

# **Volunteers in Patrol**

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*Training Manual*

**Participant Guide**





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# INTRODUCTION

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The Volunteers In Patrol Program is an extension of the Crime Watch Program in Dallas. As such it will be structured in much the same way. There will be certain geographical areas to cover. Decisions regarding the overall structures and policies of the program shall lie ultimately with the Dallas Police Department's Chief of Police.

The Dallas Police Department's Volunteer In Patrol (VIP) Program is an effort to bring together interested members of the neighborhood watch programs of Dallas, Texas and the Dallas Police Department. Each VIP Program participant will receive basic training in order to recognize suspicious activity and report such activity to the police department in a clear and timely manner. VIP members are NON-CONFRONTATIONAL and only act as witnesses who report incidents and problems to the police department.

The main purpose of this program is to provide a visible presence in the neighborhood as a deterrent to criminal activity. Having concerned residents patrolling the streets in their own neighborhoods, sends a clear message to everyone that crime will not be tolerated. No criminal wants to be observed committing offenses, so the presence of law-abiding citizens CAN reduce crime. Another purpose is to report suspicious or illegal activities to the police department to apprehend criminals. These patrols also allow citizens to have an active part in combating crime in their area.

Some would contend that crime prevention and citizen participation with law enforcement are both new concepts, but they are not. Criminal activity can only be reduced if individuals and communities resume their roles as partners with law enforcement. Individuals and their communities can have an impact on crime reduction. Remember, the VIP Program is designed to help citizens achieve a safer neighborhood through heightened emphasis on citizens' involvement in crime prevention.

One person from the crime watch or homeowners association should be designated to organize the VIP. For each member who wishes to participate, Applications along with a Waiver of Liability must be submitted to their respective Division Volunteer Coordinator for their division.



This information includes but is not limited to:

Name of the Crime Watch

- Name of the VIP Patrol Captain
- Geographical boundaries or areas of responsibility (map)
- Identifying criteria (address, phone numbers, date of birth, etc.)
- Cellular Phone Number(s)
- VIP application packages on each participant which includes:
  - Application, Liability Waiver, Copies of Social Security Card, and Drivers License

The Patrol Divisions are as follows:

**Central Patrol Division**

334 S. Hall Street  
Dallas, TX 75226

**Northeast Patrol Division**

9915 E. Northwest Highway  
Dallas, TX 75231

**Southeast Patrol Division**

725 N. Jim Miller Road  
Dallas, TX 75227

**Southwest Patrol Division**

4230 W. Illinois Avenue  
Dallas, TX 75211

**Northwest Patrol Division**

9801 Harry Hines Boulevard  
Dallas, TX 75235

**North Central Patrol Division**

6969 McCallum Boulevard

Dallas, TX 75252

**South Central Patrol Division**

1999 E Camp Wisdom Road

Dallas, TX 75216

Once the Division Volunteer Coordinators have enough applicants for a class they will forward all applications to the Volunteer Program Administrator who will then conduct criminal history checks. When the applications are processed and verified, they are returned to the Division Volunteer Coordinator. Each division is responsible for its own training program. The Division Volunteer Coordinator will schedule the VIP classes and notify the applicants. Only those volunteers who successfully pass the criminal history check will be scheduled for classes.

As with anything worthwhile, there must be a rule to make sure that everyone understands their role and their responsibilities. These rules are to ensure that no one gets hurt or hurts anyone else during the course of their patrols. These rules are not all inclusive and may be added to or deleted from, as the need arises. Anyone with knowledge of a violation of the rules, should report the violation to the Divisional VIP Coordinator, via their Patrol Captain, as soon as possible

If the rule violation is not reported, and it is later determined that there was a failure to report, that person(s) will be held just as accountable as the person responsible for the infraction. All officers of the Dallas Police Dept. will be asked to look for violations of these rules and report them to the Community Policing Support Unit via their chain of command.



## **Job Responsibilities**

- **Interactive Community Policing Support Unit - Cheryl Cornish**  
Oversee entire VIP Program
- **Chief of Police** has final decision making authority
- **Interactive Community Policing Support Unit VIP Coordinator- Laurie Wigley**  
Liaison between Divisional Coordinator and Criminal Document Section  
Forward all VIP applications for criminal history checks
- **Divisional VIP Coordinator-**  
Forward all VIP applications to the Community Policing Support Unit for background checks  
Schedule classes and notify applicants  
Forward list of graduates to Community Policing Support Unit so that they can be added to citywide database

Rule changes are coordinated via the  
**Patrol Operations Deputy Chiefs** and the  
**Interactive Community Policing Support Unit Commander**  
in agreement with the  
**Public Information Office Manager** or the  
**Chief of Police.**

## **Application Requirements**

- Have not had any felony convictions
- Have not had any misdemeanor A or B convictions in the last five (5) years or
- DWI conviction in the last ten (10) years
- Agree to, and pass a criminal history check
- Must sign a liability waiver
- Complete all required training successfully
- Must be at least 21 years of age
- Must have a valid drivers license
- Must be a member of an established crime watch or homeowners group
- Must not have any outstanding warrants or tickets



# HISTORY OF CITIZEN INVOLVEMENT

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There are biblical references to the making of laws and the enforcement of those laws. Moses set down a code of conduct with severe penalties for disobedience. Punishment appears to have been the foremost means of dealing with crime problems. Even without organized law enforcement, citizens undoubtedly made attempts to recognize and address crime.

Ninth century England was divided into countries or “shires” with a chief administrator, or caretaker, known as a “reeve”. From the “shire reeve” has come the modern word “Sheriff”. The “shire reeve” has the power of “Posse Comitatus” (Latin for power of the country”) to call out citizens to preserve the peace or deal with emergencies. Every man between 15 and 80 years of age was required to respond; only the clergy and the disabled were excused. If a crime was observed by the populace, they would raise a “hue and cry”, pursue the criminal and contain him for the Sheriff.

By the year 1252, citizens were patrolling the streets as part of a “watch” system, and proclaiming on the hour, “All’s well” – if such were the case.

The appointment of Sir Henry Fielding as a London Magistrate in 1748, led to the first systematized establishment of the police forces in England. In 1751, he wrote one of the first treatises on law enforcement, in which he stated that a primary duty of the police was the prevention of crime. In Fielding’s view; however, in addition to a strong police force, the active cooperation of the public was essential to success. Fielding was the first to establish a register of criminals, to list stolen property, and to advertise in public journals for information about criminal acts.

Fielding’s half brother, John, succeeded him as a Magistrate in 1754 and continued his efforts. It was John who brought about regular budgets to support street patrols, and who developed pamphlets about police duties, emphasizing prevention. At his death 26 years later, however, there were still only a few organized police units. It was 50 more years before Sir Robert Peel, the Home Secretary of England, succeeded in influencing the enactment by the Parliament of the Metropolitan Police Act of 1829. Peel is considered by many to be the father of modern law enforcement. His first order to the Metropolitan Police contained statements that the basic mission was the prevention of crime and disorder, and the police were to secure the willing cooperation of the public.

He stated, “At all times, police should maintain a relationship with the public that gives reality to the historic traditions: the police are the public and the public are the police.”

The American people are not apathetic; they have not been given the proper direction. Recent experience shows overwhelmingly that once a community understands what can be done, and its members become convinced that they can do something, it is not difficult to motivate that community to join with law enforcement in crime prevention activities.



# VIP PROGRAM GOALS

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The primary goal of the VIP program is to unite citizens throughout Dallas in an effort to aid the Dallas Police Department in the reduction of crime. SAFETY comes FIRST. In addition, the VIP program in each neighborhood should attempt to bring the neighborhood together and get everyone involved, and have a significant impact on crime.

The Dallas Police Department cannot accomplish this task by themselves. As citizens of Dallas, our goal is to help by getting involved in a constructive manner.

Another goal of the VIP program is to make self-reliant neighborhoods. Keeping that thought in mind, there are other things that can be done, through the VIP program, on top of crime patrols. While the patrols are the number one priority, listed below are just a couple of ideas that patrol teams can do while patrolling:

- Talk to neighbors about neighborhood associations and crime watch meetings
- Watch out for senior citizens in your neighborhoods that may need city services.
- Provide contacts for other city services and crime prevention opportunities.
- Make note of any 311 type incident to report after your patrol such as:
  - Street lights out
  - Code Compliance Issues such as old furniture sitting in alleys, trash on properties
  - Streets in need of repair
  - Traffic lights out or malfunctioning
  - Street signs missing or down
- Talk to security guards that are on commercial properties that you pass.
- Acknowledge people when you pass by.

There are many ways to promote VIP and good neighbor relations in your community. Visit with your Divisional VIP Coordinator to ensure other activities that you wish to do while on patrol that fits the parameters of the program.

# PARTNERSHIP IN ACTION

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## DALLAS POLICE DEPARTMENT & VOLUNTEERS IN PATROL

**Our instructors for today's class include:**

**Sergeant Cheryl Cornish-ICP-Coordination Unit**

**CWEB Chairman and NE Representative Doug Woodham**

**Officer Nancy Skinner-SW Patrol Division**

### **Neighborhood Patrolling:**

In this session a patrol member of an established VIP group will give the history of the beginning of the program, explain how to structure a VIP program, will explain the patrol protocol, will relate some tried and true tips and techniques of being out on patrol and will go over the rules to abide by while a member of the VIP program



# VOLUNTEERS IN PATROL CURRICULUM

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In this session, you will learn what to observe, what types of information to record, helpful statistical information, types of patrols, what is considered to be suspicious activity, and civil liability laws.

- Observation Skills,
- Note Taking,
- Types of Patrol,
- Record Keeping and Statistics,
- Civil Liability and
- What is Suspicious Activity:

# OVERVIEW – TRAINING FOR VIP’S

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The normal VIP curriculum includes classroom training of 7 hours in one day or held over several evenings.

## **Beat Configuration:**

The City of Dallas is divided into beats located within seven (7) Patrol Divisions. Beats are geographical sectors that make-up larger sectors within a Division. This segment of your instruction will familiarize you on how beats are used to identify various areas within the City of Dallas.

## **911 / 311 Operations:**

This segment will give the volunteer an overview of how 911 / Communications Division and 311 operate. A tour will be given of these facilities.

The VIP Program is a NON-CONFRONTATIONAL program. Under this program, VIP members are the eyes and ears of the Dallas Police Department, NOT POLICE OFFICERS.

## **911/311 - Communicating**

Anyone who experiences a problem communicating the nature of their call to 911 should ask for a supervisor at the time of the call. Although 911 tapes are maintained for a certain period of time, complaints are more easily investigated and resolved if made immediately.

As a VIP member calling 911, you must identify yourself as a Volunteer in Patrol and then communicate the nature of the call. If the 911 operator does not understand what a VIP is or if they are rude to you, be sure to document the time of the call and to whom you were speaking.

Translators who speak Spanish and several other languages are available either from within the communications center or through the use of Southwestern Bell’s nationwide 24-hour Language line, in which the caller’s language is identified and translators are connected on the line to interpret.



