

INDIVIDUAL TECHNICAL ASSISTANCE REPORT

*In response to a Request for Technical Assistance*

*By the*

Parker County, Texas, Sheriff's Department  
and  
Weatherford, Texas, Police Department

March 30, 1973

*Prepared by:*

Public Administration Service  
1313 East 60th Street  
Chicago, Illinois 60637

(Per Contract J-LEAA-015-72)

34174

I. PRELIMINARY INFORMATION

A. **Consultant Assigned:**

Thomas F. Lonergan  
Von Klein Smid Center for Public and International Affairs  
University of Southern California  
Los Angeles, California

B. **Date Assignment Received:**

December 26, 1972

C. **Date of Contact with LEAA Regional Coordinator:**

January 4, 1973

D. **Dates of On-Site Consultation:**

January 20-28, 1973

E. **Individuals Contacted:**

Sergeant Francis Johnson  
Texas Department of Public Safety  
Highway Patrol  
Mineral Wells Office  
Mineral Wells, Texas

Chief Ralph Adcox  
Weatherford Police Department  
Weatherford, Texas

Sheriff Coy Carter  
Parker County Courthouse  
Weatherford, Texas

Tim Galbreath  
Police Identification Officer  
Weatherford, Texas

Cotton Dodson  
Jailer, Parker County Jail  
Weatherford, Texas

Judge William Ward  
Parker County Courthouse  
Weatherford, Texas

Judge Ed Nash  
Weatherford City Hall  
Weatherford, Texas

Chester Causbie  
Justice of the Peace  
Parker County Courthouse  
Weatherford, Texas

Gary Howsley, Draftsman  
Weatherford Public Works  
Weatherford, Texas

Phil W. Bradbury, Architect  
220 Moncrief Building  
Fort Worth, Texas

## II. STATEMENT OF THE PROBLEM

### A. **Problem as per Request for Technical Assistance:**

1. See Attachment No. 4. Recommend a building floor plan for the consolidated operations of the Police and Sheriff's Department.
2. Provide recommendations for the administration of the consolidated facility.

### B. **Problem Actually Observed:**

1. Same as II(A) above plus 2, 3, 4 below.
2. Consolidated building also to house Texas Highway Patrol, Game Warden, Justice of the Peace, Corporation Court Judge.
3. Records system in need of complete overhaul. A proliferation of local forms, poor filing techniques, and totally decentralized files exists.
4. Booking procedures in need of thorough study, both as to paperwork, booking, property, prisoner handling, and security. Systematization of procedures in the new facility demands that items 3 and 4 be remedied to bring operational capabilities up to the level made possible by the new facility. Additionally this study could address the problems and legal requirements involved with the care and custody of juvenile offenders in Texas.

### III. FACTS BEARING ON THE PROBLEM

The City of Weatherford is situated within Parker County, in the north central part of the State of Texas. It is directly west of both the Dallas Standard Metropolitan Statistical Area and the Fort Worth Standard Metropolitan Statistical Area; as these areas become more densely populated, it is expected that Parker County will absorb some of the population overflow. The 1970 census indicated a population for Parker County of 33,888, an increase of 48.11 percent over the 1960 census. The City of Weatherford is the largest incorporated area within Parker County, and had a 1970 population of 11,750. The unincorporated area of Parker County had a 1970 population of 15,464. Projected population figures estimate that by 1980 the County will increase to a 38,600 population, with Weatherford reaching a population of 15,100. Twenty years projections to 1990 estimate a county population of 47,100, and a Weatherford population of 19,000 persons.

The Parker County Sheriff's Department which serves the unincorporated area of the County is staffed by a sheriff, five deputies (two deputies are assigned to Weatherford), one dispatcher, and a jailer. The Sheriff has space comprised of three rooms allotted to him in the basement of the Parker County Courthouse. There are no provisions for the secure handling of prisoners. When initially arrested, persons are often brought to these quarters for interrogation. Sheriff's deputies utilize three radio dispatched units in the Weatherford area and operate until 5:00 p.m., Monday through Friday. After 5:00 p.m. and on weekends, the on-call deputy is called and dispatched by the Weatherford City Police dispatcher. All traffic in the unincorporated area is handled by the Texas Highway Patrol, the Sheriff's primary responsibility lying within the area of criminal and civil enforcement. Currently, the Sheriff maintains his own records and warrant file, both lacking a systematic retrieval mechanism.

The Sheriff maintains the Parker County Jail, located approximately two blocks from the Courthouse. While being a well-constructed facility, with maximum security capability, present operational practices and security regulations stop it from attaining its full potential. There exists no uniform booking procedures and/or regulations, and prisoner processing flow is neither systematic nor continuous. Prisoners enter a front door of the facility directly into the living quarters of the jailer and his family. (See Attachment No. 2). Prisoner property is stored in a four-drawer file cabinet located adjacent to the kitchen. During initial entry into the facility, a prisoner has access to the entire living quarters utilized by the jailer and his family, and is not within maximum security facilities. Following a "pat down" search, the prisoner is then escorted through a "hard-lock" door into the jail proper and taken to his cell. No provisions exist for printing and mugging; additionally, there exist no facilities for visitation of prisoners by attorneys, bondsmen, police officers, or friends. Visitation by attorneys, etc., is currently held within the dining area of the jailer's quarters, giving direct access to a window and door entering the rear lot of the facility. During visiting, the prisoners also have access to the hallway leading into the jailer's living quarters, as well as the kitchen. Normal visiting by friends is conducted within the jail proper under minimum supervision.

