



VIA TRANSIT POLICE DEPARTMENT

Standard Operating Procedures



Section 206 Best Practice Recognition

Office with Primary Responsibility:	COP	Effective Date:	May 31, 2019
Office(s) with Secondary Responsibilities:	ALL	Prior Revision Date:	New
Forms Referenced in Procedure:		Number of Pages:	3
		Related Procedures:	ALL

.01 INTRODUCTION:

- A. The VIA Transit Police Department will always strive to achieve its mission of becoming a premier police department. In every industry or professional setting, standards are developed and maintained in order to place the department in compliance with best practices related to the department's business. The Texas Police Chief's Association administers the Best Practices Recognition Program. This program recognizes departments in the State of Texas that perform to an industry standard and maintain those standards over a period of time. The Best Practices Recognition Program is a form of accreditation for police departments in Texas.
- B. Best Practices Recognition primarily directs the police department to maintain recognized standards in areas such as but not limited to Audit and Inspections, Training, Procedure and Documentation.
- C. Best Practices Recognition requirements may be documented in the department's Standard Operating Procedures and/or Rules and Regulations. Requirements for recognition may also be derived from VIA Metropolitan Transit Authority guidelines as the parent organization.

.02 AUDIT AND INSPECTIONS

The Best Practice Recognition Program directs departments to maintain records of its assets, current and scheduled inventories as well as periodic inspections of those assets and inventories. Audits and inventories are conducted yearly unless a more frequent schedule is mandated by statute or rule.

- A. Capital Asset Inventory: The VIA Metropolitan Transit Authority Capitalization / Fixed Asset Policy and Procedures Manual Section 2.1.4: States "In general, movable property includes furniture, fixtures, machinery, equipment, automobiles, busses, computer hardware and software. The threshold amount for these assets is \$5,000 or greater and have a useful life greater than one year."
 1. The Transit Police Department's Capital Assets shall be accounted for by an annual inventory conducted by supervisory personnel or those personnel designated by the Chief of Transit Police to maintain care custody and control of certain items.
 2. Annual Capital Asset inventories shall be submitted to the Chief of Transit Police for review, approval and recordkeeping.
 3. The Bi-annual Capital Asset inventory ordered by VIA Metropolitan Transit may be used to satisfy this requirement for the year in which they are completed.
- B. Property Room Inventory:
 1. The VIA Transit Police Department maintains a property room where property and personal property seized or recovered by Transit Police Officers may be stored.
 2. The Transit Police Property Room is maintained by the evidence custodian and is bound by the procedures of Texas Association of Property and Evidence Inventory Technicians (TAPEIT).
- D. Evidence Room Inventory:



VIA TRANSIT POLICE DEPARTMENT

Standard Operating Procedures



Section 206 Best Practice Recognition

1. The VIA Transit Police Department maintains an evidence room where all items deemed as evidence in a criminal or civil case is stored and maintained.
 2. All property is maintained with the highest level of integrity pending the outcome in the court or jurisdiction.
 3. The Transit Police Property Room is maintained by the evidence custodian and is bound by the procedures of Texas Association of Property and Evidence Inventory Technicians (TAPEIT).
- E. Citation Inventory: Citation accountability and inventory is covered in SOP Section 909 *Citation Accountability*.

.03 TRAINING:

- A. Best Practices Recognition mandates minimum levels of training for all members of the department.
- B. Training must be documented, and records maintained for inspection by on-site assessors.
- C. All training must be conducted by an instructor certified to act as an authority of the subject taught on a level superior to the general level of knowledge those subject to the training.
- D. Training records shall adhere to Best Practices Recognition guidelines and may be recorded with the Texas Commission on Law Enforcement should the training meet TCOLE requirements.
- E. All officers must maintain mandatory training and/or certifications in order to maintain good standing as a peace officer with the State of Texas.
- F. Levels of training defined in Best Practices Recognition. Each Standard for Recognition is paired with an assigned training level.
 1. **Level 1:** Proof of Receipt of a Copy of Policy. This level of training is accomplished through a sign off sheet or electronic log showing officers have received a copy of the policy.
 2. **Level 2:** Roll-Call Training, Training Bulletin Distribution, Video, Copy of Policy with Discussion by Supervisor, or Copy of Policy with Testing. This level of training may be accomplished by showing records that the officers received copies of the training along with tutorials from video sources or supervisors.
 3. **Level 3:** Specific Topic Training by an Instructor or online course with topic clearly indicated in a class schedule, course syllabus, lesson plan, or power point, TCOLE on-line course or specific TCLEDDS entry. This training may be accomplished in classroom or online providing proof by sign-in sheets, completion certificates or TCLEDDS entry.
 4. **Level 4:** Proof of Specific Skills Training. This training may be accomplished by showing attendance and completion of proficiency testing.
- G. The Transit Police Department utilizes Police One Academy. Police One Academy is a contract online training service that tracks and logs all officers assigned and completed training.

.04 PROCEDURE / SOP:

- A. Best Practices Recognition guides the Transit Police Department in creating, maintaining and updating of Standard Operating Procedures or processes. Standards reflected in the Recognition Program shall be a minimum threshold and may be exceeded by directives in the final procedure document submitted.



VIA TRANSIT POLICE DEPARTMENT Standard Operating Procedures



Section 206 Best Practice Recognition

- B. All newly created procedures for Recognition are written in compliance with standards set by the program and are documented as new procedure with an effective date clearly displayed.
- C. All existing procedures are monitored for compliance with Best Practices Recognition standards. All procedures deemed out of compliance are edited prior to submission to the program.
- D. Edited Procedures:
 - 1. All procedures to be edited are approved by the Chief of Transit Police prior to publication, adoption and submission to the program.
 - 2. All edited procedures are distributed and implemented with proper notification and training of all personnel.
 - 3. A record is maintained of all approved and adopted versions of a policy as they are implemented and eventually replaced.
 - 4. Each edited procedure shall contain a date it is implemented and the effective date of the previous version it is replacing.