	SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL		SAN ANTONIO PLICE
	Table of Contents		
Procedure Number	Procedure Name	Effective Date	
SECTION 100	Preface		
52011011100	Foreword	07-31-10	
	Statement of Philosophy	07-31-10	
	Law Enforcement Code of Ethics	07-31-10	
	Vision	02-15-12	
	Mission	02-15-12	
	Guiding Principles	02-15-12	
SECTION 200	<u>Rules and Regulations</u>	02-15-12	
SECTION 300	Administrative Procedures		
301	Directive System	01-06-12	
302	Organization	07-31-10	
303	Disciplinary Procedures	05-04-12	
<u>304</u>	Air Quality Health Alert Plan	07-31-10	
305	Help End Auto Theft (HEAT) Program	07-31-10	
306	Officer Concern Program	03-01-11	
307	Public and Media Information	07-31-10	
308	Office Space Allocation and Telecommunications	07-31-10	
<u>309</u>	Weapons	05-04-12	
<u>310</u>	Uniforms and Dress Codes	05-04-12	
<u>510</u>	Uniforms and Dress Codes Appendix	03-01-11	
<u>311</u>	Court Appearances	07-31-10	
312	Private Vehicle Parking	07-31-10	
<u>312</u> 313		12-20-10	
	Use of City Vehicles	07-31-10	
<u>314</u>	Command Notification		
<u>315</u>	Line Inspections	07-31-10	
<u>316</u>	Police Radio Issuance	07-31-10	
<u>317</u>	Headquarters Building Security	07-31-10	
<u>318</u>	Labor Relations Committee	07-31-10	
<u>319</u>	Civilian Observer Program	07-31-10	
<u>320</u>	Solicitation of Support or Assistance	07-31-10	
<u>321</u>	Volunteers in Policing Program	07-31-10	
<u>322</u>	Bicycle Operations	07-31-10	
<u>323</u>	Release of Police Records	07-31-10	
<u>324</u>	Performance Evaluations	12-20-10	
<u>325</u>	Training and Career Development	07-31-10	
<u>326</u>	Administrative Reporting Program	05-04-12	
<u>327</u>	Jurisdictional Boundaries	07-31-10	
<u>328</u>	Volunteer Chaplaincy Program	11-23-11	
SECTION 400	Technical Procedures		
401	Offense/Incident/Supplemental Reports	07-31-10	
402	Differential Police Response	01-06-12	
403	Communications	08-26-11	
404	Forms Control	07-31-10	
405	Computer Systems Maintenance, Requisition, and Installation	07-31-10	
406	Communications Holds, Transcripts, and Copies	07-31-10	
407	Automated Field Reporting	05-04-12	
407	Digital Photography	07-31-10	
409	Mobile Video Recording	11-23-11	
409		11-20-11	