## **Laws of Arrest / Civil Liability:**

The VIP Program is a NON-CONFRONTATIONAL program. Under this program, VIP members are the eyes and ears of the Dallas Police Department, NOT POLICE OFFICERS. This area of instruction will focus on criminal and civil law that will affect you as a private citizen and possible penalties for improper action.

# HISTORY OF THE VIP PROGRAM

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- 1988 – Began to envision the idea of a citizens patrol program
- 1991 – Began working on the development of a citizen patrol program for Spring Creek Estates with the goal of a program that could help the DPD and benefit other Dallas neighborhoods
- Spring 1992 – Developed by-laws for Spring Creek VIP and for the other Dallas neighborhoods to use as a model
- Fall 1992 – 15 Spring Creek residents attended the first VIP course offered
- November 1992 – Spring Creek VIP began patrols with 15 residents
- 1993 – Approached Southwestern Bell Mobile System (SWBMS) about a program to sponsor Spring Creek and other VIP's throughout the city of Dallas
- Fall 1993 – Chief Click met with SWBMS to sponsor mobile phone use for the entire City of Dallas VIP program
- Spring 1994 – finalized agreement for sponsorship for cell phones from SWB

## **SPRING CREEK NEIGHBORHOOD AND SPRING CREEK VIP FACTS**

- Now over 30 active members / patrollers, with several on the waiting list
- 478 single family homes, two apartment complexes with a total of 200 units, and two retail shopping strips
- Patrolling patterns are based on twelve years of crime statistics kept in PC database
- Residential data base, cross reference names, addresses, and phone numbers
- Since late 1992, VIP members have patrolled over 16,000 hours
- We patrol in two hour shifts, with two members in each patrol vehicle. Patrol hours are random and can be at any time of day or night, including late night



# GOALS OF THE VOLUNTEER IN PATROL PROGRAM

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To unite the citizens throughout Dallas in an effort to aid the Dallas Police Department in reducing crime.

- Safety Comes First!!!
- To be a close knit & involved neighborhood
- To be an active VIP Neighborhood
- To have a significant impact on crime

The Police Department can no longer do it by themselves

As the citizens of Dallas, our only alternative is to help, by getting involved in a constructive manner

# BYLAWS

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## **Purpose and Structure of Bylaws**

To insure that you have a well organized, professionally operated Volunteers in Patrol Program.

(A sample copy is available beginning on the next page)



## **BYLAWS OF PATROL**

Being a liaison of Crime Watch

### **ORGANIZATION AND PURPOSE**

Volunteers in Patrol \_\_\_\_\_ is a citizen-volunteer security organization which exists as a liaison of the \_\_\_\_\_ Crime Watch. Its objects are to:

Enhance neighborhood security by providing a visible presence within the neighborhood,

To be watchful for criminal or other dangerous activity within the neighborhood and promptly report such activity to proper authorities.

### **ARTICLE 1 – NAME**

The name of the association of the \_\_\_\_\_ Crime Watch shall be the \_\_\_\_\_ Volunteers in Patrol (hereinafter also referred to as \_\_\_\_\_ or “Patrol”).

### **ARTICLE II – MEMBERSHIP**

Section 1 The membership of the \_\_\_\_\_ shall be limited to qualified members who have been approved by the Dallas Police Department.

Section 2 Patrol members shall be any individual eligible for membership as referenced in Section 1 of this Article who serve the objects of the Patrol by:

Contributing volunteer time,

Contributing volunteer time as a Patroller,

Contributing volunteer time assisting in patrol activities, or

Any combination of such contributions.

Section 3 Only active Patrol member as described in Section 2 of this Article shall have full and equal voting rights and organizational privileges one with another.

### **ARTICLE III – OFFICERS**

Section 1 Officers of the \_\_\_\_\_ Volunteers in Patrol shall be Chair (Patrol Captain), Secretary, Equipment Captain, and Scheduling Captain. These positions will be elected by active \_\_\_\_\_ members. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Patrol. The foregoing named officers shall constitute the Executive Board of the Patrol and shall be empowered to transact in the interim between membership meetings all business of the Patrol not otherwise provided for in these Bylaws nor reserved by these Bylaws for membership action; neither may they take any action which would modify previous action taken by the membership at a membership meeting. Following their terms in

office, each officer shall serve on the Executive Board in an advisory capacity during the next year.

**Section 2** At the regular meeting in January, the Patrol Chair will announce that elections will be held at the February membership meeting. At the regular Patrol meeting held in February, the Patrol Chair shall open the floor for nominations to the offices of Patrol Chair, Secretary, Equipment Captain, and Scheduling Captain. Nominating members should secure agreement to serve if elected from any member she/he wishes to nominate. Election will be by majority vote of the members present. Those elected will take office at the conclusion of the February meeting, and shall serve for one year or until their successors are elected. No member shall hold more than one office at a time, and shall be eligible for serve 1 (one) term in office with no more than two consecutive terms in the same office.

**Section 3** For each office, an alternate will be appointed by the Patrol Chair. During periods of temporary absence of elected officers, the alternate will assume the duties of that office. In the event of a vacancy in any office, the Patrol Chair will appoint a Patrol member to serve the remainder of the unexpired term, which may or may not be the alternate for that office. In the event of a permanent vacancy in the chair position, the alternate for the Patrol Chair will serve the remainder of the unexpired term, or if unable, until a vote of the active members elects a new Patrol Chair.

**Section 4** Duties of the Patrol officers shall be as follows:

A. Chair/Patrol Captain shall:

1. Serve as liaison between \_\_\_\_\_ Crime Watch and \_\_\_\_\_ Volunteers in Patrol.
2. Chair meetings of the Patrol,
3. Be empowered to appoint standing or special subcommittees as necessary
4. Coordinate activities of the various other officers,
5. Insure adequate notice of regular or special meetings is provided to all members,
6. Be ex-officio member of all subcommittees,
7. Administer the affairs of the Patrol and execute the policies of Patrol as provided in the Bylaws and determined by vote of the membership,
8. Receive reports of activity observed by patrols in the neighborhood and report same to monthly meetings.

B. Secretary shall:

1. Call roll at any meeting of the Patrol and advise the Chair if a quorum of the membership is present, take account minutes of all meetings; submit written minutes to Chair following meetings,



2. Handle all correspondence to or from the Patrol as necessary including, but not limited to, preparing and mailing Thank You notes for financial contributions,
  3. Assist the Chair as requested in insuring that notice of regular or special meetings is provided to all members.
- C. Equipment Captain shall:
1. Maintain, effect repairs upon and keep records on all Patrol-owned equipment,
  2. Arrange for loan of equipment to said members, and request return of said equipment when said members are no longer serving as Active Patrollers as per the definitions and requirements set forth in Article V, Section 1 of these Bylaws,
  3. Submit estimates of cost of equipment needed to be purchased or repairs needed to existing equipment to membership meetings for approval by vote of the said purchases or repairs is said purchase or repair estimate exceeds \$50.00,
  4. Assist in training new members in use and maintenance of Patrol-owned equipment,
  5. Shall be responsible for checking out and returning mobile telephones to and from Police department.
- D. Scheduling Captain shall:
1. Maintain scheduling chart as up-to-date as possible and distribute to members at monthly meetings,
  2. Assist in training new members in Patrol procedure and protocol, and scheduling requirements,
  3. Assist in recruitment of new active Patrollers,
  4. Coordinate substitution for absent patrollers for each shift.

#### ARTICLE IV – MEETINGS

Section 1 The regular meetings of the Patrol shall be held on the second Tuesday of each month, unless otherwise ordered by the membership by majority vote or by direction of the Executive Board. A maximum of 3 consecutive meetings missed will render Patroller inactive.

Section 2 Special meetings may be called by a majority of the Executive Board or shall be called upon the written request of ten members of the patrol. The purpose of the meeting shall be stated in the call, and no business other than that stated in the call may be transacted at that special meeting.

Section 3 A quorum of the membership shall be 25% (percent) membership during any meeting of the Patrol for which proper notice in accordance with provisions of these bylaws shall have been given.

Section 4 The Executive Board shall have not regular scheduled meetings, but shall meet only as necessary subject to the call of the Chair or at the request of a majority of its members. A quorum of the Executive Board shall be a majority of its members.

#### ARTICLE V – PATROL PROTOCOL FOR ACTIVE PATROLLERS (ACTIVE MEMBERS)

A positive image within the neighborhood is essential to the effectiveness of the \_\_\_\_\_ Volunteers in Patrol. Additionally, the personal safety and well-being of both Patrol Members and neighborhood residents must be the most important consideration at all times. To these ends, the following Article is directed.

Section 1 An Active Patroller is defined as a member who maintains an active status for a period of one month, performing assigned duties and remaining in overall good standing. A member may be excused from assigned duties for a valid cause, and their current active status will not be affected.

Section 2 Equipment to be used in Active Patrollers will be provided by \_\_\_\_\_. In the event any member becomes inactive as defined in Section 1 of this Article, any equipment that member possesses will be surrendered to \_\_\_\_\_. Should any Active Patroller want to “provide” their own equipment, it must be approved by the Equipment Captain.

#### ARTICLE VI – FUND RAISING

SCVIP has the right and ability to raise funds by any lawful method they see proper and justified. The method must be approved by a majority vote of the active members. At that point, the interim Treasurer will be appointed by Patrol Chair for the unexpired term of the year or until regular elections are held.

#### ARTICLE VII – DISSOLUTION

All liabilities and obligations of the \_\_\_\_\_ VIP must be paid, satisfied, and discharged. Assets held by the \_\_\_\_\_ upon conditions of return must be returned in accordance with such conditions upon dissolution of the Patrol. The remaining assets may be distributed to \_\_\_\_\_ Crime Watch.

#### ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of the Robert’s Rules of Order Newly Revised shall govern the \_\_\_\_\_ Volunteers in Patrol in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Patrol may adopt. Further, the \_\_\_\_\_ will not adopt any Bylaw, or any Bylaw amendment, nor take any action by vote in a membership meeting, that would place it in direct opposition to the Bylaws, rules and actions duly adopted by the \_\_\_\_\_ Crime Watch of which it is a liaison to.



## ARTICLE IX – AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the Patrol by a two-thirds vote provided a quorum is present and provided that the amendment has been proposed in the form of a motion and seconded by two members at the previous regular meeting. All members must be notified in writing two weeks prior to voting on an amendment to the Bylaws.

### OPERATING PROCEDURES MANUAL (EXHIBIT A)

#### Section 1 Duties of Active Patroller

- A. Be sure you always have an up-to-date schedule so you will be aware of your scheduled time of patrol. If monthly meeting is missed, it is the patroller's responsibility to obtain and schedule from Scheduling Captain.
- B. Be aware of who your "alternate" Patroller is in case you cannot fulfill your scheduled patrol and who the "emergency alternate" Patroller is for that weekend. Alert your "alternate/emergency alternate" and your Scheduling Captain in sufficient time to make the necessary changes in schedule.
- C. Notify the Scheduling Captain of the time one will begin patrolling and of the time your patrol will be over if it varies from the schedule for any reason.
- D. In the event of more than one active patrol shift operating during any scheduled time frame, coordinate your route schedule so that you and your companion Patrol unit will meet to compare notes at least one time during your two hour patrol. Also be aware of the approved patrol area.
- E. Call Equipment Captain 1 (one) day in advance to establish time of equipment pickup. Check out the authorized equipment before starting on your tour of duty and be aware where and how this equipment will be turned over to the Equipment Captain or the next shift of the \_\_\_\_\_ VIP Patroller when your tour is completed. Equipment must be returned to Equipment Captain or passed on to next Patroller at designated drop-off site as soon as shift has concluded. No exceptions!
- F. Refrain from patrolling outside the geographical limits of your approved neighborhood area. (This area is shown on the attached map, Exhibit B.) If a suspect leaves your approved area, report the information to your proper 911 source and continue patrolling. At no time should you leave the approved geographical area with \_\_\_\_\_ signs on car.