Female prisoners are currently housed in an improvised cellblock located at the rear of the jail in an area originally designated as a chapel. Their isolation from male prisoners is not complete, since to enter their cellblock, they must walk down the guard walkway segment of cells containing male prisoners, and the hard-lock door separating them from the males is normally left open. Juveniles are currently incarcerated in two cells located on the main corridor entering the jail proper; they thus have visible contact with all prisoners entering or leaving the facility. It should be noted that no provisions have been made for the privacy of female juvenile offenders. Male trusty prisoners now have free and unsupervised access to all lock-up areas, including female and juvenile. This, as well as the above-noted factors, compromises the isolation of prisoners as currently required by both statute and judicial rulings in Texas. All prisoners are allowed to keep civilian clothing, and no shower facilities are provided as part of the booking procedures.

The Texas Department of Public Safety (Highway Patrol) is situated in quarters adjacent to the Sheriff in the basement of the County Courthouse. Ten officers are assigned to the Weatherford area, with the supervising sergeant, teletype facilities, and dispatch located in Mineral Wells. Each officer in Weatherford maintains his own files and records, with warrants housed in Mineral Wells. The "breathalyzer" utilized by the T.H.P. is located in the County Courthouse, and persons are taken to this unsecured facility for testing. Interrogations are also conducted under these same conditions. After testing and/or interrogation, suspects are taken to the County Jail for detention until trial.

The Police Department is housed in quarters at the rear of the Weatherford City Hall which also includes the city jail facility. Officers and general public use the same entry/exit points, with access to the Police Department from either the city hall proper or the rear door. Visitors to the City Hall, as well as numerous city officials, currently utilize the rear door via the Police Department to enter the City Hall. The booking/identification process is carried out by one officer trained in fingerprinting, who mugs and prints prisoners, except in extraordinary circumstances. After 5:00 p.m. and on weekends, the police dispatcher dispatches calls and receives calls for service for both the Sheriff and T.H.P., providing persons requiring service call the police department telephone number. All requests for information concerning stolen vehicles, or other NCIC information, are made through the Mineral Wells D.P.S. Office via radio; Weatherford Police and Parker County Sheriff's deputies thus have long waiting periods for information, thereby reducing their efficiency of operation and increasing danger to them. The City of Weatherford has made arrangements for acquiring a teletype, and when received, will be available for use by all public safety agencies. However, the current facility has no acoustically sealed area in which to locate the machine in order to reduce noise. Prisoners entering the police facility enter through the rear door, thus having immediate escape possibility by running into the city hall portion of the building. This situation increases the danger to both Weatherford city officials and the general public, as well as exposing prisoners to public view during initial booking. Prisoners are then taken into a holding area where some I.D. equipment is housed, are searched ("pat down" except in special cases),

and placed into the large jail cell at the rear of the facility. This detention arrangement does not have provision to meet the isolation requirements regarding male, female, and juvenile prisoners. Secondly, the detention area has inadequate heating facilities, as well as no windows admitting sunlight. Prisoner property storage is inadequate, and the evidence storage area is not secure. At present the Chief of Police has made informal arrangements to transfer and book prisoners at the County Jail, excluding situations where detention is to be for extremely short periods. The Police Department currently runs NCIC checks on all city prisoners prior to release as well as checking the local warrant file. The Police Department also prints and mugs all persons booked, sending fingerprint cards to the FBI and the State when required.

The records system of the Weatherford Police Department is in need of overhaul, and the problem is clearly recognized by the Chief and the City Manager. There exists a plethora of local forms, as well as much redundant record keeping. (See Attachment No. 3.) Major crime reports are put on a common form, but essential M.O. or other needed investigative or informational data is often missing. Files are maintained by the Chief's secretary and meaningful file numbers have only recently been adopted. The number system is wholly chronological, actually transmitting no essential bits of information. Unless the system is upgraded, later computer adaption will be impossible, and the problem of manual retrieval will continue to increase. The criminal index information card file is now being revised, but a more simplified card, in conjunction with another filing system, would enhance both retrieval and system capability. There exists no Central Warrant Index, and warrants are maintained on a cardex file within the dispatcher's office. Traffic files and indexing are now also the responsibility of the Chief's secretary. Victim and witness files are not kept. Since the arrest report is a combined arrest/booking slip, no separate booking files are maintained.

The public has immediate and direct access to the Chief of Police, the lieutenant, the officers' day room, and the dispatch/file room area. There is no screening mechanism for visitors, and no security for the dispatch/file room area. The dispatcher is accessible through both an unlocked door and a non-bulletproof glass window on the front wall facing the main corridor. There exists no arsenal, the special weapons being maintained on a desk in the day room, visible and accessible at all times. A chain with a normal padlock holds the weapons to a rack on the desk, but the entire rack is capable of being lifted and removed. The breathalyzer is also located within the day room, and persons are tested in this nonsecure area visible to the public.

