	Abilene Police Department Operating Procedures		
	Subject: <i>Attention to Duty</i>	Issued: 07/07/2022	TBP: 2.22, 7.20, 7.24, 7.25

Officers Always Subject to Call (TBP 2.22)

All employees are subject to call at all times, including responses to man-made or natural disasters. The Department requires sworn officers to maintain, and be available by, a cellular phone at all times for the purpose of maintaining public order, enforcing the law, responding to emergencies, and facilitating 24/7 internal and/or external operations.

To ensure responsiveness, each officer must provide the Department with a cellular phone number to which he or she will maintain accessibility, unless otherwise approved by his or her Supervisor.

It is the responsibility of all employees to ensure they keep abreast of work information relayed through electronic mail, text messages, and voicemail. Employees are expected to be responsive.

Required to Take Action

Employees shall promptly perform all official duties and shall be attentive to and take action on complaints from citizens. With respect to violations of the law or local ordinances and requests for police service, employees shall not give the impression that they are evading the performance of their duties. When the police purpose might be jeopardized by delay, employees shall take immediate action, even if some other officer or division would ordinarily handle the incident.

Reporting for Duty (TBP 2.16)

Employees, unless otherwise directed, shall report for duty properly uniformed or dressed and equipped at the time and place specified. Employees are expected to be well rested, fit to perform their assigned duties, and able to complete their entire shift.


Reporting Injury

Employees who are injury while on duty shall immediately report the injury to their direct supervisor. If an employee is unable to continue a tour of duty, he or she shall be promptly relieved of that duty.

When an officer is injured in the line of duty, the commander is responsible for ensuring that the City's Risk Management Department is notified immediately and that any required City documentation is completed and properly forwarded to the appropriate parties.

Medical Release

A medical release for limited duty shall include a signed physician's statement detailing which of the duties/tasks listed in the employee's job description the employee may perform. The physician's statement shall also include a projected date that the employee can return to full, unlimited duty. The release must be presented to the employee's supervisor at least twenty-four (24) hours prior to their return to duty.

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Reporting Address or Telephone Number

Division commanders shall maintain the current address and telephone number(s) of each employee in his/her command and forward a copy to the Executive Secretary. If an employee's address or telephone number changes, the employee shall complete the form provided and forward to his or her supervisor. All employees shall maintain a telephone.

Care of City Property

It is the employee's responsibility to maintain and care for all City property issued to, used, or possessed by the employee. Any loss, damage, or destruction of property while in the employee's care shall be immediately reported to his or her supervisor. Employees may be required to make restitution for such property if the loss, damage, or destruction was caused by their negligence.

Employees who discover or are witnesses to damage of City property shall notify an on-duty supervisor so that the damage may be documented and the proper notifications may be made to allow repairs to be completed in a timely manner.

Operation of Department Vehicles (TBP 7.20, 7.24)


Employees shall operate official vehicles in a careful and prudent manner and shall obey all laws, except where Departmental directives otherwise permit. All employees shall utilize the seatbelt when operating or riding in a City owned or leased vehicle, unless operational requirements dictate otherwise. In addition, all occupants are required to utilize the seatbelt while operating or riding in a City owned or leased vehicle.

Employees who are not assigned take-home vehicles shall use the appropriate sign out log located in the patrol equipment room to track vehicle usage. This is applicable to all employees, regardless of rank.

Before beginning each tour of duty, officers shall inspect the contents, appearance, and operability of all patrol equipment assigned to, or provided for, a Department vehicle. Officers shall ensure the vehicle has no damage that has not been previously reported.

Police vehicles with electronic communication pieces, including, but not limited to, red and blue lights, MDC's, cameras, radios, and/or radars, shall not idle longer than fifteen (15) minutes at any given time if unoccupied, unless otherwise described below. Vehicles without such communication pieces should not idle absent being occupied.

If an employee is at a call for service that necessitates the ongoing use of police-specific electronics, such as lights or cameras, the vehicle may idle for the duration of the investigation. Such idling is limited to investigations and does not include patrol briefings or other administrative events, such as dinner breaks or court appearances. K-9 vehicles shall remain idle while the canine is in the vehicle.

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Special use Equipment (TBP 7.25)

“Special use equipment” is defined as those vehicles, equipment, and supplies that are not used on a daily basis or that are kept for use during emergencies and natural or man-made disasters.

Each specialized division of the Department may be assigned specialized equipment, specialty vehicles, and supplies to be used in emergencies.

The Commander of each division is responsible for ensuring that a quarterly inspection is completed of all special use vehicles, equipment, and supplies assigned to them. Such inspections shall be documented on a check sheet, indicating the description of the item, vehicle, or supplies checked, the condition, the date of inspection, and the signature of the inspecting employee.

The Commander of each division in the Department shall review the quarterly inspection and correct any deficiencies noted (to include ordering replacement supplies), ensuring complete operational readiness of assignment equipment, vehicles, or supplies. A copy of each quarterly check sheet shall be forwarded to the appropriate Assistant Chief of Police, or their designee, for review. The original shall be maintained in the division Commander’s office.

At least annually, the division Commanders shall personally inspect all assigned vehicles, equipment, and supplies utilizing the required check sheet.

Notification of Damage to Non-Departmental Property

When damage occurs to property not owned by the City as a result of police action, an officer shall complete the Accident/Incident Report and forward the Report to a supervisor for review. Incidents that may occur frequently include, but are not limited to, the following:

- A. Tactical Call Outs involving EOD and SWAT;
- B. Exigent circumstances; or
- C. Entry with Warrants

A supervisor shall take photographs of any reported damage and submit them with the Report. A supervisor shall review and make comments in the Report and enter a copy into the Department’s tracking system. A copy shall be forwarded to Human Resources/Risk Management.

A supervisor shall send a copy of the Report to Police Administration. Police Administration shall complete the Property Damage Letter, which will be mailed to the property owner, to provide proper notification and information regarding the circumstances of the damage.

Processing Evidence

Employees having care, custody, and control of any evidence shall maintain such care, custody, or control until disposition may be made in accordance with the Department’s Property and Evidence Manual.