- G. Also display the \_\_\_\_\_ VIP magnetic sign on the sides of the front doors of your vehicle during patrolling shifts and the “patrol” sign on back trunk. Make certain your mobile phone is working properly before your tour of duty commences.
- H. Observe all safe vehicle operation rules, including, but not limited to, observing posted speed limits, stop signs or stop lights, and maintain normal headlight illumination when on duty in the evening.
- I. Refrain under any circumstances from carrying in your vehicle or on your person firearms or any offensive weapon during patrol shifts. Violation of this regulation will constitute immediate dismissal from the Patrol.
- J. When calling in a disturbance or suspicious activity to 911 (whether it is police, fire department, or ambulance) remember it’s important to give all the necessary information to the dispatcher as quickly and accurately as possible.
1. Identify your self by both names and as a member of the \_\_\_\_\_ Volunteers in Patrol group.
  2. Give precise location information, such as closest intersecting street names and address of home or area where suspicious activity is taking place.
  3. Attempt to give accurate description of suspicious vehicles or persons to the 911 dispatcher including license number and/or physical description if possible. **Remember always that your safety is of prime importance and take no chances that could put yourself in jeopardy.**
- K. Consumption of alcoholic beverages, illegal substances, and/or medications that could potentially affect mental alertness while in patrol is strictly prohibited.
- L. Refrain from attempts to deter or detain individuals suspected of any unauthorized activity. Refrain from pursuing said individuals in any manner that might place the Patroller, the suspect, the neighborhood residents, or any other individual in jeopardy or danger; but follow only if necessary and at a safe distance merely to ascertain a license plate number, vehicle descriptions, and /or direction taken out of neighborhood by such a suspect. At the first sign of any attempt to evade, the \_\_\_\_\_ will break off contact with suspects. **Remember always, your safety comes first.**
- M. Respect the serious nature of patrol activity and the time constraints of fellow patrollers by refraining from pranks, tricks or practical jokes.



- N. In the awareness that serious misconduct on the part of one member may cause such dire consequences as to cause irreparable damage to the \_\_\_\_\_ VIP patrol as a whole, active Patrollers who are observed by others, or believed to be, in violation of the provisions of this patrol protocol in the course of participation in official patrolling activities and/or on observed or implicated in further or continued violation, the Patrol Captain will submit the matter to the Executive Committee with recommendations for removal from membership in the active patrol by a majority vote of the Executive Committee.
- O. At the end of each active shift, fill out the Patrol Log and pass it on to the next active patroller or to the Equipment Captain at the time equipment is returned. The Equipment Captain will submit the log to the Patrol Captain on each Monday.
- P. Record on log any neighborhood activities occurring during shift including, but not limited to, license plate numbers, vehicle descriptions, location of activity, and physical descriptions of individuals.
- Q. Personal calls on mobile telephones are strictly prohibited. Mobile phones are to be used for patrol-related business only.
- R. In all cases, the \_\_\_\_\_ will run a dual-patrol. During all shifts, there will be two approved individuals to each automobile. If only one individual is able to patrol, and the alternate or "emergency alternate" is not available, the patrol is to be abandoned and for that shift and the Scheduling Captain to be notified.

# ORGANIZATIONAL STRUCTURE

---

## **Patrol Captain (Chairman)**

1. Overseas day-to-day operation
2. Acts as liaison between the neighborhood and the DPD Division Volunteer Coordinator
3. Collaborates with the scheduling Captain to set up patrol schedules.
4. Assists in recruitment
5. Assures initial training as well as continuing education programs

## **Scheduling Captain**

1. Sets up patrol schedules
2. Patrols are set according to:
  - a) Statistics
  - b) Historical information
  - c) Current information from neighbors

## **Equipment Captain**

1. Checks out equipment.
2. Stores equipment
3. Reviews each log book
4. Relays activity that might need to be relayed to the Chairman and/or forwarded to the DPD.

## **Treasurer / Fund-Raiser**

1. Organizes all fund raising activities for additional equipment and documents receipts and expenses

## **Secretary**

1. Stores and updates all records
2. Responsible for written communications
  - a) Invitations/ thank you notes/sympathy cards

## **Alternates**

1. During periods of temporary absence of elected officers, the alternate will assume the duties of that office they are assigned to.



## **Meetings**

1. General meeting each month
  - a) Discuss incidents
  - b) Fill in schedules
  - c) Provides a cohesive bond
2. Executive committee meetings each month
3. Neighborhood canvas

## **Communication-critical**

1. Phone lists of members
2. Email Addresses
3. Newsletters

# PATROL PROTOCOL

---

## Begin Patrol

1. Check schedule
  - a) Time for a patrol
2. Contact partner
3. Obtain equipment from
  - a) Equipment captain
  - b) Previous patrol
4. Affix equipment to car
  - a) VIP neighborhood signs
  - b) Patrol signs
  - c) Light
5. Previous patrollers
  - a) Information or activity
6. Refer to “Notes” for updated information
7. Patrol patterns
  - a) Random pattern
  - b) Conducive to reducing crime
8. Dual patrols
  - a) Plan strategy

**Always have clearly marked patrol car to provide a presence in the neighborhood.**

Magnetic signs – both sides, front, rear

Identifies us to neighbors

Identifies us to suspects

Identifies us to police

**PRESENCE MATTERS**



### **Avoid Confrontational Activity!!!**

1. Don't carry high powered flashlights. (Pen lights are ok inside the car)
2. Don't get involved in any type of activity which might excite the suspect.
3. Always maintain normal speed
4. Don't get caught in an alley.

### **Tips & Techniques**

1. Must patrol in a car, with 2 people at all times.
  - a) More aware
  - b) Lessens liability
  - c) Creates a sense of involvement
  - d) Instills commitment
2. Divide responsibility
  - a) Who will drive, observe car/suspect, get license; etc
3. Roll down windows
  - a) Hear
  - b) Smell
4. Broken windows, open gates or doors, garage doors left open, etc.
5. Familiarity with cars particular to your area
  - a) Identifying stickers
6. Notes
  - a) License number
  - b) Make and model
  - c) Color
  - d) Time and date
7. Patterns
  - a) car
  - b) People
    1. Ask yourself why they are there.

**GET INFORMATION!!!!**

8. Be aware of lights
  - a) Motion lights
  - b) Normally on/off
  - c) Have they been unscrewed?
  
9. House marked?
  - a) Trash cans in the driveway
  - b) Mark on fence
  - c) Card in between screen and wood door.
  
10. Working in yard
  - a) Closed and locked outside doors and garage doors
  - b) Gates
  
11. Open garage door
  - a) Call neighbor
  - b) Stay behind house to see that door is closed
  
12. Watch for crimes of opportunity
  - a) Bicycles outside of gate,
  - b) Unlocked cars, keys in cars, etc.
  - c) Homeless people
  - d) Unlocked businesses after hours
  
13. Suspicious behavior
  - a) Wrong areas
  - b) Wrong times
  
14. People walking
  - a) door to door
  - b) Strolling through neighborhood
  - c) Sales scams
  - d) Shoplifters running



15. Prostitution

- a) Times of day, night

16. Drug activity

- a) Locations
- b) Participants

17. Be obvious while patrolling

18. Be observant -- You may observe any activity occurring in any public place

19. Be courteous at all times. Explain why you are there and what you are doing when appropriate or asked. This is a good time to recruit!

20. Patrol teams are encouraged to establish a dialogue with uniformed officers

21. Trust your instincts. Call 911

- a) Report anything suspicious....you are the eyes and ears
- b) Ask for report/call back from police
  - Request police report number
- c) Call back if necessary

22. Identify and report abandoned vehicles

23. Identify and report neighborhood nuisance concerns

- a) Drug houses
- b) Gangs
- c) Wild parties
- d) Down power lines

24. Identify and report graffiti sites

- a) Record it
- b) Report it
- c) Take a picture of it
- d) Date picture
- e) Put address on picture
- f) Put photographers name and number on back of picture

**REMEMBER, SAFETY COMES FIRST!!!**

# PATROL SCHEDULING

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## Patrol Schedules

1. It is recommend to avoid set patrol schedules that the criminal might recognize.
2. It is also recommend patrolling at the point of heightened traffic flow.
  - 6 -10:00 a.m. arriving at work,
  - 11-1:00 p.m. lunch hour
  - 3 -7:00 p.m. leaving work
  - 10 -12:00 p.m. party time
3. Patrol according to statistics from DPD, historical neighborhood statistics, current events
  - compare from month to month to obtain patterns



# EQUIPMENT

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## **Patrol Logs**

1. Notes, items of interest
2. Description sheets
3. Cross index – phone and address
4. Activity to be recorded
5. Maps
6. Ongoing Notes
7. Record activity in ink

## **Telephone**

1. Directory
2. Charging plug

## **Scanner**

1. Codes
2. Plug
3. Channels

## **Recorder**

1. Voice activated
2. Batteries
3. Power cords

## **Flashlight**

1. Pen Light

## **Signs**

1. Patrol
2. VIP signs

## **Binoculars**

## **Camera**

1. Digital
2. Video



# SUMMARY RULES AND REQUIREMENTS

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- VIP members must NEVER get out of their car while on patrol
- VIP members will NOT attempt to detain anyone
- VIP members will NOT approach suspects or suspect vehicles nor allow themselves to pursue or chase anyone
- VIP members will NOT consume alcoholic beverages or take drugs that affect judgment or mobility within 10 hours of their patrol shift. This includes while they are on their patrol shift.
- VIP members are NOT police officers
- DO NOT make “Citizens Arrest” for activity deemed to be unlawful -- Call 911
- VIP members will NOT carry weapons of any kind (including tear gas, pepper spray and mace) while on patrol
- VIP members will NOT approach officers while they are dealing with individuals or vehicles
- Patrol members must be at least 21 years old and live in the neighborhood that they patrol (unless for training purposes).
- If the VIP patrol team is using a vehicle, the driver will have a valid Texas driver’s license and Liability Insurance as required by Texas Law.
- VIP signs will be clearly displayed on patrolling vehicles
- VIP members will be “cool headed” and be able to back down from confrontations
- VIP members will be NON-CONFRONTATIONAL at all times and will not demand information from unwilling people
- VIP members will not go onto private property without permission of the property owner or persons in charge of the property
- The individual neighborhood VIP Program will not discriminate and must allow open membership to anyone who meets the criteria

- VIP members should patrol in clothing which identifies them as a VIP member. One or more of the following are recommended.