#### IV. POSSIBLE COURSES OF ACTION

The foregoing should make apparent the pressing need for a new police facility from both a security and efficiency of operation standpoint. Since a new police facility will be built only once every 50 years on the average, the preceding considerations and factors had to be dealt with. Careful thought must precede the planning of such a facility, with full account taken of emergent trends. The records/facility design problems are so interrelated that the need to fully reevaluate existing procedures and systems is imperative. An overhaul of the system must be planned in conjunction with the facility redesign. An essentially related problem is the need to consolidate facilities for several law enforcement agencies, as well as providing space for courtroom facilities and personnel while maintaining some degree of separation of functions for the various groups using the facility. Precedents for this type of structure were few, but where applicable, have been incorporated. The new facility must be constructed so as to allow the most regular traffic patterns and minimize duplication of services where they occur. As well as separating functions for both users and visitors, there must be further separations considered. To accomplish this latter task, the movement patterns of both the general public, those with court-related business, and in-custody detainees must be dealt with. This study has attempted to systematically answer these questions by identifying the needs and flow of each group, using these factors as planning guides in the ultimate facility design. As can be seen in the proposed plan, the Parker County Public Safety Building grew around functional relationships. The working environment wherever possible was made appealing in order to instill a feeling of pride in both the police and the community. Interior space allocations were arranged to bring about efficiency and order to booking/admitting procedures, operational procedures, supervision, and communications and record keeping. Jail design was such as to facilitate the booking and custody of prisoners, while upgrading security to both officer and prisoner, as well as meeting minimum Texas regulations concerning segregation and isolation of certain categories of prisoners.

An operations "cluster" has been created on the first floor which combines the records/dispatching area for the purpose of facilitating paper flow, and includes a booking, custody, evidence cluster. Administrative offices are maintained on the second floor with controls for public access. Locker room facilities are maintained on the first floor in an area which is closed to the public, thus providing maximum privacy to officers. An arsenal has been placed in an area adjacent to, and under the visual control of, the dispatcher. Weapons storage facilities have also been provided in the receiving section of the jail before the entrance into "hard-lock" areas.

The original plan drawn up by Phil Bradbury's architectural firm (see Attachment No. 2) was revised to satisfy the foregoing requirements. Also, since it provided no security to operational centers of the police departments (communications, records) nor to the handling of prisoners and maintenance of security throughout detention, it was completely revised. Exemplary of the security problems in its original design

could be noted that prisoners were admitted directly into the nonsecure section of the police building, giving access to communications and records center. Also, a weak feature was the fact that both police and the public utilized the same uncontrolled entry and egress into the second level. The allocation of space to separate agencies was wasteful and introduces a dysfunctional aspect, since many operations, e.g., briefing, library, arsenal, interrogation rooms, can be shared, thus reducing building costs. The position of Administrator also is unnecessary in a facility of this size, and the allocation of space to the Game Warden was disproportional. No provision was made for an officer's day room, roll call, training, or briefing area, nor was an arsenal or library planned. The location of the officers' locker room, adjacent to and accessible from the main entrance utilized by in-custody prisoners, is not acceptable from a security standpoint. The jail revisions did not call for additional segregated areas, secure interrogation/visiting areas, nor a logically structured booking area. Finally, the interrogation rooms, being situated on the ground floor, necessitated taking prisoners from the secure jail area through a nonsecure building, greatly enhancing the possibility of escape. Also, rather than build into the existing reinforced jail facility as requested, the plans call for the structural spanning of the jailer's quarters and a second story added perpendicular to the front of the building. This design would increase costs as well as reduce space additions. More importantly, it would fail to take advantage of the structural capability of the existing jail to have a second story added.

In drawing up the revised plan great care was taken to avoid adopting *in toto* plans already utilized by other departments. Also the inherent possibility of reconstructing a larger but essentially identical facility to the present one has been consciously avoided. The new facility represents an excellent opportunity to rid the participating agencies of much of the old inefficient structure and to force systematization of procedures in many cases.

In formulating the facility design, certain factors were carefully considered, and each separate department or function was analyzed prior to its incorporation into the final plan.

The second problem for which technical assistance was requested involves the administration of the new facility. As a primary consideration it should be kept as simple as possible with efficiency of operation the main goal. Wherever possible, informal agreements between participating agencies are desirable and should be fostered. Currently, the County has agreed to book all prisoners in exchange for the maintenance of communications by the City. Trade-offs such as this prevent expensive, inefficient operation and promote cooperation and intercommunication. Costs of the new facility's operations should be shared by a formula based upon use; this type of cost allocation can be simply worked out and is readily adaptable to alteration as needed.

An example of possible future trade-offs would be for the police to maintain the records function in return for the Sheriff providing maintenance for the facility. The use of trusty-sentenced inmates to do janitorial work in the facility would be a simple cost-effective measure. This latter alternative is successfully utilized by many large police departments.

The creation of a building administrator position is clearly not dictated by the size of the facility. In addition to the costs incurred, the creation of a new position would merely add to the complexity of administering the building. Since the major portion of the facility is currently owned by Parker County, and the entire new facility will be located on Parker County land, it seems logical to have the Sheriff vested with overall administration of the facility. A coordinating council composed of the participating agencies should be appointed to assist the Sheriff; various functions, based upon the group's decisions, could be assigned to the representatives of the different agencies. This type of arrangement avoids complex maintenance agreements and thus expedites and economizes operations.

V. RECOMMENDED COURSES OF ACTION

For visual presentation of all facility modifications and recommendations, refer to Attachments Nos. 5 and 6, Proposed Parker County Public Safety Building.

