzed the direct relationship between detective workload, call deployment, and violent crime clearance rates. It found that **between 70% and 90% of a patrol officer’s time** is spent responding to non-criminal or low-level calls, severely limiting their ability to conduct high-quality preliminary investigations that the original RAND study proved are vital.

SUPERVISORY TAKEAWAY: Supervisors must act as “workload lighteners,” **actively filtering out low-solvability** or minor property cases so detectives aren’t too overwhelmed to properly work violent crimes.



CONCLUSIONS FROM STUDIES

Not a lot of “real” detective work being done...

Lots of paper and routine duties....

Crime has changed and continues to evolve

Investigative skills have changed and continue to evolve

Best chance of catching more bad guys...

1. Improve preliminary investigations...
2. More time for Detectives to work on cases where there is a chance for solution...
3. Get detectives more technological resources
4. Department management paying attention



MOVING FORWARD

What should our day-to-day operational goals be right now?

Be completely honest in all activities.

Be as responsive to victims of serious crimes as humanly possible, whether or not they wish to prosecute.

Provide as much victim support as possible.

For those cases where the victim wishes to prosecute, investigate, identify the suspect, and prepare the best case possible.

Attempt to identify repeat offenders in the community and intercept their criminal activity.

Reduce community fear of crime by publicizing successful arrests.

Clearance Rate??? Higher than state average for Violent Index??

The Case for Place – investigate and resolve place issues.



GOAL DRIVEN OBJECTIVES

What do we need to attain these Goals?

Staff - People

Organization - Structure of how services are provided

Facilities and Equipment

Training

Supervision

Case Management

Audits and Inspections

Support activities



CID SUPERVISOR PITFALLS

How can we as supervisors screw up?

We don't pay attention...

We don't watch the numbers

We don't set goals

We don't help our people



Things to Do When I Get Home:

- *Discuss clearance rates with command staff. Develop systems to support CID with appropriate staffing and management oversight.*
- “What gets measured gets managed”

THINGS TO DO

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THE PRELIMINARY INVESTIGATION



Improving Preliminary Investigations

How Do We Solve Crimes???



1. **Observation** – Police observe the crime or arrive before the suspect departs, or immediately after.
2. **Physical Evidence** identifies the suspect.
3. **Information**...information provided by victims and witnesses... (Public Trust)



Improving Preliminary Investigations

1. Patrol must have time to conduct a more thorough investigation and more time to write better reports.

- Creating more time for Patrol
 - Use of non-sworn in the field,
 - Telephone report taking,
 - Online reporting,
 - Changes in call priority.
- Training in better Preliminary Investigations



Improving Preliminary Investigations

2. Once they have the time, how do you “Improve” the quality of Preliminary Investigations?

- Additional Training, Temp Assignment in CID
- CID Training for 1st Line Supervisors
- Returned Reports – Feedback from Detectives
- Checklists and Instructions
- Preformatted report forms - Report Writing Instructions
- Access to technology resources
- Other Ideas???



PEER REVIEW OF REPORTS

- Supervisor review of initial reports

Form 100-400 (Rev. 1-63) **HOMICIDE REPORT** CITY OF DALLAS

Police Department

Last Name of Person Killed: **KENNEDY, John F. (PRESIDENT OF U. S.)** First Name: **John F.** Middle Name: **W** Sex: **M** Age: **47** Residence of Person Killed: **Washington, D. C. (White House)** Officer Serial No.: **85950**

Reported By: **W** Sex: **M** Age: **47** Address of Person Reporting: **Washington, D. C. (White House)** Phone of Person Reporting: **85950**

Offense as Reported (Crime): **MURDER**

Place of Occurrence — Street and Number or Intersection: **Elm St. (approx. 150' W of Houston)** District: **H&R** Precinct: **2** Beat: **101** Officer Making Report: **CN Dhority 476 MN Blessing 698** I.D. No.: **476** Name: **Mayo** I.D. No.: **510PM**

Time of Occurrence: **Fri 11/22/63 12:30PM** Time Reported: **5:10PM** Report Received By: **Mayo** Time Typed: **5:10PM**

App: **Joe B. Brown** Height: **5'8"** Weight: **170** Eyes: **Blue** Hair: **Dark** Build: **Medium** Description: **White, 5'8", 170 lbs, blue eyes, dark hair, medium build.** Clothing: **White shirt, dark pants.**

Coroner Notified: **Joe B. Brown** Name of Coroner Attending: **Dr. Kemp Clark, 1PM, Parkland Hospital** Address: **Parkland Hospital** Name of Prosecutor Attending—Time of Arrival: **5:10PM**

Procured Dead by Physician: **Dr. Kemp Clark, 1PM, Parkland Hospital**

DETAILS OF OFFENSE (Give Circumstances of Occurrence of Offense and its Investigation) Use Both Sides.

The expired was riding in motorcade with wife and Governor John Connally, and his heard gun shot and saw the expired slump forward. More shots were heard and the his wife's lap. Governor Connally was also shot at this time. Car in which tr was escorted to Parkland Hospital by Dallas Police Officers.

Witness Taken Into Custody: **All witnesses affidavits are in Homicide Office.**

Known, Suspected, or Possible Motive:

DESCRIPTION OF SUSPECTS OR PERSONS WANTED

Alias	Address	Sex	Color	Age	Height	Weight	Build	Complexion	Scars and Other Marks	Reason for Suspicion

Person Arrested—Name—Address: **Lee Harvey Oswald** Sex: **M** Age: **25** Arresting Officers: **Lt. E. L. Cunningham 464 MN McDonald 1178** Charge: **MURDER**

Person Assigned to Investigate (Specify I.D. No.): **Dhority - Blessing - Brown** This Officer Declared: ☒ Pending ☐ Released for Arrest ☐ Date: **11/22/63** Commanding Officer: **Mayo**

REMARKS: **Investigation Bureau**

Handwritten notes on the form:

- All known details of the victim are captured
- Date, location and type of crime, if known, is listed
- Name of officer making the report is documented
- Names of assigned coroner & physician listed
- Brief summary of crime details
- Officer notes where witness affidavits are located
- Charge related to the arrest is included in report
- Name of law enforcement official assigned to investigate
- A suspect was identified - his name is listed here.
- The suspect's race, sex and age are documented
- Name of arresting officer is included



Preliminary Investigation Checklist

Preliminary Investigation and Report Writing Checklist

Investigate all crimes completely.

1. Contact on-duty or on-call detective if needed.
2. Interview complainant and all witnesses separately if possible.
3. Obtain re-contact information including direct phone, alternate phone and email or other contact information on all victims and witnesses.
4. Canvass area for additional witnesses or surveillance camera systems.
5. Explore and investigate likely suspect egress routes for evidence or discarded property.
6. Collect or preserve any physical evidence.
7. Write comprehensive report including:
 - Description of Crime
 - Victim and Witness Contact Info
 - Description of Physical Evidence
 - What info provided Victim
 - Recommendation for Follow-up



PREFORMATTED FORMS

CS# _____ Date _____ Dispatch _____ Arrival _____ Call Type _____

Responded from _____ Offense Location _____

Offense Time Frame: Date _____ Time _____ to Date _____ Time _____

Complainant/Victim/Witness/Suspect/Involved Gender: M F Race: ME W B H NA O

Name _____ DOB _____ DL/ID _____

SSN# _____ HM# _____ WK# _____ Other _____

Local Address _____

Permanent Address _____

Is residence a foster home? Y/N

E-mail address _____

Occupation/Employer _____

Vehicle: Year _____ Make _____ Model _____ Color _____

LP# _____ Expiration Date _____ VIN# _____

Suspect: HT _____ WT _____ Hair color _____ Hair length _____ Age/Range _____

S/M/T _____ Clothes _____

Active Military Service ? Y/N If Yes, Branch? (Circle one) Air Force/Army/Marines/Navy/Coast

Guard/ Texas State Guard Additional information on service _____

Complainant/Victim/Witness/Suspect/Involved Gender: M F Race: ME W B H NA O

Name _____ DOB _____ DL/ID _____

SSN# _____ HM# _____ WK# _____ Other _____

Local Address _____

Permanent Address _____

Is residence a foster home? Y/N

E-mail address _____

Employer/Occupation _____

Vehicle: Year _____ Make _____ Model _____ Color _____

LP# _____ Expiration Date _____ VIN# _____

Suspect: HT _____ WT _____ Hair color _____ Hair length _____ Age/Range _____

S/M/T _____ Clothes _____

Active Military Service ? Y/N If Yes, Branch? (Circle one) Air Force/Army/Marines/Navy/Coast

Guard/ Texas State Guard Additional information on service _____



TOMBALL POLICE DEPARTMENT

QUICK REFERENCE GUIDE REPORT WRITING

HEADER

Case Number: Offense (in ALL CAPS and Underlined)

190101-001: ASSAULT CAUSING BODILY INJURY

1 SUMMARY OF FACTS

The **SUMMARY OF FACTS** is a brief description of the incident as it pertains to the **SUPPLEMENT** itself (not the entire case).

If the Details of Offense is 2 paragraphs or less, a **SUMMARY OF FACTS** is not required.

- ❖ Generally the **PROBABLE CAUSE STATEMENT**.
- ❖ Used when reviewing supplements to know what is going to be described in the supplement.
- ❖ Information that will be released to the media upon request
- ❖ Should be a **short paragraph** with only 2-6 sentences.

WRITING THE SUMMARY OF FACTS

1. Identify the responding officer, the location and county, the date, and the time.
2. Provide the elements of the offense that are known at the time of the report.
3. Summarize the final disposition at the time of the report.

2 DETAILS

The **DETAILS** are the actual details of the offense by the time of submission.

The **DETAILS** are written in:

- ❖ **CHRONOLOGICAL ORDER** as they occurred.
- ❖ **THIRD-PERSON**.

INTRODUCTION

Introduce the investigation with the date, time, location, and dispatch information as well as information about the incident **PRIOR** to the first officer arriving.

EACH paragraph is numbered in sequential order, with the **FIRST NUMBER** being the number of the supplement/details of offense, a period, then the number paragraph.

Divide each paragraph based on the information in the **DETAIL**.

- ❖ Each separate action in the investigation gets its own **DETAIL**.
- ❖ Try to separate each element of the offense into its own **DETAIL** with the facts supporting the element.

Section Headers

Include a header with the bullet point over special investigative steps:

- 1) Interview of individuals (whether witness, victim, or suspect)
- 2) Collection of Evidence

Use headers to divide different steps of the investigation for easy reference.

Each **DETAILS** section ends with a separate line signifying "End of Report"

REPORT NUMBERING

Each supplement gets assigned its own number.

The **DETAILS OF OFFENSE** are completed by the **INITIAL OFFICER** and is assigned **NUMBER 1**.

All subsequent **SUPPLEMENTS** receive the next number in sequence

(i.e. the first supplement is "2", the next is "3", so on)

All bullet points are preceded by this number for the specific supplement.

WRITING NAMES

- ❖ Names are written in **THIRD PERSON**.
- ❖ List the Full First Name followed by the Full Last Name.

EXAMPLE OUTLINE

Actual outlines vary depending on the details

DETAILS

- 1.1 Introduction to the incident.
- 1.2 Continue details of Offense.
- 1.3 ...
- 1.4 Evidence Collection at [Address]
[Item] collected from [specific location] at [specific time] by Officer LASTNAME.
[Item] collected from [specific location] at [specific time] by Officer LASTNAME.
- 1.5 Interview of Firstname LASTNAME:
Enter the details of the interview.
- 1.6 Interview of LASTNAME continued:
Enter the details of the interview
- 1.7 Disposition of the case.

End of Report

3 DISPOSITION

APPROPRIATE DISPOSITIONS

- Cleared by arrest or citation
- Cleared by Exceptional Means (Details)
- Located Missing Person/Runaway Juvenile
- Referred to (Investigations, other agency, etc)
- Pending Arrest Warrant or Summons
- Unfounded
- Charges Declined by Prosecution
- Victim Refused to Cooperate

The **DISPOSITION** shows the status of the case AT THE TIME THAT THE REPORT IS BEING COMPLETED.

There may be multiple dispositions if there are multiple incidents or offenses.

Where applicable, describe the disposition

DISPOSITION

- Forwarded to Investigations

CLEARED- Means that no further action is required in the case and the case investigation is completed.

UNFOUNDED- Means that the evidence supports that no crime had occurred

4 INVOLVED PERSONS

Each person involved in the case with a role (Suspect, Victim, Witness) should be listed in **INVOLVED PERSONS** with the most current information provided at the time of the report.

Minimum Information to Collect:

- Name (First Middle LAST)
- Race and Gender
- Date of Birth
- DL or ID Number
- Addresses
- Phone Numbers
- Email Address
- Involvement (Suspect, Victim, Witness)

INVOLVED PERSONS

Each person gets his/her own number.

1.1	First Middle LAST DL/ID Number Address: Phone: Involvement: Suspect, Victim, Witness	Race/Gender	DOB
-----	--	-------------	-----

THE VICTIM IS ALWAYS LISTED FIRST

5 CUSTODY OF EVIDENCE

The **CUSTODY OF EVIDENCE** lists actual collected and submitted evidence by the reporting officer upon completion of the report.

CUSTODY OF EVIDENCE

1.1	Evidence (Evidence Tag Number)
-----	--------------------------------

Each piece of evidence gets its own number.

If no evidence is collected, this section can be omitted.

6 INVESTIGATORS/PUBLIC OFFICIALS

Every public official (Law enforcement from all agencies and paramedics where applicable) must be listed at the end of the report.

Each person will have their full first and last name, rank, and department listed.

For **TOMBALL EMPLOYEES**, also list whether **Body Cam** or **Dash Cam** were active.

INVESTIGATORS/PUBLIC OFFICIALS

1.1	First LAST, Rank, Department (BWC Active)
1.2	First LAST, Rank, Department

Each official gets his/her own number.

CLOSER

Reporting Officer, Date of the report, and time that the report was completed

REPORTING OFFICER:	RANK F. LASTNAME	DATE: 1/1/2019	TIME: 12:00PM
--------------------	------------------	----------------	---------------



PENAL CODE REFERENCE GUIDE



TEXAS DISTRICT AND COUNTY ATTORNEYS ASSOCIATION

QUICK PENAL CODE REFERENCE

green text indicates new laws or 2025 amendments for crimes committed after August 31, 2023

1ST DEGREE FELONIES (5–99 years + \$0–10,000)		
Agg. Assault [22.02(b)(1)-(3)] (<i>see statute for factors</i>) Agg. Kidnapping [20.04(c)] (no safe release) Agg. Online Prom. of Prost. [43.041] (2nd; 2+ persons; or V<18) Agg. Promotion of Prostitution [43.04] Agg. Robbery [29.03] Agg. Sexual Assault [22.021] (min. 25 yrs w/child) Arson [28.02(d)(1)-(2)] (BI or death, home, or place of assembly/worship) Bigamy [25.01(e)(2)] (V ≤16) Burglary (habitation) [30.02(d)](<i>see statute for factors</i>) Compelling Prostitution [43.05(h)]	Continuous Sexual Abuse of Child/Disabled [21.02] Continuous Smuggling of Persons [20.06(f)–(g)] (risk of/actual SBI or death, or V <18) Continuous Trafficking/Persons [20A.03] (min. 25 yrs) Employment Harmful to Children [43.251] (child <14) Damaging Critical Infrastructure Facility [28.09] (≥\$100K damage, use of firearm, drone, cyber attack, or explosive weapon) Fraud. Use/Poss. of Credit/Debit Info [32.315] (50+) Fraud. Use/Poss. of ID Info [32.51(c)(4)] (50+ IDs) Inj. to Child/Elderly/Disab. [22.04(e)] (<i>see statute</i>) Intox. Assault (officer, judge) [49.09(b-1)(2)]	Intox. Manslaughter [49.08(b), 49.09(b-2)] (officer, firefighter, EMS, judge) Manslaughter [19.04] (damaging infrastructure facil.) Murder [19.02(c)] (no sudden passion) Prom. of Child Porn [43.26] (2nd) or Poss. (3rd) Prom. of Prostitution [43.03(b)(2)] (V <18) Sexual Assault [22.011(f)] (related to victim) Sexual Perf. by Child [43.25(b)-(c)] (V <14) Smuggling Persons [20.05] (w/sex. asslt, SBI, death) Tampering w/Voting Machine [33.05(d)] Trafficking of Persons [20A.02(b), (b-1)] (V <14 or disabled, SBI/death, w/deadly weapon, strangulation; <i>see statute for more factors</i>) (min. 25 yrs)
2ND DEGREE FELONIES (2–20 years + \$0–10,000)		
Abandon/Endanger Child/Elderly/Disabled [22.041(e)] Agg. Assault [22.02(b)] Agg. Kidnapping [20.04(d)] (voluntary safe release) Agg. Online Promotion of Prostitution [43.041] Arson [28.02(a), (d)] (<i>see statute for factors</i>) Assault [22.01(b-2), (b-3)] (FV 2d; suffocation/strangulation, officer or judge) Bigamy [25.01(e)(1)] (V = 17) Bribery [36.02] Burglary [30.02(c)(2)] (habitation) Child Grooming [15.032] (w/prior) Continuous Smuggling of Persons [20.06(e)] Cruelty to Animals [42.09(c-1)] (2nd) Damaging Critical Infrastructure Facility [28.09] Employment Harmful to Children [43.251(c)] Escape [38.06(d)] (causing BI) Evading [38.04(b)(3)] (SBI/deflation device or death)	Fraud. Use/Poss. Credit/Debit Info [32.315] (10–49) Fraud. Use/Poss. of ID Info [32.51(c)(3)] (10–49 IDs) Improper Relationship: Teacher/Student [21.12(b)] Indecency w/Child [21.11(a)(1), (d)] (contact) Injury to a Child/Elderly/Disabled [22.04(e)–(f)] (reckless, disabled V in residential center/facility) Intoxication Assault [49.07(c), 49.09(b-1), (b-4)] (firefighter, EMS; V in coma) Intoxication Manslaughter [49.08(b)] Manslaughter [19.04] Murder [19.02(d)] (sudden passion) Obscenity [43.23(c), (h)] (images of child) Obstruction/Retaliation [36.06(c)] (juror; disclosing public servant info) Online Prom. of Prostitution [43.031] (2nd or V <18) Online Solic./Minor [33.021] (V <14 or intent for sex) Possession or Promotion of Child Porn (2nd) [43.26]	Prohibited Sexual Conduct [25.02(a)(1), (c)] Promotion of Prostitution (2nd) [43.03(b)(1)] Racketeering/Unlawful Debt Collection [72.02–.04] Robbery [29.02] Sexual Assault [22.011(f)] (<i>see statute for factors</i>) Sexual Performance by Child [43.25(b)-(e)] (inducing child 14–18; directing child <14) Smuggling Persons [20.05(a)(3), (b)(1)] (likely SBI or death, V <18, pecuniary benefit, firearm, fleeing) Solicitation of Prostitution [43.021(b)(2)] (person <18) Stalking [42.072(b)] (2nd or more) Tampering w/Evidence [37.09(c)] (human corpse) Tampering w/Witness [36.05(e-2)] (w/prior FV) Trafficking of Persons [20A.02(b)] Unlawfully Carrying Weapon [46.02(a-7)] (felon) Unlawful Restraint [20.02(c)(3)] (officer or judge)
3RD DEGREE FELONIES (2–10 years + \$0–10,000)		
Abandon/Endanger Child/Elderly/Disabled [22.041(d)] Aggravated Perjury [37.03] Arson [28.02(a-1), (e)] (<i>see statute for factors</i>) Assault [22.01(b)(1)-(8), (b-1)] (<i>see statute for factors</i>) Bail Jumping [38.10(f)] (from felony) Bigamy [25.01(e)] Burglary (bldg. w/prescrip. drugs) [30.02(c-1)] Burglary of Vehicle (w/drugs) [30.04(d)(3)] Child Grooming [15.032] Continuous Violence against Family [25.11] Credit/Debit Card Abuse [32.31(d)] (elderly) Cruelty to Animals/Livestock (w/priors) [42.09, 42.092] Deadly Conduct [22.05(b), (e)] (discharging firearm) DWI/FWI/BWI [49.09(b), 46.05, 46.06] (3+ priors) Enticing Child [25.04(b)] (intending felony) Escape [38.06(c)] (felony offense or confinement) Evading [38.04(b)(2)] (vehicle, SBI, deflation device) Exploitation of Child/Elderly/Disabled [32.53] False Report of Crime/Emergency [42.0601(b)(2)] Forgery [32.21(e)] (<i>see statute for factors</i>) Fraud. Poss. of ID Info [32.51(c)(2)] (5–9 IDs)	Fraud. Use/Poss. Credit/Debit Info [32.315] (5–9 IDs) Harassment [22.11] (chinking by prisoner) Improp. Cont. w/Victim [38.111(d)] Improp. Sex w/Committed Person [39.041] Indecency w/Child [21.11(a)(2), (d)] (exposure) Indecent Assault [22.012(b)] (by health care provider) Indecent Exposure by Sexually Violent Pred. [21.08(b)] Injury to Child/Elderly/Disabled [22.04(a)(3), (a-1)(3), (f)] (BI, residential center, group home) Intoxication Assault [49.07(c)] Kidnapping [20.03] Obstruction/Retaliation [36.06(c)] Online Impersonation [33.07(a), (b)] Online Promotion of Prostitution [43.031] Online Solicitation of Minor [33.021(b), (f)] (communicate or distribute explicit material) Possession of Weapon [46.03(g), (g-1)] (proh. place) Possession/Promotion of Child Porn [43.26(d)] Prohibited Sexual Conduct [25.02(c)] Prohibited Substance/Item in Corr. Fac. [38.11(g)] Promotion of Prostitution [43.03(b)] Public Lewdness [21.07] (by Sexually Violent Pred.)	Repeated Violations of Court Order/Bond [25.072] Resisting Arrest [38.03(d)] (deadly weapon) Sexual Coercion [21.18(e)] (2nd) Sexual Perf. by Child [43.25(d), (e)] (directing; V >14) Smuggling Persons [20.05(b)] Solicitation of Prostitution [43.021(b)(1)] (1–2 priors) Stalking [42.072(b)] (1st) Tampering w/Elec. Monitoring Device [38.112] (on super-intensive supervision) Tampering w/Evid. [37.09(a), (c), (d)(1)] (not corpse) Tampering w/Witness [36.05] (but see 36.05(d)–(e)) Terroristic Threat [22.07(e)] (utility; fear/SBI; gov't) Unauth. Poss. of Catalytic Converter [31.20] (w/prior or as part of conspiracy) Unlawfully Carrying Weapon [46.02(a-7)] (FV/P0) Unlawful Poss. of Firearm [46.04(a), (e)] (felon) Unlawful Poss. of Prohibited Weapon [46.05(e)] Unlawful Restraint [20.02(c)(2)] (<i>see statute</i>) Violating Court Order/Bond [25.07(g)(2)] (3rd or by assault/stalking) Violating Court Order/Bond (hate crime) [25.071(d)] (3rd or by assault)
STATE JAIL FELONIES (180 days–2 years in SJ + \$0–10,000)		
Abandon/Endanger Child/Elderly/Disabled [22.041] Abuse of Corpse [42.08] (body) Arson [28.01(e)–(f)] (<i>see statute for factors</i>) Bestiality [21.09] BWI w/Child Passenger [49.061] Burglary [30.02(c)(1)] (building) Burglary of Vehicle [30.04(d)(2)] (3rd or rail car) Credit/Debit Card Abuse [32.31(d)] Criminally Negligent Homicide [19.05] Cruelty to Animals/Livestock [42.09, 42.092] Dog Fighting [42.10] (<i>see statute for factors</i>) DWI w/Child Passenger [49.045] Evading [38.04(b)(1)] (2nd) False Alarm/Report [42.06(b)] (<i>see (b) for factors</i>)	False Report of Crime/Emergency [42.0601] Forgery [32.21(d)] (commercial instrument) Fraud. Use/Poss. of ID Info [32.51(c)(1)] (<5 IDs) Fraud. Use/Poss. Credit/Debit Info [32.315] (1–4) Indecent Assault [22.012] (by health care provider) Indecent Exposure [21.08(b)(2)] (2+ priors) Injury to Child/Elderly/Disabled [22.04(g)] (<i>see statute for factors</i>) Interference w/Child Custody [25.03] Interference w/Emerg. Call [42.062(c)] (w/prior) Interference with Rights of Guardian [25.10] Invasive Visual Recording [21.15] Obscenity [43.23(a)–(b)] (promote) Obstructing Highway [42.03] (emerg. veh., hospital, reckless driving, intoxication, SBI)	Operating Unmanned Aircraft over Correctional or Detention Facility [38.115] (distribute contraband) Prostitution [43.02(c)(2)] (3+ priors) Sexual Assault [22.011(f)(2)] (using reproductive material without consent from donor) Sexual Coercion [21.18(e)] Solicitation of Prostitution [43.021(b)] Tampering w/Elec. Monitoring Device [38.112] Terroristic Threat [22.07(a)(3), (c-1), (d)] (≥\$1,500 loss; officer or judge) Unlawful Possession of Catalytic Converter [31.21] Unlawful Possession of Prohibited Weapon [46.05(a)(9), (e)] (deflation device) Violation of Court Order/Bond [25.07(g)(1)] (DV) Voyeurism [21.16(d)] (victim <14)



REPORT MANUAL TEMPLATES



OFFENSE REPORT MANUAL FOR PATROL OFFICERS & PROSECUTORS



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2025

2027

PENAL LAWS OF TEXAS



DIANE BECKHAM, EDITOR

ELEMENTS OF A CRIME

A LAW OFFICERS GUIDE



2025-27 EDITION

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Statutes, Codes & Field Tools

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Years

CATEGORY



Utilities

DEVELOPER



Justin Klaus

LANGUAGE

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English

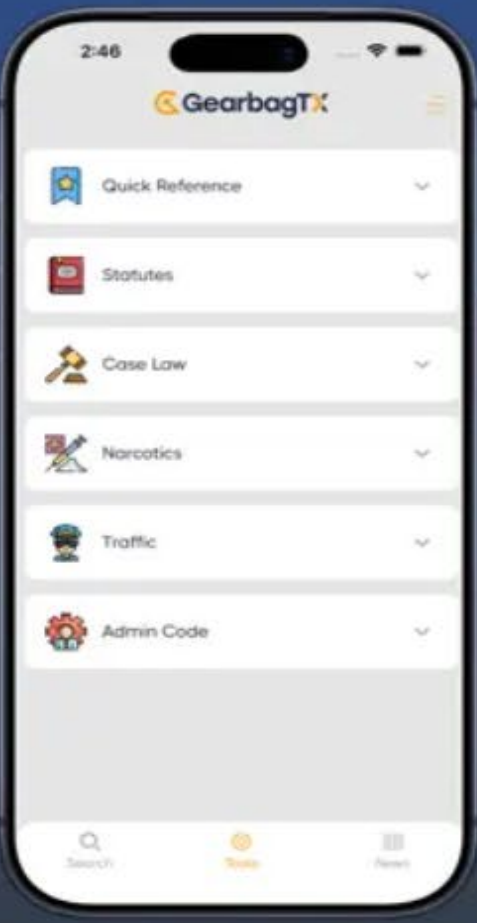
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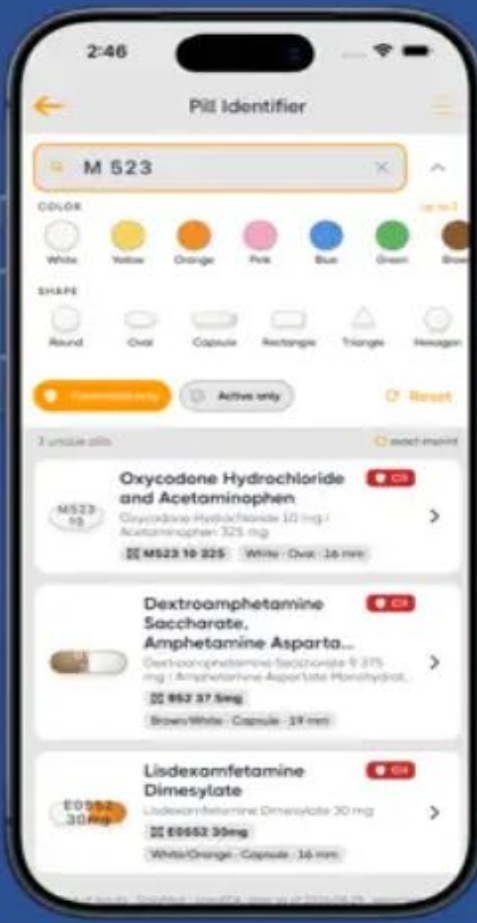
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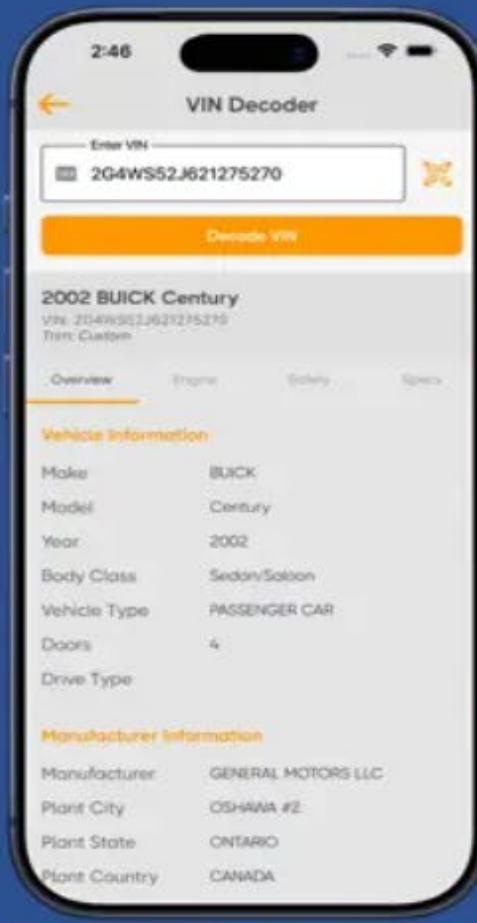
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Things to Do When I Get Home:

- *Consider methods to improve the Preliminary Investigations done by Patrol.*
- “Prevent Garbage in, garbage out”



THINGS TO DO

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“Good day to be a Detective”



Managing Criminal Investigations

- We Addressed Preliminary Investigations....
- **Now we need to improve the detectives' ability to work on cases that can be solved...**
 - Organizational Issues
 - Management Issues
 - Technology
 - CID Case Management (Case Screening and Tracking)



ORGANIZATIONAL ISSUES

- **Designing systems to minimize the detective's non-productive work.**
- Patrol or CID for Follow-up Investigations
- City-wide or geographically assigned
- Eliminate ancillary duties if possible
 - Who does Crime Scene Investigation
 - Who supervises Property and Evidence
- Department Command relationships
- Department Relationships and Communication



APPRENTICESHIP

- **Organize operations to allow Patrol to investigate and close some crimes.**
- We are building our future investigators.
 - What crimes must be investigated by CID?
 - What can be investigated by Patrol?
- They are working hours that your detectives are not and can run down leads after hours, weekends, and holidays.