Shirt

Name Tag

Cap

Jacket

- VIP patrol teams will obey all laws of the United States and the State of Texas while on patrol –

THIS INCLUDES TRAFFIC LAWS

- VIP patrols are not empowered by the Dallas Police Department to and degree above that of any other private citizen

**VIOLATIONS OF ANY OF THESE RULES WILL BE GROUNDS FOR  
DISMISSAL FROM THIS PROGRAM**



# OUR PHILOSOPHY

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“No man who continues to add something to the material, intellectual, and moral well-being of the place in which he lives is ever left long without proper reward.”

Booker T. Washington

## **DPD Mission Statement**

“The Dallas Police Department, in serving the people of Dallas, strives to reduce crime and provide a safe city while realizing they alone cannot control crime, but must act in concert with the community.”

## **Statistics**

“IF YOU CAN’T MEASURE IT, YOU CAN’T MANAGE IT”

To properly manage your VIP program, you’ve got to measure it.

# RECORD KEEPING AND STATISTICS

---

## **The Purpose**

To properly manage the VIP program

To make the neighbors more aware of criminal activity

To convince

VIP Patrollers

Dallas Police Department

Our Neighbors

THAT VIP DOES REDUCE CRIMINAL ACTIVITY

## **The Patrol Library**

### **Neighborhood Information Book**

- Telephone Directory
- Maps
- Address Book
- Away Log

### **The Patrol Logbook**

- The Log Sheet



## Away Log

<b>PENA-West</b>				
<b>Away Log</b>				
<u>Name</u>	<u>Address</u>	<u>Leave</u>	<u>Return</u>	<u>Comments</u>
Parker	6915 Hunters Ridge	10/9/2005	10/17/2005	Many people watering, picking up mail, etc.
Hernandez	6947 Quarterway	10/11/2005	10/25/2005	There's an alarm sensor at the rear driveway
Jones	6987 Hillwood	10/12/2005	10/29/2005	The Smith's across the street, 6988 Hillwood, 972/668-2589 have a key
Peak	6845 Vista Ridge	10/29/2005	11/15/2005	They will monitor their cell phone while gone, 972/285-6978









## **The Statistics**

- Dallas Police Department Crime Statistics
- Neighborhood Quarterly Statistics
- Patrol Schedule
- Neighborhood Long Term Graph



## Crime Statistics

0878283P	621	6009	THEFT M/B	07600 CAMPBELLRD	106 - DEPARTMENT	2005-11-01 00:00:00.000	1700
0878398P	621	6009	THEFT M/B	07600 CAMPBELLRD	DEPT STORE	2005-11-01 00:00:00.000	1700
0873780P	621	6009	ROBBERY	07700 MCCALLUMBLVD	APARTMENT BREEZEWAY	2005-10-30 00:00:00.000	2349
0866346P	621	6009	BURGLARY	07600 CAMPBELLRD	106 - DEPARTMENT	2005-10-27 00:00:00.000	2230
0871189P	621	6009	BMV	07600 MCCALLUMBLVD	920 - APARTMENT P	2005-10-30 00:00:00.000	0230
0872292P	621	6009	BMV	07200 MCCALLUMBLVD	920 - APARTMENT P	2005-10-29 00:00:00.000	2200
0866282P	621	6009	BMV	17200 COITRD	BUSINESS PARKING	2005-10-28 00:00:00.000	1645
0860194P	623	1003	THEFT 31.03 M/B (SHOPLIFT)	16700 COITRD	141 - DISCOUNT ST	2005-10-26 00:00:00.000	0915
0863340P	624	1007	THEFT OF AUTO ACCESSORY	07900 BELTLINERD	PARKING LOT	2005-10-26 00:00:00.000	1230
0868993P	624	1007	BURGLARY OF MOTOR VEHICLE	07600 CHATTINGTONDR	DRIVEWAY	2005-10-28 00:00:00.000	2330
0871922P	624	1007	BMV	15500 ELESTADODR	APT PK LOT	2005-10-29 00:00:00.000	2200

## Results for Quarter

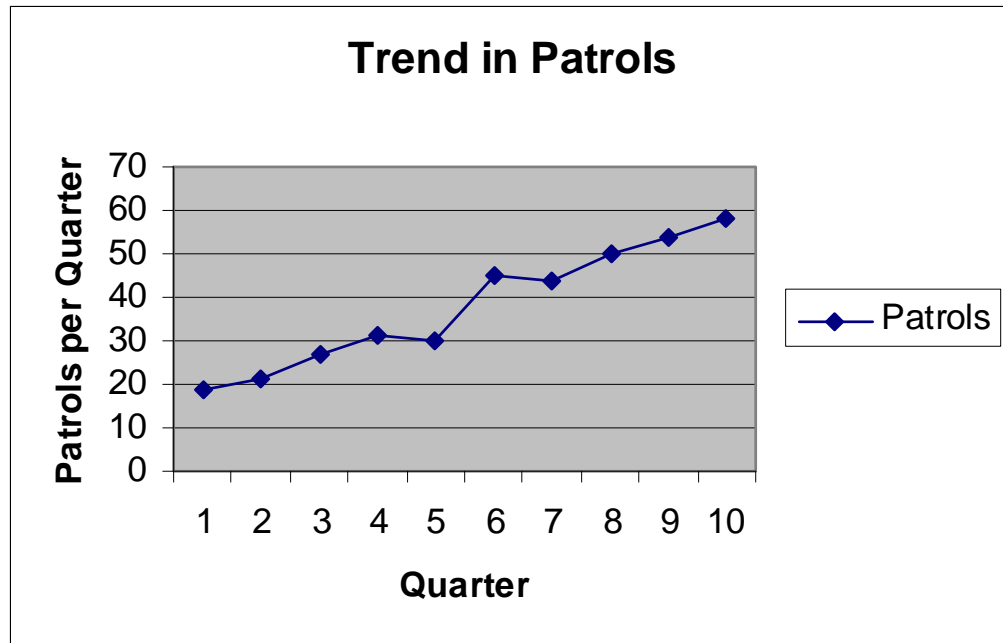
• Total Patrols	58
• Total Events	120
Garage Doors Open	113
House/Yard Problem	6
City Problem (Lights, Potholes etc.)	0
Parked Car Problem	1
Suspicious Activity	0
Illness/Accident	0
Other	0
• Patrols with No Events	4
• Average Events per Patrol	2.67
• Average % of Patrols with No Event	6.2%

## Event Trends

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Events	37	82	67	56	56	158	129	113	108	120
Patrols	19	21	27	31	30	45	44	50	54	58
No Events	5	0	3	8	6	2	3	4	7	4
Events per Patrol	2	3.9	2.5	1.8	1.9	3.5	2.9	2.3	2.0	2.67
Open Garages Per Patrol	1.7	3.8	2.3	1.7	1.8	3.2	2.8	2.1	1.8	2.6
% No Events Per Patrol	26	0	11	14	17	4.4	6.8	8	13	6.2



## Trend in Patrols



## Crime Stats from Spring Creek Estates Dallas

- Used Crime Watch reports since 1991 as data source.
- VIP starts patrolling late November 1992

### Graphs show:

- Single Family residences
- Crimes plotted against VIP Patrol activity.

# VOLUNTEERS IN PATROL INTELLIGENCE REPORT

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The VIP Intelligence Report is used by VIP members on occasion when they observe suspicious activities at a particular location on an ongoing basis.



## Volunteers in Patrol Intelligence Report

### V.I.P.I.R

#### Form

**PLEASE FILL OUT THIS FORM AND RETURN TO THE ICP UNIT FOR ANY SUSPICIOUS ACTIVITY OBSERVED**

<b>DATE OF REPORT</b>	<b>PERSON MAKING REPORT</b>	<b>VIP GROUP</b>
<b>CONTACT PHONE NUMBER</b>		
<b>BEAT – VERY IMPORTANT</b>	<b>REPORTING AREA (VERY IMPORTANT)</b>	

**DATE AND TIME ACTIVITY OBSERVED**

<b>DATE</b>	<b>TIME</b> <span style="float: right;">AM PM</span>
<b>LOCATION</b>	<b>STRUCTURE</b> <span style="float: right;"><b>APT</b></span>

**ACTIVITY OBSERVED**

<b>SUSPICIOUS VEHICLE Y N</b>			<b>SUSPICIOUS PERSON Y N</b>	
<b>POSSIBLE DRUG HOUSE Y N</b>			<b>OTHER:</b>	
<b>SUSPECT #1</b>	<b>SEX</b>	<b>AGE/DOB</b>	<b>HEIGHT</b>	<b>WEIGHT</b>
<b>RACE</b>				
<b>NAME / NICK NAMES</b>				
<b>DESCRIPTION</b>				
<b>SUSPECT #2</b>	<b>SEX</b>	<b>AGE/DOB</b>	<b>HEIGHT</b>	<b>WEIGHT</b>
<b>RACE</b>				
<b>NAME / NICK NAMES</b>				
<b>DESCRIPTION</b>				

**LIST ANY ADDITIONAL SUSPECTS OR VEHICLES INFO ON THE BACK OF THIS FORM.**

<b>VEHICLE #1</b>	<b>MAKE</b>	<b>MODEL</b>	<b>COLOR</b>	<b>LICENSE PLATE #</b>
<b>YEAR</b>				
<b>VEHICLE #2</b>	<b>MAKE</b>	<b>MODEL</b>	<b>COLOR</b>	<b>LICENSE PLATE #</b>
<b>YEAR</b>				

**PLEASE DESCRIBE SUSPICIOUS ACTIVITY:**


# IDENTIFYING SUSPECTS

---

## ARE YOU A GOOD WITNESS?

### Taking Notes

The art of taking notes is a very necessary skill for those who have become proficient in using their natural senses of smell, sight and hearing. This is also important for future reference and record keeping if the police department should find a need for this material, such as later developing a suspect on an offense where you happened to have a description of the driver and vehicle or a license number. You do not have to write down every little thing that you notice about someone or something. The purpose of note taking is to record enough information so that you will remember the details later when you write your report or statement.

Sometimes, we need a little help in remembering what we are supposed to be looking for. It is for that reason that we have forms that help us describe people and vehicles. Samples of these forms will be provided to you. Forms are used by law enforcement officers daily to assist them in their report writing. You may choose to duplicate the forms provided to you for future usage. These forms are only a guide and your VIP group may choose to create your own forms however your Patrol Operational Division Chief will need to approve any self made forms to ensure compliance with the VIP program.

# SUSPICIOUS ACTIVITY

---

What is Suspicious Activity?



If a crime occurs report it. This sounds easy doesn't it? It is estimated that only half of the all crime is ever reported. Law Enforcement agencies are unable to do anything about crime if they don't know about it. If you are a victim of a crime, it is **ESSENTIAL** that you report it.

If you are a witness to a crime, it is just as important to report the crime as well. Eyewitness information is the key to solving most crimes. If you report a crime or suspicious activity, you do **NOT** have to be contacted by the responding police officer. If you choose to be contacted, it can be in person or the officer can contact you via telephone from their patrol vehicle.