1. The preliminary plans drawn up by Pnil Bradbury and Company should be abandoned and the revised plan utilized.
2. A thorough study and evaluation through consultation of the booking procedures and practices currently utilized in Parker County should be undertaken.
  - a. Revised booking forms, more thorough search procedures, and better property control should be instituted.
  - b. One uniform booking form should be adopted by all agencies, with all bookings being carried out by jailer personnel in order to maintain uniformity.
  - c. The existing jail should be modified as indicated in the plan (see Attachments Nos. 5 and 6) to provide for a booking area where the current juvenile cells adjacent to the padded cell are situated.
  - d. The space currently being utilized as trusty quarters should be used as the female adult lock-up area, and its "hard lock" door should be locked to prevent access by unauthorized persons. The area should be partitioned to allow for maintenance of female under isolated conditions. This could be accomplished by erecting a wall and "hard lock" door between the third cell and the first two. This would allow holding four adult females and two juveniles or vice versa.
  - e. The chapel area should be converted into a cellblock to be utilized by prisoners other than those in trusty status. Four 6-foot by 8-foot three-man cells and a 14-foot by 8-foot day room could be built as indicated.
  - f. The cellblock currently facing the rear of the facility should be partitioned to allow two male juvenile and one adult prisoner cells. Partitioning should be accomplished by a solid steel wall with a "hard lock" door. When no male juveniles are in custody, only the last two cells would remain vacant with one cell and the day room being utilized. The "hard lock" door should always be closed, not allowing access to the male juvenile area.

- g. The existing padded cell should be repaired for utilization in case of emergency. The two 6-foot by 6-foot cells adjacent to it should be modified to form one large booking cage with only benches. A 7-foot by 8-foot area should be screened in and a 2½-foot booking counter with storage space for property, etc., facing the main corridor. This area shall be the fingerprint and mugging area; the wall facing the counter should be painted in order to provide for the best backdrop for photographing by Polaroid camera. Lighting suitable for photography should be provided. This will greatly facilitate the booking/release procedure.
- h. The kitchen area should be sealed off from the remainder of the floor. The window must be barred and screened and a maximum security partition erected, separating the kitchen/dining area from the remainder of the first floor. This will add approximately 10 feet to the jail area proper; a "hard lock" door should be installed from this area, opening into the office portion of the first floor.
- i. The current dining area adjacent to the rear entry should be converted into two secure breathalyzer/interrogation rooms. The existing window should be blocked up to become part of the 12-inch exterior wall, and the thin partition between this room and the adjacent dining room will have been reinforced in step (h) above. The rear entry should be sealed with a "hard lock" and all "in-custody" prisoners should enter this door. The interrogation room should be equipped with a chair for the prisoner, and a small table and two chairs for officers, bondsman, or attorneys. One breathalyzer is to be maintained in each room.
- j. One of the storage rooms could be utilized as a room for regular visiting; the modification is simple, requiring only the erection of a visiting screen with prisoner access from the "hard lock" area and controlled visitor access via the rear door with escort to the visitor portion of the screen as indicated on the proposed sketch. A three-position screen could be erected.
- k. The second storage area could be utilized as a storage area for prisoner clothing with access via the entrance corridor.
- l. The existing front "hard lock" door should be sealed since it will now be opposite the front staircase addition to the second story. Since other entry/exits are provided, this one will no longer be necessary.
- m. The trustees should utilize the 8-foot by 8-foot cells located in the front portion of the existing jail.

- n. The current holding cell should be modified to become a processing (clothing exchange and shower) area for all persons booked. All prisoners should have a thorough "strip search" with all clothing and other articles hand checked. Property entering the jail must be recorded. Clothing card records should be maintained in the same way that property and evidence are controlled. Specific forms and procedural matters should be treated in a follow-up study of booking procedures which should be begun as soon as possible.
3. The remaining portion of the first floor should be modified as in the proposed plan.
    - a. An officers' locker room is located immediately adjacent to the officers' entry door; provision should be made for individual lockers for all personnel and a small shower area. Maximum privacy is assured to officers by the location of the locker room.
    - b. An operational complex comprised of dispatch/records and property/evidence storage completes the remainder of the first floor. The dispatch area is situated in the center of the complex, and by utilization of shockproof plexiglass windows it can give the dispatcher visual control over the entire area. A secure information window, such as utilized in some banks, etc., should be installed facing the public waiting room; this will allow communication with persons by the dispatcher while not allowing contact which might jeopardize security. A teletype room is attached to the dispatch room and provides the acoustically sealed space required by the machine. Access to the dispatch room itself is via a door from the records section, which remains locked at all times. A second room with entry from the dispatch room is the arsenal where all special weapons are maintained. The dispatch room should have a warning system to alert the dispatcher when the front door is opened after 5:00 p.m., as well as a second system to alert the dispatcher of emergent situations in the jail.
    - c. The records section has separate entrances for official personnel and the general public. Public inquiry is made via the record counter in the waiting room. Entry to the facility by the general public cannot be gained via this counter. This section should contain all pertinent want/warrant files, traffic and criminal files as well as I.D. records. One person should be permanently assigned to the function of records/identification and be charged with responsibility for maintaining the files. The dispatch officer will have access to criminal history files and the want/warrant file, but no person other than the authorized record personnel should enter any new material into the system.

- d. The property and evidence storage room is located in the operational complex area and is under the visual control of the dispatcher. The door to this room should be locked at all times with the sole key maintained and issued by the dispatcher. As part of the review and analysis of the booking process which is to be conducted, the handling of property/evidence should be addressed.
  - e. The public entrance to the facility is via a single front door contained within a small addition to the current building. This added space will provide for the staircase leading to and from the second story administrative office. It will also provide additional public waiting room area. Public restrooms are provided in the waiting area.
  - f. The new courtroom to be utilized by both the Justice of the Peace and the Corporation Court Judge should be added as an addition to the first floor of the building. The public entrance should be at the rear of the courtroom, with the custody, prisoner and official personnel entrance on the side of the facility. In-custody prisoners could be thus escorted out of public view and in secure areas to the court. Prisoner and public contact would thus be minimized.
  - g. The final first story addition would be a fenced area extending from the courtroom to a point beyond the newly constructed rear stairway to the second story. The fence must be located far enough from this stairway to prevent a prisoner from using the stairs as a jump point. To facilitate booking and provide greater security during the process of receiving prisoners, the gate allowing admittance should be electrically controlled from inside the jail.
  - h. The area directly to the rear of the jail should be turned into a parking area for utilization of police vehicles and official parking. Proper designations will provide room for all vehicles. Public parking for the court and public safety building must be provided at the front of the facility, perhaps by acquiring parking space from the publicly owned produce market area. A rear drive for official vehicles should be provided also.
4. The second story addition is supported by the existing jail facility foundation. This direct layering is made possible by the fact that the jail was built with the capacity to add a second story at a later date. In keeping with the precept that elements performing essentially the same function be grouped, the second floor provides the administrative offices for those agencies utilizing the Parker County Public Safety Building. Locating the decision-making staff away from the public entrance would thus be accomplished, while simultaneously controlling public circulation throughout the building. Public access is via the newly added front staircase which opens into a second story waiting room area.