PATROL SUPPORT

- **TPCA Study – 47% of responding agencies have Patrol officers do some follow-up investigations.**
- How assigned?
- To what extent?
- Do they have time to conduct follow-up?
- This is also a method of reducing the CID caseload with the bonus of developing future detectives.



FOCUS ON THE IMPORTANT

- **Designing systems to minimize the detective's non-productive work.**
- **Crimes that must be investigated by CID**
 - Major Crimes – All Persons crimes, all Burglaries, all hate crimes, fraud, crimes against children or elderly, crimes referred by patrol???? What is the property value threshold for thefts?
- **Crimes investigated by Patrol**
 - All minor thefts, criminal mischiefs, auto thefts, FSGL's???



EFFICIENT & EFFECTIVE

- Within CID – How can you minimize detectives' non-productive work??
 - 1. Don't assign cases with no workable leads (Case Screening)
 - 2. Use non-sworn for no-lead cases callback, and routine records searches for detectives.



EFFICIENT & EFFECTIVE

- 3. Consider using approved abbreviations for required report supplements and preformatted paragraphs or templates.
- 4. Technology – consider tablets and laptops that are able to connect from anywhere. Report writing in the field.



EFFICIENT & EFFECTIVE

- 5. Leverage the latest technology (AI)
- 6. Improve working environment if needed.
- Any others?? (DA Intake)
- “Improve it, eliminate it or delegate it”



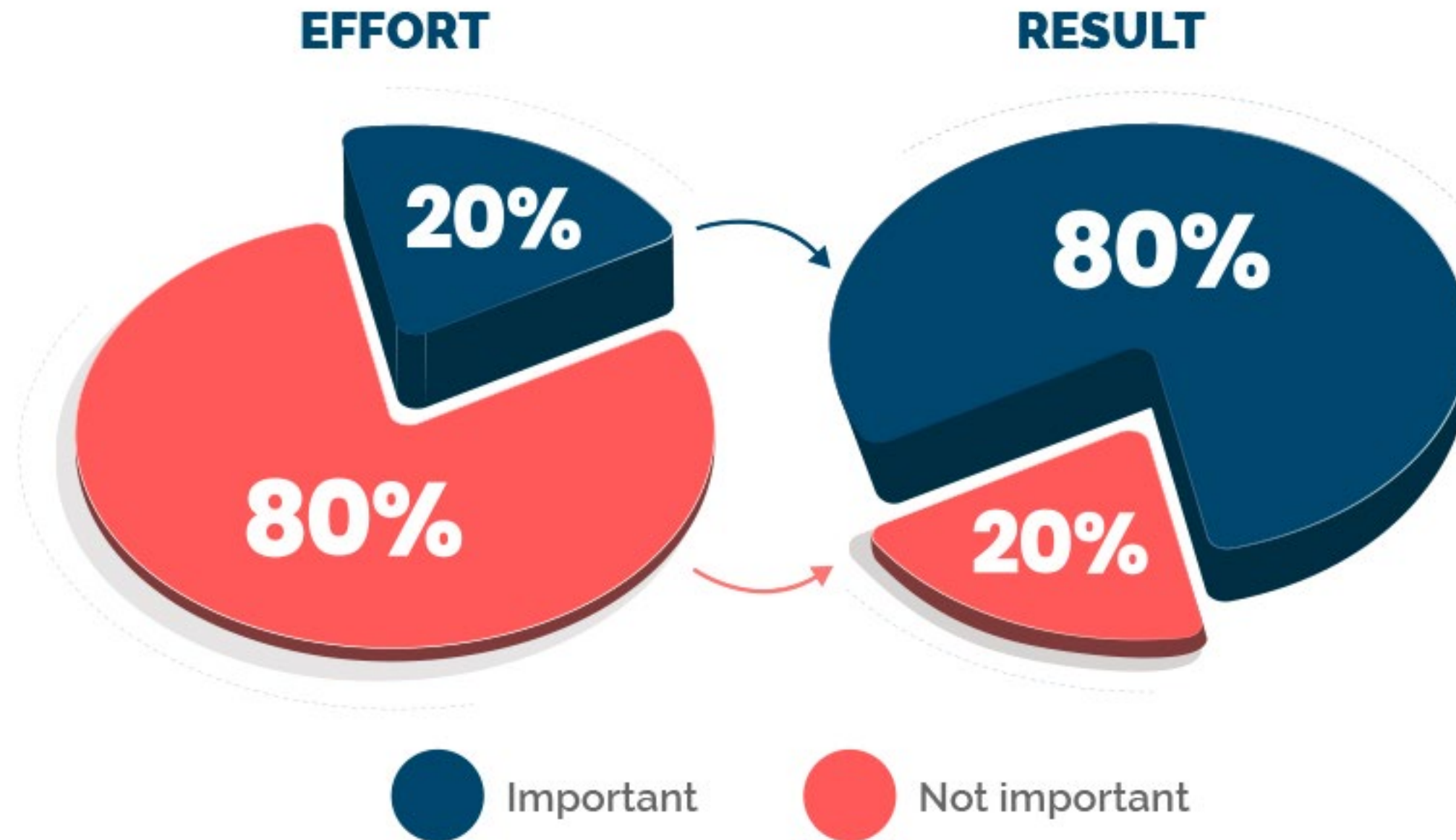
WORKING SMARTER

- The 80/20 rule
- 80% of task completion will come from 20% of the work you do.
- It is the imbalance between inputs and outputs, meaning that a small amount of effort generates most results.**



MAXIMIZING RESULTS

PARETO 80/20 RULE



PROACTION
INTERNATIONAL



NON-SWORN INVESTIGATORS

- Call back on no-lead offenses
- Database checks
- Social Media Checks
- Case Packet Preparations
- Copying Video evidence
- Crime Analysis
- Other duties???
- Consider CPA volunteers, interns, retirees.



Things to Do When I Get Home:

- *Consider the use of Non-Sworn employees (Police Assistants) in Patrol conducting routine and time-consuming tasks and possibly taking low-priority reports. This can increase patrol officer time available, allowing other functions, including conducting follow-up investigations*



THINGS TO DO

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CRIME SCENE INVESTIGATIONS

- **Who will do these?**
 - Patrol
 - Patrol (Non-Sworn)
 - Detectives
 - Dedicated Personnel or Units
 - Other Agencies (Major Crimes)
 - Nearby Agency/combined team
 - Sheriff
 - DPS





CRIME SCENE INVESTIGATIONS

- Smaller departments seldom have dedicated staff
- Patrol officers and Detectives collect and process
- Larger departments develop dedicated crime scene staff
- Managers and supervisors should never try to speed up crime scene investigations because once they are left, they can never be put back.
- Criticism for too much time, and criticism for being too rushed.
- Make every effort to treat bodies with dignity and respect!





SUPERVISOR RESPONSIBILITY



- Major cases may need expert staff or even outside agency assistance due to public trust.
- Smaller agencies seldom have access to expensive technology.
- Consider the need for inter-local agreement or Memorandum of Understanding with a larger agency with specialized staff, a county, or a state agency.

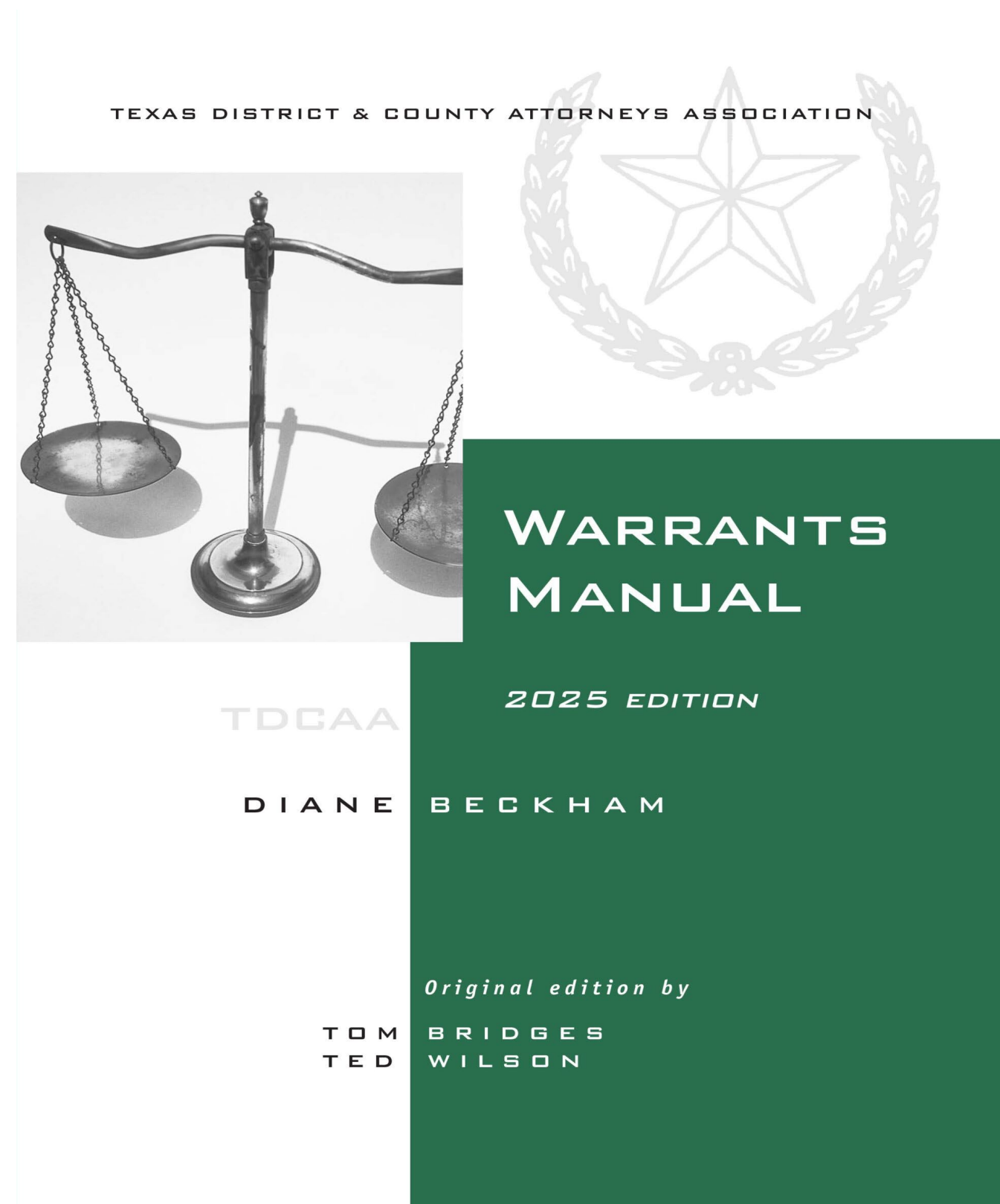


SUPERVISOR RESPONSIBILT

- Ensure Detectives and Crime Scene staff are thoroughly schooled in the need for a warrant at a crime scene. When in doubt, ask the prosecutor.
- Consider having pre-packaged warrant affidavits that only need quick editing.
- Ensure Crime Scene personnel never expose evidence collected at a crime scene to the media or members of the public.



WARRANT TEMPLATES



SUPERVISOR RESPONSIBILITY

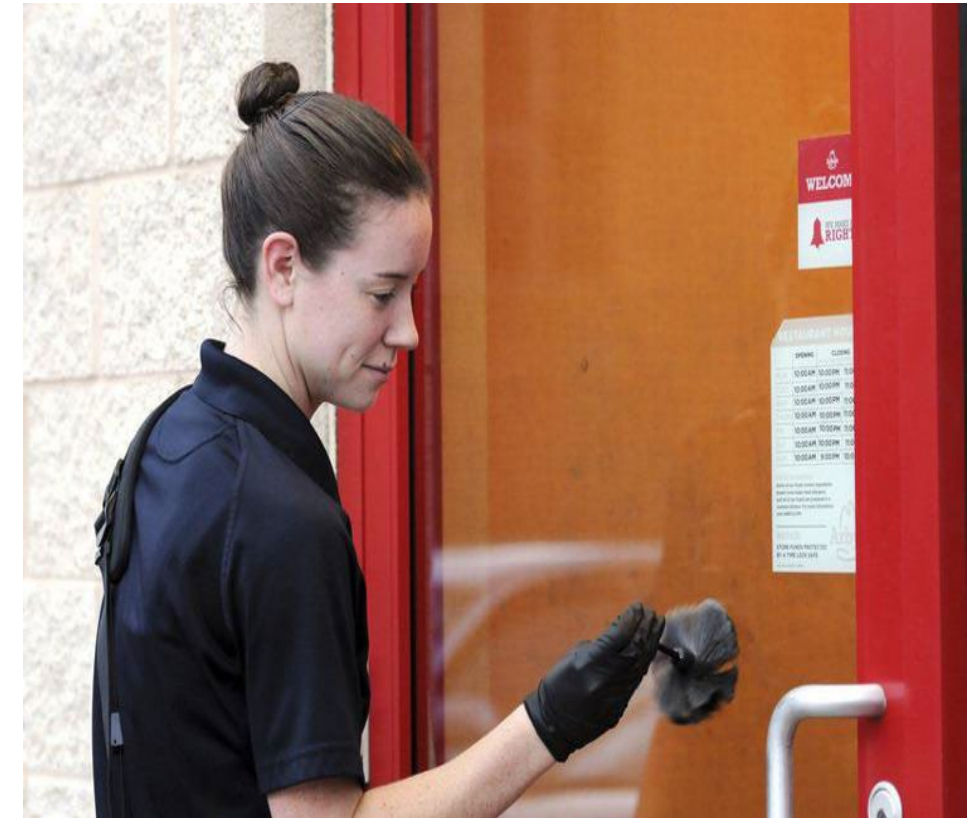
Staff should always be reminded of the nature of civilian video recording and always maintain a professional demeanor.



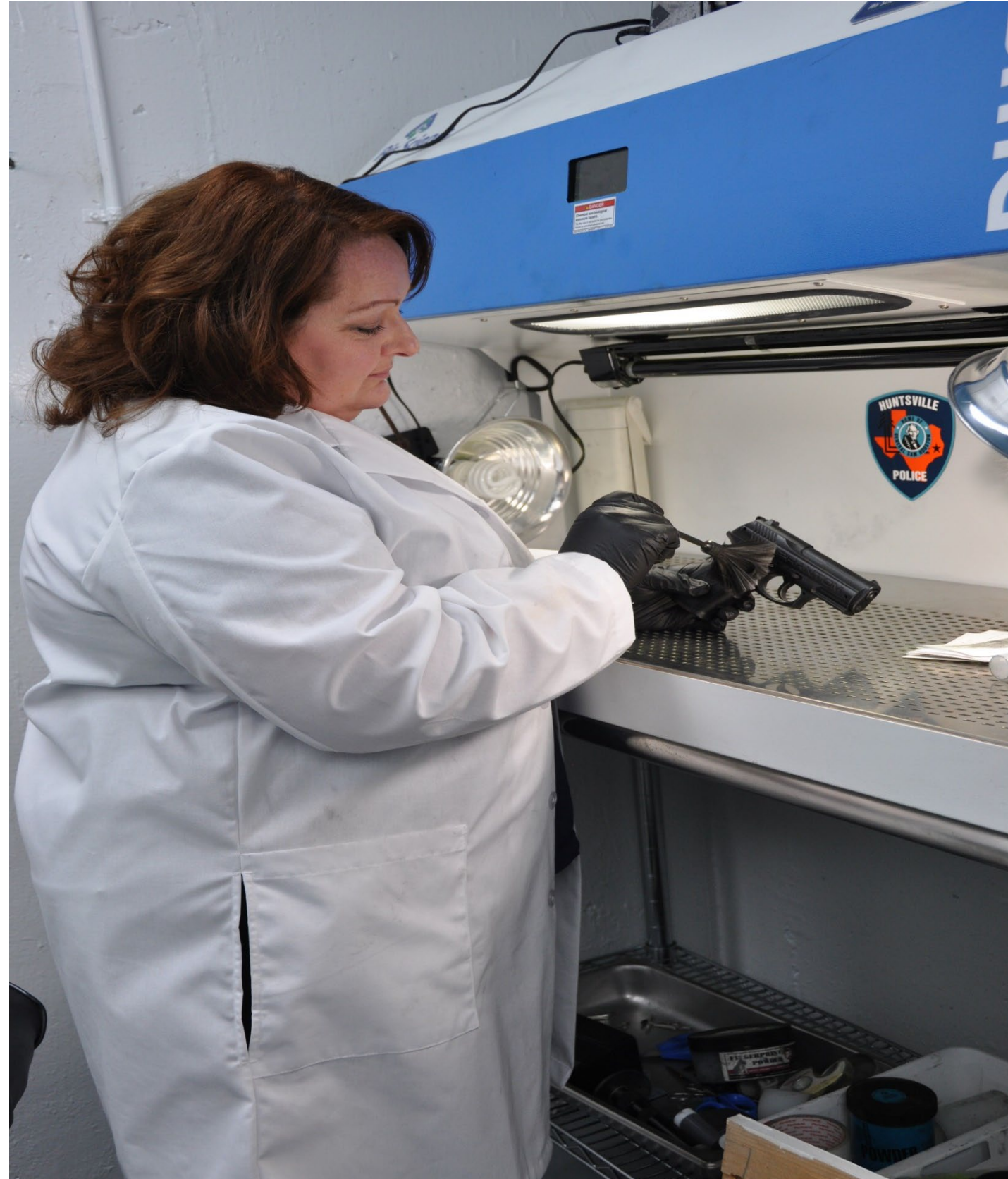
LEVERAGING TECHNOLOGY

Laser scanning LEICA 360
High Intensity UV Alternative Light Source
Drug Identification Scanners
Local Area Ballistics databases (Ballistics IQ)
AI-driven virtual autopsies

- <http://www.crime-scene-investigator.net/>



WHAT CAN YOU DO IN HOUSE?



GRANT OPPORTUNITIES



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BJA FY 2026 Edward Byrne Memorial Justice Assistance Grant (JAG) Program—Local Formula

Opportunity ID: O-BJA-2026-172705
Solicitation Status: Open
Fiscal Year: 2026
Closing Date: October 16, 2026
Posting Date: August 25, 2026
Solicitation Type: Formula

Grants.gov Deadline: October 9, 2026, 11:59 pm Eastern
Application JustGrants Deadline: October 16, 2026, 8:59 pm Eastern

Download

PDF

- Available Funding
- Past Funding
- Peer Review
- Performance Measures
- NEPA Guidance
- Real Property Reporting
- Unmanned Aircraft Systems



Things to Do When I Get Home:

- *Think about department crime scene efforts. Do we need:*
 - *Additional training or equipment*
 - *Additional staff (combining duties)*
 - *MOU with other entity for major cases*

THINGS TO DO

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PROPERTY & EVIDENCE



PROPERTY & EVIDENCE TECHNICIAN

- Who Supervises Property and Evidence?
- Who is your Property and Evidence Technician?
- Major responsibility!
- Should not be a detective or patrol officer if possible
- Should be as independent as possible

PROPERTY AND EVIDENCE



WORKING ENVIRONMENT

- **Physical location of Criminal Investigations and Patrol**
- Pay attention to how units and individuals communicate and cooperate
 - CID at Patrol Briefings
 - Patrol officer temporary assignments in CID
 - Electronic Bulletin Boards
 - CID awards for outstanding Patrol Assistance
 - VICTIMS ASSISTANCE and CHAPLAINS



CID CALENDAR

11

Calendar

Today

< >

September 2026

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Month

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+ Create

September 2026

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M T W T F S S

31 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 1 2 3 4

5 6 7 8 9 10 11

Meet with...

👤 Search for people

Booking pages

+ ^

📅 30 min with Kevin

New

Time Insights

^

SEP 1 – 30, 2026

0 hr in meetings

More insights

My calendars

^

☑️ Kevin Hammond

☑️ Birthdays

☐ Tasks

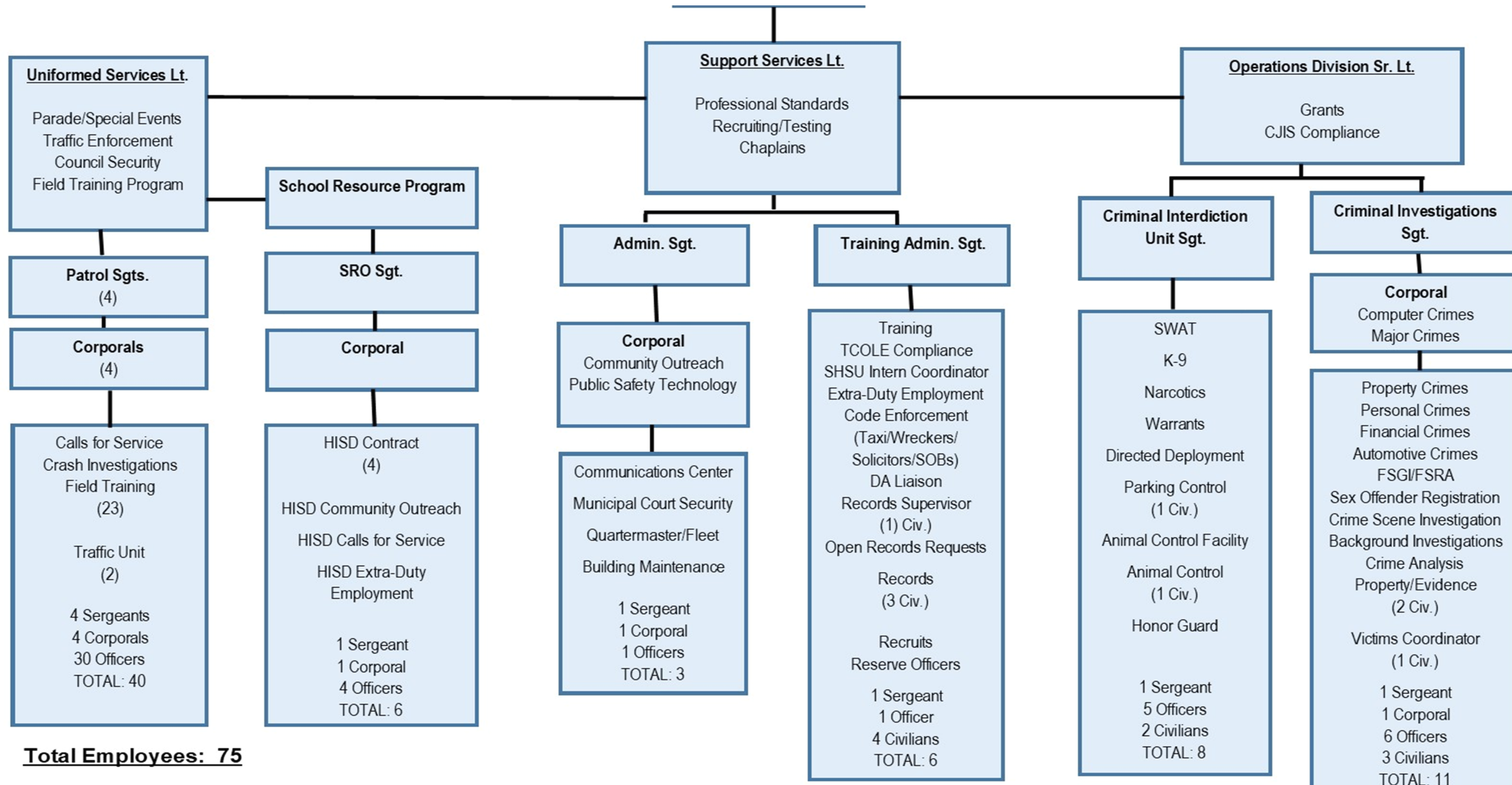
Other calendars

+ ^

MON 31	TUE Sep 1	WED 2	THU 3	FRI 4	SAT 5	SUN 6
MESSER ON CALL					SHSU Track Meet	
HILL OFF		BANK DEPOSIT		COFFIN ON CALL		
Jennings Off	● 8:15am CID WEEKLY MEETING	Hammond Off		Dockery Off		
MESSER OFF		● 10am DA INTAKE		Hill Off		
3 more		2 more		Sarraf OFF		
7	8	9	10	11	12	13
COFFIN ON CALL						
City Holiday	HOUSTON LAB/9:30 AM	Hammond Off	Messer evaluation due	ROBERTS ON CALL		
Jennings Off	● 8:15am CID WEEKLY MEETING	● 1pm STAFF MEETING	● 3pm WCCW Board meeting - Tiffar	Dockery Off		
MESSER OFF	● 10am Ricky nighthawk training			Hill Off		
4 more				Sarraf OFF		
14	15	16	17	18	19	20
ROBERTS ON CALL					Tiffany Conference	
Jennings Off	● 8:15am CID WEEKLY MEETING	Hammond Off	BANK DEPOSIT	JENNINS ON CALL		
MESSER OFF		● 10am DA INTAKE	● 2pm MDT	Dockery Off		
OLIVIA OFF		● 1pm STAFF MEETING	● 3:30pm 221 shsu presentation	Hill Off		
2 more		● 6pm SWAT TRAINING		Sarraf OFF		
21	22	23	24	25	26	27
JENNINS ON CALL						
Tiffany Conference						
Olivia Crime Scene Investigation Baytown						
Jennings Off	HOUSTON LAB/9:30 AM	Hammond Off	Grand Jury	COFFIN ON CALL		
4 more	4 more	2 more	● 5:15pm CRIME STOPPERS MEETING	3 more		
28	29	30	Oct 1	2	3	4
COFFIN ON CALL						
Jennings Off	● 8:15am CID WEEKLY MEETING	Hammond Off	BANK DEPOSIT	HILL ON CALL		
MESSER OFF		● 10am DA INTAKE		Dockery Off		
OLIVIA OFF		● 1pm STAFF MEETING		Hill Off		
2 more		● 6pm SWAT TRAINING		2 more		



Organizational Chart sample



Things to Do When I Get Home:

- *Consider and discuss the overall organization of the department to better support the investigation of crimes and increase both citizen satisfaction and accountability.*
- *“Nothing changes if nothing changes”*



THINGS TO DO

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FACILITIES & EQUIPMENT

- Office and Equipment
 - Individual Offices or Open Bay arrangement?
 - Open Bay found to be best in major cities
 - Many have moved to offices for privacy
- Interrogation Room
 - Video / Audio Recording
 - Soft Interview
- Covert Phone line?
- Off site meeting location?



“THE BULLPEN”





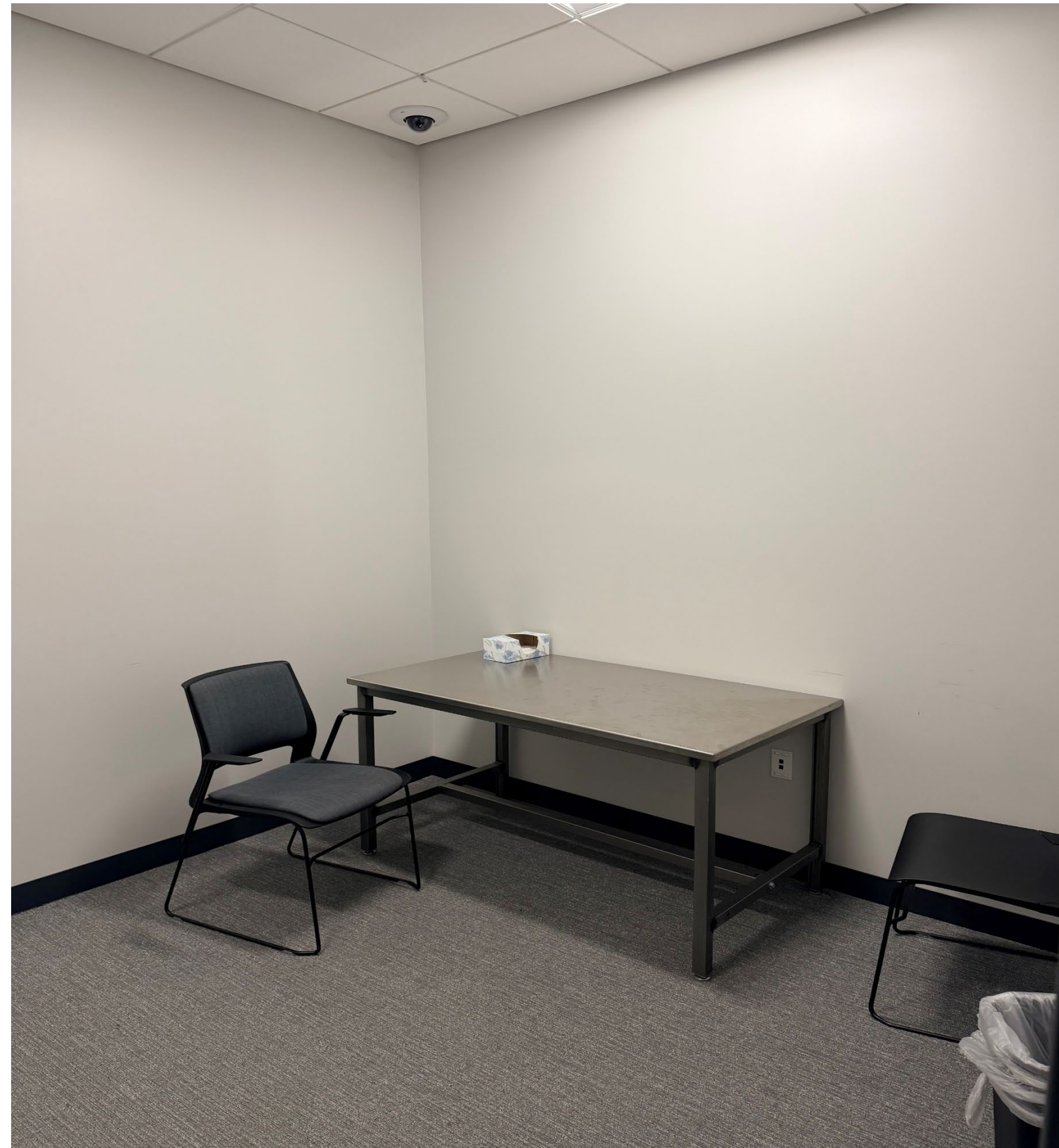
INDIVIDUAL OFFICES



“WAR ROOM”



INTERVIEW ROOM



SOFT INTERVIEW ROOM



CID BUDGET

- Clothing allowance
- Cleaning contract
- Overtime for callouts
- Flash drives/media storage
- Evidence shipping
- Equipment
- Evidence filter replacement
- Crime Scene processing supplies
- Digital storage
- Crime lab supplies
- Air cards
- Evidence tows
- Notary renewals
- After hours operations (meals, etc.)

Software

AFIS

Covert tracking

Evidence.com

Polygraphs

Cellebrite license

TLO, Leads Online, etc.

Lab tests

Sexual Assault kits

Decision packages

Pole cameras

Unmarked vehicles

Crime analysis software

Anything else?



EQUIPMENT

Detective equipment

Body Cameras

Cell Phones/Cameras

Radios/flashlight/binoculars

Basic weapons, ammo, and handcuffs

Ballistic Vests

Raid Jackets/Tyvek suit

SABA kits

Portable recorders

Laptops/tablets

Crime scene kit/tape

Clothing allowance?