The purpose for reporting suspicious activity is to prevent crime from occurring. Remember these tips for reporting suspicious or criminal activity.

Call 911 immediately and report the suspicious activity or crime. Tell the 911 operator all that you remember about the incident. No fact is too trivial. In many cases, it is the information provided by the victim or witness that leads to the offender being apprehended.

Information to provide to the 911 Operator includes but is not limited to:

- What is the reason you are calling?
- What is the address where the incident occurred?
- How many suspects are there?
- What do they look like as in ethnicity, height, weight, approx age?
- What clothing are they wearing?
- Are weapons involved or have any been seen?
- Has the suspect left the scene?
- Which direction did they go?
- Are they on foot or driving a vehicle?
- What model and make of vehicle? Any damage on vehicle, license plate number?
- Are witnesses still at the location?

Forms will be provided to you that you may choose to use when on patrol to capture all of this information. It is very helpful to write down the information immediately or as soon as you are able to.



## Identifying Suspicious Activity

#	Activity	Possible Crime
1.	Person going from door to door in a residential area, especially if one or more persons goes to the residence.	Burglary suspect or trespassers.
2.	Waiting or loitering in front of a house or business, if the business is closed or the house is unoccupied.	Burglary suspects
3.	Forcing entrance, or entering your neighbor's house when it is unoccupied.	Burglary, theft or scene of a crime
4.	Persons running, especially if something of value is being carried.	Fleeing scene of crime
5.	Person carrying valuable items at late hour	Robbery, burglary, or fleeing scene of crime
6.	High volume of people walking from and to a certain residence on a daily or regular basis	Fencing, Drugs or other illegal activities
7.	Person screaming	Rape or Assault, Robbery
8.	Persons standing (loitering) around vehicles or going from car to car in parking lots or on streets.	Auto Theft, Burglary of Motor Vehicle
9.	Persons standing (loitering) around schools, parks or secluded areas	Sex Offender, Drugs,
10.	Persons offering items for sale at a very low price.	Stolen Property
11.	Strangers standing (loitering) or driving through a neighborhood several times.	Burglary Suspects

#	Activity	Possible Crime
12.	Delivery person with a wrong address or name of resident.	Burglary Suspect
13.	Slow moving vehicle without lights after dark driving through the neighborhood.	Lookouts for future burglary or robbery.
14.	Parked or occupied vehicle containing one or more persons for a long period or unusual hour.	Lookouts for future burglary or robbery.
15.	Vehicle being loaded with valuables if parked by a business after hours or late at night by a residence	Burglary or Theft in progress.
16.	Abandoned vehicle parked for over 2 days.	Stolen
17.	Vehicle containing weapons.	Criminal activity
18.	Persons being forced inside a vehicle.	Kidnapping, Assault, Rape, Robbery
19.	Vehicles where a business transaction is being conducted around schools or parks	Stolen property or drugs
20.	Locked vehicle that someone is attempting to forcibly enter.	Auto theft or burglary of vehicle in progress.
21.	Person detaching mechanical parts or accessories from a vehicle.	Theft or vandalism in progress.
22.	Open or broken doors and windows at a closed business or residence.	Burglary in progress or already occurred, vandalism
23.	Unusual noises such as gunshots, screaming or dogs barking continuously.	Burglary, Theft, Assault, Prowler, Rape, Drugs
24.	Sound of breaking glass.	Burglary or Vandalism



Suspicious activity is actually a very broad term that could apply to almost any situation. We have listed several situations that are truly suspicious. There are many more situations that could be considered as suspicious activity. If you observe what appears to be suspicious activity, call 911 immediately.

## Things You Should Know

- Who?
- What?
- When?
- Where?
- Why?
- High volume of foot traffic to and from a certain residence if it occurs on a daily or regular basis.
- Persons loitering around cars or going from car to car, in parking lots or on streets.
- Person loitering around schools, parks or secluded areas.

### **BE ALERT!!!!!!**

- Persons offering items for sale at a very low price.
- Strangers loitering or driving through a neighborhood several times.
- “Delivery Man” with a wrong address or name of resident.
- Slow moving vehicle without lights during hours of darkness driving through the neighborhood.
- Parked or occupied vehicle containing one or more persons at an unusual hour.
- Vehicle being loaded with valuables if parked by a business, after hours or unoccupied residence.
- Abandoned vehicle parked on your block.
- Vehicle containing weapons.
- Persons being forced inside a vehicle.
- Vehicles where a business transaction is being conducted, around schools or parks.
- Locked vehicle that someone is attempting to forcibly enter.
- Persons detaching mechanical parts or accessories from a vehicle.
- Open or broken doors and windows at a closed business or residence.

- Unusual noises such as gunshots, screaming, or dogs barking continuously.
- Sound of breaking glass.

Suspicious activity is actually a very broad term and could apply to almost any situation.



# VIP GUIDELINES

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Patrol in teams of 2.

Be observant.

Be obvious when on patrol.

Be courteous at all times. Explain why you are volunteering your time and what the program is about, if appropriate.

DO NOT make a citizens arrest while on patrol. Call 911 for assistance.

No riders allowed other than trained VIP member unless previously approved by your local team captain or police liaison.

Identify and report abandoned vehicles.

Watch for suspicious activity.

Identify and report graffiti sites.

Private property maybe accessed ONLY with the permission of the property owner or persons in charge of the property.

Engage in communication between yourselves and police officers that are on duty, when appropriate.

If you have scanners, listen to the calls that are dispatched to become familiar with what is occurring in your neighborhood. (A scanner frequency list has been provided for you in the appendix of this manual.)

## **VIP Vehicles**

Volunteers will drive their own vehicles.

All gasoline and maintenance costs are borne by the members.

Insurance coverage is the responsibility of the member driver.

Vehicles will not be used in pursuits or driven in an emergency manner.

All decals must be approved by the Police Department liaison for Community policing

# LAWS OF ARREST – CIVIL LIABILITY

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The previous presentations conveyed the rules of regulations set for the Volunteers in Patrol program. VIP members are not police officers. VIP only aids the police department and serves as an extra set of eyes and ears. VIP does not confront the suspect and therefore it limits their civil liability. In this section we will review the Laws of Arrest and CIVIL liability.

## **Laws of Arrest – Civil Liability**

- LAW OF ARREST – CRIMINAL LAW
- CIVIL LIABILITY

## **Arrest**

(Defined)

Taking custody of another for the purpose of holding or detaining them to answer a criminal charge.

.

## **Fourth Amendment of the U.S. Constitution**

Under the 4<sup>th</sup> amendment a person has the right to be secure in their home, their person, their papers or other belongings from unreasonable search & seizure except on probable cause of having a committed a crime.

## **False Imprisonment**

(Defined)

The unlawful restraint of an individual's personal liberty or freedom of locomotion.



## Probable Cause

(Defined)

An apparent state of facts found to exist upon reasonable inquiry which would induce a reasonably prudent and intelligent man to believe that the accused person had committed the crime charged.

One or more factors could create probable cause.

As a volunteer, you can help the police to develop their probable cause to arrest. Courts have indicated that civilians reporting crimes and suspicious activity can be used by an officer in determining whether probable cause exists to arrest a person with a warrant, and in limited circumstances, without a warrant.

**HEAR IT! SEE IT! MAKE THE CALL!**

## Probable Cause Factors

- Person screaming or unusual noises.
- Person Running
- Loitering in front of a house or closed business
- Furtive Acts / Gestures (Acting like they are hiding something quickly)
- Abnormal Demeanor (Nervous, excessive sweating)
- Strangers driving numerous times thru a neighborhood slowly
- Parked or occupied vehicle containing one or more persons at unusual hour
- Weapon
- Open doors or broken windows

## Examples of Felonies

- Murder
- Sexual Assault
- Aggravated Assault
- Kidnapping
- Burglary of Habitation (Home)

## Robbery vs. Burglary

Robbery is an CRIME against a person

Burglary is an CRIME against property

## Examples of Misdemeanors

- Speeding
- Possession of small quantity of marihuana
- Theft under \$1500

## Citizen Arrest Powers

Article 14.01 Code of Criminal Procedure

A citizen may, without a warrant, arrest an offender when the offense is committed in their presence or within their view if the following criminal acts are committed.

- Felonies
- Misdemeanors constituting a breach of peace.

A civil arrest can be made for any felony.

### **In a person's presence or view**

- There must be direct observation.
- The Person must see or hear the offense being committed.
- The arrest must occur at the time the offense is being committed.
- While there is a continuing danger of its renewal



## Misdemeanors Constituting a Breach of the Public Peace

- Misdemeanor Assault
- Disorderly Conduct
- Public Intoxication
- Driving While Intoxicated
- Riot

## Recap

- Remember, you are Volunteers and not police.
- VIP only aids the police department and serves as an extra set of eyes and ears.
- You are now aware that being an extra set of eyes and ears will assist the police in establishing probable cause.
- VIP does not confront or arrest the suspect and never gets out of their vehicle and therefore limits civil liability.

## Preventing Theft

All persons have the right to prevent the consequences of theft.

All persons can seize the stolen property and bring/hold property and suspect for police.

Note: **There must be reasonable grounds to believe that the property is stolen.**

# PUNISHMENTS FOR FELONIES AND MISDEMEANORS

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Felonies	Punishment
Capital	<p>An individual adjudged guilty of a capital felony in a case in which the state seeks the death penalty shall be punished by imprisonment in the institutional division for life or by death. An individual adjudged guilty of a capital felony in a case which the state does not seek the death penalty shall be punished by imprisonment in the institutional division for life.</p> <p>In a capital felony trial in which the state seeks the death penalty, prospective jurors shall be informed that a sentence of life imprisonment or death is mandatory on conviction of a capital felony. In a capital felony trial in which the state does not seek the death penalty, prospective jurors shall be informed that the state is not seeking the death penalty and that a sentence of life imprisonment is mandatory on conviction of the capital felony.</p>
First Degree	Imprisonment in the institutional division for life or for any term of not more than 99 years or less than 5 years. In addition to imprisonment, there maybe a fine not to exceed \$10,000
Second Degree	Imprisonment in the institutional division for any term of not more than 20 years or less than 2 years. In addition to imprisonment, there maybe a fine not to exceed \$10,000
Third Degree	Imprisonment in the institutional division for any term of not more than 10 years or less than 2 years. In addition to imprisonment, there maybe a fine not to exceed \$10,000
State Jail	State Jail for any term of not more than 2 years or less than 180 days. In addition to confinement, there maybe a fine not to exceed \$10,000.