- a. A full-time receptionist-PBX position is provided to route all telephonic communications, as well as to meet the public and direct them to the offices where they have business.
- b. A cafeteria is located off the main corridor as one enters the second story. It should have tables, coffee and soft drink machines, and other vending machines as need indicates.
- c. The Justice of the Peace and Corporation Court Judge have offices located off the main corridor as indicated. In keeping with the principle of separating users of the facilities a door should be located at some point in the main corridor to separate these judicial offices from the police function offices.
- d. A rear door is provided for officers, etc., to enter and should be locked at all times, requiring a key to open and close.
- e. A briefing and roll-call room is provided with a library for officer use adjacent to it. A program for the pooling of all police elements and court books should be established to gain maximum advantage from the library concept. The briefing room should contain tables, chairs, bulletin boards, and chalk boards. In addition to its use for briefings and roll calls, this room can be utilized as an in-service training area. Efficiency of the overall operation of all participating agencies, as well as intercommunication, will be enhanced by the provision of this much needed area. This room could also provide for the overflow of officers writing reports.
- f. A conference room is provided for the utilization of all participating agencies and should be furnished with a decor suitable to formal executive meetings.
- g. The office space allotted to the Sheriff, Police, THP, and Game Warden occupy the rear of the second story. Direct access to the Chief or Sheriff is not possible, and visitors must go through secretaries to gain admittance. The THP space includes an area designated as a private office for the supervisor; the remainder of the THP area is for officer use.

The Police Department has separate offices for the sergeant, lieutenant, detective, officer work room and Chief's secretary.

The Sheriff has an area designated for deputy use, as well as private quarters for himself, and a secretary office.

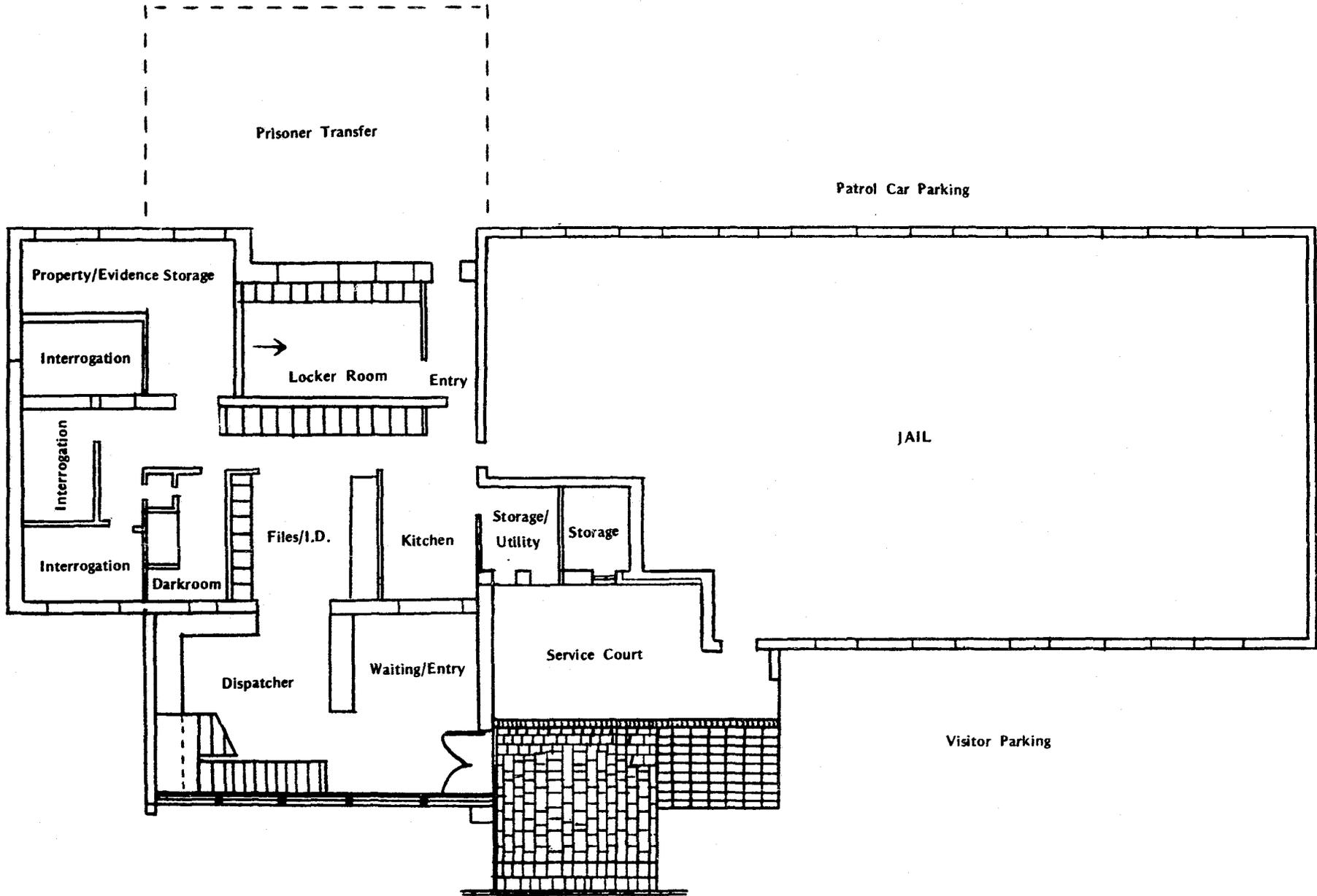
The Chief of Police and Sheriff have private washrooms adjoining their offices.