Dry cleaning allowance?

Online access (platforms)

Badge location...

What else?



Things to Do When I Get Home:

- *Review department office and equipment needs. Ensure detectives have the equipment necessary for operation and safety.*

 THINGS TO DO

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CASE REPORTS

Detectives' reports should detail investigative actions taken and summarize results, including all evidence collected and witness and victim statements.

Cases closed due to the absence of new workable leads may be reopened later if new evidence is discovered or if they become part of a serial crime.

“This case is being closed at this time pending any new information”

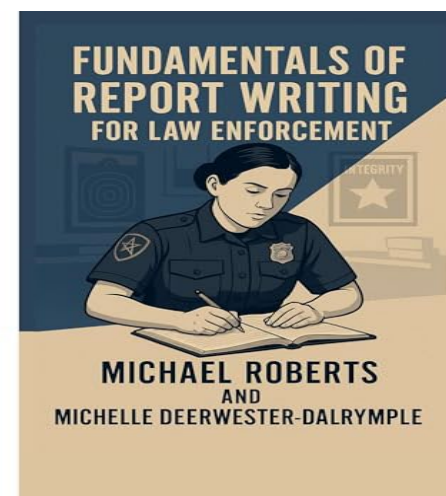


DETECTIVE REPORT WRITING

Some agencies have developed pre-formatted report paragraphs for common situations to speed up report writing.

Some agencies have also implemented tablets/laptops integrated into their report databases, allowing detectives to complete their reports anywhere.

Grammarly?



Things to Do When I Get Home:

- *Can we speed up report writing for detectives by creating approved pre-formatted report paragraphs?*
Can we integrate tablets into our RMS system?

THINGS TO DO

[illegible]

Conclusions and remarks



CASE FILES

Small departments without RMS – Manila folder

RMS systems – all electronic – with additional documents scanned and filed.

All files should go to records upon closure.

Originals of statements, videos, receipts, etc., to Property and Evidence.

Expungement orders

Redactions



CASE FILE RETENTION

Records Retention

Usually established by the City or County.

RMS – No problems

Paper Files – may need a management system to purge files after the statute of limitations if space is needed.



Texas Record Retention Schedule



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

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Select Language ▼





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Services for Libraries

Talking Book Program

Records Management

[Home](#) > [Records Management](#) > [Local Government Retention Schedules](#) > Local Schedule PS, Retention Schedule for Records of Public Safety Agencies

Local Schedule PS, Retention Schedule for Records of Public Safety Agencies

Related:

- [Local Retention Schedules](#)
- [Laws and Rules](#)
- [Contact Us](#)

(Revised Fourth Edition, Effective March 25, 2019) - 13 TAC §7.125(a)(5)

Download: [Word](#) | [PDF](#)

Table of Contents

- [Part 1: Records Common to Public Safety Agencies](#)
 - [Section 1-1: General Operations Records](#)
 - [Section 1-2: Vehicle, Equipment, and Animal Records](#)
 - [Section 1-3: Personnel Records](#)
 - [Section 1-4: Emergency Communications Records](#)
 - [Section 1-5: Miscellaneous Records](#)
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 - [Section 2-1: Arrest and Offense Records](#)
 - [Section 2-2: Incident Records](#)
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 - [Section 2-4: Jail Records](#)
 - [Section 2-5: Juvenile Records](#)
 - [Section 2-6: Records of Writs and Process](#)
 - [Section 2-7: Permit Records and Associated Documentation](#)
 - [Section 2-8: Financial Records](#)
 - [Section 2-9: Personnel and Training Records](#)
 - [Section 2-10: Miscellaneous Records](#)



OBTAINING WARRANTS : SEARCH & ARREST

Department policy should clearly spell out the process for obtaining and serving warrants.

See sample policies in MCI bonus handouts

Officers should be aware that affidavits are open records as soon as executed. Care should be taken when putting holdback information in warrant affidavits.



SUPERVISOR ROLE

CID Supervisors should **approve all** warrant applications and directly supervise any warrant service in cases where the suspect is possibly armed or where resistance is expected.



HARDING STREET INCIDENT



SEARCH WARRANT CHECKLISTS

SEARCH WARRANT CHECKLIST

LEAD INVESTIGATOR: _____
CASE NUMBER: _____
OFFENSE: _____
LOCATION: _____
CURRENT DATE: _____
DATE WARRANT ISSUED: _____

SECTION 1: SOURCE OF INFORMATION (S.O.I.):

☐

Law Enforcement Personnel, Agency: _____

☐

Citizen or Other Cooperating Subject:
(If Checked, Complete Section 2)

☐

Confidential Informant
(If Checked, Complete Section 3)

SECTION 2: CITIZEN/COOPERATING SUBJECT:

CIRCLE YES OR NO:

Yes	No	S.O.I. WILLING TO BE THE AFFIANT OR CO-AFFIANT?
Yes	No	S.O.I. WILLING TO TESTIFY IN FUTURE COURT PROCEEDINGS?
Yes	No	S.O.I. CURRENTLY UNDER ARREST?
Yes	No	CRIMINAL HISTORY/FULL BACKGROUND ON S.O.I.
Yes	No	S.O.I. HAS LEGAL STANDING IN THE PREMISES TO BE SEARCHED?
Yes	No	INFORMATION PROVIDED BY S.O.I. CORRABORATED BY INDEPENDENT INVESTIGATION AND/OR SURVEILLANCE?
Yes	No	MOTIVATION OF S.O.I. DETERMINED?



HUNTSVILLE POLICE DEPARTMENT SWAT TEAM OPERATIONS PLAN



Date Prepared: _____ Case#: _____
Offense: _____
Prepared By: _____
Briefing Time: _____ Briefing Location: _____
Type of Operation: ☐ Arrest Warrant ☐ Search Warrant ☐ Other _____
☐ Knock and announce ☐ No-knock
Primary Officer: _____ Phone: _____
Local Police: HUNTSVILLE POLICE DEPT. Phone: (936)291-5480
Local Sheriff: WCSO Phone: (936)435-8000
Local Hospital: HUNTSVILLE MEMORIAL Phone: (936)291-3411

OPERATION DETAIL

Location of Operation: _____
Map attached ☐ YES ☐ NO
Photograph attached ☐ YES ☐ NO
Location description: _____
Known dangers or cautions
Aggressive animals present ☐ YES ☐ NO ☐ UNKNOWN Children/Elderly ☐ YES ☐ NO ☐ UNKNOWN
☐ Physical Fortification ☐ Counter Surveillance ☐ Explosives ☐ High Foot traffic
☐ High Crime ☐ Approach difficulties ☐ Proximity to schools/daycare ☐ Vehicular traffic difficulties
☐ Chemical/Bio Hazards ☐ Firearms Present
Staging Location: _____ Map attached ☐ YES ☐ NO
Staging Time: _____
Operation Date: _____ Operation Time: _____
Operation Summary: _____



Things to Do When I Get Home:

- *Review department policy on arrest and search warrant processes. Consider requiring supervisory approval for applications and supervisory oversight on hazardous executions.*
- *“Don’t have a Supreme Court case named after you”.*

THINGS TO DO

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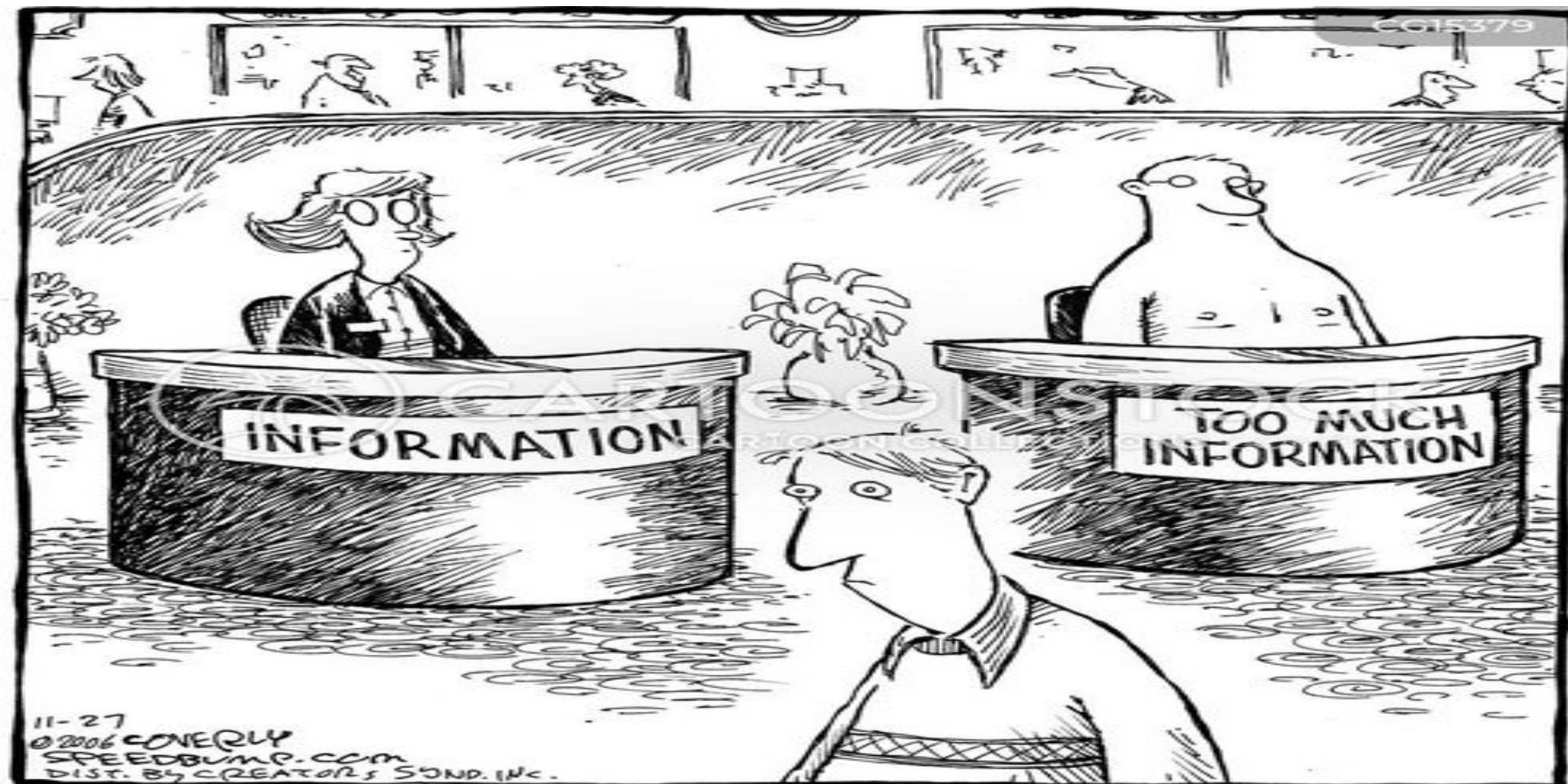
INFORMATION MANAGEMENT

Most cases are very easy; the detective maintains all case information in the case file. All files get scanned and uploaded to RMS. One stop for locating case-related items.

Major cases are more difficult - may consider a single person designated as case “manager” if multiple detectives are working.



INFORMATION MANAGEMENT



RECORDS CHECKS

“Most cases not solved by an immediate patrol arrest are solved through routine record checks.” (Rand)

Internal Database checks

Master name Master Vehicle

Municipal Court City Files

Fusion Center Leads online

Are you supplying your folks with the online resources to conduct basic inquiries?

Examples? TLO, Search, Protect, NDEX, ERAD, LEEP, others?





SOCIAL MEDIA CHECKS

Who does your social media checks?

Does your department routinely check suspects' social media use?

Do you use covert accounts?

www.inteltechniques.com

Facebook brag about drunk driving gets teen arrested



Jacob Cox-Brown

2 hours ago · 🌐

Drivin drunk... classsic ;) but to whoever's vehicle i hit i am sorry. :P



ROCIC

Regional Organized Crime Information Center (ROCIC)

ROCIC and the RISS program offer law enforcement agencies and officers a full range of services, from the beginning of an investigation to the ultimate prosecution and conviction of criminals.

ROCIC provides services and resources that directly impact law enforcement's ability to successfully resolve criminal investigations and prosecute offenders, while promoting officer safety.



PRETEXT CALLS

- Pretext or Third-Party Calls or Social Media queries
 - The term Pretext or Third-Party Intercept is a legitimate technique that is used to gather incriminating evidence when a suspect is known.
 - You would need to discuss the use of such techniques first with your local district attorney to ensure proper safeguards are used.



Things to Do When I Get Home:

- *Check with DA on use of Pre-Text or Third-Party interception evidence.*

 THINGS TO DO

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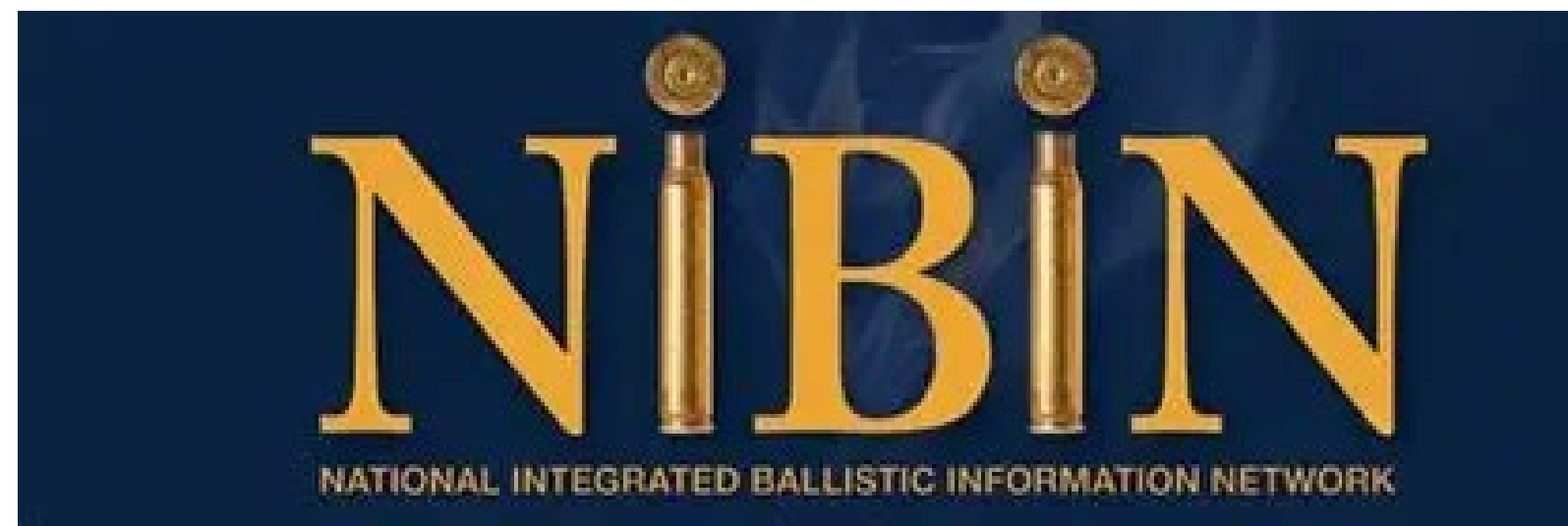
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NIBIN

- NIBIN National Integrated Ballistics Information Database
- Supported by ATF
- Bullets and shell casings entered
- Information Shared
- Low hit rate...but future unknown



NIBIN CASE STUDY



BALLISTICS IQ

Automatically analyzes fired casings

Firearms examiner available

Creates a local database of cartridges

PC

1 / 5 100%

EVIDENCE IQ **BALLISTICS IQ™**

POTENTIAL LINK REPORT

Ballistics IQ has generated a correlation between the exhibits listed in this report. The results identified in this report are intended to provide investigators a potential investigative lead and should not be used solely to establish probable cause for arrest. Microscopic examination by a Forensic Firearms Examiner is required to confirm the associations identified in this report in accordance with agency policy.

VCC FIREARM EXAMINER COMMENTS	
Potential Link Found: Item 1 in Case 21-191042 is associated with Item 21 in Case 21-191780. Approved by VCCEX05.	

SEARCH INFORMATION	
Agency	Evidence IQ Firearm Examiner
User	Evidence IQ Firearm Examiner
Search Date/Time	12/20/2021 20:58:33
Contact #	
Email	

REVIEW	PROBE IMAGE	POTENTIAL LINK IMAGE
Status Potential Match Reviewed By Evidence IQ Firearm Examiner Review Date/Time 12/20/2021 21:27:50		

CARTRIDGE CASE INFORMATION		
Case/Incident#	21-191842	21-191780
Cartridge Case Number	Item 1	Item 21
Secondary Agency	Plano PD	Plano PD
Category	Recovered Cartridge Case	Recovered Cartridge Case
Recovery Event	Homicide	Homicide



CELL PHONE FORENSIC EXTRACTIONS

Cellebrite/Gray Key



PRECISION IMAGE LASER SCANNERS

Leica 360 Laser Scanner



INVESTIGATION TECHNOLOGIES

DRONES

Tablets

License Plate Recognition

FLIR

Gunshot detection

Facial Recognition/AI

Vehicle and phone data mining
(Berla)

Cadaver dogs



INVESTIGATION TECHNOLOGIES

- Wi-Fi forensics: trace wireless networks
- Forensic Genealogy: familial search results
- DNA Phenotyping from crime scene DNA
- K-9 Digital Evidence Search chemical compounds found in electronics



STAYING CURRENT

Keeping Up with New Technological Innovations

Hawk Analytics (license user): cell phone

Zetx (license dept): cell phone lookup

Groups.io/g/kloving: list serve

Geotime.com: digital intelligence

www.search.org (training)

National Computer Forensics Institute

National White Collar Crime Center

Officer.com, PoliceOne.com, Lawofficer.com



STAYING CURRENT

Keeping Up with New Technological innovations
– training....

www.search.org (training)

National Computer Forensics Institute (USSS)

www.nw3c.org National White Collar Crime Center

FLETC – Glynco, Ga www.fletc.gov

www.Inteltechniques.com (Michael Bazzell)

www.LEVA.org

Officer.com, PoliceOne.com, Lawofficer.com

The logo for PoliceOne.com, featuring the text "POLICEONE.COM" in white, italicized, sans-serif capital letters, with a white swoosh underline that curves around the end of the text. The logo is set against a dark blue rectangular background.

[Home](#) > Critical Issues

Critical Issues

The IACP is committed to providing members with the tools needed to communicate effectively and efficiently with your communities and the media on critical issues pertaining to law enforcement. To that end, the IACP has centralized resources relating to these topics to provide you with a clearinghouse of the most up-to-date resources available including, model policies, messaging sheets, guides, reports, and more.

Asset Forfeiture



Community-Police Relations

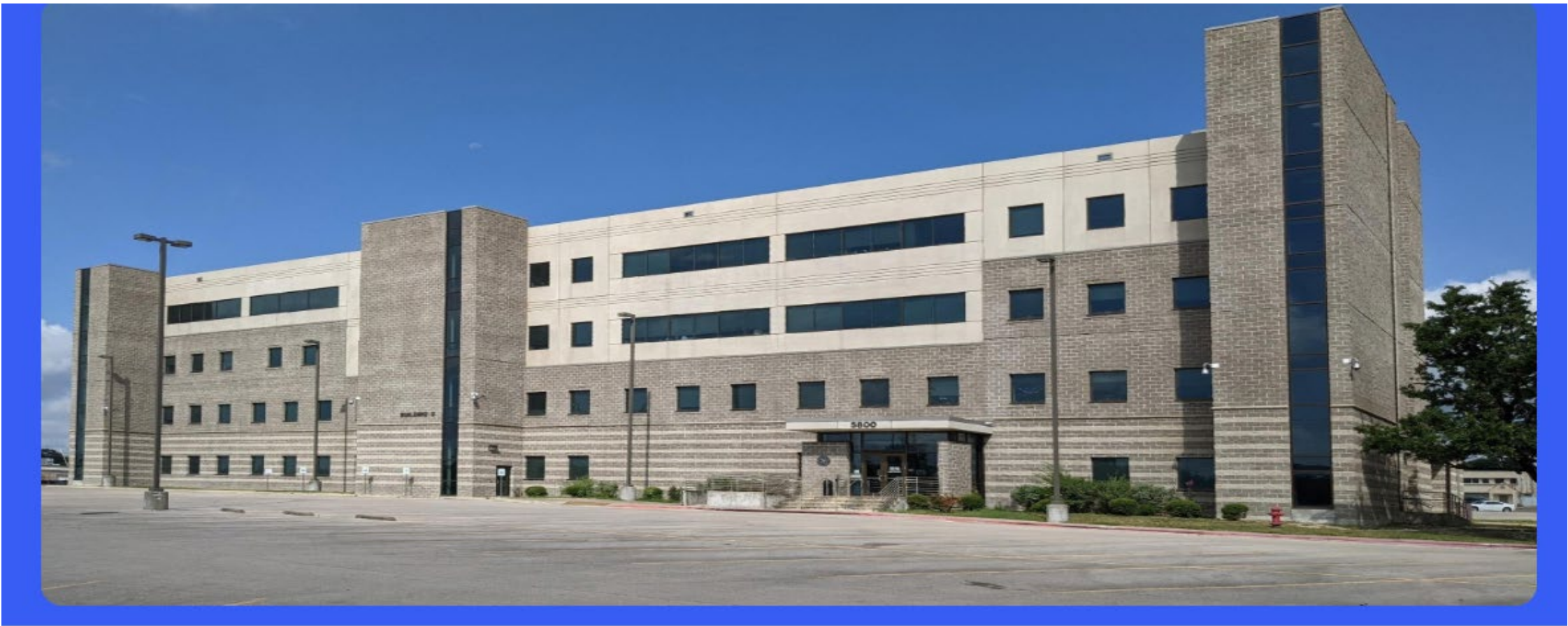


Encryption & Going Dark



Firearms Background Checks





National Forensic Science Week Tours

 Thursday September 24,
2026

 TX DPS Crime Lab
Austin, TX

Event Details

Thursday September 24, 2026

Join us for a tour of the Austin DPS Crime Laboratory through the different sections of the lab. Learn how evidence is submitted and analyzed to obtain results that help to solve the crime.

The tour will last approximately 2-2.5 hours and will include every section of the Austin DPS Crime Lab. Limited parking is available. Please carpool or drop off if possible. Thank you for your cooperation.

Click on "Register" to see available times. Please only sign up for one time slot. Please remember the time you registered for and arrive 10 minutes before your time slot.

Tickets

8:40am

Add

\$0.00
+ More Details

9:00am

Add

\$0.00
+ More Details

9:20am

Add

\$0.00
+ More Details

9:40am

Add

\$0.00
+ More Details

11:00am

Add

\$0.00
+ More Details



COLLABORATION

- **Working with Other Agencies**

- Regional Detective Meetings
- Once a month or once a quarter
- Special meetings for any particular problems
- Robbery
- Serial Rapists
- Burglary and Vehicle Related Crimes (identify patterns)



COLLABORATION

- **Working with Other Agencies**

- TDCJ Parole Division
- NAMUS
- CPS-LENS reports
- Adult Protective Services
- ICAC
- FBI (school threats)
- FCIC
- Homeland Security liaison
- TX DPS Rangers
- TX DPS Missing Person Clearing House
- Fusion Center
- TDCJ ID
- Task Forces
- Others?



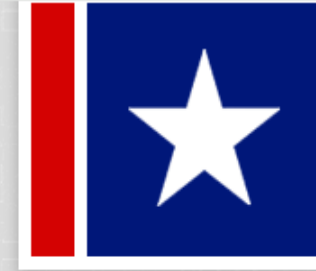
MEDIA RELATIONS

• Use of Media in Investigations

- Media are usually willing to assist
- Not usually willing to withhold information
- Need to cultivate media contacts (known them before a crisis)
- PIO/HB 33 Uvalde Strong Act (TDEM)



PIO MANDATE



Bill Blackwood LEMIT
Law Enforcement Management Institute of Texas

Programs

Calendar

Research

Public Information Officer (PIO)

The Public Information Officer (PIO) course is designed for public safety personnel responsible for managing, disseminating, and overseeing information on behalf of their departments or organizations. Open to potential, newly assigned, and experienced essential skills and "tools of the trade" needed to handle both routine operations and community crises effectively. Through interactive, hands-on exercises, participants learn to write media releases, conduct interviews and on-camera briefings, and engage strategies, and evaluation of public information campaigns, preparing attendees to serve as confident, credible, and effective voices for their agencies in any circumstance. (****Course mandated to meet requirements of HB33; the Uvalde Strong Act.)

Topics Covered / Course Objectives

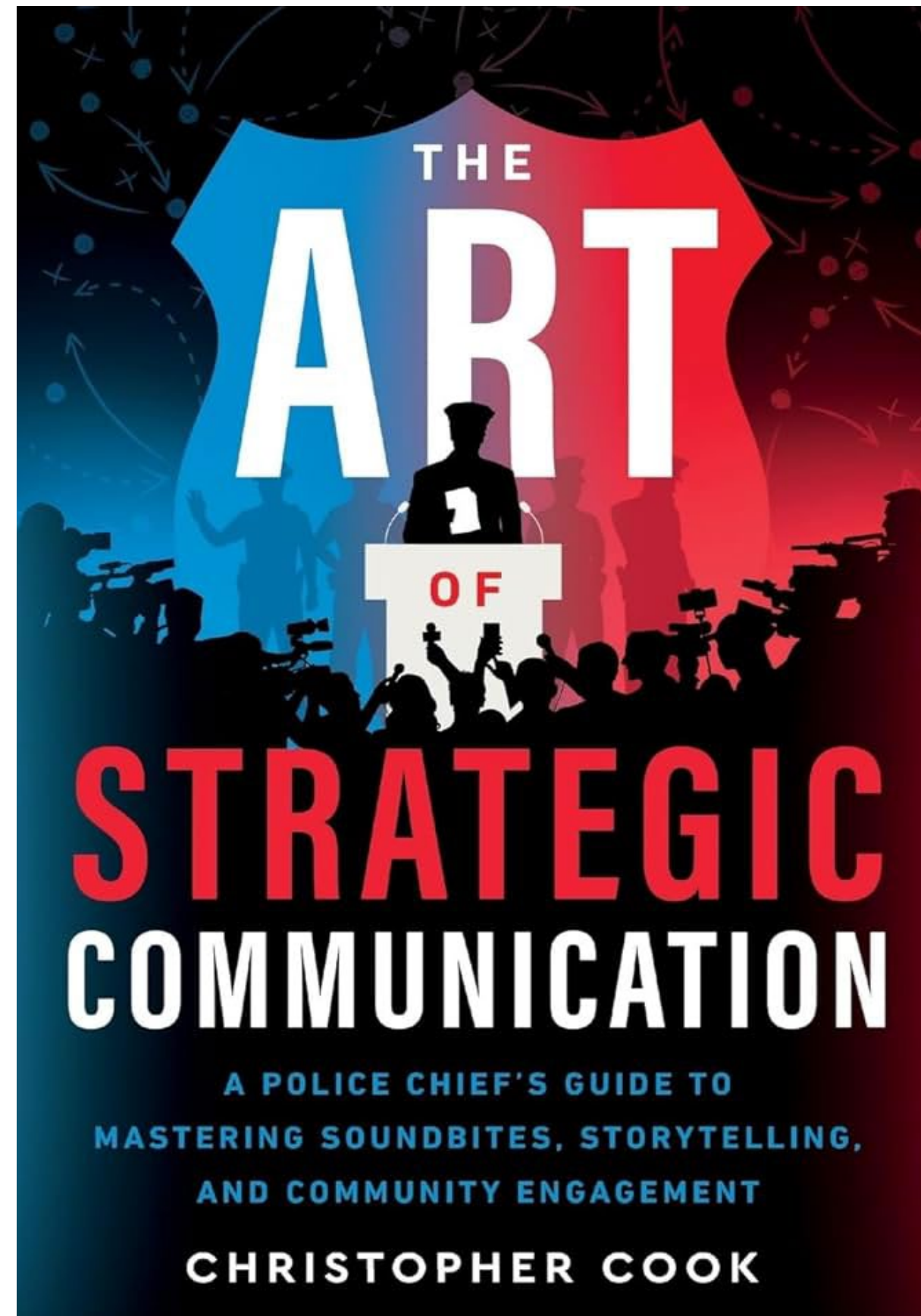
- Learn how to write a media release and manage interviews
- Participate in video conferences and on-camera briefings
- Identify public relations opportunities in your community
- Practice skills in real-life scenarios
- Evaluate success of public information campaigns

Who Should Attend / Admission Requirements

- Potential, recently assigned, or existing PIO's
- Administrative Executives involved in public information duties
- All public safety personnel tasked with the collection, dissemination, and/or oversight of public information for their department and/or organization



MEDIA RESOURCE



CID Management Issues: Internal Affairs

- **Investigating your own**



- On occasion, even the best will stumble.
- The policy decision on who conducts criminal investigations (IA) should be decided in advance by the Chief and the City. (Community trust)
- Inter-local agreements or MOUs need to be in place.
- Administrative Investigations are almost always done internally.
- New mandated TCOLE policy must be followed.





PROSPER POLICE DEMOTIONS AFTER AFFAIR?



TCOLE Mandate: Internal Affairs Investigations

- **TCOLE Mandatory Misconduct Policy**

Report to TCOLE an investigation into alleged criminal misconduct for which criminal charges are filed against the officer within 30 days after the investigation is completed.

On a template provided by TCOLE prepare and submit to TCOLE a summary report of the investigation in a timely manner, but not later than the 30th day after the date of the officer's separation from the agency.

Include documentation of the completed investigation in the officer's personnel file maintained by the department as described by the Texas Occupations Code 170.4535 or 1701.4522 as applicable.

Notify TCOLE if the matter is under appeal. The department shall notify TCOLE of the disposition of an appeal within 30 days of receipt of the decision.

If an officer separates from the department during the pendency of an investigation of misconduct, the agency shall complete the investigation and submit a summary report to TCOLE regardless of the findings.



INTERNAL AFFAIRS REQUIREMENT

Texas Government Code

§ 614.023. COPY OF COMPLAINT TO BE GIVEN TO OFFICER OR EMPLOYEE. (a) A copy of a signed complaint against a law enforcement officer of this stateshall be given to the officer within a reasonable time after the complaint is filed. (b) Disciplinary action may not be taken against the officer unless a copy of the signed complaint is given to the officer. (c) In addition to the requirement of Subsection (b), the officer may not be indefinitely suspended or terminated from employment based on the subject matter of the complaint unless: (1) the complaint is investigated; and (2) there is evidence to prove the allegation of misconduct.



Things to Do When I Get Home:

- *Determine policy on who will do criminal investigation into an officer-involved incident. Written agreements in place.*
- *Confirm agency has the new TCOLE-mandated policy.*
- *Make sure designated PIO training is completed and registered with TDEM.*
- *Set up regional Detective Meetings*

THINGS TO DO

[illegible]

Conclusions and remarks



CID Management Issues- Background Investigations



BACKGROUND MANDATED POLICY

2. BACKGROUND INVESTIGATION RECORDS

2.1 Before being hired, this agency shall conduct a thorough background investigation on each applicant which includes, at a minimum, the information referenced in this policy.