<b>Felonies</b>	<b>Punishment</b>
	<p>An individual adjudged guilty of a State Jail Felony shall be punished for a Third degree felony if it is shown on the trail of the offense that:</p> <ol style="list-style-type: none"> <li>1. A deadly weapon was used or exhibited during the commission of the offense or during immediate flight following the commission of the offense, and that the individual used or exhibited the deadly weapon or was a party to the offense and knew that a deadly weapon would be used or exhibited; or</li> <li>2. The individual has previously been finally convicted of a felony.</li> </ol>
Theft – State Jail	<p>Property stolen is \$1500 or more but less than \$20,000 or the property is less than 10 head of cattle, horses, or exotic livestock or exotic fowl as defined by Section 142.001 Agriculture Code, or any part thereof under the value of \$20,000 or less than 100 head of sheep, swine, or goats or any part thereof under the value of \$20,000; Regardless of value, the property stolen from the person of another or from a human corpse or grave; The property stolen is a firearm, as defined by Sections 46.01; or the value of the property stolen is less than \$1500 and the defendant has been previously convicted two or more times of any grade of theft.</p>
Theft – Third Degree	<p>Property stolen is \$20,000 or more but less than \$100,000 or 10 or more head of cattle, horses, or exotic livestock or exotic fowl as defined by Section 142.001, Agriculture Code, stolen during a single transaction and having an aggregate value of less than \$100,000 or 100 or more head of sheep, swine, or goats stolen during a single transaction and having an aggregate value of less than \$100,000</p>
Theft – Second Degree	<p>Property stolen is \$100,000 or more but less than \$200,000.</p>
Theft – Third Degree	<p>Property stolen is more than \$200,000</p> <p>All previously described punishments are increased to the next higher category of offense if it is shown on the trail of the offense that:</p> <p>The actor was a public servant at the time of offense</p>

<b>Felonies</b>	<b>Punishment</b>
	and the property appropriate came to the actor's custody, possession or control by virtue of his status as a public servant.

<b>Misdemeanors</b>	<b>Punishment</b>
Class A	Fine not to exceed \$4,000. Confinement in jail for a term not to exceed one year; or both fine and confinement
Class B	Fine not to exceed \$2,000 Confinement in jail for a term not to exceed 180 days or both fine and confinement
Class C	Punished by a fine not to exceed \$500
Theft – Class C	Property stolen is less than \$50 or \$20 and the defendant obtained the property by issuing or passing a check or similar sight order in a manner described by Section 31.06 (Presumption for theft by check).
Theft – Class B	Property stolen is \$50 or more but less than \$500 or \$20 or more or less than \$500 and the defendant obtained the property by issuing or passing a check or similar sight order in a manner described by Section 31.06 or The value of the property stolen is less than \$50 and the defendant has previously been convicted of any grade of theft; or \$20 the defendant has previously been convicted of any grade theft, and the defendant obtained the property by issuing or passing a check or similar sight order in manner described by Section 31.06.
Theft – Class A	Property stolen is \$500 or more but less than \$1500.



# CONFIDENTIALITY

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- VIP Manual
- Crime Statistics
- Patrol Bulletins
- Deployment Efforts
- Detail Room Bulletins

# 911 Call Sheet

## DALLAS POLICE DEPARTMENT - OFFENSE INCIDENT REPORT

VICE#:

OID MDT TCB: 0908 TCE: 0918

DATE

REPORTED: 10/21/2003

DISPATCHED TO: AT: 0808 AS SIG:

BEAT: 538 WATCH: 1 ELEMENT: 0600

COMP. NAME: White R/S/A/DOB: B/F/00

HOME ADDR: 6969 McCallum, Blvd. 214-670-6497

BUSN. ADDR: 17000 Hillcrest Road 214-670-7253

OFF.LOC: 09900 Preston Road APT. 1100

PREMISES: Public Street PROP.ATT.CODE: 910

INV.ASSGN:

DATES OF OCCURRENCE: 10/25/2003 08:30am

OFFENSE/INCIDENT: F.L.I.D. UCR CODE 1: 32090

M/O: SUSP VEH HIT COMPS VEHICLE LEFT W/O STOPPING

STATUS: S UCR DISP: P SPECIAL REPORT: FOLLOW UP: B REVIEWED BY: #6871

SR CODE: 5 RELATED REPORTS: 0802081 M WEATHER COND:

FAMILY VIOLENCE: N GANG ACTIVITY CRIME: N

INV.DIV.NOTIFIED:

## Vehicle Speed Color Codes

STOP.....BLUE

0-20mph.....GREEN

20-40mph.....ORANGE

40-60mph.....PURPLE

60mph and Above.....RED



## **Response Timing**

Depending on the nature and urgency of the 911 call, the dispatcher will make a determination as to when the officer's actually receive the information. If resources are limited, and the call is not of an urgent life threatening situation the call may take longer before it is dispatched to ensure that all urgent calls are handled first.

A 911 call tier prioritization table is on the next page of this training guide for your convenience and to help you understand what the expected goals are for the individual call types.

# CALL PRIORITIZATION SYSTEM

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## Red

- TYPE I EMERGENCY CALL
  - Goal: 8 minutes or less
  - 1 minute dispatch
  - 7 minutes travel

## White

- TYPE II URGENT
  - Goal: 10 minutes or less
  - 3 minutes dispatch
  - 7 minutes travel

## Green

- TYPE III PROMPT
  - Goal: 14 minutes or less
  - 8 minutes dispatch
  - 6 minutes travel

## Blue

- TYPE IV NON-URGENT
  - Goal 60 minutes
- TYPE V TELEPHONE SERVICE
  - Calls receiving telephone services only
  - Public service officer
  - Expeditor Unit

Dallas Police Department operates a 5-tier call prioritization system to ensure response to the most serious 911 calls first. The following table sets forth the goals for the projected maximum response times and the types of class that are classified within each tier. Total response time consists of the dispatch time plus the travel time.



Dispatch time is the time elapsed from receipt of the 911 call until the call is assigned to an officer. Travel time consists of the time elapsed from receipt of the assignments to the time the officer arrives at the scene.

Call Tier Level	Signal	Category of Call
<p>Type 1 – Emergency (RED)            Goal is 8 minutes or less, 1 minute dispatch and 7 minutes travel time</p> <p>VIP: If you are listening to a scanner just prior to Type 1 call a long beep will sound over the radio.</p>	6X-01	Family Violence AWARE Alarm
	14	Cutting
	15	Assist Officer
	19	Shooting
	35	Emergency Blood Transfers
	41	All Felonies in Progress
	44	Person(s) in Danger
<p>Type 2 – Urgent (White)            Goal is 10 minutes or less, 3 minute dispatch and 7 minutes travel time</p>	4	911 Hang-up (Residence/Business)
	6X	Disturbance (Potential Violence) – fight, argument
	7X	Major Accident – someone is hurt
	13	Prowler- someone that shouldn't be on property
	18	Multi-Alarm Fire
	20	Robbery
	21	Hold Up Alarm (Panic Alarm)
	25	Criminal Assault (Rape)
	33	Poisoning
	34	Suicide
	40-01	Others crimes in progress

Call Tier Level	Signal	Category of Call
<p>Type 3 Prompt (Green)</p> <p>Goal is 14 minutes or less, 8 minute dispatch and 6 minutes travel time</p>	DH	Drug House
	6G	Random Gunfire
	7	Minor Accident
	8	Drunk (public intoxication)
	11-01	Burglary (recent or suspect still there)
	12	Burglar alarm
	16	Injured person
	25	Missing person under age 10 or over 65
	27	Dead person
	28	Sick Person
	29	Open Building
	30	Prisoner (held by security guard)- mall
	32	Suspicious Person
	36	Abandoned Child
40	Other	
<p>Type 4 – Non Urgent (Blue)</p> <p>Goal for dispatch of non-urgent call is 60 minutes</p>	6	Disturbance (Nuisance)
	9	Theft
	22	Animal Complaint
	23	Parking Violation (not hazardous)
	24	Abandoned Property
	31	Criminal Mischief
	37	Street Blockage
	38	Meet Complainant
	39	Racing / Speeding



Call Tier Level	Category of Call
Type 5 Telephone service priority calls receive telephone service only conducted by Public Service Expeditor Unit	Burglary of a vehicle, coin-operated machine, storage shed/garage
	Burglary of residences and businesses
	Thefts of persons or service
	Unauthorized use of Motor Vehicle (more than 30 minutes before time of call)
	Criminal Mischief
	Harassment (Telephone)
	Lost Property
	Reckless Damage
	Wanted to Locate
	Missing Person (Not Critical)
	Robbery (When complainant has left town)

**ACTUAL RESPONSE TIMES**

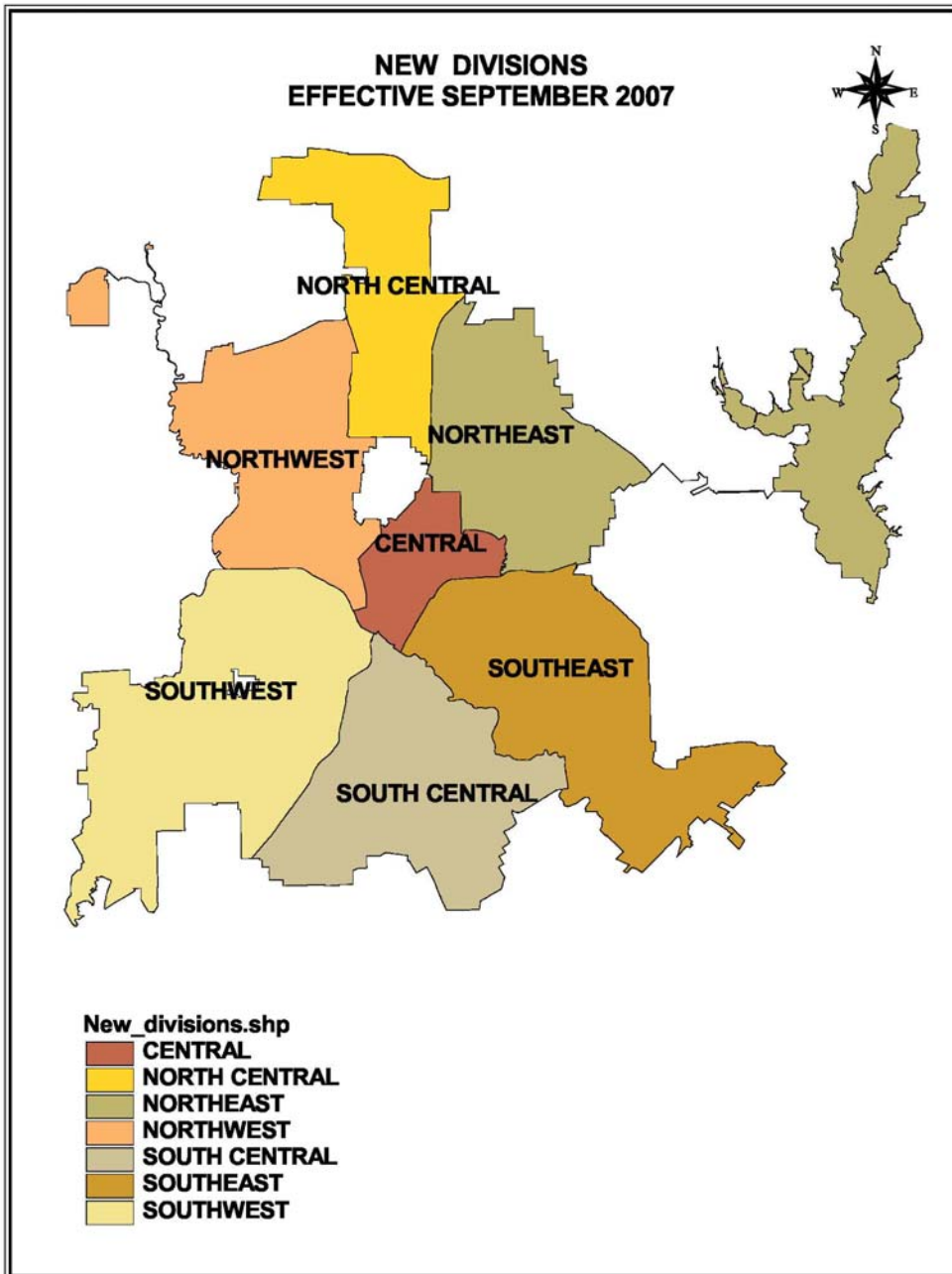
- It should be stressed that the above times are goals. Actual response time depends on many factors, including:
- Staffing at the substation. The DPD tries to maintain staffing based on expected call load, but like any other business, it sometimes may be short-handed.
- Location of the officer at the time of the dispatch. It is not always possible to assign the call to a nearby officer, resulting in increased travel time.
- Traffic conditions. Heavy traffic and wet or icy roads may delay response.
- Call backlog. Backlog during busy periods such as weekends and evenings can result in longer response times.
- Weather conditions. Stormy weather plays havoc on many security alarms, which results in greatly increased responses to false alarm calls.
- Insufficient or incorrect information from caller. Neighbors should be made aware of the importance of specifying an exact location. Similarly, an accurate description of the activity being reported can make a difference in prioritization. For example, a suspicious person report is a Type 3 call, but a prowler is a Type 2 and it will receive a faster response.