- h. Two interrogation rooms are provided on the second floor for the use of participating agencies. One of these should be specially constructed to provide for the detention of juvenile offenders pending parental arrival.
5. The general construction pattern and the theory underpinning it have already been stated as the desire to force consolidation of functions wherever it can be done in a manner which increases efficiency and economizes overall operation. Due to the size of the participating agencies, the joint use of many facilities, e.g., interrogation rooms, library, roll call, etc., seems warranted since many of the facilities could not be justified independently. When combined use is considered, cost effectiveness returns. Joint use and purchasing of specialized equipment should also be explored.
6. A complete survey and study of the records system currently utilized should be immediately undertaken. This appears as a natural outgrowth of the review of departmental organization which should be done prior to constructing the new facility. If feasible, a total management audit should be undertaken with the purpose of upgrading and systematizing current operations. A records study is crucial since police effectiveness is directly related to the quality of its records. Centralized records will assure needed coordination necessary for operations and planning. Consolidation and centralization of both departmental and interagency files must be started; however, a modern records system must exist before consolidation is feasible. Form and form control, file numbers, retrieval, and related problems and issues must be dealt with.

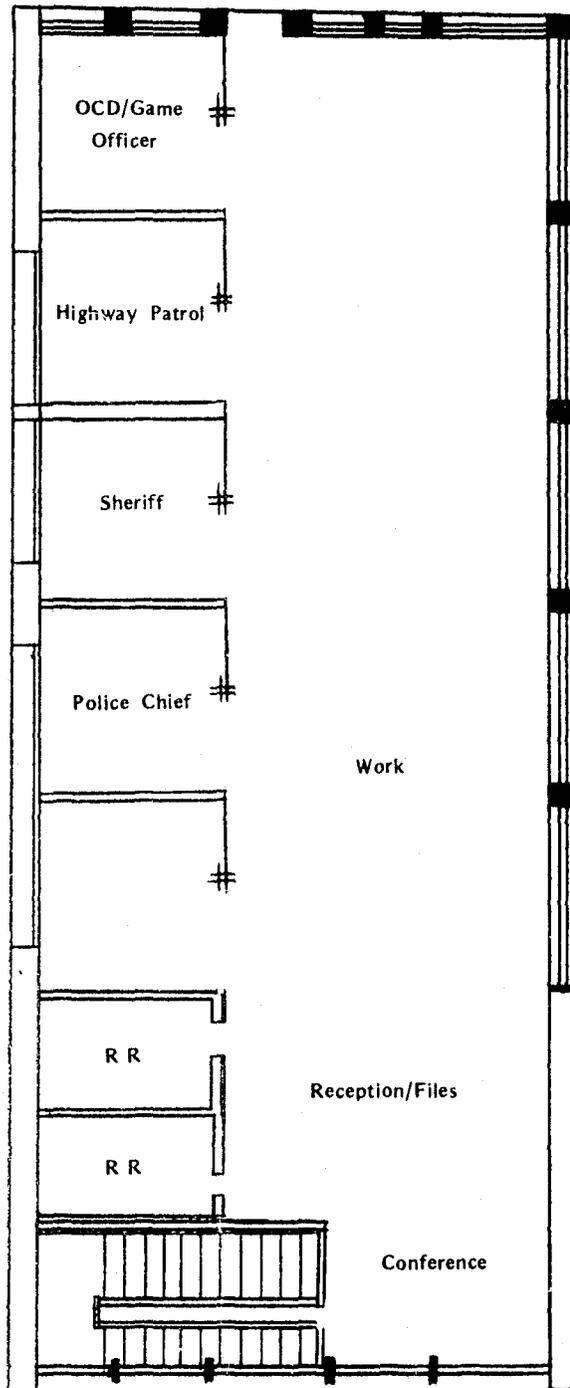
ATTACHMENTS



Attachment 2  
FIRST FLOOR PLAN



ATTACHMENT 2 (continued)  
SECOND FLOOR PLAN



## Attachment No. 3

## FORMS USED BY THE WEATHERFORD POLICE DEPARTMENT

	<i>Type of Form</i>
Traffic Record Index Card	City
Criminal History Index Card	City
Breathalyzer Operational Check List	State
Vehicle Impound Report	City
Officer's Daily Report	City
Department of Public Safety—Disposition or Rearrest Report	State
Evidence Tag	City
Firearms Record and Tag	City
Animal Bite Report	City
Open Complaint Form	City
Cash Bail Bond Receipt	City
Department of Public Safety—Reexamination Request for Drivers License	State
Vacation Home Report	City
FBI Final Disposition Report	Federal
Department of Public Safety—Fingerprint Card (2 cards per person)	State
FBI Fingerprint Card (1 card per person)	Federal
Ministerial Alliance Form	City
Driving While Intoxicated—Case Summary Form	City
Department of Public Safety—Uniform Report of Assaults on Texas Officers	State
Theft Report	City
Burglary Report	City
Vandalism Report	City
Vehicle Inventory Report	City
Arrest Summary—Misdemeanor Case (filed in County Court)	County
Department of Public Safety—DWI/DUID Traffic Case Report	State
Texas Law Enforcement Officers'—Criminal Case Report Form	State
Texas Peace Officers' Accident Report	State
Texas Peace Officers' Accident Casualty Supplement	State
Breathalyzer Refusal (Implied Consent Law) Form	State
Arrest Report and Booking Sheet	City
Dispatchers' Radio Shift Log	City
Radio Message Log (NCIC—ICR)	City
Voluntary Statement Form	County
National Safety Council—Motor Vehicle Traffic Accident Summary (every 3 and 12 months)	
FBI Criminal Arrest Report (every month and 12 months)	Federal
Department of Public Safety—Statistical Services Report (every month and 12 months)	State
Officers' Activity Summary (monthly)	City
Police Department Activity Summary (monthly)	City
Texas Police Association Annual Report	State
American Automobile Association	
Pedestrian Safety Inventory Program	
Traffic Engineering and Safety Department	

# CITY OF WEATHERFORD



THE VERSATILE CITY  
CITY MANAGER'S OFFICE

P. O. BOX 255

ZIP CODE 76086

TELEPHONE 817 594 5441

September 15, 1972

Received  
Region 6 - LEAA  
Dept. of Justice

OCT 18 1972

AM  
7:18 PM

A

Executive Department  
Criminal Justice Council  
610 Brazos  
Austin, Texas 78701

Attn: Mr. C. G. Conner, Program Director

Dear Mr. Conner:

I have corresponded with the State Criminal Justice Council on two previous occasions concerning the technical assistance program. Enclosed is a letter, dated July 28, 1972, which contains a description of the type of assistance we are seeking.

This was approved and Public Administration Service of Chicago was notified to contact us concerning the implementation of the study.

However, since this time, we have evaluated the nature of the study and have decided to change our request. As you may know, attempts have been made to consolidate the operations of the Police and The Parker County Sheriff's Department into one location. This project was included in our current plan. Interest has been revived in this type of move.

Therefore, I am requesting that the technical study be designed around this project. As proposed, the technical study will have two main parts.

1. Recommend a building floor plan for the consolidated operations. A one story building has been constructed for the Sheriff's Department. This building was designed so that an additional floor could be added.
2. Provide recommendations for the administration of the consolidated facility.

SEP 19 1972

Attachment 4 (continued)

Executive Department  
Criminal Justice Council

September 15, 1972  
Page 2

Attn: Mr. C. G. Conner, Program Director

I apologize for any confusion we may have caused through this request for a change in assistance.

Your interest and attention to this request will be appreciated.