2.2 Personnel files, as described by Texas Occupations Code § 1701.4535, and other employee records from each previous law enforcement agency employer, including the employment application submitted to the previous employer.

2.3 Employment termination reports and misconduct investigation reports maintained by TCOLE.

2.4 Service records maintained by TCOLE.

2.5 Proof that the person meets the minimum qualifications for enrollment in a training program under Texas Occupations Code § 1701.251(a).

2.6 A military veteran's United States Department of Defense Form DD-214 or other military discharge record.

2.7 Criminal history record information.

2.8 Information on pending warrants as available through the Texas Crime Information Center and National Crime Information Center.

2.9 Evidence of financial responsibility as required by Texas Transportation Code § 601.051.

2.10 A driving record from the Department of Public Safety.



BACKGROUND INVESTIGATION POLICY

2.11 Proof of United States citizenship or, if the person is an honorably discharged veteran of the armed forces of the United States with at least two years of service before discharge, proof of legal permanent residence and proof that the person has applied for United States citizenship.

2.12 Information on the person's background from at least three personal references and at least two professional references.

2.13 Information on the person's law enforcement background as available through the National Decertification Index (NDI) maintained by the International Association of Directors of Law Enforcement Standards and Training (IADLEST); and obtaining and reviewing records with entry agencies if a matching record exists.

2.14 If applicable, a file or record obtained by the commission under Texas Occupations Code § 1701.3035.

3. BACKGROUND INVESTIGATION

3.1 Files and records must be reviewed electronically (such as through the secure electronic file sharing system provided by TCOLE, which is strongly encouraged due to confidentiality purposes) or in person (if the previous law enforcement agency agrees). File review may not be done by phone.

3.2 The investigator will provide the other agency with a copy of the applicant's signed Release of Information before obtaining and reviewing all files and records.

3.3 Agencies in other states and federal agencies do not normally have access to the TCOLE file sharing system. If files from those agencies cannot be reviewed in person, other reasonable efforts should be made to review the files electronically. If the files cannot be reviewed, the investigator should document the reason why and the efforts that were made in the background investigation report.

3.4 If a Release of Information was provided and an agency does not respond to a file sharing request for records within ten business days and the investigator has made direct contact with the person from whom they are requesting files (such as phone or email), the investigator should contact their TCOLE Field Service Agent for assistance.

3.5 An investigator must contact each agency to determine if records still exist regardless of records retention schedules. Some agencies retain records long past those schedules and all available records must be reviewed.



BACKGROUND INVESTIGATION POLICY

3.6 If an agency no longer has records, most will upload a form letter to the file sharing system documenting the lack of records and the reason why. That letter should be added to the background investigation report.

3.7 If a previous agency no longer exists or is currently unmanned, the investigator should confirm and document the same in the background investigation report. The investigator should contact the governing body over a former or unstaffed agency to determine what records remain and how they can be accessed.

3.8 The background investigator shall document all findings pertinent to the background investigation in a background investigation report. A copy of the background investigation report shall be maintained in the employee's personnel file.

4. TCOLE FORMS

4.1 L-1: TCOLE Appointment Application form.

4.2 L-2: TCOLE Licensee Medical Condition Declaration form.

4.3 L-3: TCOLE Licensee Psychological and Emotional Health Declaration form.

4.4 L1-T: TCOLE Telecommunicator Appointment form.

4.5 During the appointment of any licensee, this agency will complete the appropriate background and appointment forms required by TCOLE. Such forms will document that all background investigation steps required by Texas Occupations Code § 1701.451 were completed prior to appointment and how those steps were completed. The information certified on the forms shall be consistent with the process required in Section 3 of this policy.



BACKGROUND INVESTIGATION POLICY

OpenText Records Repository (OTRR) Resource Center

Welcome to the OpenText Records Repository (OTRR) Resource Center, your one-stop location for everything you need to understand, prepare for, and use the new statewide confidential employment record-sharing system.

Secure + Compliant

OTRR is built on a CJIS-aligned, FedRAMP-certified platform that ensures strict confidentiality and access controls.

Streamlined Workflows

File uploaders and background investigators each have clearly defined permissions and only see what they need.

Improved Transparency & Trust

Licensee consent is required before any records are shared, improving fairness and visibility during the hiring process.

What Is OTRR?

OTRR is the statewide database created in partnership with OpenText to support the Sunset legislation passed by the 88th Legislature. It will serve as the new system of record for employment history documents for Texas license holders and becomes available **June 2026**.

The system will replace the TCOLE SecureShare (TSS) system over the coming months. While both systems will run concurrently for a period, no new TSS users will be accepted once decommissioning begins.

TSS will be phased out but will remain available during a short transition period.

Use TSS only if the target agency does not yet have OTRR uploaders.

The chief administrator remains accountable for compliance during both systems' operation.

Primary System Uses

Agencies will use OTRR to submit and retrieve:

- Personnel files and Misconduct Investigation Reports (MIR) uploaded within **30 days of separation**
- Requesting and viewing the contents of personnel files for hiring purposes

Background investigators use OTRR to securely request and review personnel files from previous employers with licensee consent.



BACKGROUND RESOURCE



Sales: (415) 655-2240
Support: (209) 288-0580

[f](#) [in](#) [t](#) [START ONLINE DEMO](#)

[HOME](#) [WHO WE SERVE +](#) [SOLUTIONS +](#) [TESTIMONIALS](#) [PARTNERS +](#) [ABOUT +](#) [LOGIN](#)

HIRE WITH CONFIDENCE

BACKGROUND INVESTIGATION SOFTWARE BUILT
FOR LAW ENFORCEMENT AGENCIES, FIRE
DEPARTMENTS, AND OTHER PUBLIC SAFETY
AGENCIES.

[START ONLINE DEMO NOW](#)

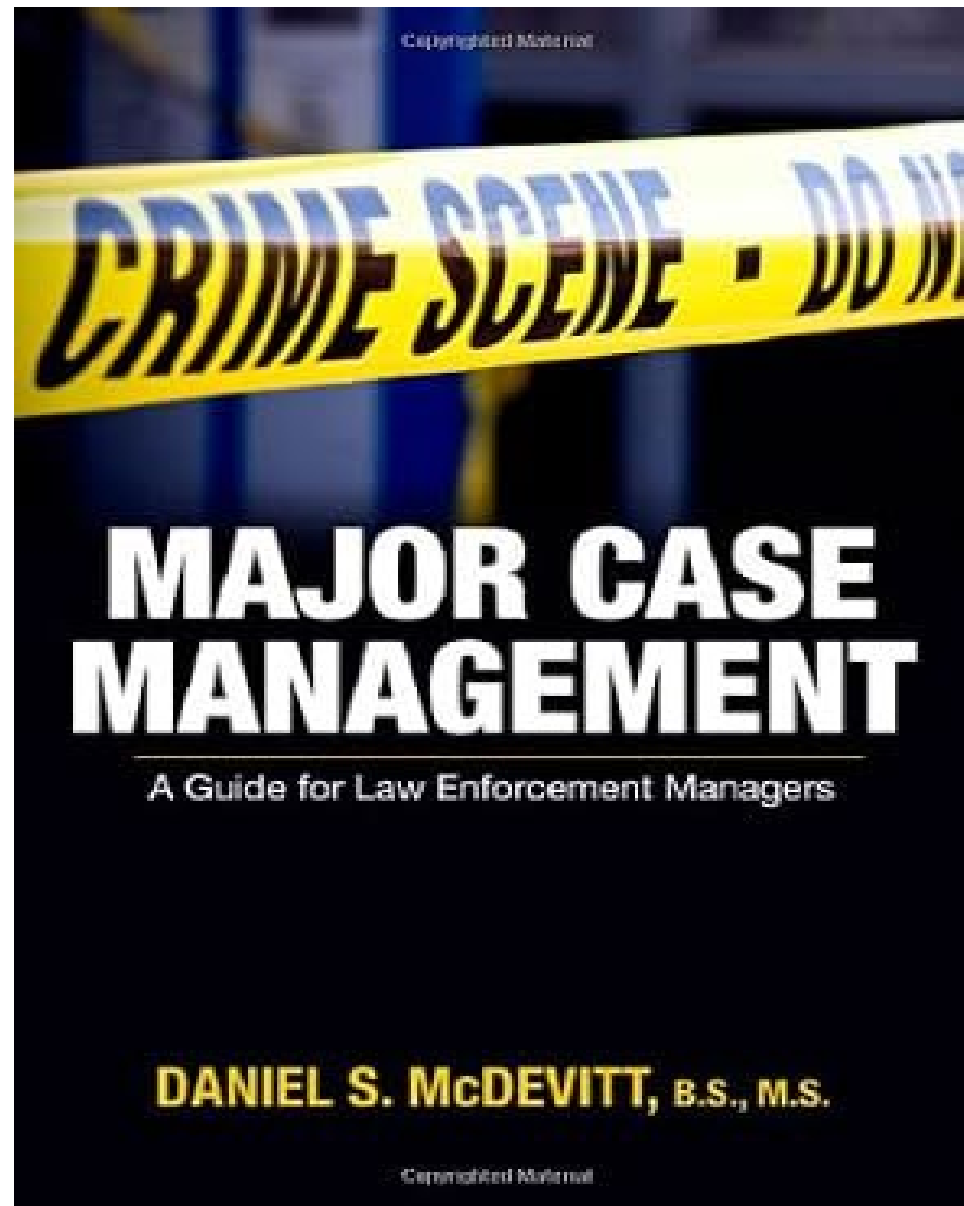




CASE MANAGEMENT

The largest problem in
Investigative Unit
Management

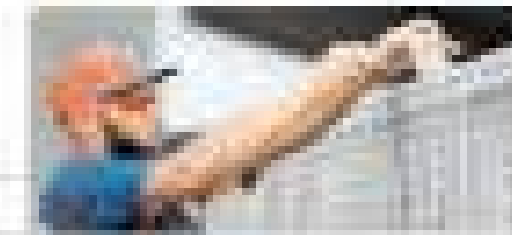
Case Management is
SUPERVISION!



AVOID BEING THE HEADLINES

ASTROS: The 'next big thing' is here. Slugging first baseman Jon Singleton makes his major league debut tonight. SPORTS

Texas: Houston advance to super regional showdown. SPORTS



HOUSTON ★ CHRONICLE

Thursday, June 4, 2014 HoustonChronicle.com | Free for 30 days | 713.261.4444

Weekend rates: High \$5, Low \$3

CITY/STATE

Houston joins fight against human trafficking

A statewide campaign is being launched to call attention to the trafficking of women and children, based on data from previous years. **Page B1**

20,000 HPD cases went unworked

City study of 2013 crimes indicates many probes had viable leads but were hurt by personnel shortages

By James Pickens and Mike Morris

The Houston Police Department, already reeling from a record-breaking deadly attack on its lower city last week, was blindsided Monday when a computerized database

revealed 20,000 cases, mostly in the inner city, were not investigated in 2013.

The authors of the city-commissioned study described HPD's database as "extremely high volume of cases with leads that

were not investigated in 2013 due to a lack of personnel."

The report noted that 14,000 burglaries and thefts, 3,000 assaults and 2,000 drug cases were not investigated last year. The data was based on monthly HPD management reports of cases with available leads.

The study's findings are cited as a critical step for HPD. The Houston Chronicle

has previously reported on cases dating back a decade that were barely touched by HPD detectives. That included cases that were not even investigated for their lack of leads in the past.

HPD Chief Charles McCallum declined comment Monday on the study, but he said the report is a critical step for HPD. The Houston Chronicle

Time on crime

Here's a look at the average number of hours spent by investigators on each of the most common crimes in the city.

Crime	Average hours spent
Murder/manslaughter	72
Aggravated assault	48
Theft	24
Robbery	12

Source: Houston Police Department, 2013. All numbers are in hours.



AVOID BEING ON TELEVISION NEWS



YOUR ROLE IN MANAGING CASES

Why do we need to “Manage” cases?

Overloading investigators, inequitable caseloads

Too many cases; some cases simply cannot be solved

Need to pay as much attention as possible to the cases that can be solved. Get the best “Bang for the Buck.”

Make sure detectives are actually working...



YOUR RESPONSIBILITY

Case Management is:

Controlling total incoming case assignments

Case Screening/ Decide what gets investigated. Patrol referral or non-sworn, automatic suspension.

Case Follow-up

Assigned Case Management (Desk Audit)

Detective Evaluation

Case auditing

Don't let any cases fall through the cracks.



“THE CASES NEVER STOP”



CID Supervisor Case Management Dashboard example

RMS - Public Safety Pro - [Dashboard]

File ▾ Edit ▾ View ▾ Modules ▾ Reports ▾ Tools ▾ Help ▾

Save Print Close Media Race, Prof. Narrative Delete Clear Combo New Use of Force Word Merge Prox. Restrict.

Activity / Views

Incidents Warrants Arrests Property Investigate Case Management

Workflow

Dashboard Message Radio Messages Watch

Communications

Traffic Masters Alarm Re Permit Miscel

Traffic Masters

Dashboard

Incident (1305) CID Closed ... R View

Case Number	Report Date	Officer Name	Offense Description
106(2)	10/30/2023 19:52	CROSS, D	264 SUPPLEMENT FOR REMOVAL
106(3)	10/31/2023 02:27	ALEXANDER, K	243 SUPPLEMENT
106(4)	11/03/2023 00:00	BEST, M	SUPPLEMENT
106(5)	11/03/2023 05:17	SOLIS, A	SUPPLEMENT REMOVAL
12008804(11)	05/08/2024 00:00	JENNINGS, M	277 SUPPLEMENT
14024633(7)	04/29/2024 06:02	BUBELA, K	SUPPLEMENT
14024633(8)	05/07/2024 15:00	BEST, M	SUPPLEMENT
16040397(6)	02/09/2021 14:00	Owens, L	SUPPLEMENT FOR REMOVAL
17036057(3)	03/23/2020 11:57	SARRAF, K	SEE VALIDATION FORM IN MEDIA OF ORIGINAL
17040613(3)	03/23/2020 12:41	SARRAF, K	SEE VALIDATION REPORT IN MEDIA OF ORIGINAL
17046166(4)	05/12/2025 09:52	BUBELA, K	SUPPLEMENT
17046166(5)	05/13/2025 08:51	BUBELA, K	SUPPLEMENT
18003444(9)	04/05/2020 01:15	COFFIN, J	SUPPLEMENT FOR REMOVAL
18004843(4)	08/08/2020 02:41	GUADALUPE, D	SUPPLEMENT 246
18024296(4)	01/09/2020 00:00	BOYD, B.	BOYD'S SUPPLEMENT
18037996(5)	12/20/2025 05:04	CROSS, D	264 SUPPLEMENT FOR REMOVAL
18046389(2)	08/18/2020 00:00	SCHULZ, L	242
18047042(3)	09/08/2025 14:53	BUBELA, K	SUPPLEMENT
19000198(3)	02/05/2021 00:00	TULLAR, A	SUPPLMENT FOR REMOVAL
19005180(3)	09/12/2020 00:00	COWL,	SUPPLEMENT-LAB REPORT
19008866(2)	03/04/2021 14:31	BUBELA, K	SUPPLEMENT
19009593(1)	02/26/2020 00:00	SCHULZ, L	242
19010281(2)	05/11/2020 17:00	WILKINS, T	SUPPLEMENT REPORT 272
19014640(4)	01/22/2024 09:37	DAVIS, B	ADDITIONAL INFORMATION PROVIDED BY SUPPLEMENT
19015310(3)	01/03/2020 08:26	JENKINS, M	SUPPLEMENT
19017304(3)	12/13/2021 00:00	CRAIG, A	CRAIG SUPPLEMENT
19017304(4)	11/15/2022 00:00	RENEGAR, P	268 SUPPLEMENT
19018715(5)	04/04/2023 00:00	DUER, Z	ADDED THEFT OF FIREARM FS
19020687(2)	04/05/2022 13:20	LUEDKE, B	SUPPLEMENT FOR REMOVAL



Your Role in the Case Management Decision Process

Design your system to minimize the detective's non-productive work. Consider the following”

Case Screening – assigning only cases with a likelihood of solution.

Solvability Factors – (doesn't work well)

PERF Three Tier system (better): solvability, severity, resources

Weighted vs Non-Weighted

Some are integrated in RMS



Case Management Study in Deciding When to Assign

Rochester, NY - 500 solved cases

Found these significant factors:

Is there a witness to the crime

Is the suspect's name known

Knowledge of where the suspect could be located

A description of the suspect

Identification of a suspect

Property with identifiable characteristics

Existence of significant MO

Presence of significant physical evidence

Description of suspect vehicle, specific identifiers

Belief that crime could be solved through publicity or significant investigative effort

Opportunity for limited number to have committed the crime.



Case Management Point Rating System Rule of 15

Point System Information

- Suspects Named.....10
- Suspects Description (if not named).....05
- Suspect can be Identified/Known to Victim.....15
- Suspect can be located.....10
- Independent Witness to Offense.....05
- Suspect Vehicle Identified.....03
- Identifiable Latent Prints Recovered.....07
- Distinctive Method of Operation (MO).....02
- Traceable Property.....05
- Significant Public Interest.....04

- Cases ranking 15 or higher are assigned



Other Case Management Factors

What other factors could be listed today?

Information from Social Media?

Surveillance video?

ALPR?

Camera map?

DNA?

Vehicle Forensics?

Cell phone/IP geolocates?

Anything else?

Update your solvability factors.



Police Executive Research Forum Case Management Report

PERF Report recommended three categories of cases:

Cases where the **suspect is known** or in custody.

Cases that **could be solved** with a reasonable amount of investigation.

Cases that will **likely not be solved** with a reasonable amount of investigation.



CID Supervisor's Role After Case Assignment

The second part of Case Management is **Case Tracking**

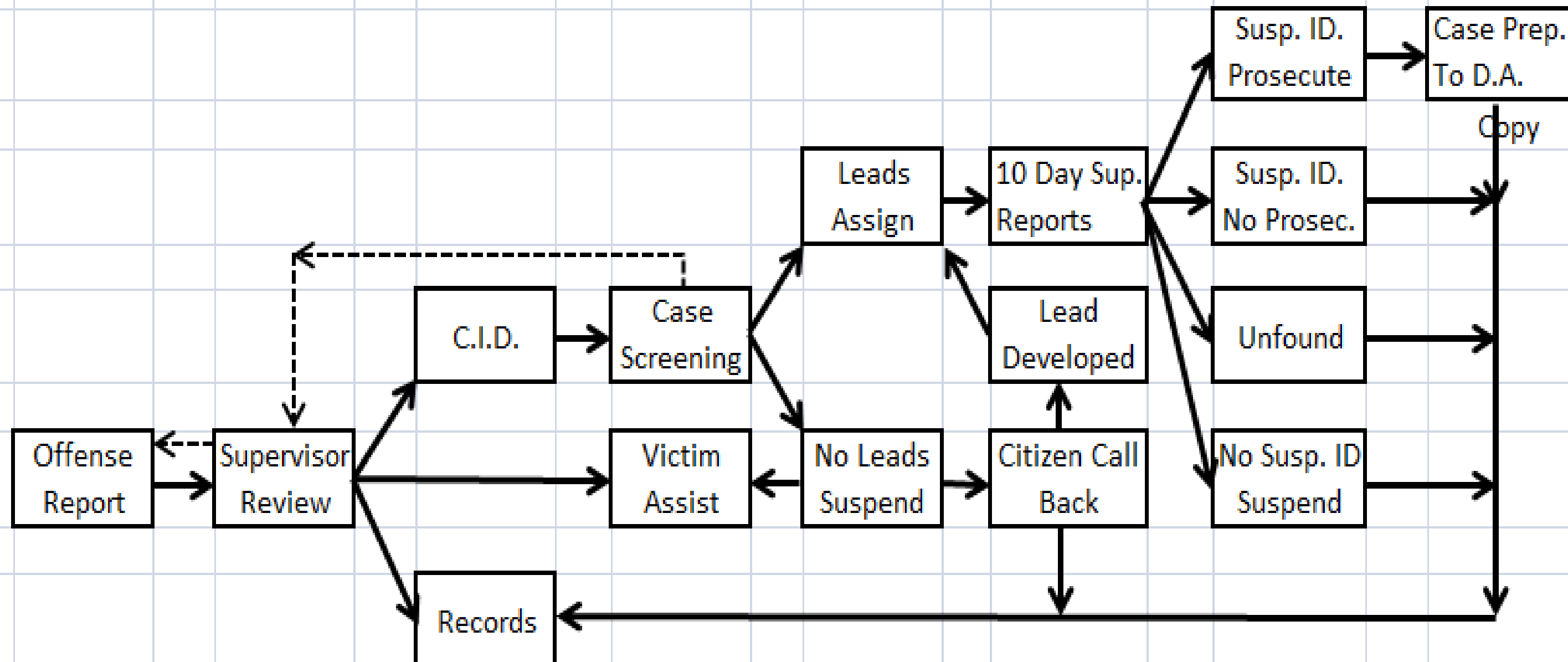
Keeping track of all assigned cases (after case screening) to ensure all workable leads have been investigated. It includes reviewing supplement reports for completeness and closing **cases that should not have additional resources expended.**



Case Management Flowchart

Sample Case Management Flowchart

30-60 Days



CASE MANAGEMENT STRATEGIES

Case screening is usually best handled by a single person or supervisor, but some arrangements must be made to complete this process **at least daily**.

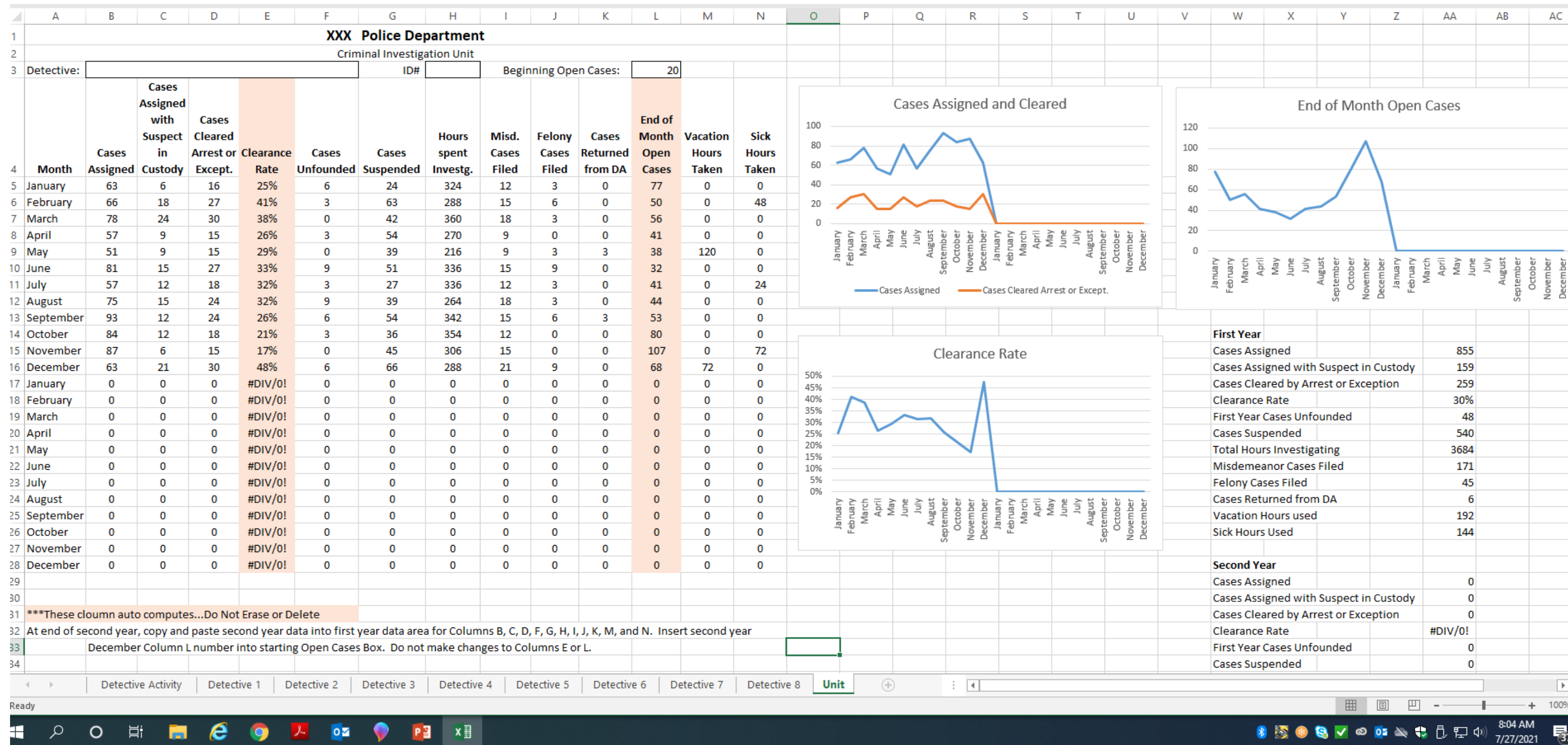
This process also requires a **Case Status Log** to record which cases are assigned to each investigator. This log can be either electronic in an RMS system, as an Excel spreadsheet, or in paper form.

In some manner, it should indicate to the detective how many open cases and of what type are assigned.



Case Assignment Log Sample

Sample Case Assignment Log for Small Agencies



YOUR ROLE IN CASE TRACKING

The case management process should not simply assign cases to a detective and let them disappear.

Detectives should **have clear requirements** to submit supplement reports to their **supervisor** within a certain time period. RMS systems frequently have automated systems that remind both detectives and supervisors that reports are due.



CID Management Sample Guidelines

CID BASICS

Do Your Job, Do it Right, Do it Timely, No shortcuts

3 DAY RULE: Contact victims withing 3 days of getting report

SHOW SUPPORT TO YOUR VICTIMS: Keep them informed and updated

5 DAY RULE: Write your supplement withing 5 days of getting report

SUPPLEMENTS should have detailed information (substance)

30/50 RULE: Keep Active cases below 30 and Suspended below 50

MINIMUM STAFFING: 3 Detectives per day unless otherwise approved

10 HR SHIFT equals a complete 10 hours worked

8 HR SHIFTS during weeks with City Holidays and or Training classes

WORK WITHIN YOUR TEAM: Cover partner cases when absent

KEEP DESKS/OFFICE and your assigned VEHICLES CLEAN

STAY FLEXIBLE: Callouts, Assignments, etc. be willing to help out

ASK QUESTIONS: Don't be afraid to ask if you don't know

KEEP SUPERVISORS INFORMED: Major cases, political, etc.

CLOSED REPORTS NEED TO BE SUBMITTED FOR REVIEW



CID Management Sample Guidelines Cont.

ALL SUSPECTS GET INTERVIEWED: If practicable, note reason not

PRACTICE GJ/COURT TESTIMONY WITH SUPERVISOR

EXHAUST ALL LEADS before closing your case

TIMESHEETS are DUE to benefit you

TIMESHEETS should be filled out completely with cs# and brief synopsis

CID CALENDAR: Stay informed, post your scheduled time off, etc.

CALL OUTS: Answer the phone and RESPOND when NEEDED

CALL OUTS: When in DOUBT, RESPOND

CALL OUTS: Coverage if you are not able to respond

RADIO: Take your handheld with you when you are out and about

SUPPORT: Check by with Patrol if needed



Case Management Considerations

Detectives should not be allowed to keep cases indefinitely in hopes that someday they will be able to work on them.

The number of open or active cases should be kept to a workable number, usually under two full months' worth of assignments.

What is your agency's policy on this?



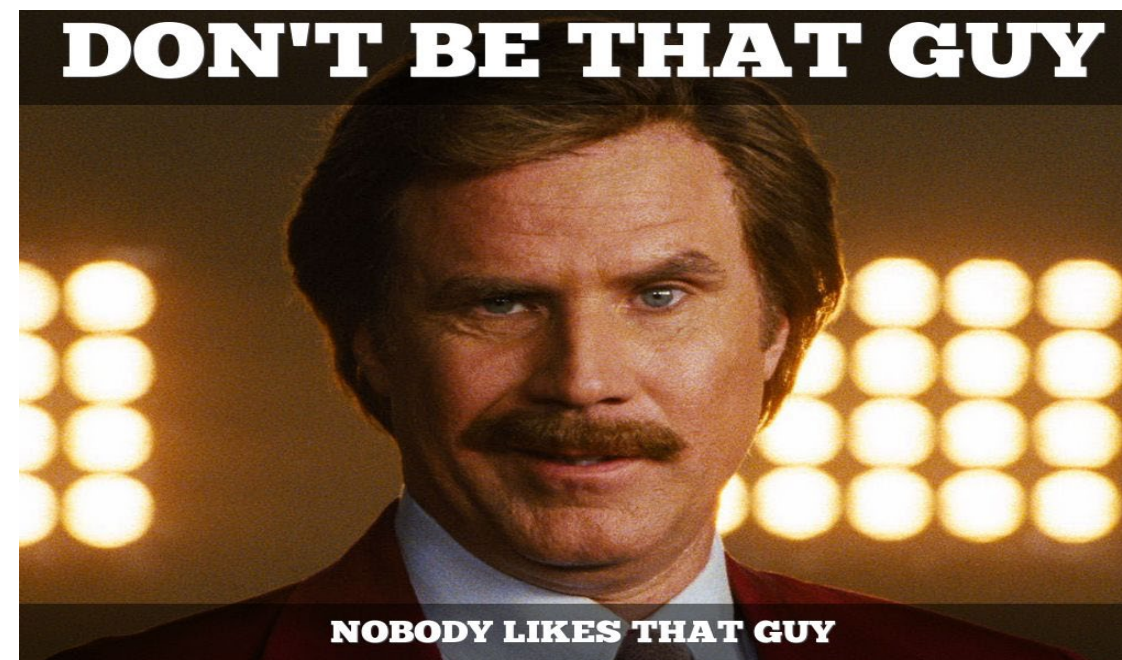
CID Supervisor's Role in Case Status Changes

- If a supplement is submitted indicating the detective's desire to inactivate or suspend a case, **the supervisor should review the original offense and any supplements and ensure there are no obvious leads needing investigation before suspending the case.**
- Detectives should not be allowed to make case status changes or file cases **without supervisory review and approval.**
- Time limits for supplemental reports and case closure **should be established.**
- This is supervision! **You** are ultimately responsible.



YOUR ROLE IN CASE CLOSURES

- **The failure of Supervisors to review case closures and case filings can lead to:**
 - Cases "lost" in the system - whatever happened to.....?
 - Detectives not paying proper attention to victims
 - Detectives not working
 - Detectives taking credit for clearances not warranted
 - Detectives filing incomplete cases or inappropriate cases



CASE CLOSURE PITFALLS

One of the most embarrassing and sometimes fatal conditions for police chiefs is the inappropriate case clearance or closure data being reported.

Also known as pencil-whipping crime, detectives and UCR reporting staff can often manipulate case clearances and closures. This is often done using multiple clearance actions when one suspect is arrested. This audit should be done at least annually.