Effective Date: May 04, 2012



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

Table of Contents

Procedure Number	Procedure Name	Effective Date
SECTION 500	Arrest Procedures	
501	Use of Force	05-04-12
502	Warrantless Arrests, Searches, and Seizures	07-31-10
<u>503</u>	Obtaining and Executing Arrest Warrants	07-31-10
<u>504</u>	Execution of Search Warrants	07-31-10
<u>505</u>	Misdemeanor Citation Release	05-04-12
<u>506</u>	Traffic Law Enforcement	05-04-12
<u>507</u>	DWI Arrests	11-23-11
<u>508</u>	Field Contacts	07-31-10
<u>509</u>	Legal Asset Seizure	07-31-10
<u>510</u>	Carrying Concealed Handguns	07-31-10
<u>511</u>	Debriefing of Arrested Persons	07-31-10
<u>512</u>	Electronic Control Devices	05-04-12
SECTION 600	Operation Procedures	
<u>601</u>	<u>Prisoners</u>	12-20-10
602	Juveniles	07-31-10
<u>603</u>	Protective Orders	05-04-12
<u>604</u>	Family Disturbances/Violence	05-04-12
<u>605</u>	Miscellaneous Offenses and Complaint Calls	07-31-10
<u>606</u>	Impounding Property	05-04-12
<u>607</u>	Impounding Vehicles	12-20-10
<u>608</u>	Stolen Vehicle Recovery NCIC/TCIC Cancellation	07-31-10
<u>609</u>	Emergency Vehicle Operations	01-06-12
<u>610</u>	Missing Persons	07-31-10
<u>611</u>	Mentally III Persons	01-06-12
<u>612</u>	Deaf or Hearing Impaired Persons	07-31-10
<u>613</u>	Carrying Weapons on Airport Property	07-31-10
<u>614</u>	Airport Police/Park Police	07-31-10
<u>615</u>	Exposure to Communicable Diseases and Other Public Health Risks	07-31-10
<u>616</u>	Crime Victim Notification Program	07-31-10
<u>617</u>	Traffic Direction and Control	07-31-10
<u>618</u>	Racial/Bias Profiling	07-31-10
<u>619</u>	Consulate Notification and Diplomatic Immunity	11-23-11
SECTION 700	Investigative Procedures	
<u>701</u>	Crime Scene Duties	05-04-12
702	Evewitness Identification	03-01-11
703	Handling of Sexual Assault Complaints	07-31-10
704	Apparent Sudden Deaths	03-01-11
705	Officer Involved Shootings and Custodial Deaths	12-20-10
706	Assaults on Peace Officers	07-31-10
707	Crash Investigation	05-04-12
708	Follow-Up Units	05-04-12
709	Misdemeanor Citation Dismissal	07-31-10
710	Preliminary Drug Identification	07-31-10
711	Hate Crimes	07-31-10
712	Interview, Interrogation and Processing Rooms	07-31-10
713	Human Trafficking	05-04-12

Effective Date: May 04, 2012



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Table of Contents



Procedure Number	Procedure Name	Effective Date
SECTION 800	Emergency Operations	
801	Incident Command System	07-31-10
802	Unusual Occurrences and Critical Incidents	07-31-10
803	Bomb Incidents	07-31-10
804	Crowd Control and Events Management	07-31-10
<u>805</u>	Fallen Aircraft	07-31-10
<u>806</u>	<u>Mobilization</u>	07-31-10
<u>807</u>	Terrorism Preparedness	07-31-10
<u>808</u>	Inclement Weather	07-31-10
SECTION 900	Personnel Procedures	
<u>901</u>	Payroll Timesheets and Overtime Accounting	01-06-12
<u>902</u>	Leave and Absence Policies	07-31-10
<u>903</u>	Sworn Personnel Transfers	12-20-10
<u>904</u>	Limited Duty Assignments	07-31-10
<u>905</u>	Off-Duty and Outside Employment	05-04-12
<u>906</u>	Departmental Administrative, Field, and Personnel Files	07-31-10
<u>907</u>	Substitute Employment	12-20-10
<u>908</u>	Mandatory Reassignment	01-06-12
<u>909</u>	<u>Travel</u>	07-31-10
<u>910</u>	Rehiring Former San Antonio Police Officers	07-31-10
<u>911</u>	Honor Guard	07-31-10
<u>912</u>	Awards and Ceremonies Program	07-31-10
913	Reserved	
<u>914</u>	Separation from the Department	07-31-10
<u>915</u>	Family Assistance Program	11-23-11
<u>916</u>	Workers' Compensation	07-31-10
<u>917</u>	Fiesta and Special Event Assignments	03-01-11
<u>918</u>	Harassment/Discrimination in the Workplace	07-31-10
<u>919</u>	Employee Safety Policy	07-31-10
<u>920</u>	College Tuition Reimbursement	07-31-10
<u>921</u>	Psychological Services	07-31-10
<u>922</u>	Reporting of Criminal Offenses by Department Members	07-31-10
<u>923</u>	<u>Return to Duty (RTD) Program</u>	07-31-10
<u>924</u>	Mandatory Drug Testing Program	07-31-10
	<u>GLOSSARY</u>	05-04-12

**INDEX** 

05-04-12