# GEOGRAPHY

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## **City geography**

- Landmarks
- Hospitals
- Schools
- Parks



# Welcome Aboard

Welcome aboard the proactive approach toward criminal activity in your neighborhoods and in the City of Dallas.

# APPENDIX

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## **Acknowledgements**

The revisions to the Dallas Police Department's VIP program could not have been possible without the assistance of many people. We would like to thank the following everyone involved in VIP for their support:



## Volunteers in Patrol Participant Rules

**NOTE:** Violations of any of the VIP rules established now or in the future will result in dismissal of the participant from this program. VIP patrols are not empowered by the Dallas Police Department to any degree above that of any other private citizen.

VIP members **CANNOT:**

Present themselves as “Police Officers.

Carry weapons of any kind (including tear gas, pepper spray, mace) while on patrol.

Attempt to arrest or detain anyone.

Approach suspects or suspect vehicles.

Consume alcoholic beverages or take drugs that affect judgment or mobility within 10 hours of the patrol shift. This includes while on patrol as well.

Approach police officers while they are dealing with individuals or vehicles.

Attach and or use Emergency lights on VIP patrol vehicle.

VIP members **WILL:**

Obey all laws of the United States and the State of Texas while on patrol. This includes traffic laws.

Be at least 21 years of age to patrol.

Complete 7 classroom training hours coordinated by the VIP coordinator prior to beginning VIP patrol.

Obtain a valid Texas Drivers license and proof of liability insurance as required by Texas law if they will be the driver on the patrol team.

Be cool headed and able to back down from confrontations.

Be **Non-Confrontational** at all times and will not demand information from unwilling people.

Patrol in the neighborhood in which they live.

Attach signage clearly displayed to auto indicating “Volunteers in Patrol”.

Patrol in clothing which identifies them as a “VIP” member. Volunteers in Patrol must be clearly displayed.

Other articles or logos maybe added with the direct approval of the respective Patrol operations division Chief. One or more of the following attire is recommended:

- Shirts
- Jacket
- Name Tag
- Cap

Carry note-books and a writing instrument while on patrol.

Provide specific information to the 911 operator that may include but not limited to the following:

- Suspect height, weight, race, sex, hair length and color, clothing description, direction of travel, clothing description including shirt, pants, socks, shoes, hat etc, make, model and color of vehicle, license plate number, number of doors, and damage on vehicle.

Carry flashlights after dark.

Complete the Liability Waiver and sign affidavit indicating VIP manual was provided to you.



# Scanner Frequency List

## DPD radio signal codes

The following signal codes are used by the DPD in dispatching or reporting police activities on the radio.

Code	Description	Code	Description
4	911 Hang Up	33	Poisoning
6	Disturbance	34	Suicide
6X	Disturbance – Potential Violence	35	Emergency Blood Bank Transfer
6G	Random Gunfire	36	Abandoned Child
DH	Drug House	37	Street Blockage
7	Minor Accident	38	Meet Complainant
7X	Major Accident	39	Racing/Speeding
8	Drunk	40	Other – Miscellaneous Call
9	Theft	41	Felony in Progress
11	Burglary	41-40	Kidnapping in Progress
12	Burglar Alarm	42	Pursuit
13	Prowler	44	Persons in Danger
14	Cutting	50	EAT
15	Assist Officer	51	Coffee
16	Injured Person	52	City Court
18	Fire Alarm	53	County Court
19	Shooting	54	Escort
20	Robbery	55	Stopping Violation
21	Hold Up Alarm (Panic)	56	Out to Station
22	Animal Complain	57	Out to Garage
23	Parking Violation	58	Routine Investigation
24	Abandoned Property	59	Follow Up Investigation
25	Criminal Assault	60	Special Assignment

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
26	Missing Person	61	Foot Patrol
27	Dead Person	62	Public Service
28	Sick Person	63	Cover another element
29	Open Building	64	Out to Radio Shop
30	Prisoner	65	Use Telephone
31	Malicious Mischief	66	End Duty Tour
32	Suspicious Person	67	Other – Personal Mark Out



## Suspect Description Report

Call 911 (Police) and complete this form in duplicate. Provide a copy to the first police officer on the scene and retain the duplicate copy.

SEX M/F RACE: \_\_\_\_\_ AGE \_\_\_\_\_ HEIGHT \_\_\_\_\_

HAIR COLOR \_\_\_\_\_ EYES \_\_\_\_\_ GLASSES Y/N TATTOOS:

SCARS/MARKS:

HAT \_\_\_\_\_ TIE \_\_\_\_\_ COAT \_\_\_\_\_

SHIRT \_\_\_\_\_ PANTS \_\_\_\_\_ SHOES \_\_\_\_\_

DISTINGUISHABLE WALK OR LIMP:

WHAT SUSPECT SAID:

SPEECH INPEDIMENTS OR ACCENTS:

WEAPONS:

OTHER:

# Automobile Description Report

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_

(Ford, Chevy, Toyota)

MODEL: \_\_\_\_\_

(Mustang, Cavalier, Corolla)

COLOR: \_\_\_\_\_ BODY STYLE: \_\_\_\_\_

(2DR, 4DR, VAN, TRUCK, CRV)

LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

## IDENTIFY FEATURES:

(Dents, decals, bumper stickers)

The police can use answers to as many of these questions as possible. Please remember that wrong information is worse than no information at all. Answer only questions that you are sure of:

How many suspects were there?

What did they do?

What did they say?

What did they take?

Which way did they go?

Any witnesses?

Name

Address

Phone

## OTHER INFORMATION:



## Suspect Description Form

Race	Sex	Approx Age	Hair Color
Name (If known)			
Height	Weight	Glasses	Complexion
Mustache		Beard	
Miscellaneous Info			
Scar/Marks or Tattoos			
Clothing Description (Cap, hat, gloves, tie, etc)			
Clothing (Coat, jacket, shoes)			
Clothing (Shirt, blouse, dress)			
Clothing (Pants, shirt)			
Jewelry, purse			
Weapons (Handgun, knife)			

## Vehicle Description Form

Color
License Plate #
State
Year
Make
Model
Body Style (2DR, 4DR, Van, CRV)
Miscellaneous Information
Hubcaps, wheels, bumper stickers, decals, dents, scratches



## Dallas Interactive Community Policing (ICP) Contacts

<b>Interactive Community Policing (ICP)</b>	<b>Sergeant Cheryl Cornish</b> <a href="mailto:Cheryl.cornish@dps.dallascityhall.com">Cheryl.cornish@dps.dallascityhall.com</a>	<b>214-671-4020</b>
<b>ICP Central</b>	<b>PO Keith Allen (VIP/CHIPS)</b> <a href="mailto:keith.allen@dps.dallascityhall.com">keith.allen@dps.dallascityhall.com</a>	<b>214-670-4420</b>
<b>ICP Northeast</b>	<b>Sgt. Steve Armon</b> <a href="mailto:Steve.armon@dps.dallascityhall.com">Steve.armon@dps.dallascityhall.com</a>	<b>214-670-7770</b>
<b>ICP Southeast</b>	<b>Sgt Sheila Zimmerman</b> <a href="mailto:Sheila.zimmerman@dps.dallascityhall.com">Sheila.zimmerman@dps.dallascityhall.com</a>	<b>214-670-8595</b>
<b>ICP Southwest</b>	<b>Sgt. Bryan Cornish</b> <a href="mailto:Bryan.Cornish@DPD.DallasCityHall.com">Bryan.Cornish@DPD.DallasCityHall.com</a>	<b>214-670-6792</b>
<b>ICP Northwest</b>	<b>Sgt. Michael Doeringsfeld</b> <a href="mailto:Michael.Doeringsfeld@dps.dallascityhall.com">Michael.Doeringsfeld@dps.dallascityhall.com</a>	<b>214-671-0568</b>
<b>ICP North Central</b>	<b>Sgt Mike Nonnemacher</b> <a href="mailto:Mike.nonnemacher@dps.dallascityhall.com">Mike.nonnemacher@dps.dallascityhall.com</a> <b>Senior Corporal Terri Smith (VIP and CHIPS)</b> <a href="mailto:dpdnc1@yahoo.com">dpdnc1@yahoo.com</a> or <a href="mailto:ncdpdbus@yahoo.com">ncdpdbus@yahoo.com</a>	<b>214-670-6498</b> <b>214-671-0499</b>

## HELPFUL LINKS

What	Information	Web Address
<p><b>DPD Crime Statistics</b></p>	<p>To locate your statistics, click on link 1. A map will display on the right side of the screen. Input the year and your beat number in the squares on the left. Click on “get the stats”.</p> <p>Locate reporting area, click on “View Reporting Area stats with this link”. Click on the map in your general area to display another map illustrating your reporting area.</p>	<p><a href="http://www.ci.dallas.tx.us/dpd/">http://www.ci.dallas.tx.us/dpd/</a></p>
<p><b>City Code Issues – To report</b></p> <p>(Includes street lights out)</p>	<p>Access Online Services and click “Request a City Service”. A service number is provided when you input your request.</p>	<p><a href="http://www.dallascityhall.org">http://www.dallascityhall.org</a></p>



<b>What</b>	<b>Information</b>	<b>Web Address</b>
<b>Name of Home Owner</b>	<b>Link to City of Dallas Appraisal District.</b>	<a href="http://www.dallascad.org">www.dallascad.org</a>
<b>Telephone number search</b>	<b>Allows you to search for a individual's telephone number</b>	<a href="http://www.infospace.com/home/white-pages/reverse-address">www.infospace.com/home/white-pages/reverse-address</a> <a href="http://www.phonedirectorysearch.com/address.htm">www.phonedirectorysearch.com/address.htm</a> <a href="http://www.switchboard.com">www.switchboard.com</a>