CASE MANAGEMENT GUIDELINES

- Cases should be assigned based on the following definitions:
- **Active:** Investigation is ongoing
- **Cleared Arrest:**
 - An arrest has been made, and the arrestee(s) have been charged with the commission of the offense in question and turned over to the court for prosecution.



CASE MANAGEMENT GUIDELINES

- **EXCEPTIONALLY CLEARED:**

- **If the following questions can ALL be answered “yes”:**
 - 1. Has the investigation definitely established the identity of the offender?
 - 2. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?
 - 3. Is the location of the offender known so that the subject could be taken into custody?
 - 4. Is there some reason outside of law enforcement control that precludes arresting, charging and prosecuting the offender? This would include the refusal of a victim to cooperate in the investigation, but the answers to questions 1-3 must be answered yes.
- Another accepted Exceptional Clearance would involve the handling of a juvenile orally or by written notice to parents involving a minor offense and no referral is made to juvenile court as a matter of publicly accepted law enforcement policy.



CASE MANAGEMENT GUIDELINES

- **CLOSED BY ADMINISTRATION:**

- The cases have been determined **by the CID Supervisor** to have no solvability factors. They are assigned to the investigator as Closed by Administration. *The investigator will make a courtesy contact within 5 days from the date the initial report was taken.*

- **CLOSED BY INVESTIGATION:**

- When a case has been investigated to the point where nothing else can reasonably be done to bring the case to a close. An investigation may be reactivated and assigned to an investigator's active caseload if sufficient new leads are developed.



CASE MANAGEMENT GUIDELINES

• SUSPENDED DA:

- When an investigation has been completed and turned over to the District or County Attorney's office for formal charges to be filed. Investigators should check with the DA's office at least once every 30 days on the status of cases that have been Suspended – DA.

• SUSPENDED WARRANT:

- When a warrant has been issued for the suspect, but the suspect has not yet been arrested. Once a warrant has been obtained, it should be turned over to Dispatch to be logged and entered. After the warrant is eventually served, the status of the case should be changed to Cleared by Arrest.

• SUSPENDED LABS:

- When evidence in the case has been sent to the crime laboratory for processing and analysis. Investigators should check with the crime lab at least once every 30 days on the status of cases that have been Suspended –Labs.



CASE MANAGEMENT GUIDELINES

- **UNFOUNDED:**

- If an investigation shows that **NO OFFENSE OCCURRED** nor was attempted, the reported offense can be Unfounded. The findings of a court, jury or prosecutor do not unfound offenses which law enforcement investigations establish to be legitimate.

- **ARREST: NEEDS FOLLOWUP**

- When patrol makes an arrest and additional information is needed for successful prosecution of the case. Evidence like video footage, medical records, etc.
- What do you do when you have a case that has several suspects, and one is arrested, but the others are still outstanding?



CID POLICY

- **“Model” CID Policy**



- Not one that fits all
- The entire order depends on how you organize follow-up investigations
- TPCA has several “Model” policies that can be used. Samples included in MCI handout material.
- Should include the requirements of the case management system.



CID POLICY SAMPLE

	Huntsville Police Department		
	Directive 10.1 Criminal Investigations		
	Effective Date: December 5, 1992	Replaces:	
	Last Review Date: January 2, 2025		
	Reference: TBP Standards 7.09, 7.10, 7.13, 7.31	Page 1 of 10	
Approved: 			
Chief Of Police			

PURPOSE

The purpose of this directive is to establish and identify the Criminal Investigations component of the Huntsville Police Department and to establish objectives and operational procedures of that component.

POLICY

It is the policy of the Huntsville Police Department to conduct investigations of criminal offenses in an effort to apprehend offenders, recover stolen property, and seek prosecution of offenders.

10.1.1 ORGANIZATION AND ADMINISTRATION

- A. Under the current department organizational structure, the Investigative Section is a component of the Support Services Division. Any reference to the “Criminal Investigation Division” or “CID” is synonymous with the Investigative Section.
- B. The Investigative Section has the primary responsibility to investigate criminal offenses. These responsibilities are to be fulfilled by:
 - 1. Obtaining offense reports and conducting further investigations through case management; (TBP 7.10)
 - 2. Seizing and recording evidence at crime scenes or utilizing articles of evidence submitted by patrol officers.
 - 3. The deployment of personnel into covert activities designed to apprehend offenders engaged in repeated and patterned offenses; and
 - 4. The investigation into the use or sale of illegal drugs.
- C. The CID Sergeant is responsible for the overall management of the section, including:



Things to Do When I Get Home:

- *Review and design a case management system that will reduce CID non-productive time and improve the case closure process.*
- *Make sure you are assigning cases appropriately.*

THINGS TO DO

[illegible]

Conceptual Framework



Supervising the Property and Evidence Section

- Property and evidence are **always critical** to successful prosecutions.
- The department needs a clear directive on how property and evidence should be managed.
- One of the critical issues that will get an agency in trouble!





© CBS NEWS
TEXAS

CARL EDMISON



NON NEGOTIABLE



- In all cases:
- Officers, detectives, and crime scene personnel should be **required to record and deposit all property and evidence into the department's Property and Evidence storage system before the end of each shift**. Integrity check for cash.
- Under no circumstances should officers, detectives, or crime scene personnel be allowed to keep any items unsecured in their desks, lockers, or other locations.
- “Bag and Tag” party



PROPERTY & EVIDENCE SECTION

- If a detective needs to view or use an item of evidence, the **item must be checked into property and then signed out to the detective.**
- A tickler file must be maintained in either paper or electronic form **to track all items checked out to officers, labs, court, and other locations.**
- If crime scene personnel must work on items of evidence for testing, the area must be as secure as the Property and Evidence room.
- Discovery visits by the defense attorney. How do you handle them? Consider being present during this visit.



RETURNING FIREARMS/ ETRACE

Texas Code of Criminal Procedure - CRIM P Art. 18.191. Disposition of firearm seized from certain persons with mental illness

Current as of January 01, 2026 | Updated by [Findlaw Staff](#)

(a) A law enforcement officer who seizes a firearm from a person taken into custody under [Section 573.001, Health and Safety Code](#), and not in connection with an offense involving the use of a weapon or an offense under Chapter 46, Penal Code, shall immediately provide the person a written copy of the receipt for the firearm and a written notice of the procedure for the return of a firearm under this article.

(b) The law enforcement agency holding a firearm subject to disposition under this article shall, as soon as possible, but not later than the 15th day after the date the person is taken into custody under [Section 573.001, Health and Safety Code](#), provide written notice of the procedure for the return of a firearm under this article to the last known address of the person's closest immediate family member as identified by the person or reasonably identifiable by the law enforcement agency, sent by certified mail, return receipt requested. The written notice must state the date by which a request for the return of the firearm must be submitted to the law enforcement agency as provided by Subsection (h).

(c) Not later than the 30th day after the date a firearm subject to disposition under this article is seized, the law enforcement agency holding the firearm shall contact the court in the county having jurisdiction to order commitment under Chapter 574, Health and Safety Code, and request the disposition of the case. Not later than the 30th day after the date of this request, the clerk of the court shall advise the requesting agency whether the person taken into custody was released under [Section 573.023, Health and Safety Code](#), or was ordered to receive inpatient mental health services under [Section 574.034](#) or [574.035, Health and Safety Code](#).

(d) Not later than the 30th day after the date the clerk of the court informs a law enforcement agency holding a firearm subject to disposition under this article that the person taken into custody was released under [Section 573.023, Health and Safety Code](#), the law enforcement agency shall:

(1) conduct a check of state and national criminal history record information to verify whether the person may lawfully possess a firearm under [18 U.S.C. Section 922\(g\)](#); and

(2) provide written notice to the person by certified mail that the firearm may be returned to the person on verification under Subdivision (1) that the person may lawfully possess the firearm.



RETURNING FIREARMS/ ETRACE

Texas Code of Criminal Procedure - CRIM P Art. 18.19. Disposition of seized weapons

Current as of January 01, 2026 | Updated by [Findlaw Staff](#)

(a) Weapons seized in connection with an offense involving the use of a weapon or an offense under Penal Code Chapter 46 shall be held by the law enforcement agency making the seizure, subject to the following provisions, unless:

(1) the weapon is a prohibited weapon identified in Penal Code Chapter 46, in which event [Article 18.18](#) of this code applies; or

(2) the weapon is alleged to be stolen property, in which event Chapter 47 of this code applies.

(b) When a weapon described in Paragraph (a) of this article is seized, and the seizure is not made pursuant to a search or arrest warrant, the person seizing the same shall prepare and deliver to a magistrate a written inventory of each weapon seized.

(c) If there is no prosecution or conviction for an offense involving the weapon seized, the magistrate to whom the seizure was reported shall, before the 61st day after the date the magistrate determines that there will be no prosecution or conviction, notify in writing the person found in possession of the weapon that the person is entitled to the weapon upon written request to the magistrate. The magistrate shall order the weapon returned to the person found in possession before the 61st day after the date the magistrate receives a request from the person. If the weapon is not requested before the 61st day after the date of notification, the magistrate shall, before the 121st day after the date of notification, order the weapon destroyed, sold at public sale by the law enforcement agency holding the weapon or by an auctioneer licensed under Chapter 1802, Occupations Code, or forfeited to the state for use by the law enforcement agency holding the weapon or by a county forensic laboratory designated by the magistrate. If the magistrate does not order the return, destruction, sale, or forfeiture of the weapon within the applicable period prescribed by this subsection, the law enforcement agency holding the weapon may request an order of destruction, sale, or forfeiture of the weapon from the magistrate. Only a firearms dealer licensed under [18 U.S.C. Section 923](#) may purchase a weapon at public sale under this subsection. Proceeds from the sale of a seized weapon under this subsection shall be transferred, after the deduction of court costs to which a district court clerk is entitled under [Article 59.05\(f\)](#), followed by the deduction of auction costs, to the law enforcement agency holding the weapon.

(d) A person either convicted or receiving deferred adjudication under Chapter 46, Penal Code, is entitled to the weapon seized upon request to the court in which the person was convicted or placed on deferred adjudication. However, the court entering the judgment shall order the weapon destroyed, sold at public sale by the law enforcement agency holding the weapon or by an auctioneer licensed under Chapter 1802, Occupations Code, or forfeited to the state for use by the law enforcement agency holding the weapon or by a county forensic laboratory designated by the court if:



CID Supervisor Awareness: VICTIM ASSISTANCE Mandate

- **Crime Victims Compensation and Victim Assistance**
 - Many departments have added a Victims Assistance Office. This is usually staffed by a non-sworn but could also be a volunteer. VA personnel can ensure the victim has been sent a Crime Victims Compensation package and referred to the appropriate support agencies if necessary. (Grants)
 - If no VA, **Detective must do this...**



CID Supervisor Awareness: VICTIM ASSISTANCE CCP Mandate

Subchapter I. Required Notifications by Law Enforcement Agency

ART. 56A.401. NOTIFICATION OF RIGHTS

At the initial contact or at the earliest possible time after the initial contact between a victim of a reported offense and the law enforcement agency having the responsibility for investigating the offense, the agency shall provide the victim a written notice containing:

- (1) information about the availability of emergency and medical services, if applicable;
- (2) information about the rights of crime victims under Subchapter B;
- (3) notice that the victim has the right to receive information regarding compensation to victims of crime as provided by Chapter 56B, including information about:
 - (A) the costs that may be compensated under that chapter and the amount of compensation, eligibility for compensation, and procedures for application for compensation under that chapter;
 - (B) the payment for a forensic medical examination under Article 56A.252 for a victim of an alleged sexual assault; and
 - (C) referral to available social service agencies that may offer additional assistance;
- (4) the name, address, and phone number of the law enforcement agency's crime victim liaison;
- (5) the name, address, and phone number of the victim assistance coordinator of the office of the attorney representing the state; and
- (6) the following statement:

"You may call the law enforcement agency's telephone number for the status of the case and information about victims' rights."



CID Supervisor Awareness: VICTIM ASSISTANCE CCP Mandate

ART. 56A.402. REFERRAL TO SEXUAL ASSAULT PROGRAM

(a) At the time a law enforcement agency provides notice under Article 56A.401, the agency shall provide, if the agency possesses the relevant information:

(1) a referral to a sexual assault program as defined by Section 420.003, Government Code; and

(2) a written description of the services provided by the program.

(b) A sexual assault program may provide a written description of the program's services to a law enforcement agency.



CID Supervisor Awareness: VICTIM ASSISTANCE Mandate

IMPORTANT NUMBERS

Police Emergency
911

Huntsville Police Department Crime
Victim Liaison
936.291.5960

National Domestic Violence Hotline
[1.800.799.SAFE](tel:1800799SAFE) (7233)
1-800-797-3224 (TTY) for the Deaf

HHSC Family Violence Program
hhs.texas.gov/fvp-resources

Texas Department of Public Safety
Victim Support Services
512.424.2211

Texas Advocacy Project
[1.800.374.HOPE](tel:1800374HOPE) (4673)

Department of Family and Protective
Services
1.800.252.5400

SAAFE House
936.291.3369

Walker County District Attorney's
Office
936.435.2441

Huntsville Memorial Hospital
936.291.3411

CHI ST. Luke's Health
936.439.4850

Victim Information

It is a criminal offense for any person, **INCLUDING A MEMBER OF THE FAMILY OR FORMER MEMBER OF THE FAMILY**, to cause physical injury or harm to a victim or to engage in conduct constituting stalking, harassment, or terroristic threat toward a victim.

**Notice to Adult Victims of Family Violence,
Dating Violence, Stalking, Harassment, or
Terroristic Threat**

Please tell the investigating peace officer: If you, your child, or any other household resident has been injured, or if you feel you are going to be in danger when the officer leaves or later.

YOU HAVE THE RIGHT TO:

Ask the local prosecutor to file a criminal complaint against the person committing family violence, and apply to a court for an order to protect you.

If a family or household member assaults you and is arrested, you may request that a magistrate's order for emergency protection be issued. Please inform the investigating officer if you want an order for emergency protection. You need not be present when the order is issued. You cannot be charged a fee by the court in connection with filing, serving, or entering a protective order. You may also be entitled to vacate your residence and terminate your residential lease.

For example, the court can enter an order that:

1. The abuser not commit further acts of violence,
2. The abuser not threaten, harass, or contact you at home,
3. Directs the abuser to leave your household, and
4. Establishes temporary custody of the children and directs the abuser not to interfere with the children or any property.

A violation of certain provisions of court ordered protections, such as (1) and (2), **may be a felony**.

Our Mission

Extending services to victims
during their time of need.



To provide and assist with
direct services to victims of
crime and violence with
dignity, respect and
compassion.

Huntsville Police Department
560 FM 2821 W
Huntsville TX 77320
Phone: 936.291.5480

This Agency does not discriminate on the basis
of race, color, national origin, religion, sex,
disability, or age in the delivery of services.



Huntsville Police Department Crime Victim Assistance Program

Reporting Officer:

Case #:



CID Supervisor Awareness: VICTIM ASSISTANCE Mandate

THE RIGHTS OF VICTIMS OF CRIME

According to the Code of Criminal Procedure, Chapter 56, Rights of Crime Victims, a victim of violent crime is (1) someone who is the victim of sexual assault, kidnapping, aggravated robbery, trafficking of persons or who has suffered personal injury or death because of the criminal conduct of another, (2) the close relative (spouse, parent, adult brother or sister, or child) of a deceased victim, or (3) the guardian of a victim. These rights also apply to victims of juvenile crime, including victims who suffer property loss.

Victims of Crime have the right to:

- receive adequate protection from harm and threats of harm arising from cooperation with prosecution efforts;
- have their safety considered by the magistrate when setting bail;
- receive information, on request, of relevant court proceedings, including appellate proceedings, cancellations and rescheduling prior to the event, and of appellate court decisions after the decisions are entered but before they are made public;
- be informed, when requested, by a peace officer about the defendant's right to bail and criminal investigation procedures, and from the prosecutor's office about general procedures in the criminal justice system, including plea agreements, restitution, appeals, and parole;
- provide pertinent information concerning the impact of the crime to the probation department prior to sentencing;
- information about the Texas Crime Victims' Compensation Fund and payment for a medical examination for a victim of sexual assault, and, on request, referral to social service agencies that provide additional assistance;
- information, on request, about parole procedures; notification of parole proceedings and of the inmate's release; and the right to participate in the parole process by submitting written information to the Board of Pardons and Paroles for inclusion in the defendant's file for consideration by the Board prior to parole;
- a separate or secure waiting area at all public court proceedings;
- prompt return of any property that is no longer needed as evidence;
- have the prosecutor notify, upon request, an employer that the need for the victim's testimony may involve the victim's absence from work;
- on request, the right to counseling and testing regarding AIDS and HIV infection and testing for victims of sexual assault;
- request victim-offender mediation coordinated by the Victim Services Division of the Texas Department of Criminal Justice;
- be informed of the use and purpose of a victim impact statement, to complete a victim impact statement and to have the statement considered before sentencing and acceptance of a plea bargain and before an inmate is released on parole.

A victim, guardian of a victim, or close relative of a deceased victim is entitled to be present at all public court proceedings, with the consent of the presiding judge;

A judge, attorney for the state, peace officer, or law enforcement agency is not liable for a failure or inability to provide a right enumerated herein. Art.56.045 CCP States that a victim of a sexual assault has the right to the accompaniment of a victim advocate during the sexual assault exam if an advocate is avail-able at the time of the examination.

Victims of Sexual Assault, Family Violence, Stalking, or Human Trafficking have a right to use a Pseudonym.

For more information visit <https://www.texasattorneygeneral.gov/crime-victims/forms-and-publications>

"NOTICE TO ADULT VICTIMS OF SEXUAL ASSAULT"

"It is a crime for any person to cause you any physical injury or harm."
"Please tell the investigating peace officer if you have been injured or if you feel you are going to be in danger when the officer leaves or at a later time."

"You have the right to:

1. obtain a forensic medical examination within 120 hours of the assault to collect potential evidence and receive preventative medications, even if you decide not to make a report to a law enforcement agency; anonymously track or receive updates regarding the status and location of each item of evidence collected in your case;
2. have a sexual assault program advocate present during a forensic medical examination;
3. have a sexual assault program advocate or other victim's representative present during an investigative interview with law enforcement;
4. ask the local prosecutor to file a criminal complaint against the person who assaulted you; and
5. if a defendant is arrested for a crime against you involving certain sexual crimes, stalking, or trafficking:
 - a. request an order for emergency protection to be issued by a magistrate; and
 - b. apply to a court for a permanent order to protect you (you should consult a legal aid office, a prosecuting attorney, or a private attorney)."

"For example, the court can enter an order that prohibits the person who assaulted you from:

1. committing further acts of violence;
2. threatening, harassing, or contacting you or a member of your family or household; and
3. going near your place of employment or near a child care facility or school attended by you or a member of your family or household."

"You cannot be charged a fee by a court in connection with filing, serving, or entering a protective order."

"If you have questions about the status of your case or need assistance, you may contact the crime victim liaison at our agency:

**Huntsville Police Dept. 560 FM 2821 W, Huntsville, TX 77320
Phone:(936)291-5960."**

"If you would like to speak with someone in the prosecuting attorney's office, you may reach their victim assistance coordinator at 1036 11th ST Huntsville TX 77320 Phone:(936)435-2441 Ext 4623

"Call the following sexual assault program or social service organization if you need assistance or wish to speak with an advocate: SAAFE House: (936)291-3369"

You may receive a sexual assault forensic medical examination at the following location(s):

1. Huntsville Memorial Hospital, 110 Memorial Hospital DR, Huntsville TX 77320
2. CHI St Luke's Health, 540 IH 45 Ste E, Huntsville, TX 77320

"To get help from the National Human Trafficking Hotline: 1-888-373-7888 or text HELP or INFO to BE Free (233733)."

WHO WE ARE

The Victim Services Program is set up to aid victims of crime who are unaware of the avenues of assistance open to them. The majority of the crime victims are not knowledgeable of the procedures necessary to obtain assistance, or they are too traumatized or injured to cope with the problem. The Victim Services Program is a free public service offering information, practical assistance, and referrals to victims of crime in the City of Huntsville.

Our goal is to provide you with the tools you need to transition to the next phase of your life. We have many resources within our area to help you.

We will provide you with accurate procedural and factual information concerning the accident or crime and act as a liaison with law enforcement and other community agencies.

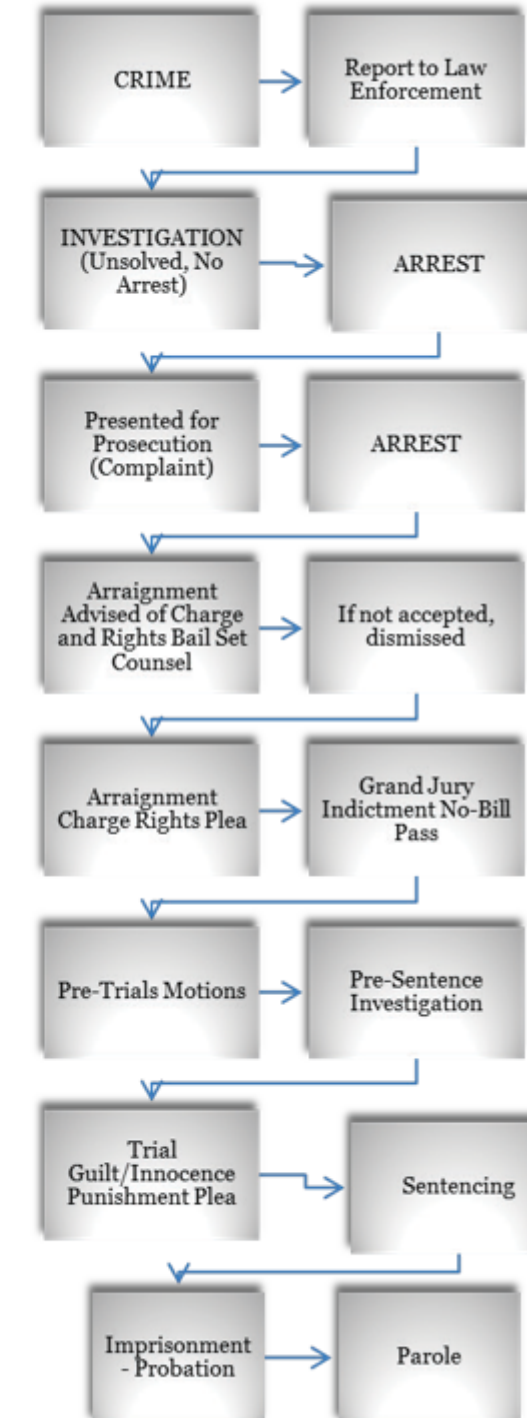
If you or a loved one has been the victim of a crime our victim services program is here to help you. We provide crisis intervention, support, assistance, referrals, and help in understanding what is happening.

WHAT WE DO

The most important service provided by our Crime Victim Liaison is continued support for the victim and family throughout their involvement with the criminal justice system. Additional services which may be provided by our Victim Liaison include:

- Assistance with crisis intervention.
- Criminal justice system information.
- Referrals to community agencies when needed or desired.
- Assistance with safety plans for the victim.
- Assistance with filing for restitution.
- Advocacy.
- Provide support and advocacy during hospitalization or emergency room visits.
- Assistance with filing claims to the Crime Victims' Compensation Program.
- Assist with the needs of the victim and family members due to the crime.
- Assist with funeral planning and financial paperwork through Crime Victims Compensation.
- Assist with information on filing a Protection Order.
- Assistance with Victim Information & Notification (VINE).
- Assist with information on the status of the case.

WHAT HAPPENS NEXT



VICTIM ASSISTANCE



KEN PAXTON
ATTORNEY GENERAL of TEXAS

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[HOME](#) > [GRANTS](#) > [TYPES OF GRANTS](#) > [VICTIM COORDINATOR AND LIAISON GRANTS \(VCLG\)](#)

Victim Coordinator and Liaison Grants (VCLG)

The purpose of the VCLG program is to fund the mandated positions described in the Texas Code of Criminal Procedure, Article 56.04, specifically Victim Assistance Coordinators (VAC) in prosecutor offices and Crime Victim Liaisons (CVL) in law enforcement agencies.

VCLG Purpose Areas

In addition to the duties imposed in the Texas Code of Criminal Procedure, Article 56.04 (and more specifically described in Article 56.02), VACs and CVLs are also expected to promote and educate the community and other professionals about victim rights and services in an effort to identify crime victims and provide or refer them to needed services.

Eligible Applicants

The following entities are eligible to apply under the VCLG Program:

- A local criminal prosecutor may apply for a grant to fund a position, or part of a position, for a victim assistance coordinator.
- A local law enforcement agency may apply for a grant to fund a position or part of a position, for a crime victim liaison.

Subscribe to Grants Email Notification

Receive an email notification as soon as grant opportunities and information is made available.

[Subscribe](#)

Contact Grants

Whether it is a question about a specific grant or questions about the Grants Process, feel free to contact us.

[Contact Us](#)



CHAPLAIN



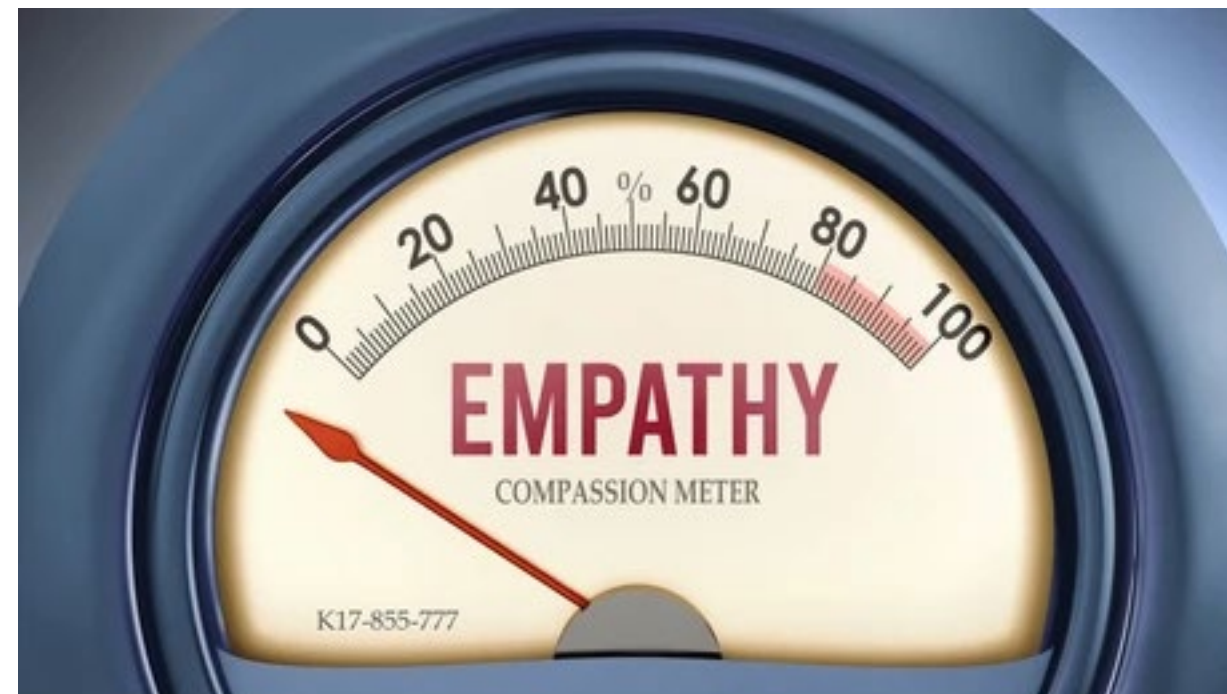
LAW ENFORCEMENT CHAPLAIN TRAINING PROGRAM

JEFFERSON, TEXAS
October 19, 2026 – October 22, 2026



CID Supervisor Awareness: Detective/Victim Interactions

- What Destroys Detective – Victim/Witness Relationships
 - Unnecessary Inconvenienced
 - Same interview, different Detective
 - Not apprised of case status
 - No thanks for cooperating
 - No courtesies extended
 - Treating the victim/witness as a suspect



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DETECTIVE INTERACTIONS

- Make sure that your detectives keep **complainants informed**.
 - The victim of every crime **expects** the law enforcement agency to continue investigating the offense until there is a successful conclusion, namely, a suspect is arrested.
 - Managing Citizen Expectations...What you can do. Train your team in the fundamentals of “putting themselves in their shoes”.
 - Build the culture of “If we don’t listen to the victim, nobody will”.



VICTIM NOTIFICATIONS

- There are two generally accepted methods of informing the victims:
 - The initial responding officer can advise the victim that the initial investigation did not produce sufficient evidence to justify further investigation. Not recommended.
 - The victim can be informed by letter (email?) or phone (preferred) once the investigation report has been reviewed by the case screener or the investigation supervisor. Encourage follow-up contact by somebody in the department.



CASE STATUS UPDATES

What can be said as suggestions:

“No workable leads at this point...”

“Can be re-opened if leads develop...”

“Our Crime Analyst is aware of the case and will be watching for similar cases which may provide leads...”

“Sometimes we get information from Crimestoppers or criminals’ acquaintances that leads to a solution...”

“If we have specific identifying data on stolen property, it will sometimes reappear; we check pawn shops regularly...”

Can anyone provide anything else?



CID Supervisor Role: “Keeping the Chief Happy”

- Keep the Chief Informed. Very Important!
- The City Manager or Council Member expects the Chief to know the status of cases.
- No surprises....
- *“Being forewarned is to be forearmed”*



Daily Case Triage: Scanning for Potential Issues

NIGHT SHIFT REPORT

05/21/2026 - 05/22/2026

Call Received Day/Date/Time	Incident Number	Call Type	Location	Officer	Disposition	Comments	BWC	IF NO, WHY NOT	RESULT OF ALPR?
REPORTS									
05/21/26 1854	26018735	MINOR	SH 75 SOUTH / GRAHAM RD	HERNANDEZ	RPT	Two vehicles no injuries.	Y		N
05/21/26 1941	26018738	FSGI	141 IH 45 SOUTH	HERNANDEZ	RPT	Unknown vehicle struck parked car and fled the scene.	Y		N
05/21/26 2350	26018774	RUNAWAY	3021 MANOR LN	HERNANDEZ	RPT	Known juvenile runaway from home.	Y		N
05/22/26 0148	26018783	ASSLT	2504 SAM HOUSTON AVE	HERNANDEZ	RPT	Possibly known suspect assaulted the victim.	Y		N
05/22/26 0241	26018787	C/M	1548 11TH ST	GONZALEZ	RPT	Possibly known suspect damaged the victim's vehicle.	Y		N
ARRESTS									
05/21/26 2020	26018747	WARR-SER	1100 SH 19	GONZALEZ	ARRONLY	Lawrence Burrell was arrested on Municipal Court Warrants.	Y		Y
05/21/26 2214	26018757	WARR-SER	701 AVENUE M	HERNANDEZ	ARRONLY	Robert Paul Poole was arrested on Municipal Court Warrants.	Y		N
SUPPLEMENTS									
05/21/26 1713	26018729	RPT-FO	560 FM 2821 WEST	FRENCH	SUPP	Supplement for removal of wanted person from TCIC ORI CS# 26012334.	Y		N
05/22/26 0241	26018787	C/M	1548 11TH ST	VILLAFUERTE	SUPP	Additional information added.	Y		N
OF INTEREST									
Vehicle Contacts		Warnings	Citations	Non Traffic Citations.		Notes			
HARDS	0	0	0	0					
LLE	5	5	0	0					
LAFUERTE	9	9	0	0					
RMAN	0	0	0	0		OFF			
NZALEZ	7	2	5	0					
LSON	0	0	0	0		OFF			
RNANDEZ	4	4	0	0					
TALS	25	20	5	0					



“Big Fish, Small Pond” Case Study



CID Supervisor Awareness: Cold Cases

- Usually limited to major cases (murders, armed robberies, serial rapes, etc.)
- Major unsolved cases **should be reviewed every few years** for changes in technology and changing allegiances.
- Check what **biological evidence** you still have.
- Consider retired detectives in the region.
- Texas Rangers Cold Case squad. (grant)



CID Supervisor Awareness: Specialized Investigations

• Child Abuse

- Children usually require specific expertise in interviewing
- Many counties have set up Child Advocacy Centers
- If these organizations are not available, ensure that your staff conducting these investigations have the required training.
- Consider using other agency personnel.
- Be alert to stress among investigators.



