



# Abilene Police Department Operating Procedures

Subject:

*University Crimes*

Issued:

10/19/2011

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Number:

**D-6**

## **Investigation and Arrests by Other Agencies**

The Department will investigate any criminal offense which occurs on a local university campus when requested to do so by the victim or the university. Any enforcement or investigative action taken by university police does not preclude or undermine the authority of the Department or any of its officers.

When a university police officer makes an arrest, the prisoner may be transported to the Taylor County Jail by the Department. However, it is preferred the university police transport the prisoner. If there is a question as to the legitimacy of an arrest, a supervisor will be contacted prior to transporting the prisoner. The following procedures will govern arrests made in association with university campuses:

- A. It is the responsibility of the arresting university police officer to provide medical attention for any ill or injured prisoner prior to their being booked into the Taylor County Jail.
- B. The arresting university police officer will complete all of the required paperwork resulting from the arrest. Abilene Police officers will give advice or instructions when requested and
- C. When arresting a university student on campus where the arrestee's vehicle would normally be impounded, disposition of the vehicle shall be as follows:
  1. If the vehicle is located within the parking area of the university and not on a public street, the university police will be contacted to assume control of the vehicle.
  2. If the vehicle is needed for evidence, the procedures of the Department's Property and Evidence Manual will be followed. University police are to be notified at the first reasonable opportunity.

## **Abilene Christian University Police**

While an adjunct agreement is in effect with the Abilene Christian University Police Department, the following procedures will be followed:

ACU Police Responsibilities:

- A. On-campus properties:
  1. Respond as primary to all calls for service;
  2. Investigate all offenses, including motor vehicle accidents and traffic offenses and
  3. Process and transport all arrests made by ACU PD. Depending on staffing levels for both agencies, a Department unit may transport a prisoner for the ACU PD until such time as the ACU PD officer may proceed to the jail to complete the booking procedures.



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### B. In the adjunct area:

1. Abide by all processes, procedures and guidelines in the adjunct agreement;
2. Enforce traffic and parking regulations. Enforcement shall be on City of Abilene citations and will be filed with the City of Abilene Municipal Court;
3. Enforce criminal offenses committed within the view of the ACU PD officer;
4. Respond as back-up for Department officers, after notifying them of the intent to do so and
5. Respond as primary on low-priority, low-hazard calls, only when requested by the Department and as staffing allows. Should ACU PD receive the initial call for service, they shall immediately notify the Department and may respond at the Department's request. ACU PD shall keep the Department advised of the status of the call and will inform the Department of the final call disposition upon completion.

### C. General responsibilities:

1. Insure that ACU PD units working within the adjunct area have immediate access to the Department's primary radio frequencies.
2. Immediately inform the Department of any ACU PD activities, actions or calls for service received within the adjunct area.
3. Provide the training required by the Department to adjunct police officers within 120 days of certifications as adjunct police officers.

### Department Responsibilities:


#### A. On-campus properties:

1. Respond to all calls for service, when requested by ACU PD or a citizen. If the Department is contacted by a citizen as primary on a call for service on ACU property, the Department shall immediately notify ACU PD;
2. Investigate all offenses, with the exception of motor vehicle accidents, when requested by ACU PD or a citizen. Any call or investigations handled by the Department at the direct request of a citizen will be done cooperatively/jointly with ACU PD and
3. Assist ACU PD, when available, on their request.

#### B. In the adjunct area:

1. Abide by all processes, procedures, and guidelines in the adjunct agreement;
2. Respond, as primary, to all calls for service, unless such call is transferred to and accepted by ACU PD and
3. Respond as back-up to any call initiated by ACU PD.

#### C. General – insure that ACU PD is provided appropriate radio frequencies for immediate communication with the Department.

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### Major Crimes/Incidents on Campus

Both agencies will, along with any other agencies having jurisdiction, work under a unified command structure staffed by the Chief/directors of the agencies or their designees.

Assignments for the incident will be made by the unified command according to the individual requirements of the incident at hand, but will consist of, at a minimum, an incident commander, a public information officer, and a lead investigator. Every effort will be made to place the most qualified personnel in each assigned position, regardless of agency assignment.

### **Arrest by Other Peace Officers**

When a peace officer who does not have jurisdiction in Abilene begins an investigation or makes an arrest, the Department will take over primary responsibility for the case, as soon as possible. The involved Department police officer will evaluate the investigation/arrest according to the Department standards and take the proper action. If the outside peace officer is receiving compensation for working security at a retail store, bar or other establishment, that officer will be required to submit any information and documents necessary to complete the case and/or arrest. Evidence, vehicles and reports will be processed by the Department. This paragraph does not require any Department officer to execute or continue with an unlawful arrest or investigation. The Texas Code of Criminal Procedure, Article 14.03 outlines authority of peace officers.

When a peace officer who has jurisdiction in Abilene (such as a Taylor County deputy sheriff, Taylor County constable or deputy constable or inter-local task force officer) initiates an investigation or arrest, that peace officer will be responsible for processing the case completely. They will secure evidence, impound vehicles and complete reports in compliance with the policies and systems of their agency. The Department will assist inside the city whenever necessary for safety or other reasons. Transportation to a detention facility may be provided by Department police if the other peace officer is working security at a retail store, bar or other establishment and that officer does not have the means to safely transport a prisoner.

When another agency is providing security and/or police services for large events, such as, but not limited to, the West Texas Fair or concerts, that agency should provide transportation and all other necessary services. The Department will assist in times of emergency.