**Additional Links:**

Ferguson Road Initiative [www.fergusonroad.org](http://www.fergusonroad.org)

Dallas Police Department [www.dallascityhall.com](http://www.dallascityhall.com) or [www.dallaspolice.net](http://www.dallaspolice.net)

Dallas County and Surrounding Local Areas [www.dallasdvresources.org](http://www.dallasdvresources.org)

Genesis Women's Shelter [www.genesisshelter.org](http://www.genesisshelter.org)

Family Place [www.familyplace.org](http://www.familyplace.org)

Counseling and Crisis Line [www.contactdallas.org](http://www.contactdallas.org)

Teen Lines [www.teencontact.org](http://www.teencontact.org)

Hawk Security Services/PCI, Inc. (Crime Alert Voice Mail Systems) 817-654-6600

# **Crime Statistics Archives**

**Crime statistics for geographical area: You will need period of time, boundary street names, dates, and types of crime and so forth.**

**Fax to 214-671-4636 or -3341**

**\*this information is now available on a website.**

## **Statistic Codes and Abbreviations**

**Ser num – service number**

**RA – reporting area**

**BMV – Burglary of a Motor Vehicle**

**ACC – Auto accessory theft/ items stolen from outside of the vehicle**

**BURG RES – burglary of residence**

**UUMV – Unlawful use of a motor vehicle / stolen vehicle**

**ROB IND – Robbery of Individual**

**AGG ASSLT – aggravated assault**

**EVTLOCA – Event Location**

**DOW – Day of Week**

**EEVTDATE – Event Date**

## **W – Watch / Time Offense Occurred**

**1<sup>st</sup> watch – 12am -8am**

**2<sup>nd</sup> watch 8am-4pm**

**3<sup>rd</sup> watch 4pm – 12am**

**U watch – Unknown Watch**



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<b>Dallas Police/Fire/Ambulance</b>	<b>9-1-1</b>
<b>Dallas Police/Fire/Ambulance</b>	214-744-4444
<b>Family Place</b>	(214) 941-1991
<b>Protective Order Information</b>	(214) 653-3528
<b>Salvation Army F/V Shelter</b>	(214) 424-7208
<b>Genesis Women's Shelter</b>	(214) 942-2998
<b>New Beginning Center</b>	(972) 276-0057
<b>Austin Street Shelter</b>	(214) 428-4242
<b>Rape Crisis Center</b>	(214) 590-0430
<b>Suicide Crisis Center</b>	(214) 828-1000
<b>Alcoholic Recovery</b>	(214) 823-3200
<b>Counseling and Crisis Line</b>	(972) 233-2233
<b>Teen Line</b>	(972) 233-TEEN
<b>Information &amp; Referral Services</b>	(214) 379-4357
<b>Dispute Mediation Service</b>	(214) 754-0022
<b>Child and Family Guidance Centers</b>	(214) 351-3490
<b>Dallas Police Department Family</b>	(214) 670-4335
<b>Violence Counselor</b>	

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<b>City of Dallas Social Services</b>	(214) 670-4225
<b>Dallas Police Department Family Violence Squad</b>	(214) 670-7075
<b>City Attorney</b>	(214) 670-4439
<b>District Attorney</b>	(214) 653-3528
<b>Lawyers Against Domestic Violence</b>	(214) 748-1234 ext.3012
<b>Department of Protective and Regulatory Services</b>	1-800-252-5400
<b>Adult Protective Services</b>	1-800-252-5400
<b>Parkland Violence Intervention Prevention Center</b>	(214) 590-2926
<b>National Domestic Violence Hotline</b>	(800) 799-SAFE

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## Dallas Police Department Phone Numbers:

Police Media Relations	214-671-4065
ICP Coordination Unit	214-671-4020
<b><u>Administrative Services Bureau</u></b>	
Personnel & Development	214-671-4410
Personnel Section	214-671-4410
Recruiting Background Team	214-671-4410
Applicant Processing Team	214-671-4410
Training Section	214-670-7448
<b><u>Support Services Bureau</u></b>	
Prisoner Information	214-761-9025
Auto Pound	214-670-5116
Property Unit	214-670-8333
Report Information	214-671-3345
Open Records	214-671-3344
<b><u>Special Services Bureau</u></b>	
Internal Affairs Division	214-671-3986
Neighborhood Nuisance	214-671-3471
Reserve Battalion	214-670-4419
Traffic Unit	214-670-6955
Operations	214-670-5816
Vehicle Crimes Squad	214-670-5817
<b><u>Investigations Bureau</u></b>	
Criminal Intelligence Unit	214-671-3300
Public Integrity Unit	214-671-3265
Crimes Against Persons Division	214-671-3584
Crime Victim's Compensation	214-671-3587
Homicide Unit	214-671-3661
Robbery Unit	214-671-3584
Assault Unit	214-671-3584
Sexual Assaults	214-671-3584
Sex Offender Registration	214-671-3689
General Investigations	214-671-3503
Financial Crime Squad	214-671-3505
Forgery Squad	214-671-3543
Swindle Squad	214-671-3513
Auto Theft Unit	214-671-3535
Youth and Family Support	214-671-4220
Missing Persons Squad	214-671-4243
First Offender Program	214-671-4271
Gang Unit	214-671-GANG
Child Exploitation	214-671-4211
Internet Crimes Against Children	214-671-4214
Child Abuse Squad	214-670-4915
Children's Advocacy Ctr.	214-818-2600
Family Violence Squad	214-671-4304
SOAP	214-671-4206
Youth Programs Unit	214-671-4285
LETS	214-671-4239

**Patrol Bureau**

**Central Patrol Div.** 214-670-4413  
Investigative Unit 214-670-4414  
Central Business District 214-670-5840  
ICP 214-670-4420

**Storefronts:**

East Dallas 214-670-5514  
Hall St. 214-670-5531  
Little Mexico 214-670-7006  
Town Park Apts. 214-670-0286

**Northeast Patrol Div.** 214-670-4415  
Investigative Unit 214-670-4416  
ICP 214-670-7768

**Southeast Patrol Div.** 214-670-8345  
Investigative Unit 214-670-8346  
ICP 214-670-8600

**Storefronts:**

Rhodes Terrace 214-670-8572  
Spring Avenue 214-670-8492  
Lake June 214-670-8031  
Bexar Street 214-670-0249

**Southwest Patrol Div.** 214-670-7470  
Investigative Unit 214-670-7471  
ICP 214-670-6792

**Storefronts:**

Wynnewood Village 214-670-7631  
N. Bishop 214-670-7519  
Brackins Village 214-670-6739

**Northwest Patrol Div.** 214-670-6178  
Investigative Unit 214-670-6179  
ICP 214-670-6206  
Love Field Unit 214-670-6162

**Storefronts:**

Lake West 214-670-6317  
Lake West Riding Club 214-670-6092  
Maple Avenue 214-670-4515

**North Central Patrol Div..** 214-670-7253  
Investigative Unit 214-670-7236  
ICP 214-670-7247

**Other Numbers:**

Dallas Crime Commission 214-965-9000  
Police Review Board 214-670-3246  
Social Services 214-670-4225  
Victim's Outreach 214-358-5173



## Volunteers in Patrol Rules and Training Manual Acceptance Form

I \_\_\_\_\_ have been given my own copy of the Volunteer in Patrol Training Manual. I further understand that I am responsible for reading and understanding the content found within this training manual.

As a Volunteer in Patrol, I understand that there are specific rules that I must adhere to. In addition, these rules may change at any given time and I am responsible to ensure that I have a current copy of these rules. I understand that updated rules maybe obtained from my VIP coordinator from the substation for which I live.

I \_\_\_\_\_ pledge to live by the Code of Ethics set forth by the Volunteers in Patrol program. I further understand that I am NOT a police officer and that I cannot present myself as a police officer.

\_\_\_\_\_  
Volunteer Name (Printed)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

## **Release of all claims: Covenant not to sue Dallas Police Department Volunteer Program**

I, \_\_\_\_\_, the undersigned (“releasor”), being over the age of 21, have voluntarily chosen to participate in the Dallas Police Department Volunteer program.

I, \_\_\_\_\_, recognize the potential hazards of participation in the Dallas Police Department Volunteer program and agree to assume all risks attendant to participation in The Dallas Police Department Volunteer Program. For and in consideration of the training I will receive for The Dallas Police Department Volunteer Program from the Dallas Police Department, I hereby agree to release, acquit, and forever discharge the City of Dallas, its officers, agents and employees (“releasees”), in both private and public capacities, from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation on account of, or in any way growing out of, any and all known and unknown personal injuries and property damages, including any motor vehicle accidents on either public streets or private property, negligence claims and wrongful death claims pursuant to §71.921, Texas Civil Practice and Remedies Code, as amended, resulting or to result from my participation in the Volunteer Response Team Program. I further agree and covenant, for the consideration above, not to file any claim, lawsuit or other proceeding, whether judicial or administrative, against the releasees for any personal injury, property damage, wrongful death or other injury suffered by me (including but not limited to any negligence claims and wrongful death claims pursuant to §71.921, Texas Civil Practice and Remedies Code, as amended) that may arise or result from my participation in The Dallas Police Department Volunteer Program.

I declare and represent that in making this release and covenant not to sue, it is understood and agreed that:

- (1) I rely wholly upon my own judgment, belief and knowledge of the nature of my decision to participate in The Dallas Police Department Volunteer Program; and
- (2) I have not been influenced to any extent whatever in making this release by any representations or statements made by the City of Dallas, its officers, agents and employees, in both their private and public capabilities, who are hereby released; and



(3) I recognize and acknowledge that the Dallas Police Department makes no warranties, express or implied, as to The Dallas Police Department Volunteer Program; and

(4) I recognize and agree that while participating in The Dallas Police Department Volunteer Program that I will not be an agent, servant, or employee of the Dallas Police Department and will not be covered by The Dallas Police Department for any worker's compensation, death or disability benefits.

It is my express intention in signing this release to bind myself, my spouse, and my executors, administrators and assigns. This release is for the benefit of the City of Dallas, its officers, agents and employees, in both their private and public capacities, and all others who may be liable to me for damage to person or property arising out of my participation in the City of Dallas Volunteer Program.

It is further agreed that the execution of this release shall not constitute a waiver by the City of Dallas, its officers, agents and employees, in both their private and public capacities, of the defense of governmental immunity, when applicable, or any other defenses recognized by the courts of this State or any Federal court under state or federal law. Acceptance of this release is not to be construed as an admission of any liability whatsoever by the City of Dallas, its officers, agents and employees in both their private and public capacities.

This release contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

I, the undersigned, have carefully read the foregoing release and know and understand the contents thereof. I sign this release voluntarily as my own free act, with full knowledge of its significance, intending to be legally bound thereby.

Signed at \_\_\_\_\_  
(designate place of execution)

Dated: \_\_\_\_\_

Signature of releasor: \_\_\_\_\_

Address of releasor: \_\_\_\_\_

Telephone number of releasor: \_\_\_\_\_