CHILD ABUSE CASE STUDY



CID Supervisor Awareness: Specialized Investigations

•Child Abductions

- **Greater community concern than any other type of crime**
- Prepare ahead for quick response
- Use all resources available
- Missing Child Response Plan
- Child Abduction Response Plan
- Center for Missing and Exploited Children



CID Supervisor Awareness: Specialized Investigations

Child Abductions

CART Team Response



Investigators from multiple agencies

Automatic assignment for a certain period

Chief approval for longer

Memorandum of Understanding

Group Training



AMBER ALERT BACKGROUND



TIM’S LAW: Missing Child Mandate

MISSING CHILD

HIGH RISK

- MISSING 4x OR MORE IN PRECEEDING 24 MONTHS
- FOSTER CARE OR CONSERVATORSHP OF DFPS & MISSING 2x OR MORE IN PRECEEDING 24 MONTHS
- HIGH RISK OF TRAFFICKING/ SXA/ EXPLOTATION/ ABUSE OR NEGLECT
 - DANGEROUS ENVIROMENT
 - MENTAL/BEHAVORIAL HEALTH
 - PREVIOUS MENTAL HEALTH
 - INTELLECTUAL/DEVELOPMENTAL DISABILITIES
 - LAST IN CONTACT W/ UNKNOWN ADULT
- ESCALATE RESPONSE
- IMMEDIATELY BUT NOT LATER THAT 2HRS NOTIFY AGENCIES W/IN 100 MILES INCLUDING OUT OF STATE

IMMEDIATELY START INVESTIGATION

IMMEDIATELY BUT NOT LATER THAN 2 HRS

- ENTER CHILD INTO CLEARINGHOUSE AND NCIC
- ENTER INFORMATION INTO TLETS
- NAMUS (SB2429)
- INFORM REPORTEE (SB2429)

NOT LATER THAN 48 HRS

- SUBMIT REPORT W/IN 200 MILES TO COUNTY AND MUNICIPAL AGENCIES AND INFORMATION TO HELP LOCATE
- INFORM REPORTEE OF THE 200 MILE NOTIFICATION

NOT LATER THAN 30TH DAY

- NAMUS
- INFORM THE REPORTEE THE CHILD WILL BE ENTERED INTO CLEARINGHOUSE, NCIC, NAMUS AND NOTIFIED AGENCIES WITHIN 200 MILES

OBTAIN VERIFICATION OF ENTRIES INTO CLEARINGHOUSE, NCIC, TLETS, AND 100/200 MILE NOTIFICATIONS

SEE CCP 63.00905/ 63.0091 FOR ALL REQUIREMENTS



CID Supervisor Awareness: Missing Persons Mandate

- DPS Website/Have forms printed out.
- Learn how to issue.
- Basic Requirements for:
 - Amber
 - Silver
 - Blue
 - Clear
 - Camo
 - Endangered Missing Person
 - Active Shooter

Figure: 37 TAC Section 9.22

TEXAS DEPARTMENT OF PUBLIC SAFETY
AMBER ALERT REQUEST FORM
Fax (512) 424-7418; and Call (512) 424-7981 or (866) 786-5972
MAXIMUM ACTIVATION - 24 HOURS

Reporting Agency Information

*Required Fields in red with an asterisk

☐ INITIAL ☐ UPDATE

* Request

* Date of Request

* Name of Reporting Agency

* Contact number for Reporting Agency

* Fax number for Reporting Agency

* Name/Title of Investigating Officer

* Cell phone number for Investigating Officer

* Phone number for media inquiries

Activation Criteria:

1. (A) Is this child 17 years of age or younger, whose whereabouts are unknown, and whose disappearance law enforcement has determined to be unwilling which poses a credible threat to the child's safety and health; and
if abducted by a parent or legal guardian, was the abduction in the course of an attempted murder or murder?

OR

(B) Is this child 13 years of age or younger, who was taken (willingly or unwillingly) without permission from the care and custody of a parent or legal guardian, by:

(i) someone unrelated and more than three years older,

or

(ii) another parent or legal guardian who attempted or committed murder at the time of the abduction?

☐ YES ☐ NO **IF THE ANSWER TO 1(A) OR 1(B) IS YES, CONTINUE:**

2. Is this child in immediate danger of sexual assault, death or serious bodily injury?

☐ YES ☐ NO **IF THE ANSWER TO 1 & 2 ABOVE IS YES, CONTINUE:**

3. Has a preliminary investigation verified the abduction and eliminated alternative explanations for the child's disappearance?

☐ YES ☐ NO **IF THE ANSWER TO 1, 2 & 3 ABOVE IS YES, CONTINUE:**

4. Is sufficient information available to disseminate to the public to help locate the child, a suspect, or the vehicle used in the abduction?

☐ YES ☐ NO

❖ **IMPORTANT: DO NOT SEND THIS FORM TO DPS UNLESS YOU MEET ALL FOUR CRITERIA ABOVE.** If activated, your request is only valid for a 24 hour period. All extension requests must be made by contacting (512) 424-7981 or (866) 786-5972 before the last 23 hour Department of Public Safety reminder.



TIM'S LAW: Missing Persons Mandate

MISSING PERSON

ALZHEIMERS/DEMENTIA

IMMEDIATELY INVESTIGATE

NOT LATER THAN 2 HRS

- CLEARINGHOUSE ENTRY
- NCIC ENTRY
- ALZHEIMER'S ASSOCIATION
SAFE RETURN EMERGENCY
RESPONSE CENTER (IF
APPLICABLE) 800.272.3900

NOT LATER THAN 48
HRS

- SUBMIT REPORT W/IN
200 MILES TO COUNTY
AND MUNICIPAL
AGENCIES AND ANY
INFORMATION TO HELP
LOCATE
- INFORM REPORTEE OF
THE 200 MILE
NOTIFICATION

NOT LATER THAN 60TH
DAY

- NAMUS
- INFORM REPORTEE
CLEARINGHOUSE, NCIC,
NAMUS, 200 MILE
NOTIFICATION

OBTAIN VERIFICATION OF ENTRIES INTO CLEARINGHOUSE, NCIC, TLETS, AND 200 MILE NOTIFICATIONS

SEE CCP 63.009 FOR ALL REQUIREMENTS





THE HUNTSVILLE
Vol. 150—No. 31 JAN 31 1999 <http://www>

Disappearance still a mystery

Family searches
for local woman,
closure to case

BY MICHAEL ANN STRAUGHAN
The Huntsville Item

When Kerry and Cheryl Kimbrell returned to this area for their father's funeral a few weeks ago, they had no idea they would become embroiled in a mystery.

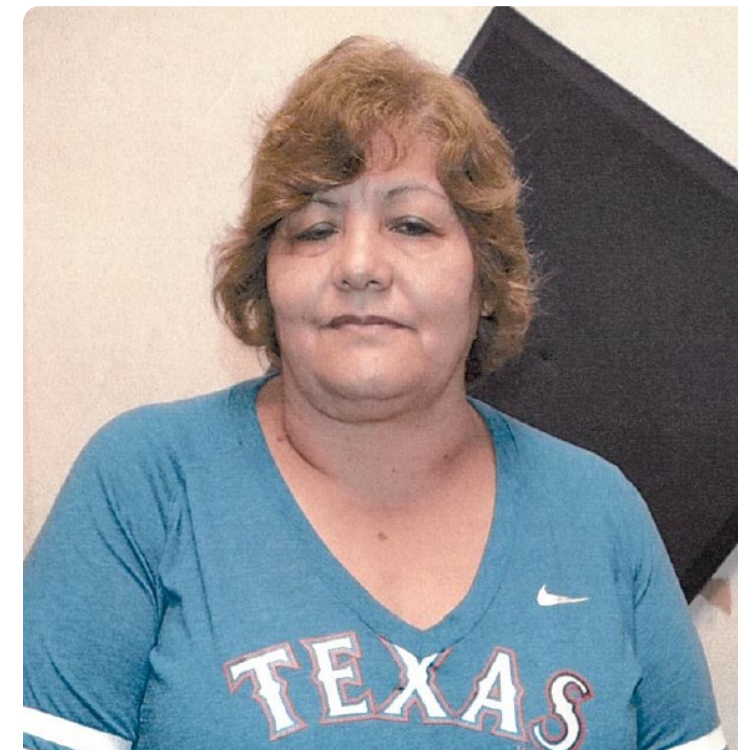
They discovered their 15-year-old half-brother, Daniel Kimbrell, was now an orphan. Their father, James Kimbrell, had died of a heart attack on Dec. 28, 1998, and Daniel's mother, Maria Bobadilla Kimbrell, was nowhere to be found.

Maria had been a San Houston State University graduate student studying for her master's degree in criminal justice when she was last



Submitted photo
This photograph of Maria Bobadilla Kimbrell as a young woman demonstrates an identifying mark — a

DL Number:	00514024		
Name:	MARIA SOCORRO BOBADILLA		
Date of Birth:	12041959		
Photo:			
Address:	614 MCKOWN DR, MANSFIELD, TX 760630000		
Race:	WHITE	Sex:	F
Height:	505	Weight:	200



IN HOUSE DATA BASE REGISTRY

Huntsville Police Department

Special Needs Registry



The Huntsville Police Department is pleased to offer the community a helpful new service to give greater peace of mind to our city's senior and special needs population, their families and caregivers. From time to time, our officers are called upon to assist a lost senior citizen or dependent person. Often these individuals are disoriented and unable to remember their names or where they live. They sometimes experience a long wait while the officers attempt to identify them and return them to their home. Citizens of Huntsville can now register a family member with the police department by providing personal information, medical information, emergency contact numbers for relatives, and a photograph of the registrant. This will greatly aid the police department should an Alzheimer's or special needs individual become missing or be found by the police and be unable to provide information.

To register a special needs person of **ANY** age, please complete and either drop off or mail the special needs registry form to the Huntsville Police Department, 1220 11th Street, Huntsville, Texas 77340. These forms can be found on the police department website, <http://www.HuntsvillePolice.com/> under "Quick Links" on the right side of the page or can be picked up at the police department during the hours of 8 a.m. to 5 p.m., Monday through Friday.

All information will remain confidential and will only be accessed by law enforcement to locate or return a loved one.

The Huntsville Police Department strives to continue to provide quality service and protection for the citizens of our city. For additional information or to participate, please contact Senior Officer David Warner at dwarners@huntsvilletx.gov or call 936-291-5493.



DPS ALERTS IN TEXAS

AMBER

Notifies the public of a serious child abduction.

SILVER

Notifies the public of missing older adults with a documented mental condition.

BLUE

Notifies the public of a wanted violent criminal who has killed or seriously wound local, state, or federal law enforcement officers.

ENDANGERED MISSING

Notifies the public of a missing person (of any age) with an intellectual disability.

CAMO

Notifies the public of a missing current or former member of the United States armed forces, including the National Guard or a reserve or auxiliary unit of any branch of the armed forces, struggling with mental illness.

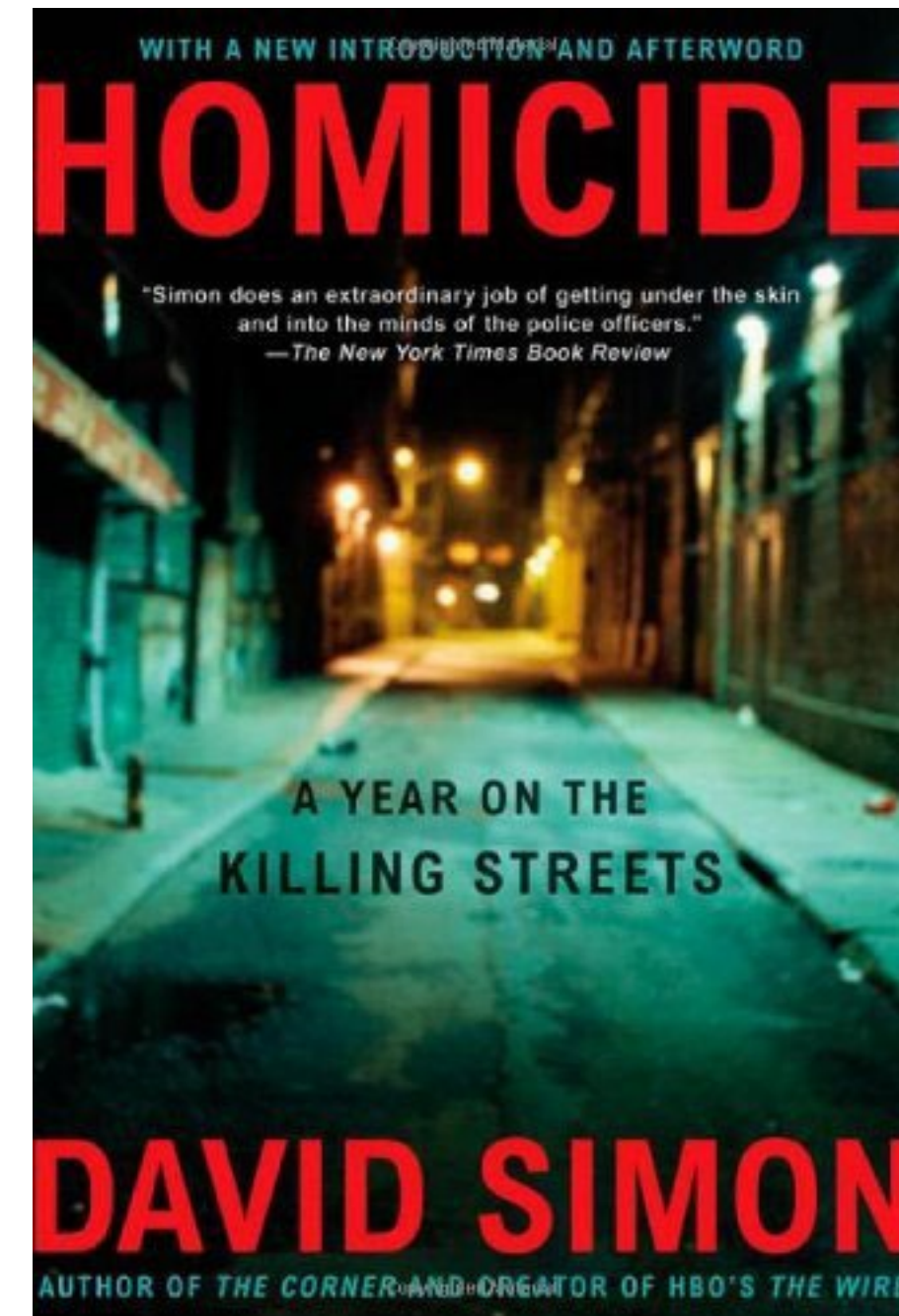
CLEAR

Notifies the public of a kidnapped or abducted adult(s) who are in immediate danger of injury or death.



CID Supervisor Awareness: Major Cases

- Murder
- Sexual Assaults (serial)
- Armed Robbery with injury
- Kidnapping
- Missing / Abducted Children
- Special Victims – children or elderly
- Bank Robbery
- Bomb Threats
- Barricaded suspects/Hostages
- Active shooter
- “Internet sleuths”
- Facebook groups
- Must plan how they will be handled.
- Don't be afraid to ask for help.



CID Supervisor Awareness: Major Case Considerations

- Response, Supervision, who is the Case agent?
- Crime Scene
- Information Management/Timelines
- Leads Management – Categorize Leads A, B, C...
- Officer Fatigue
- Meetings/involve DA
- Media
- Additional personnel



MAJOR CASE STUDY



Specialized Investigations: HOMICIDE

- Multiple Detectives respond
- Case Agent assigned, (Primary and secondary)
- Crime Scene – Use County or another agency
- Dedicated channel or unit for Research and Info Management
- Media Use and Leads Management
- Update Meetings – when and where



MISSY BEVERS CASE



CID Supervisor Situational Awareness

- Supervisor must guard against the Disease of Certainty
- It occurs when officers feel so convinced of their own beliefs that they allow themselves to become tunnel-visioned about one conclusion and ignore clues that might point them in another direction.



Specialized Investigations

- “Secret Squirrel” Squad
- Narcotics/Interdiction
- Prostitution/Gambling
- Task forces (ABC agencies)
- Repeat offender projects
- Other duties as assigned



Group Exercise



The Three “T’s” Approach

“This is what happened”

“This is why it happened”

“This is why it will never happen again”



Things to Do When I Get Home:

- *Examine the specialized investigations within the department and ensure special victims have been considered.*
- *If no Child Advocacy Center exists, ensure arrangements have been made for interviewing assistance.*

THINGS TO DO

[illegible]

Conceptual Framework



DETECTIVE STAFFING ISSUES

- Typical Approach

- CID needs more Detectives because of more cases, new responsibilities, etc....
- CID presents a request with anecdotes (recency).
- Chief and Council says no money.
- CID makes do with what they have.



CID GOAL

Remember – What is the Goal of CID?

Get the highest clearance rate possible.

With the staff you are given.



DETECTIVE STAFFING CONSIDERATIONS

- Workload-based computer models for Patrol staffing.
- Computer models for predicting CID staffing level based on historical data.
- Can develop “Best” staffing for your agency with time and effort.
- *“The best work ethic requires a good rest ethic”*



DETERMINING CID STAFFING

Three Current Methods for Determining CID Staffing

Method	Dept. Size	Accuracy
Percent of Department	Under 30	Low-Med
National Benchmarks	20 – 75	Medium
TPCA CID Model	50+	Med-High

***None will give Optimum – only detectives needed based on **historical activity levels.**



LEMIT STUDY of MONTHLY CASES ASSIGNED

- LEMIT Study of 37 Texas Agencies

<i>New Cases Per Month</i>	<i>Average</i>
Domestic Violence	29.6
Theft	22.9
Auto Theft	22.9
Burglary	20.6
Crimes by Children	20.5
Robbery	9.0
Aggravated Assault	8.9
Sexual Assault	6.5
Murder	.6



Personnel Issues

CID STAFFING

- 2007 Prummell Study (Updated Florida Data)

Persons Crime

• Robbery (armed, home invasion, bank)	29.7 hrs
• Aggravated Assault/Battery	25.1 hrs
• Missing Persons	16.2 hrs
• Sexual Battery	15.6 hrs
• Lewd & Lascivious	6.8 hrs
• Child Abuse	3.8 hrs
• Child Pornography	8.9 hrs
• Death Investigation (suicides, unattended deaths)	13.8 hrs
• Homicide	146.7 hrs

Property Crimes

• Burglary	12.2 hrs
• Theft (grand theft, GTA)	6.74 hrs
• Robbery (strong arm)	10.5 hrs
• Missing Persons (runaways)	2.4 hrs
• Prescription Fraud	6.46 hrs

Economic Crimes

• Credit Card Fraud	17.58 hrs
• Forgery/Uttering	6.75 hrs
• Counterfeiting	14.35 hrs
• Identification theft	1.83 hrs



CID STAFFING ASSUMPTIONS

1. Not every crime is capable of being solved, regardless of the number of resources committed to its investigation.
2. Staffing levels must be computed differently depending upon the investigative style of each unit.
3. Not all reports of crimes can receive investigative attention.
4. Cases in suspended status should not be included in the workload computation.
5. Baseline staffing levels should be determined largely by examining the primary case load of each Detective.
6. Supervisory staff and support staff should not be included in establishing the baseline staffing level.
7. Baseline staffing levels should be reviewed annually.
8. Historical staffing can serve as a base for future staffing levels.
9. Having a high number of cases on their desk (or in their list of assignments) can create unnecessary stress and burnout.
10. It is sometimes difficult for investigators to “let go” of cases they think they may be able to solve later.



TPCA SURVEY CID STAFFING

- CID STAFFING Percentage of Sworn

Approximate Agency Service Population	Total Sworn Officers	Total Full Time Sworn Detectives in Investigations	Percent of Department	Total full time Supervisors in Investigations
Agencies 10 Sworn and Under				
1336	3	0	0.0	0
1000	5	2	40.0	1
1300	5	0	0.0	0
1400	6	0	0.0	2
5000	6	1	16.7	3
2000	6	1	16.7	1
5000	6	0	0.0	0
2000	9	1	11.1	1
3500	9	1	11.1	1
4000	10	2	20.0	1
5000	10	1	10.0	1
4000	10	1	10.0	0
5043	10	1	10.0	0
4000	10	1	10.0	1
5000	10	1	10.0	0
Total	115	13	11.3	



TPCA SURVEY CID STAFFING

Approximate Agency Service Population	Total Sworn Officers	Total Full Time Sworn Detectives in Investigations	Percent of Department	Total full time Supervisors in Investigations
Agencies 11-25 Total Sworn				
2200	13	1	7.7	1
3000	15	1	6.7	0
11763	16	1	6.3	1
5000	16	1	6.3	1
11,000 and growing	18	1	5.6	0
11500	21	4	19.0	2
17500	21	3	14.3	1
7300	23	3	13.0	1
Total	143	15	10.5	



TPCA SURVEY CID STAFFING

Approximate Agency Service Population	Total Sworn Officers	Total Full Time Sworn Detectives in Investigations	Percent of Department	Total full time Supervisors in Investigations
Agencies 26-50 Total Sworn				
15000	27	3	11.1	1
10000	28	6	21.4	1
9000	31	3	9.7	1
14000	32	2	6.3	1
16000	33	4	12.1	1
20000	38	5	13.2	2
20000	38	5	13.2	2
20000	39	6	15.4	1
16500	42	6	14.3	2
27000	42	6	14.3	2
35000	44	6	13.6	1
13000	46	3	6.5	1
25000	47	7	14.9	2
Total	487	62	12.7	



TPCA SURVEY CID STAFFING

Approximate Agency Service Population	Total Sworn Officers	Total Full Time Sworn Detectives in Investigations	Percent of Department	Total full time Supervisors in Investigations
Agencies 51-100				
38000	58	9	15.5	3
25000	58	7	12.1	1
26000	60	12	20.0	3
42000	63	5	7.9	1
35000	72	7	9.7	2
68000	88	8	9.1	2
37500	91	16	17.6	3
68,000	99	12	12.1	4
Total	589	76	12.9	



TPCA SURVEY CID STAFFING

Approximate Agency Service Population	Total Sworn Officers	Total Full Time Sworn Detectives in Investigations	Percent of Department	Total full time Supervisors in Investigations
Agencies over 100 Total Sworn				
80000	102	11	10.8	2
58500	103	11	10.7	3
102000	134	13	9.7	4
50000	146	15	10.3	5
70000	162	24	14.8	2
128000	167	15	9.0	3
	168	13	7.7	3
85000	170	16	9.4	7
130000	192	28	14.6	8
Total	1344	146	10.9	



Things to Do When I Get Home:

- *Use the most appropriate method for agency size and compute the recommended CID staffing level for your department.*

THINGS TO DO

[illegible]

Conceptual Framework



NATIONAL BENCHMARKS

-

New Cases Per Month

<u>Persons Crimes</u>	<u>8-12</u>
<u>Property Crimes</u>	<u>15-20</u>
Financial Crimes	10-20



STAFFING RESEARCH

Finding the “Optimum”

- Attempt to pull historical data for 5-10 years on:
 - Total Cases Assigned to Detectives
 - If specialized, then do this for each group or unit
- Number of Detectives each year
- Clearance Rate for each year



TEN-YEAR CASE ASSIGNMENT RECORD

CID CASE ASSIGNMENTS 1/5/2024													
DETECTIVE	ACTIVE	SUSPENDED	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	
BENNETT	0	0	3	38	22	10	16	16	83	6	31	62	
HAMMOND	14	54	305	307	219	173	172	254	182	183	220	293	
HARRELL	0	0	227	380	290	318	333	362	419	405	335	27	
JENKINS	0	0	2	171	186	140	243	168	231				
LEHMAN	11	0	8	8	11	10	17	13	15	10	10	8	
ROBERTS	12	37	205	289	294	228	66						
SARRAF	11	46	395	287	287	135							
SCHULZ	5	0	11	17	13	17	15	18	21	11	6	12	
THOMPSON	0	0	1	302	369	308	361	328	187				
MYERS	28	20	361										
GUADALUPE	0	0	48										
COFFIN	13	32	146										
RENEGAR	7	39	149										
TOTAL	101	228	1861	1799									
KAAA						78	74	48					
MILLINER								164	170	167	8	0	
HYVL									0	18	175	171	
MITCHELL									123	206	247	222	
NORRIS									35	177			
DOUGLAS										345	416	171	
JOHNSON											24	171	
POSEY											15	0	
STANDERFER											131	146	
THOMPSON											13	0	
LEWIS											0	154	
TOTAL			1861	1799	1691	1417	1297	1371	1466	1528	1631	1437	
FSGI			225	197	205	108	145	141	189	96			
GRAND TOTAL			2086	1996	1896	1525	1442	1512	1655	1624	1631	1437	



Things to Do When I Get Home:

- *Develop historical staffing and clearance analysis. Attempt to determine optimal staffing based on the best clearance rate.*
- “Storytelling and spreadsheets. Know the numbers and craft the narrative”

THINGS TO DO

[illegible]

Conclusions and remarks



REMINDERS

- Impact of operational changes and technology can have the same impact as adding detectives!
 - Have patrol investigate some offenses.
 - Have non-sworn staff conduct no-lead follow-up.
 - Have non-sworn staff do routine database searches
 - Provide detectives with tablets to use preformatted reports and abbreviations.
- Reducing the offenses (multiple offense location reviews, problem solving)
- What are some others?



STAFFING FINAL THOUGHTS

- Investigative staffing should be based on historical data and calculated based on new cases per month assigned.
- No clear standard, no magic "right" number, only what the city wishes to "buy".
- Question becomes: Will additional resources (detective time) be used in a productive manner (resulting in more cases solved where the suspect was not in custody at the time of assignment), or just more non-productive work??



NON-PRODUCTIVE WORK



DESK AUDITS

- Remember, part of “Case Management” is not allowing cases to remain open for long periods (exceptions). (Stress on Investigators)
- Conduct a “Desk Audit” on all investigators.
- Count of how many and what type of cases each investigator has “Open.”
 - How many of what type?
 - How long open, 30+ days, 60+, 90+, 180+???
- Apply National or local Benchmarks to that Audit.



OPEN CASE BENCHMARKS

- Persons Crimes 24-30
- Property Crimes 30-40
- Financial Crimes 40-120



Things to Do When I Get Home:

- *Conduct a Desk Audit on all Investigators.*
- *Have Investigators reduce Open Cases to Benchmark levels.*

THINGS TO DO

[illegible]

Conclusions



Selecting Your TEAM

- Who do you want in CID??
- High Integrity, no Brady issues,
- Excellent Communication ability,
- Free of Personal Bias,
- Good Report writing and Presentation ability,
- Calm, Poised, Cool under pressure,
- Capable of good Media relations,
- Persistence, Diligence,
- Understanding of Constitutional Law.



WHO DO WANT IN CID?

- Personality Traits Susceptible to Stress and Burnout:
 - Perfectionist
 - Pessimistic life view
 - Need to be in Control – unable to let go
 - High Achieving – Type A personality

Hire for Attitude, Train for Skill

“People can inspire you or drain you.
Choose wisely. Avoid negative people”.





Personnel Issues

- Who do you NOT want in CID??
- Poor achiever in Patrol
- Poor departmental attitude
- Sick Time usage
- No initiative for training
- Complaints
- Others??
- “Bad decisions have consequences”



HIGHLIGHT



**BROOKLYN
NINE-NINE**



SELECTION

- How do you select for a position?
 - Seniority?
 - Application and Resume?
 - List for Transfer?
 - Testing Process?
 - Probationary or Familiarization?



Three Basic Needs

Need to be Happy

Need to be Recognized

Need to be Productive



TEAMWORK MAKES THE DREAM WORK



PROMOTION OR ASSIGNMENT?

- Police departments have made changes to their organizational structure to eliminate detective positions from their promotable positions.
- This is to allow the transfer back to other non-detective positions without going through disciplinary procedures.
- Also allows job enrichment programs without claims of differential compensation.



DETECTIVE TRAINING STATEWIDE

- Austin: Three-Week Detective Academy
- El Paso: Basic Investigator's Manual
- Houston: New Detective teamed with veteran FTO for 40 hours, skills checklist.
- San Antonio: One Week academy
- Plano: Basic Investigator School, Recognized Interview School.



TRAINING EXAMPLE

Legal and Liability Risk Management Institute

CERTIFICATE OF ATTENDANCE

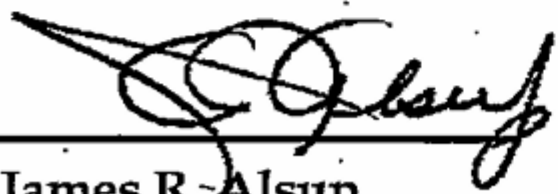
Jose Cedillo

Has completed 36 hours in

**5 Day New Detective and New Criminal
Investigator "Tactics, Techniques, Procedures
and Case Management"**

Georgetown, TX

5/19/2025 through 5/23/2025


James R. Alsup
Director



"Dedicated to Setting Risk Management Standards"

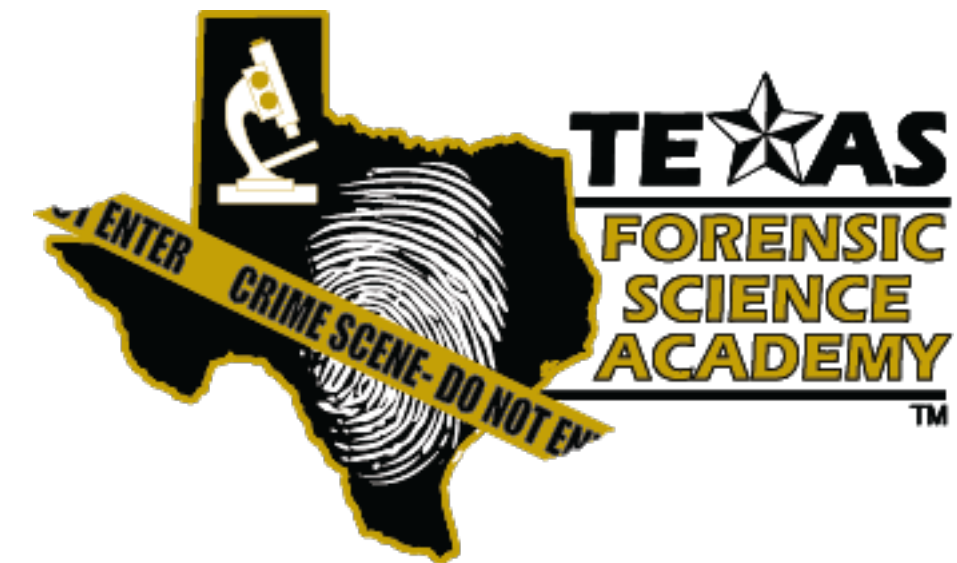


DETECTIVE FUNDAMENTALS

- Basic Criminal Investigations class
- Interviewing and Interrogation
- Trauma Informed Investigations
- Report Writing
- Surveillance Techniques
- Use of Department Funds
- Raid and Warrant Execution Policy
- How to respond to Uniform Officers arrival at scene
- Confidential Sources
- Technology resources and techniques
- Problem Oriented Policing
- Others? Legal issues?