Yours truly,

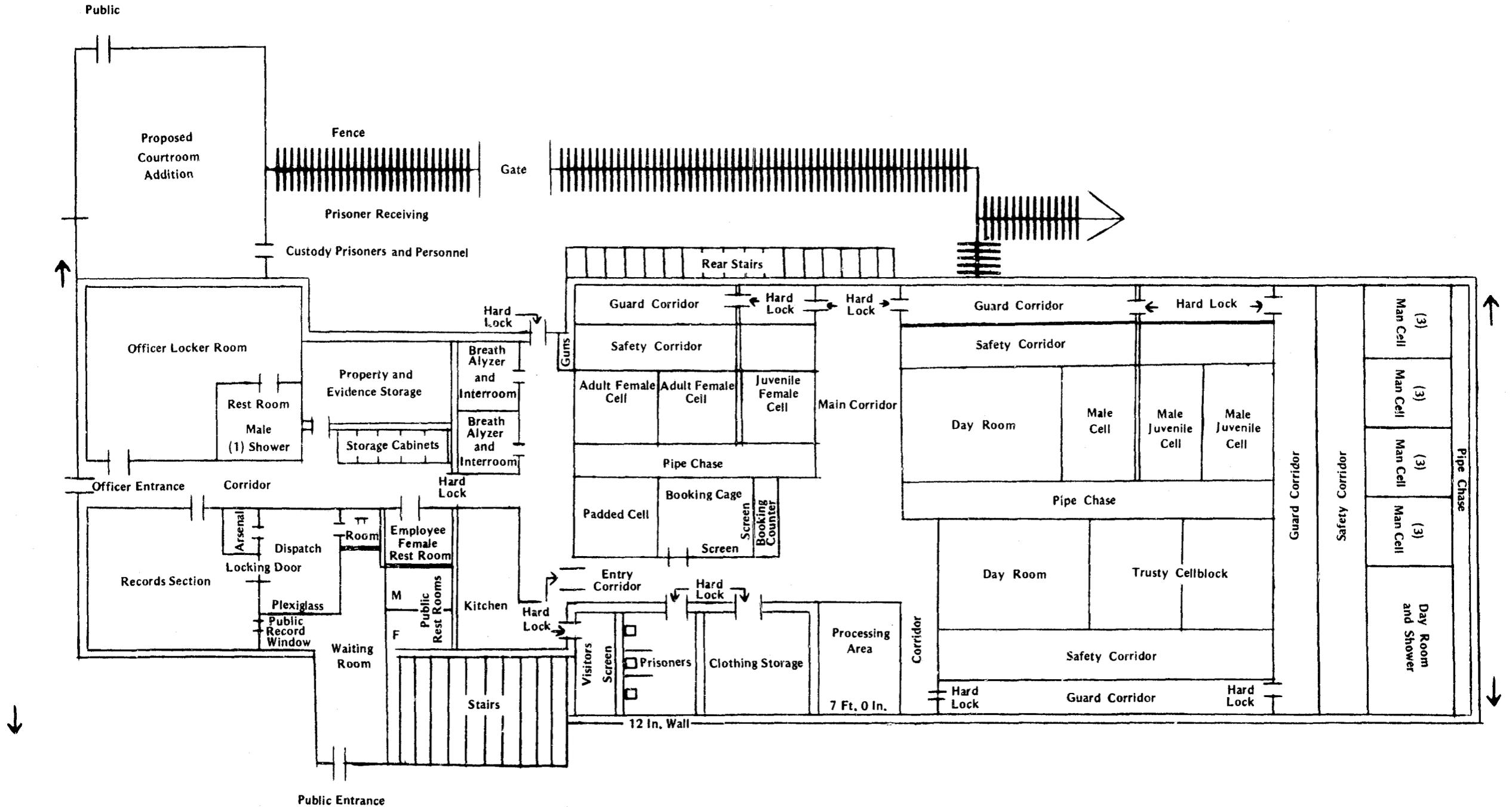


Mark B. Reynolds  
City Manager

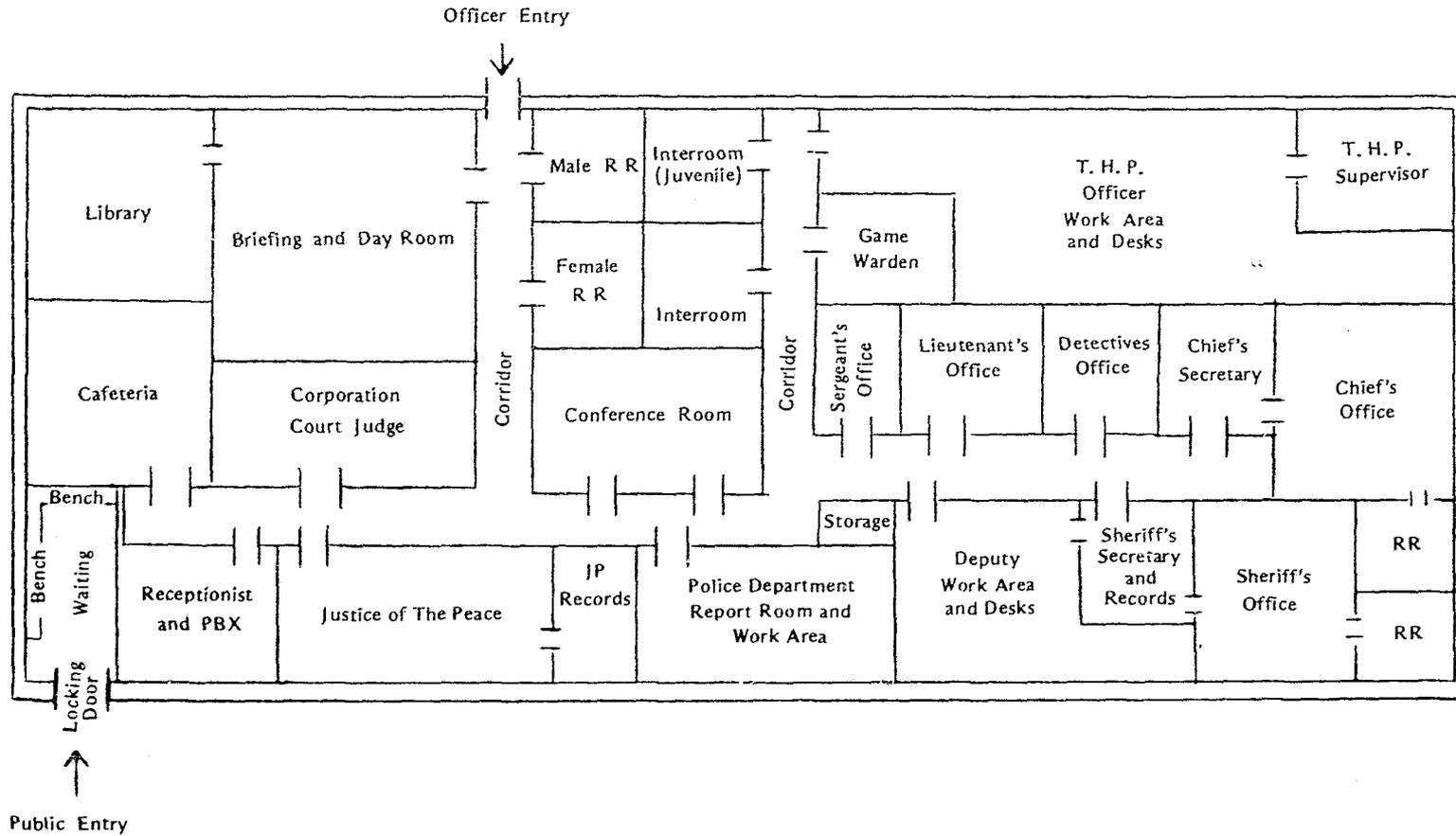
MBR:gw

cc: Fred Keithley  
North Central Texas Council of Governments

Attachment 5  
 EXISTING FIRST FLOOR AND PROPOSED CHANGES



Attachment 6  
PROPOSED SECOND FLOOR



**END**

7. 11/11/11