BUILDING YOUR TEAM



SPECIALIZATION

- “Specialized” vs “Generalist.”
- Specialization allows expertise and increased clearances in the specialty areas
- First level of specialization is “persons” and “property.”
- A highly technical investigation is usually next, such as computer and financial crimes.
- Crimes Against Children
- On call “if you catch it, you clean it” approach.



RESIDENT EXPERTS

- In addition, train your folks to be “resident experts”:
- Fingerprints
- Cell phone forensics
- Warrants/Search & Seizure laws
- Others?



Things to Do When I Get Home:

- *Analyze past year’s cases and determine any specialization needs. Develop a plan to obtain training for specialized investigations.*

 THINGS TO DO

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THE ART OF THE INTERROGATION

One of the greatest skills sought after by investigators is the ability to elicit information from people.

This is the skill that will result in the greatest increase in case resolution and is why investigative units put these schools at the top of their desired training list.



THE GOAT



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effectively

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and evaluate
information

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in difficult
conversations

Develop reliable
information that
supports sound
decision-making

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investigative
outcomes

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98%

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EXCEEDED EXPECTATIONS

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training I've attended
in my 20 years of
investigations.

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August 18, 2026

September 24, 2026

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📍 Home or Office (Virtual)

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Don't miss this opportunity to learn from industry-leading interviewing experts.

Join us for our 1-Day virtual ZOOM Program

The Reid Technique of Investigative Interviewing and Positive Persuasion

Reactive Investigations Management Issues



SUPERVISOR'S ROLE

- **CID Commander and supervisors** should be responsible for ensuring legal and appropriate interrogations.
- Attend necessary schools if possible
- Keep up with court decisions (subscriptions to TDCAA, etc)
- Ensure proper records are kept
- Avoid contamination and false confessions
- Teach your folks that “Everybody has a story-LISTEN”





TEXAS DISTRICT & COUNTY ATTORNEYS ASSOCIATION

[Weekly Case Summaries: June 18, 2026](#)

Texas Courts of Appeals–Criminal

[State v. Momin](#)

No. 14-25-00020-CR

6/11/26

Issue:

Was the defendant entitled to a new trial under *Brady v. Maryland* when the State failed to disclose evidence unknown to it—that the Department of Public Safety’s crime laboratory analyst was under investigation by DPS for subpar work and mishandling evidence in other criminal cases?

Holding:

Yes. After being convicted of DWI, the defendant filed a motion for new trial when his attorney learned that another district attorney’s office had issued a *Brady* notice in an unrelated criminal case regarding the blood analyst who worked on evidence in the defendant’s case. The trial judge granted the defendant’s motion for new trial, finding that while there was no prosecutorial misconduct in this case, the defendant could have used the DPS investigations as mitigating or exculpatory evidence, and the trial court may have considered the investigations in ruling on the defendant’s motion to suppress the blood test results in his DWI trial. “Evidence of [the analyst’s] quality incidents would have established a pattern of mistakes and violations of standard operating procedures for the jury to consider in determining whether to find his work product and test results reliable to convict [the defendant].” The court of appeals concluded that under *Brady*, the evidence was both material and favorable, and the trial court appropriately granted the motion for new trial. [Read opinion.](#)



To keep TDCAA members and other criminal justice professionals better informed about the news and events that may impact their mission, TDCAA offers this weekly collection of stories from around the state and nation. (We will provide free or gift links when possible, but some articles may be paywalled.)

NEWS & NOTABLES

Prosecutors

Harris County DA says independent investigation into fatal ICE shooting will cost \$2.5 million ([Texas Tribune](#), August 6, 2026)

Austin County law enforcement receives updated manuals from district attorney's office ([Columbus Banner-Press](#), August 12, 2026)

Trump promised a sex-trafficking crackdown. His Justice Department hasn't delivered ([Reuters](#), August 13, 2026)

Artificial Intelligence (AI)

San Antonio appeals court finds fake AI legal citations in school knife dispute ([San Antonio Express-News](#), August 7, 2026)

‘Show How 3M Is 0% at Fault:’ Expert Witness Used ChatGPT to Write Report Defending Company in Deadly Explosion Lawsuit ([404 Media](#), August 17, 2026)

AI slop is swamping a House office that drafts US laws ([Politico](#), August 17, 2026)

Automated License Plate Readers (ALPRs)

(boy oh boy did THIS topic ever blow up while we were on hiatus!)

Flock cameras roil Republicans and Democrats in North Texas ([Dallas Morning News](#), July 31, 2026)

Flock license plate cameras are surging in Texas. So is an anti-surveillance backlash. ([Texas Tribune](#), August 3, 2026)



Things to Do When I Get Home:

- *Develop a standardized Detective Training Program or requirements for all new detectives.*
- *Find reliable training for detectives in investigative technologies.*

 THINGS TO DO

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SPAN OF CONTROL

- How many Detectives do you need to have before having a dedicated Supervisor?
 - 4-5 if no other support staff
 - 5+ if non-sworn, also assigned
- Supervisor may also work on cases
- Needs a separate office



THE NEED FOR A CORPORAL

- Will lead division in your absence
- Can directly supervise Victim Assistance/Property/Chaplains
- Can be secondary investigator on major cases
- Can serve as liaison to outside agencies including CPS, DA, etc.
- Can handle payroll and supervisor review of reports
- Can handle compliance issues
- Apprenticeship- building the future
- Other duties as assigned





HOURS OF ASSIGNMENT

- Detectives must re-contact victims and witnesses.
- Detectives need to work with access to organizations with information, such as the city, businesses, etc.
- Detectives need to work when the courts and prosecutors work.
- Poor experiences with productivity during late nights and weekends.
- Comp time/Flex time/Overtime options?



CALL OUTS

The department decides when detectives are called back to crime scenes.

Some pay for on-call duty, usually a set amount of overtime for each night or week on call.

Must have a relief factor.



OVERTIME

Some overtime is inevitable, but most can be controlled by policy and supervision.

Periodic reviews of overtime by a detective can spot trends.

All overtime requests or approvals should include the case number, type of crime, and reason for overtime.

Use historical data to document need for overtime budget.



DETECTIVE EVALUATIONS

Do you use a detective's clearance rate? Why?

Need to use outcomes or processes that the employee can control.

Do you pursue Multiple Clearances?



EVALUATION PITFALLS

The difficulty in evaluating detectives is isolating "productive" investigative effort and "non-productive" investigative effort.

The reality is there is a lot of mundane, routine, and unglamorous work involved in investigations.

The TPCA Survey showed that 35 percent of departments used different criteria for Detectives than for Patrol officers.



EVALUATION CONSIDERATIONS

- Remind them of your expectations and those of the department and public
- Encourage them to constantly scan for any potential issues while working their cases
- Encourage them that if they present a problem, they should also have a potential solution
- Encourage them to be goal-oriented in their work and career development
- Encourage them on the importance of timeliness in their case work
- Emphasize results, not excuses mentality
- Emphasize the importance of communication with victims, patrol, fellow detectives, and supervisor. No surprises
- Emphasize the importance of working death scenes, missing persons, and juveniles
- Emphasize the importance of being educated on all their cases
- Emphasize the importance of being able to successfully verbally defend their investigative efforts
- Others?



EVALUATION CONSIDERATIONS

Summary

Detective Harrell is a valued member of our division and department. His wealth of experience and diligence in resolving an abundance of cases in a timely manner are noteworthy and commendable.

Employee Acknowledgement

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee
Signature

Date

Page 8 of 9

Employee Work-Related Goals for the next 12 months - List at least three (3) work-related goals to be completed in the next 12 months

Harrell will continue to seek out those training opportunities to expand his knowledge base.

Harrell remains committed to identifying and mitigating any gang related type activity in our community. He will be attending seminars and will regularly communicate with regional investigators to accomplish this objective.

Harrell will continue to develop and implement strategies to reduce property crime occurrences. A large part of this objective will be the identification of any repeat offenders of these crimes. He will continue his coordination with allied agencies regarding these individuals and will seek out and strive for long term solutions.



DETECTIVE FEEDBACK

- Most Common Detective Complaints
 - Lack of Communication
 - Favoritism
 - Micro-Management
 - Any Others?



IMPROVING THE MARGINAL PERFORMER

- Ensure they are aware of specific deficiencies; be direct! (Sandwich method?)
- Ensure expectations have been explained.
- Offer necessary support.
- Express confidence in their ability.
- Agree on the timeframe for improvement.
- Move to PIP if no improvement is shown.



Group Exercise



Things to Do When I Get Home:

- *Develop a reliable performance evaluation system for detectives. Allow detectives input into the evaluation design process.*
- Consider attending both court cases and Grand jury to observe testimony of Detectives.

THINGS TO DO

[illegible]

Conceptual Framework

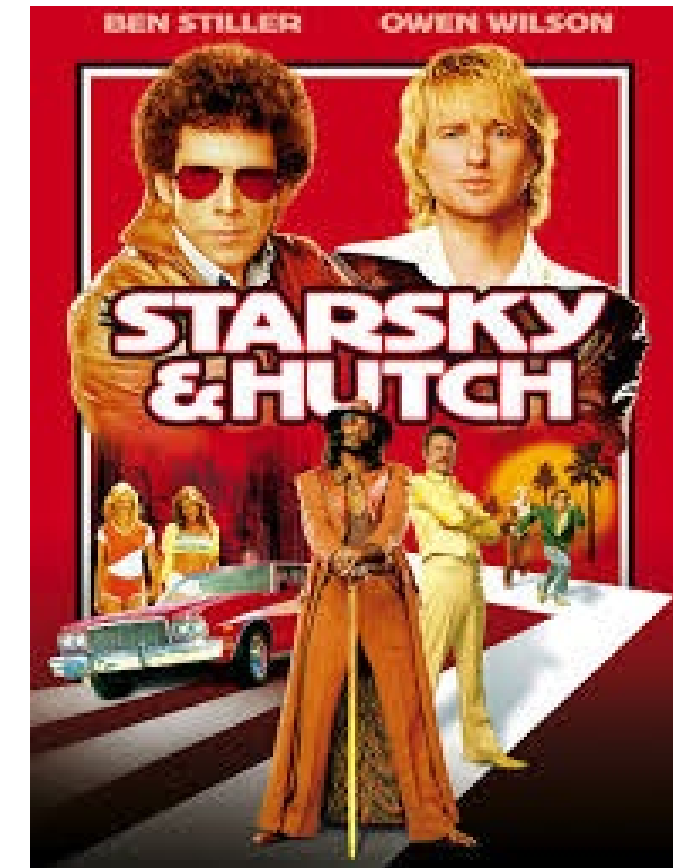
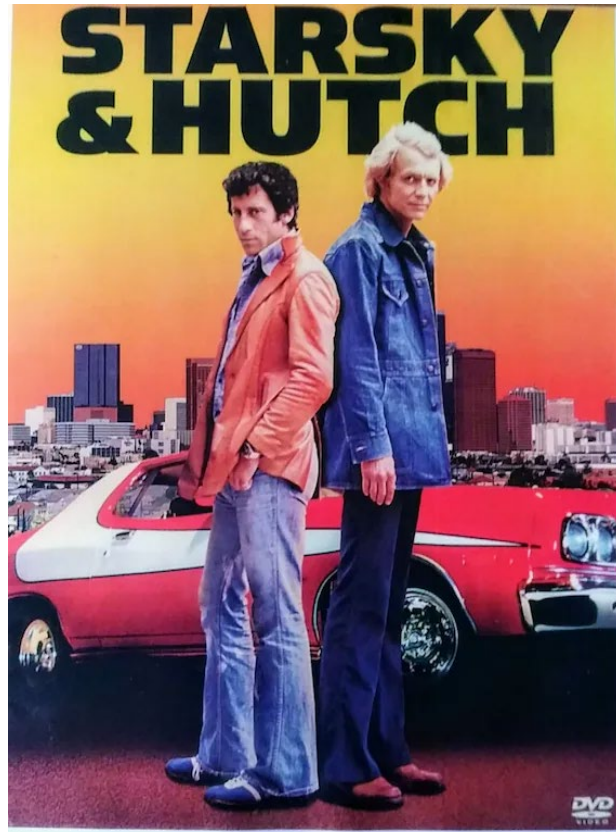


DETECTIVE ROTATIONS

Mandatory Rotation

Vs

Productivity Rotation



THE CASE FOR DETECTIVE ROTATIONS

The reasons given for detective rotation are:

Prevents burnout and the potential for “retirement in place”.

Enhances job satisfaction for more department personnel.

Allows the **dissemination of investigative expertise** to other areas of the department.

Reduces propensity for corruption (More in **proactive** or regulatory investigations).

Return on investment concerns. (training, experience, and community relationships)



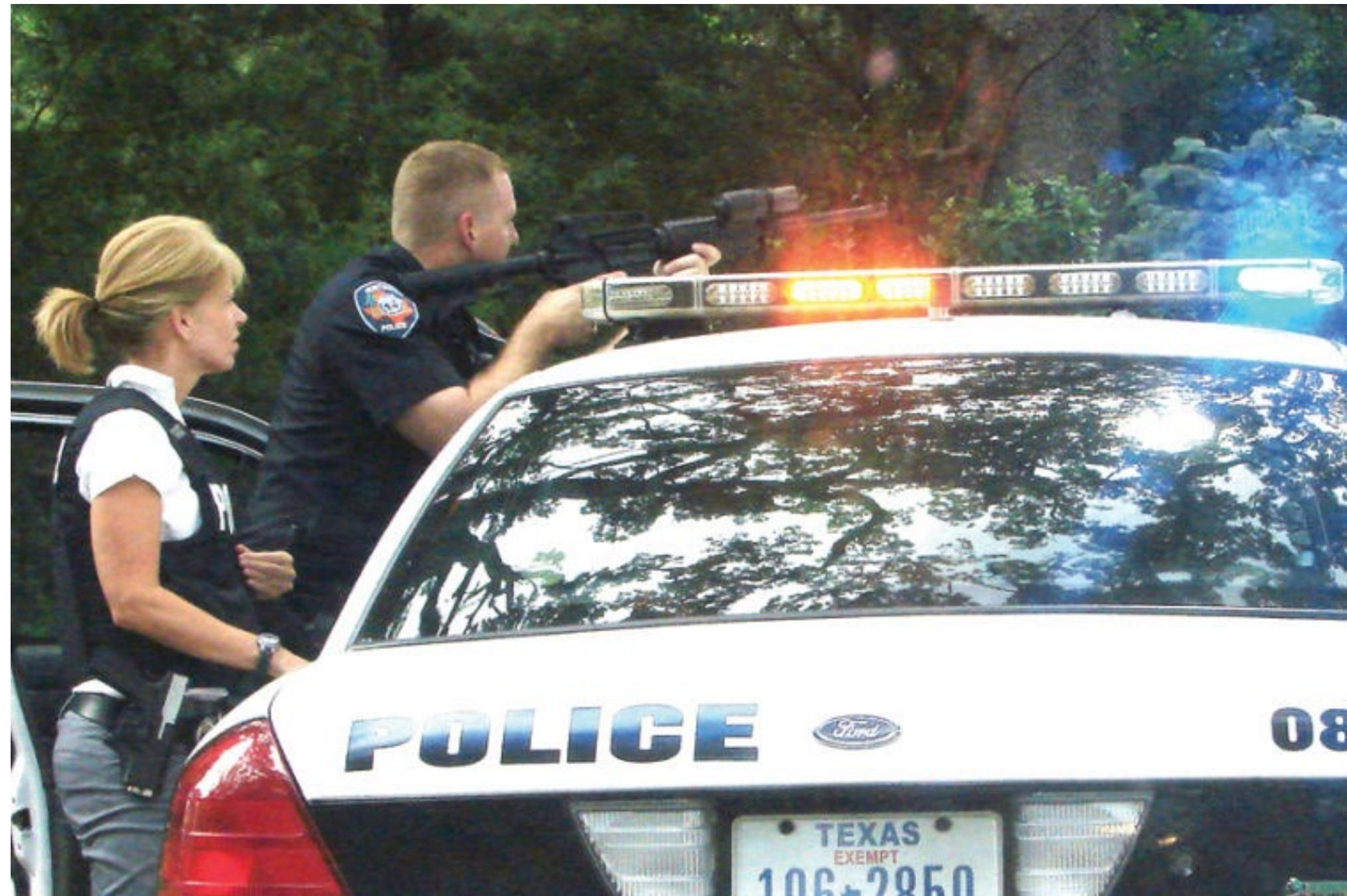
STAYING PATROL READY

Morale-Boosting Suggestions

Warrant roundups
Sex offender checkups
CID-only range day
Surveillance
Proactive enforcement
Saturation patrols
SWAT perimeter
Any others?



SWAT PERIMETER



TEAM SPIRIT



BEWARE OF DETECTIVE BURNOUT

State of emotional, mental, and physical exhaustion caused by excessive or prolonged stress...

Different from Poor Performance – Once good, now not so good...



FOR A DETECTIVE OR STREET POLICE, THE ONLY REAL SATISFACTION IS THE WORK ITSELF; WHEN A COP SPENDS MORE AND MORE TIME GETTING AGGRAVATED WITH THE DETAILS, HE'S FINISHED. THE ATTITUDE OF CO-WORKERS, THE INDIFFERENCE OF SUPERIORS, THE POOR QUALITY OF THE EQUIPMENT - ALL OF IT PALES IF YOU STILL LOVE THE JOB; ALL OF IT MATTERS IF YOU DON'T.

- DAVID SIMON -

LIBQUOTES.COM



CASE STUDY



BURNOUT INDICATORS

Drop in Productivity / Interest

Non-Participation in Unit Activities

Increased Time off

Failure to keep deadlines

Appears tired, non-communicative

Always takes the easy way out

Resistance to management



BURNOUT INDICATORS

Alcohol / Drug use

Insomnia

Hyper vigilance

Marital Problems

Case Histories – difficult cases

Psychological Reviews

CISD – Critical Incident Stress Debriefing



CAUSES OF STRESS

Conflicting Job Demands

Working too much

Routine Activities over long periods

Lack of resources

Too much work, not enough impact

Lack of sleep

Overwhelmed- unable to meet demands

Unable to manage work/home commitments

Bad Bosses!

Remember, “People will forget what you said and did but will never forget how you made them feel.”



STRESS REDUCTION STRATEGIES

First, attempt to figure out the cause – ask them

If a major case, two full days off after 7-10 days

Change in work schedule, responsibilities, special assignment, rotation to other specialties

Positive leadership, recognition, and thanks

Challenge with new responsibility (project)

Partners, Training, Conferences

Have them develop Training for others



MOTIVATION

Things you can do to reduce stress:

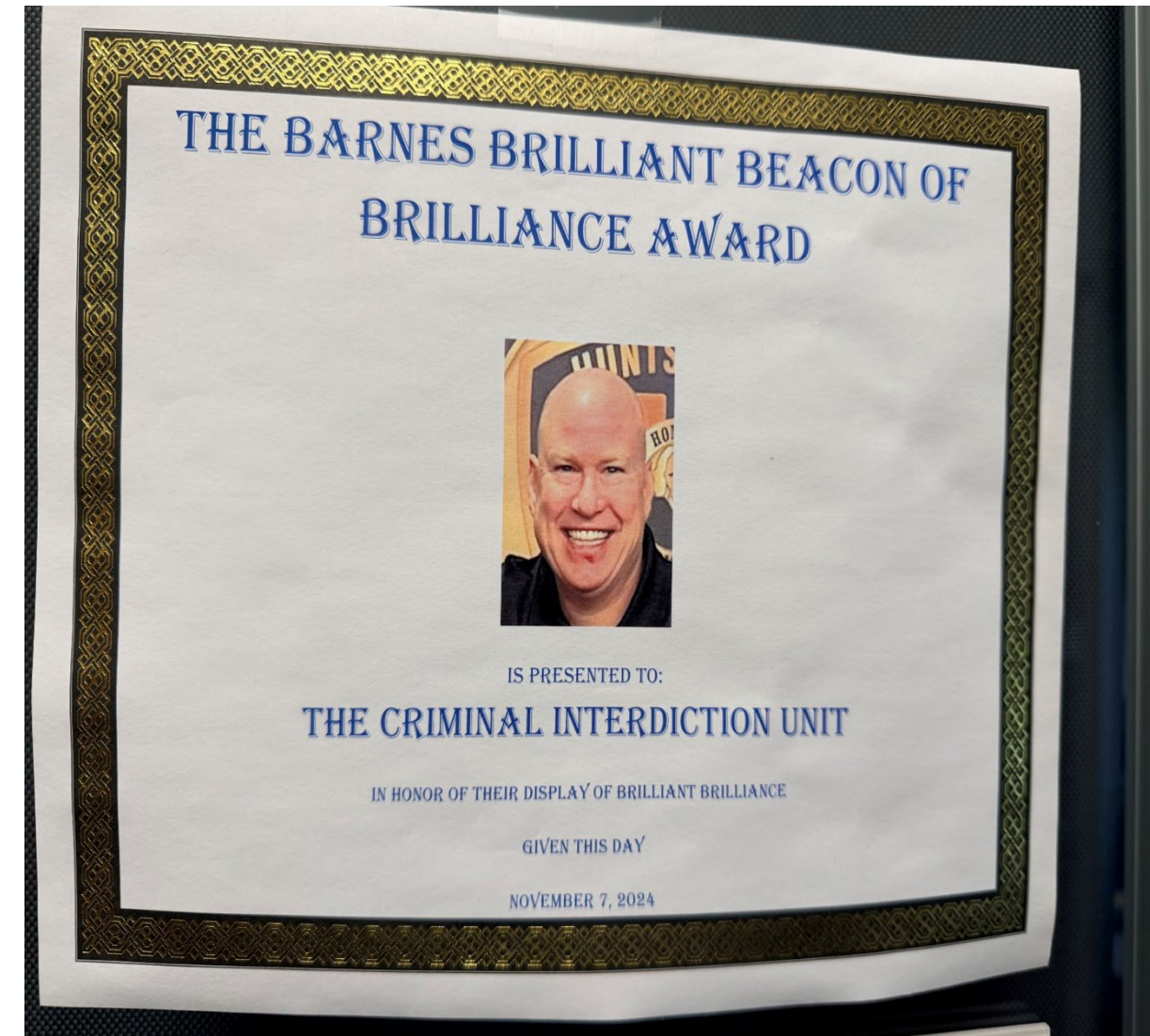
Agency Visits

Regional Detective Meetings

Limit Open Cases

Allow Flexible Work Hours

Recognition – the best motivator...



BAD BOSSES

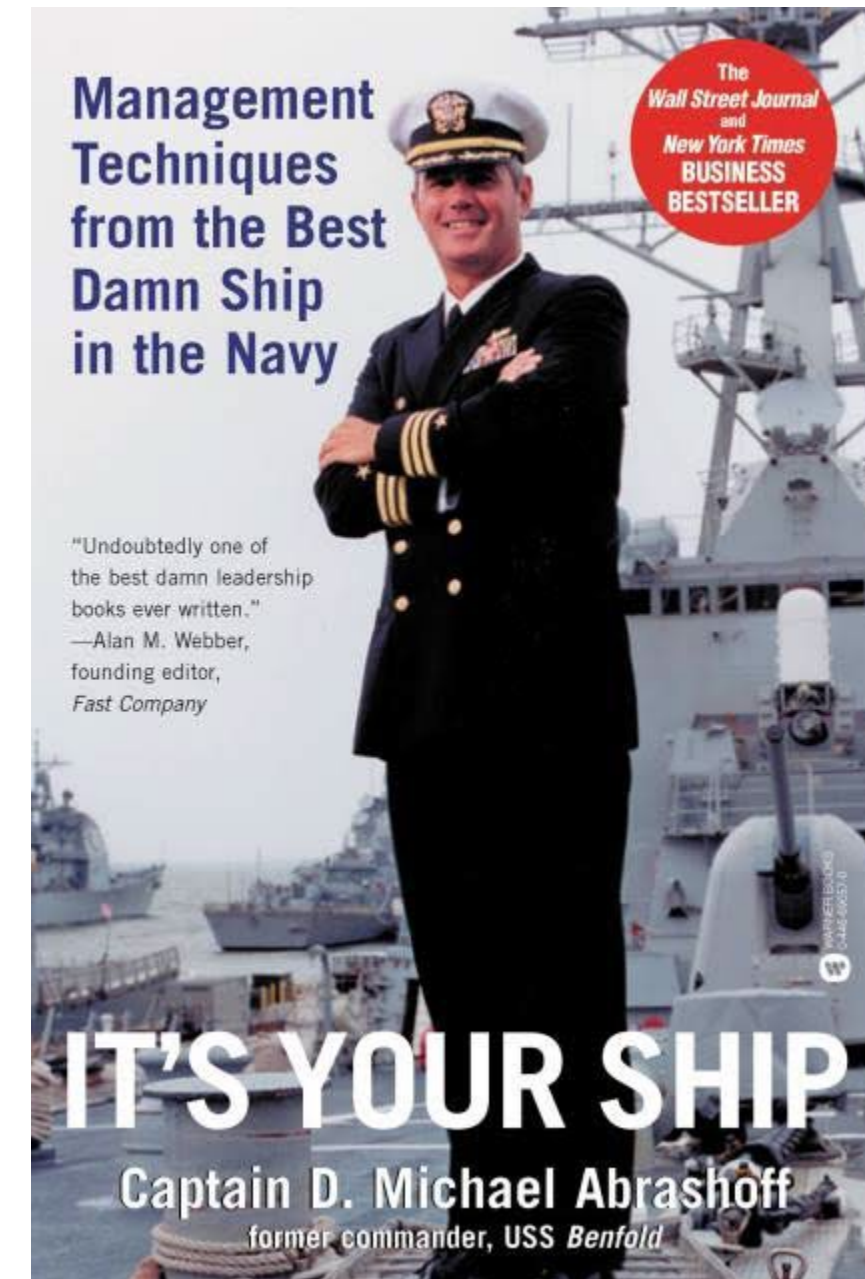
Number one cause of stress and number one reason people leave their jobs:

Bad Boss

People join great organizations...

People quit bad bosses

“The Dark Side”



Let your detectives have fun (within reason of course)



RESOURCES

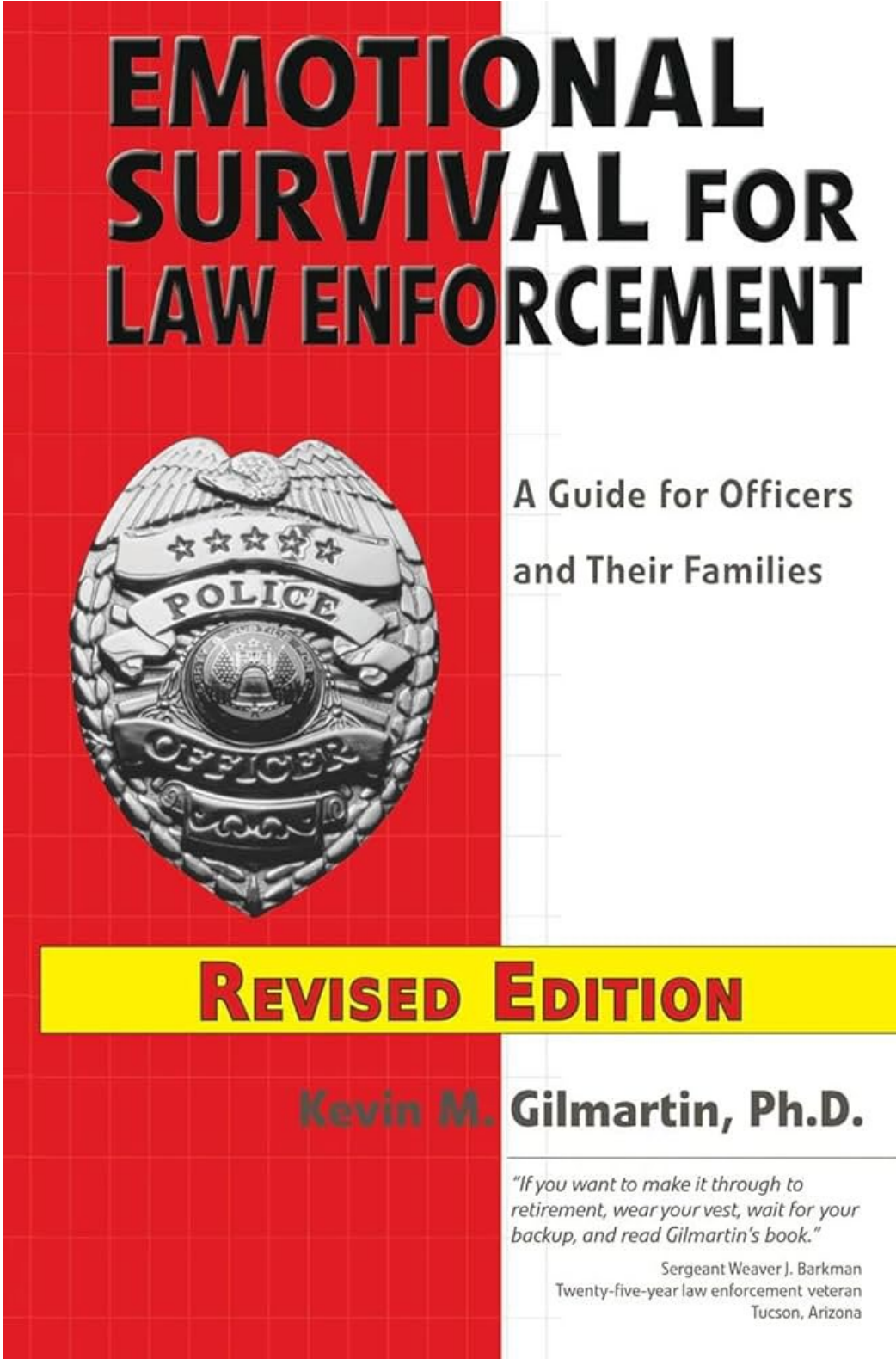


**TEXAS LAW
ENFORCEMENT**
PEER NETWORK
UNT DALLAS

The Texas Law Enforcement Peer Network (TLEPN) connects Texas law enforcement with trained peers who understand the job — the stress, the calls, and everything that comes with it.



GREAT RESOURCE



LEGAL REQUIREMENTS

Electronic Recording of Custodial Interrogations: CCP 38.22

Texas Law requires all in-custody interrogations to be recorded unless “Good Cause” is shown.

Preach redundancy: “Two is One. One is none.”



CUSTODIAL INTERROGATIONS

2025 Texas Statutes

Code of Criminal Procedure

Title 1 - Code of Criminal Procedure

Chapter 38 - Evidence in Criminal Actions

Article 38.22. When Statements May Be Used

Section 3.

Universal Citation: TX Code Crim Pro § 3 (2025) [?](#)

[< Previous](#)

[Next >](#)

Sec. 3. (a) No oral or sign language statement of an accused made as a result of custodial interrogation shall be admissible against the accused in a criminal proceeding unless:

- (1) an electronic recording, which may include motion picture, video tape, or other visual recording, is made of the statement;
- (2) prior to the statement but during the recording the accused is given the warning in Subsection (a) of Section 2 above and the accused knowingly, intelligently, and voluntarily waives any rights set out in the warning;
- (3) the recording device was capable of making an accurate recording, the operator was competent, and the recording is accurate and has not been altered;
- (4) all voices on the recording are identified; and
- (5) not later than the 20th day before the date of the proceeding, the attorney representing the defendant is provided with a true, complete, and accurate copy of all recordings of the defendant made under this article.

(b) Every electronic recording of any statement made by an accused during a custodial interrogation must be preserved until such time as the defendant's conviction for any offense relating thereto is final, all direct appeals therefrom are exhausted, or the prosecution of such offenses is barred by law.



GOOD CAUSE EXCEPTIONS

Suspect refuses

Spontaneous statement not during interrogation

Incompetent operator or unknown malfunction

Exigent Circumstances

Not in Custody or not being questioned regarding the above

Must document reason not done!!!



Things to Do When I Get Home:

- *Review how we document interrogations in major cases.*
- *Do we need a pre-designed interrogation log?*
- *Review your recording policy.*

THINGS TO DO

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HOLDBACK SHEET

Appendix 1: Holdback List, Part A

(This is prepared prior to the interview/interrogation.)

AGENCY CASE NO. _____

Known Details of the Crime/Allegation
A. "Holdback" (HB) Details (Prepare a written list prior to the interview/interrogation, and do not reveal the contents to the public, witnesses, persons of interest, suspects, etc. If the suspect makes admissions, get a detailed statement from him or her without using leading questions.)
HB1.
HB2.
HB3.
HB4.
HB5.
HB6.
HB7.



INSIDE INFORMATION CHECKLIST

Appendix 2: Inside Information Checklist

AGENCY CASE NO. _____

The IIC can be completed after a recorded interview/interrogation, based on a transcript of the recorded interview/interrogation, plus other case evidence. Although the IIC can be filled out by the prosecutor, defense attorney, or an expert witness, it is the investigator who gathers evidence and creates the records that make this analysis possible. A completed IIC helps to show whether the suspect's statement includes inside information that was not provided to him or her during the interview/interrogation.

Details mentioned by the suspect during interview/interrogation	Time	Page	Line	HB?	UK?	A?	P?	Time	Page	Line
1.										
2.										
3.										

HB: Detail is related to an item on the written Holdback List (If yes, list item number; e.g., HB1, HB2)

UK: Detail is unknown to police prior to interrogation, but related to evidence revealed in subsequent investigation

A = Accuracy: Hit / Miss / Partial / N/A (compare detail to objective evidence in the case)

P: Was this detail mentioned or suggested by the police during the interview/interrogation? (Yes/No) (If yes, list time, page, and line)



OPEN RECORDS CONSIDERATIONS

Major crimes: The case detective needs to quickly decide on holdback details and ensure they are not released or placed on the front page of the offense.

News Media Access (Open Records) to the first page of the offense report. (Houston Chronicle)



Things to Do When I Get Home:

- *Do we need to develop an official Holdback List and Inside Information Checklist for major cases?*

THINGS TO DO

[illegible]

Conclusions



PUBLIC NARRATIVE

- **Houston Chronicle Case – first page includes:**
 - the offense committed,
 - location of the crime,
 - identification and description of the complainant, (can be redacted for privacy concerns)
 - the premises involved,
 - the time of the occurrence,
 - property involved,
 - vehicles involved,
 - description of the weather,
 - a detailed description of the offense in question,
 - and the names of the investigating officers.



OPEN RECORDS CONSIDERATIONS

The department should ensure that only a summary of the crime is described on the first page of the offense report and that any victim or witness contact information, and any holdback details that must be kept for investigation purposes, are listed in supplement reports.

In **open** investigations, the key in open records law is that the department is **only** able to withhold information that will hinder prosecution.

Must get open records requests to legal staff as soon as possible for sending to the Texas Attorney General for a ruling.



PUBLIC NARRATIVE EXAMPLE

HUNTSVILLE POLICE DEPARTMENT

Offense / Incident Report

GENERAL OFFENSE INFORMATION Report Type: Initial Report

Agency	HUNTSVILLE POLICE DEPARTMENT	Location	200 N SH 75 HUNTSVILLE TEXAS 77340
Case #	25016405		
File #			
Description	KODJO SODJI WAS ARRESTED FOR EVADING IN A VEHICLE		
Incident Status	CLEARED BY ARREST	From Date/Time	04/26/2025 02:33
		To Date/Time	04/26/2025 02:33
		Report Date	04/26/2025 02:33
		Initial Rep. Date	04/26/2025 02:33
Reporting Officer	GONZALEZ, D		

GENERAL ADDITIONAL DATA

Label	Data	System	Required	From
MAKE SURE TO CHECK CASE STATUS	Yes	N	Y	Incident General

OFFENSE(S)

Offense	EVADING ARREST DETENTION W/ VEH OR WATERCRAFT (SJF)- DPS: 48010016 (SJF)		
Statute	38.04(b)1(B)		
Attempt Status	COMPLETED		
Offense Status	ACTIVE		
Location	HIGHWAY/ROAD/ALLEY		
Computer	N	Alcohol	N
		Drug	N
Weapons			
Criminal Activity			
Bias Type			
Bias Motivation			

SUBJECT(S)

Name	SODJI, KODJO FIRMIN			Phone	931-896-6714
Address	196 IH 45 APARTMENT 706 HUNTSVILLE, TX 77340			DOB	**/**/** (***)
Race	B	Ethnic	N	Sex	M
Height	5'10"	Weight	212	Hair	BLK
S.S.N.	***_**_****	DL & St.	*****	JRN#	30636
Sub. Type	ARRESTEE	Arrest ID	25016405	Citation #	
Notes					



BRADY V MARYLAND 1963

Withholding information

Duty to Disclose any and all exculpatory information

Brady stands for the proposition that evidence that may be exculpatory in nature must be given to the defense.

In a case where an officer will be testifying as a witness to an event, **the officer's credibility is a material issue, and his lack of credibility is clearly potentially exculpatory evidence; therefore, sustained findings of untruthfulness must be revealed.**





BRADY PITFALLS

Officers being “Blacklisted” by District Attorneys based on Internal Affairs sustained complaints...

Police Departments are being **required** to notify DA of certain IA complaints... (Giglio v. United States 1972)

Required to “**Certify**” that all information is submitted.

Truthfulness – ultimate career ender



Brady Compliance Certification

CRIMINAL DISTRICT ATTORNEY
WALKER COUNTY, TEXAS

Will Durham

BRADY COMPLIANCE CERTIFICATION

Brady v. Maryland requires prosecutors and other law enforcement personnel to disclose any and all evidence favorable to a defendant that is either exculpatory or impeaching, and is material to either guilt or punishment. Evidence considered to be exculpatory is that evidence which will clear the Defendant from fault or guilt. Evidence considered to be mitigating is evidence that **may** reduce a defendant's culpability or limit his/her punishment.

It is the responsibility of each and every law enforcement officer to:

1. Investigate for the existence of Brady material;
2. Collect and maintain Brady material;
3. Make prosecuting attorneys and attorneys for the defense aware of the existence of potential Brady material;
4. Make potential Brady material available for the prosecuting and defense attorneys to review; and
5. When in doubt, consider the evidence is Brady.

Potential impeachment or exculpatory material in the possession of law enforcement includes:

1. Statements made by the defendant or potential defense witnesses that contradict statements made by a material law enforcement employee or witness;
2. Statements made by the defendant or potential defense witness that a law enforcement witness or employee used excessive force;
3. Statements made by the defendant or potential defense witness that allege racial, religious or other biased statements by a law enforcement officer.

Mitigation is often determined at the time of trial so other evidence not listed above could be considered Brady material. Therefore, all evidence included in a file should be submitted.

Compliance with disclosure requirements continues until final disposition of each and every criminal case. Any and all potential Brady material discovered after submission of the file to the District Attorney's Office will be incorporated with the criminal file and disclosed immediately to the District Attorney's Office by supplement. It is the responsibility of the investigating officer to inform the District Attorney's Office of any and all exculpatory and mitigating material discovered at any time during the investigation.

By signing below, I am certifying that this file submission contains all of the Brady information relating to this case. **I understand that I have a continuing duty to notify the District Attorney's Office immediately upon the discovery of any further potential Brady information.**

Officer's Signature

Printed name





MICHAEL MORTON ACT 2014

Prosecution must produce **any and all:**

Offense Reports

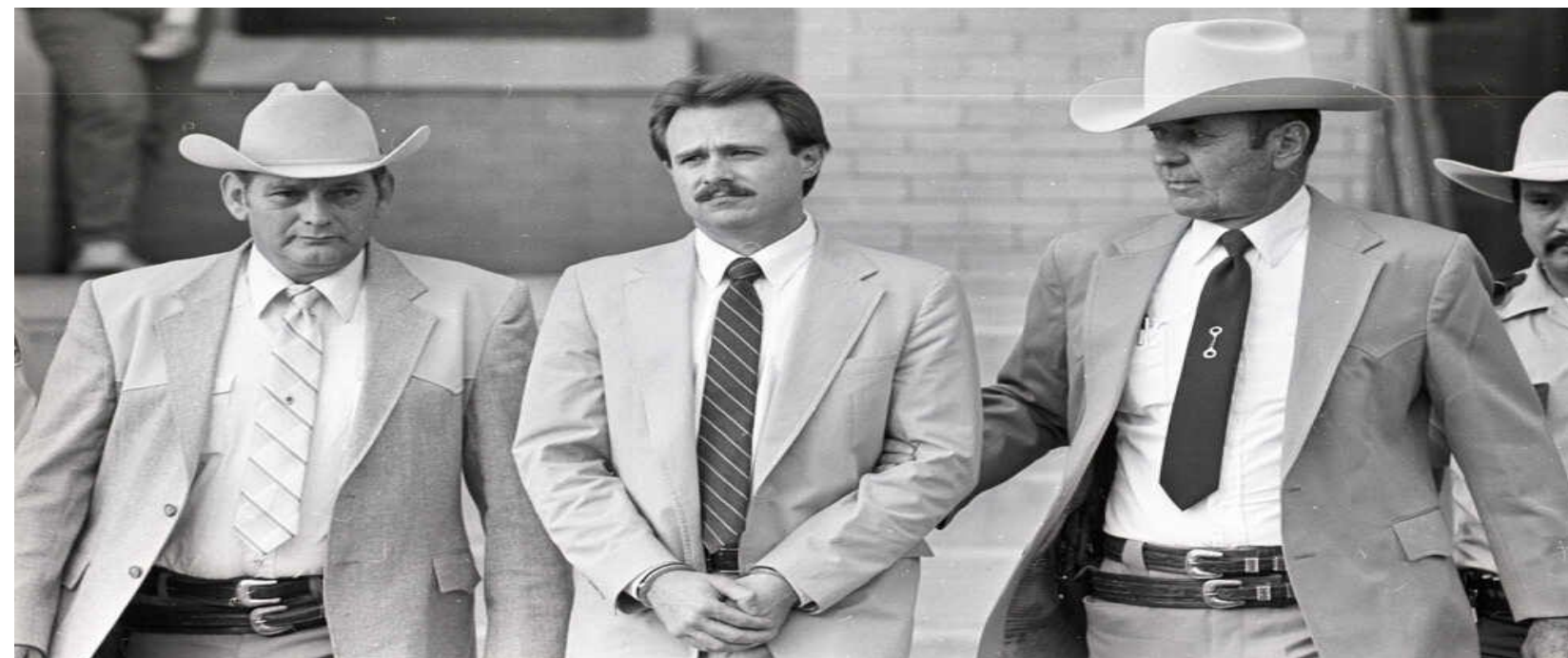
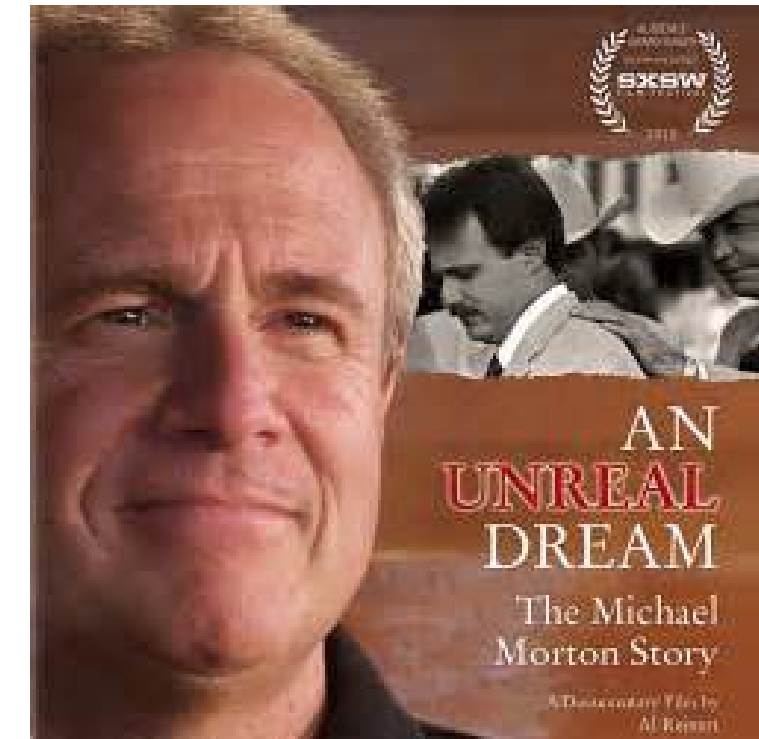
Documents

Papers

Written or recorded statements

Including the officer's statements

Field notes, Media releases, emails notifying the Chief?



MICHAEL MORTON ACT 2014

Codified Brady issues into **Texas CCP 39.14**

(h) Notwithstanding any other provision of this article, the state shall disclose to the defendant any exculpatory, impeachment, or mitigating document, item, or information in the possession, custody, or control of the state that tends to negate the guilt of the defendant or would tend to reduce the punishment for the offense charged.

(i) The state shall electronically record or otherwise document any document, item, or other information provided to the defendant under this article.



Discovery Compliance Certification

CRIMINAL DISTRICT ATTORNEY
WALKER COUNTY, TEXAS

Will Durham

OFFICER:
AGENCY:
CASE NO.:
DEFENDANT:

DISCOVERY COMPLIANCE CERTIFICATION

I, the undersigned law enforcement agent, hereby certify that attached to this submission is a **COMPLETE COPY** of this agency's file and its contents generated during the investigation of this case. I certify that the contents attached include all offense reports, supplement reports, photographic and video evidence, documentary evidence, medical records, witness statements, field notes and any other information related to this investigation that exist as of this date. I further certify that I understand pursuant to the Code of Criminal Procedure I have a continuing duty to forward any new information to the Walker County District Attorney's Office **IMMEDIATELY** upon receipt of the information. I understand that failure to comply with these requirements could result in criminal penalties and an inability to prosecute this case.

Officer's Signature

Printed name

Date

Subscribed and sworn before me on this ____ day of ____, 20__.

Notary Public



Eyewitness Identifications Law Mandates

Article 38.20 of the Texas Code of Criminal Procedure (CCP). 2011, the statute **mandates** that every law enforcement agency in the state adopt and implement a detailed, **written policy for both live and photographic lineups.** Must include Blind Administration, Proper selection of fillers, Explicit Witness Admonitions, Immediate Confidence Statements, Accommodations for Vulnerable Witnesses

TCOLE #3286 Eyewitness Evidence and Identification

TPCA Sample Policy /Samples in MCI bonus materials



THE LINEUP



Things to Do When I Get Home:

- *Ensure Eyewitness Identification policy and procedures are up to date with state law and department operations.*
- **Make sure that all detectives have taken Eyewitness Evidence & Identification #3286 (TCOLE)**

THINGS TO DO

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VICAP

- Violent Criminal Apprehension Program (FBI)
 - Homicides (Serial, Random, Motiveless, or Sexually Motivated)
 - Sexual Assaults (series or stranger)
 - Missing Persons (foul play and still missing)
 - Unidentified dead (believed homicide)



MOLLY JANE LAW

VICAP

- Texas Government Code 420.035 and .036
 - Every agency investigating Sexual Assaults will enter data regarding sexual assaults into VICAP.
 - Every agency will enter Sexual Assault evidence collection kit data into the Track-kit system.
 - Single-page guidance on DPS website

Federal Bureau of Investigation		Violent Criminal Apprehension Program
V I C A P A L E R T SEEKING INFORMATION - SEXUAL ASSAULT SERIES		
Attention: Violent Crime / Cold Case / Crime Analysis Units		
SERIES SUMMARY:		
Date: 2015-2019 Time of day: Late evening – Early morning hours Offender: Hispanic, Male, Spoke with an accent or was non-English speaking Possible Vehicles: Toyota Prius, or vehicle used as a rideshare		
Between July 2015 and November 2019, six sexual assaults occurred in the late evening or early morning hours in the Chicago, Illinois, area. All the victims were white females ranging in age from 21-41 years old. The victims recall that the assailant either had an accent or was non-English speaking. In two of the incidents, a Toyota Prius was possibly used. Some victims state they believed they were getting into an Uber, Lyft, or taxi and in some instances, items had been stolen from the victims. Some of the items stolen were later recovered dumped at a different location. DNA has been obtained linking all six cases to the same unknown offender.		
INVESTIGATORS ARE ASKING FOR ASSISTANCE FROM OTHER LAW ENFORCEMENT AGENCIES AND THE PUBLIC.		
Please inform investigators if you have information relevant to this investigation or know of other cases that resemble the details of these sexual assaults.		
To provide or request additional information, please contact: - Detective Krista Chasen, Chicago Police Department, Illinois, (312)492-3837, krista.chasen@chicagopolice.org - - FBI ViCAP, (800) 634-4097, vicap@fbi.gov -		
Alert # 2025-01-04; Released 01/22/2025; BMBS To review other ViCAP Alerts, please visit www.fbi.gov/wanted/vicap		



MOLLY JANE LAW BACKGROUND



PRECIOUS METALS LAW

Texas Occupations Code - OCC § 1956.063. Form of Report; Filing

Current as of January 01, 2026 | Updated by [Findlaw Staff](#)

- (a) A report required by this subchapter must comply with this section unless a similar report is required by another state law or a municipal ordinance, in which event the required report must comply with the applicable law or ordinance.
- (b) If a transaction regulated by this subchapter occurs in a municipality that maintains a police department, the original and a copy of the report required by this subchapter shall be submitted to the municipality's chief of police. If the transaction does not occur in such a municipality, the original and a copy of the report shall be submitted to the sheriff of the county in which the transaction occurs.
- (c) For each transaction regulated by this subchapter, the dealer shall submit a report on a preprinted and prenumbered form prescribed by the commissioner or in the manner described by Subsection (c-1). The form must include the following:
 - (1) the date of the transaction;
 - (2) a description of the crafted precious metal purchased by the dealer;
 - (3) the name and physical address of the dealer; and
 - (4) the name, physical description, and physical address of the seller or transferor.
- (c-1) A dealer may submit a list required by [Section 1956.062\(b\)](#) to satisfy the reporting requirement under this section if the list contains the information described by Subsection (c).
- (d) The dealer shall retain a copy of the report until the third anniversary of the date the report is filed.



Things to Do When I Get Home:

- Research the department's sexual assault kit processing system to ensure it includes data entry into the *Track-Kit* system. *Research the sexual assault investigation process to ensure it includes VICAP data entry.*
- *Remember “We speak for those who can’t speak for themselves”*

THINGS TO DO

[illegible]

Conclusions and remarks



ALIBI INVESTIGATION

Department policy and DA Preference will usually determine the extent to which alibis are investigated.

As a matter of integrity, the department should investigate alibis only to the extent necessary to determine validity and to prevent filing charges against an innocent person.



Things to Do When I Get Home:

- *Ensure detectives know of “duty to disclose” and document all reports and evidence turned over to the DA.*
- *Ensure detectives are aware of the need to investigate alibis to the extent necessary to determine validity.*

THINGS TO DO

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CID AUDITS & INSPECTIONS

Trust – but Verify

Don't expect what you don't inspect.

Greatest failure of CID Supervisors!



WE CAN'T HAVE NICE THINGS



Officer Zach Klein | 11 years with PD

Misuse found during audit

Faces two state felonies

Lufkin PD suspending use of flock cameras

Texas Rangers investigating



CID SUPERVISOR OVERSIGHT

Cash Accounts
Confidential Informant Files
Case Management
Clearances
Evidence Processing
Property and Evidence
Firearms, Vehicles, and Equipment
Money (deposits), Drugs, Jewelry coming into evidence
Warrant validations
CCH Searches
ALPR Searches



CASH ACCOUNTS

- Read the policy in detail. Is the policy being followed in managing the cash account?
- Are funds maintained securely?
- Do only those allowed by policy have access?
- Is the logbook filled out correctly?
- Are all logbook entries (disbursements) since the last audit matched with appropriate signed receipts or funds returned?



CASH ACCOUNTS

- Is there the correct amount of cash in the fund as indicated by the logbook?
- Are request forms properly completed, properly approved, and maintained?
- Have any payments been made that are above the limits set by approval levels?
- Are receipt forms maintained for all disbursements?
- Do you have proper signatures on receipts?



CONFIDENTIAL INFORMANTS

- Has any one CI received more than others to a significant degree?
(Record all CI payments since the last audit.)
- Have any funds been retained by staff longer than approved by policy?
- Are there sufficient funds available for necessary operations?
- Are there copies of all flash funds (if used)?



CONFIDENTIAL INFORMANTS

- Read and understand the policy on CI development, file requirements, and usage.
- Have any new CIs been approved? If so, were the background and file requirements completed?
- Is the CI file maintained securely?
- Do all CI files contain required documentation?
- If the CI has been inactive for 6 months, have they been moved to the inactive file?



CONFIDENTIAL INFORMANT POLICY

Confidential Informant Files

- A file shall be maintained on each confidential informant (CI) used by officers. Each file shall be coded with an assigned informant control number and shall contain the following information:
 - a. Informant's name;
 - b. Informant Payment Record, kept on top of the file. This record provides a summary of informant payments.
 - c. Receipts for purchase of Information
 - d. Copies of statements made by informant;
 - e. Name of officer initiating use of the informant;
 - f. Informant's photograph, fingerprints, and criminal history record;
 - g. Briefs of information provided by the CI and its subsequent reliability. If an informant is determined to be unreliable, the informant's file shall be placed in the unreliable informant file.
 - h. Signed informant agreement(s); and
 - i. Update on the active or inactive status of the informant



CONFIDENTIAL INFORMANT FILES

- If the CI has been inactive for 6 months, has the CI been moved to the inactive file?
- If the CI has provided any information, is there a record of the payment, along with a copy of the signed receipt and case results?
- Using the list developed from the audit of the Cash Account file, has a copy of each payment receipt made to each informant been placed in their file?
- Does it appear that any one CI has been used in over three cases in the past 6 months? Credible and reliable standard.



PROPERTY & EVIDENCE INSPECTIONS/INVENTORIES

Property and Evidence Inspections should be done at least twice a year (6 Months apart) to ensure operations are running smoothly.

Inventories should be done every year, and anytime there is a change in the property and evidence staff.

These should be done by someone outside the property and evidence chain of command, if possible, with assistance from the evidence custodian.

Don't forget about cloud-based evidence.



PROPERTY & EVIDENCE INSPECTIONS/INVENTORIES

Read and understand the department policy on processing and storing property and evidence.

Is the property and evidence facility maintained securely?

Are alarms and locks working appropriately?

Is there evidence of who physically enters the property processing and storage area other than the custodians?



PROPERTY & EVIDENCE INSPECTIONS/INVENTORIES

Is the intake process being accomplished properly?

What is the date of the oldest piece of evidence or property submitted that has not been processed, recorded, and properly stored?

Is the storage and processing area clean and uncluttered? Does it look like a professional office?

Is there sufficient storage room for additional items?



PROPERTY & EVIDENCE INSPECTIONS/INVENTORIES

Are items being pulled for destruction?

When was the latest item pulled for destruction?

When was the last general property destruction?

When was the last narcotics destruction?

When was the last weapons destruction? Buyback?

Is there a file of items checked out to detectives, the lab, the court, or other locations?

Is there a process to check on the status of the items checked out, and is it being used?



PROPERTY & EVIDENCE INSPECTIONS/INVENTORIES

Are there any items of property or evidence visible (or known to the custodian) that do not have attached offense identification?

Is there a storage location indication for each piece of property?

What about your impound lot and outdoor areas for oversized items?

Select at random from files from the last 6 months, 5 weapon items, 5 money items, 5 narcotics items, and 5 general property items, and have the custodian locate items.

Any biological cross contamination issues?

Prepare a report to the Chief on Inspection results.



EVIDENCE RETENTION SCHEDULE

STATUTE OF LIMITATIONS

(selected offenses – go to: [CCP Chapter 12](#) for complete listing)

A None	B 10 Years	C 5 Years	D 7 Years	E 10 yr. From 18th Birthday
Murder	Forgery	Felony Theft	Credit Card Abuse	Indecency w/ Child
Manslaughter	Indecency W/ Child (PC Sec. 21.11 (a)(2))	Felony Burglary	False Statement to obtain property or credit	Sexual Assault (where A or B do not apply)
FSRA (Fatality)	F-1 Injury to Child	Robbery	Fraudulent use or possession of indentifying information	
Sexual Assault where DNA evidence is present but does not match the victim or any known individual.	F-1 Injury to Disabled	Kidnapping	Misapplication of fiduciary property	
	F-1 Injury to Elderly	Injury to Child (less than F1)	Money Laundering	
	Sexual Assault (where table A or E do not apply)	Injury to Elderly (less than F1)		
	Arson	Injury to Disabled (less than F1)		
	Theft by a public servant of government property	Abandon/Endangering child		

ALL OTHER FELONIES = 3 YEARS

ALL MISDEMEANORS = 2 YEARS



CRIME LAB AUDIT

Request a list of all items out to regional or state labs for examination or to detectives, the date sent, and any comments about the items or cases.

Evaluate the operation in comparison with the previous audit and considering the statute of limitations.

Consider alternatives and make plans for any needed operational changes.



WEARING MULTIPLE HATS

- CID Supervisors are often task with being the Department's compliance manager
- CJIS/TCIC (Rap back subscriptions, FACT Clearinghouse)
- NDEX/CHRI (Are you keeping CCH logs?)
- NIBRS (Molly Jane)
- Chapter 59 Annual Report (Seizure, In Custody Deaths, OIS)
- Accreditation
- ALPR audits
- Grants
- Validations
- Sex Offender Registrations



Agency Information

Agency Information

Year: 2022 Agency Name: Snyder Police Dept.
Agency Mailing Street: 400 37th St. City: Snyder
ZIP: 79549 State: TX
County: Scurry Phone Number: (325) 673-0261
Agency Fiscal Beginning Month: October Agency Fiscal Ending Month: September

I. Seized Funds

Do not include federal seizures and/or forfeitures on this form. This form is only for those seizures and/or forfeitures made pursuant to Chapter 59 of the Texas Code of Criminal Procedure.

Seized Funds Pursuant to Chapter 59

Funds that have been seized but have not yet been awarded/forfeited to your agency by the judicial system.

A) Beginning Balance: \$0.00

B) Seizures During Reporting Period

Include only those seizures which occurred during the reporting period and where the seizure affidavit required by Article 59.03 is sworn to by a peace officer employed by your agency (E.G. seizing officer's affidavit).

1) Amount seized and retained in your agency's custody: \$13,554.00

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EQUIPMENT INSPECTIONS

Firearms, Vehicles, and Equipment

- It is easy to assume that detectives all know how to take care of their equipment and firearms, but as we said at the beginning of this section...expect only what you inspect.
- Detectives should have regular firearms inspections. Firearms and other equipment, such as handcuffs, radios, rifles (if issued), and all other department equipment, including vehicles, should be inspected at least quarterly for cleanliness and operability.



CID Vehicle Inspection example

Vehicle Inspection Report

Unit # _____ Officer(s) _____
Date _____ Completed by _____

Overall exterior: <u>cleanliness</u> , condition of body, graphics, etc.	E G F P
Comments:	
Overall interior: <u>cleanliness</u> , loose articles on seats, floor, dash	E G F P
Comments:	
Prisoner transport area: <u>beneath</u> seats, floorboard	E G F P
Comments:	
Operation of light bar and siren	E G F P
Comments:	
Does the PA work?	Y N
Comments:	
Operation of standard vehicle equipment and lighting	E G F P
Comments:	
Operation of police radio equipment	E G F P
Comments:	
Operation of ICVS	E G F P
Comments:	
Oil level	E G F P
Comments:	
Condition of tires	E G F P
Comments:	
Spare tire/jack	Y N
Comments:	

ICVS /MDT Operational	Y N
Comments:	
Traffic cones (4)	Y N
Comments:	
Fire extinguisher Current?	Y N Y N
Comments:	
Flashlight/charger	Y N
Comments:	
Radar unit	Y N
Comments:	
Tuning forks (2)	Y N
Comments:	
Registration current	Y N
Comments:	
Front LP	Y N
Comments:	
Spot light functional	Y N
Comments:	
Reflective vest	Y N
Comments:	
Current insurance card in glove box?	Y N
Comments:	

E = Excellent condition, G = Good condition, F = Fair condition, P = Poor condition



CID Audits and Inspections

POLICE DEPARTMENT AUDITING

Improving Performance and Accountability



Chief Marlin Price, (Ret.)



Things to Do When I Get Home:

- *Conduct audits of all high-risk activities within CID.*
- *Resolve the problems identified.*
- *Establish plans for continued audits.*
- *Remember when you uncover deficiencies: “Own it, overcome it, don't look back”*

THINGS TO DO

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SUMMARY

- *What did we not cover that you wanted to know???*
- *Resources*
 - www.policetraining.net
 - <http://www.patc.com/>
 - *TPCA-Accreditation process*
- *“The things that you do for others will be your legacy”*





Things to Do When I Get Home:

- Take care of yourselves and each other!
- *“Depart to Serve!”*



"Let's be careful out there."



And so, it ends....



Thanks for your attendance!

Please complete the Course Evaluation

kfoulch@texaspolicechiefs.org

281-635-5933



Have a Safe Trip Home!!

