



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 614 – Airport Police / Park Police

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.01 INTRODUCTION

- A. The Airport Police and the Park Police (both separate and distinct Agencies within the City structure) serve as supplemental forces to handle law enforcement and public safety matters on City of San Antonio International Airport property and in City of San Antonio Parks, respectively.
- B. Airport Police Officers and Park Police Officers, in accordance with Article 2.12 of the Texas Code of Criminal Procedure, are duly appointed peace officers of the State of Texas, and have the authority to preserve the peace within their jurisdiction.

.02 JURISDICTION

- A. Airport Police Officers confine their primary enforcement activities to property under the control of the Department of Aviation, except under emergency circumstances.
- B. Park Police Officers direct their primary enforcement activities to designated parklands of the City, are available to respond to call calls for police services within the City as dispatched by SAPD, and take enforcement action on those incidents occurring within their presence or view throughout the City.

.03 AUTHORITIES AND RESPONSIBILITIES

- A. Airport Police Officers have the authority to take initial enforcement action on any violation of the law coming to their attention. They have field investigative responsibilities that include the following incidents or offenses that occur within their jurisdiction:
 - 1. Emergency and non-emergency situations requiring incident or offense reports.
 - 2. Public/private property motor vehicle accidents;
 - 3. Parking violations;
 - 4. City ordinance violations;
 - 5. Violations of Texas Transportation Code;
 - 6. Violations of the Transportation Security Administration and other Federal Regulations; and
 - 7. Violations of the Texas Penal Code.
- B. Park Police Officers have the authority to take initial enforcement action on any violation of the law coming to their attention. They have field investigative responsibilities for:
 - 1. All offenses up to and including Felonies of the 3rd Degree;
 - 2. All accidents, excluding those which involve fatalities, intoxication manslaughter and intoxication assault;
 - 3. Parking violations;



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4. City ordinance violations; and
5. Violations of Texas Transportation Code.

.04 EMERGENCY REQUESTS FOR POLICE SERVICES

- A. San Antonio Police Officers have primary reporting responsibility on all emergency and on-sight cases within the city limits, except on airport property and in city parks. When Airport Police Officers or Park Police Officers assist San Antonio Police Officers on any call for police services, they may be required to complete supplementary reports on calls they participate in.
- B. Emergency requests for police services on airport property or city parks are handled by each respective Agency – Airport Police or Park Police.
 1. Emergency calls received by either the Airport Police dispatchers or Park Police service agents are immediately relayed to the San Antonio Police Department Communications Unit by the most expedient means, to include the 911 system, direct phone line, the dispatch computer, or through the police radio system.
 2. Emergency calls received by the San Antonio Police Department's Communications Unit for requests for police services on airport property or city parks are relayed immediately to Airport Police dispatchers or Park Police Service Agents.
 3. Officer-in-trouble calls involving Airport Police officers or Park Police officers are relayed directly to the appropriate San Antonio Police Department Communications Unit channel.

.05 NON-EMERGENCY REQUESTS FOR POLICE SERVICES

- A. Non-emergency requests for police services to airport property received by the San Antonio Police Department Communications Unit, that fit the criteria in Subsection .03A of this procedure, are relayed to the Airport Police dispatcher, when available.
- B. Non-emergency requests for police services to city parks received by the San Antonio Police Department Communications Unit, that fit the criteria in Subsection .03B of this procedure, shall be dispatched to Park Police Officers, when available.

.06 PRISONER DISPOSITION

- A. Airport Police
 1. Airport Police Officers having prisoners in custody transport the prisoners to the Detention Center and complete the booking process. For extenuating circumstances, they may request transportation from the SAPD Communications Unit.
 2. Should SAPD Officers be called upon to transport a prisoner for the Airport Police, their only role is to provide the transport for the prisoner.
 3. Prisoners transported for Airport Police Officers are handled in the same manner as any other City prisoner.
 4. The Airport Police Officer and his supervisor are responsible for all legal aspects of the arrest, documentation, and follow-up, to include magistrating the prisoner and/or guarding the prisoner at a medical facility.



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B. Park Police

1. Park Police Officers having a prisoner in custody for an offense up to and including a 3rd Degree Felony are responsible for transporting and booking the prisoner according to established procedures.
2. Park Police Officers having a person under arrest for any offense above a 3rd Degree Felony must request the response of a San Antonio Police Officer, who will then take custody of the prisoner.
3. For all offenses above a 3rd Degree Felony, the San Antonio Police Officer shall determine the existence of probable cause for the arrest.
4. If the San Antonio Police Officer disagrees with the charges against a prisoner, an SAPD Detective Investigator or an SAPD Supervisor will be consulted regarding the appropriate charges, if any, and the disposition of the prisoner.
5. Park Police Officers having an injured prisoner are responsible for assuring that the appropriate medical treatment is rendered to the prisoner, securing the prisoner in a medical facility, until the prisoner is medically acceptable to the Detention Center personnel or released to be filed on at-large.

.07 REPORT RESPONSIBILITIES

- A. Airport Police Officers shall have report responsibility for all offenses within their jurisdiction.
- B. Park Police Officers shall have report responsibility for the offenses within their jurisdiction, in accordance with Section .03B.
- C. Airport Police and Park Police supervisors are responsible for reviewing and approving their officer's reports, and for forwarding all completed, accurate, and original reports to the San Antonio Police Department's Records Section.
- D. Airport Police Officers and Park Police Officers shall route copies of reports in cases involving a felony arrest, offenses where the SAPD Sex Crimes Unit conducts the follow-up investigation and any other offense/incident where immediate follow-up investigation would be required, to the appropriate SAPD follow-up unit.
- E. San Antonio Police Officers responding to calls on airport property or park lands are responsible for completing all reports for any offense or incident to which they are assigned report responsibility.

.08 IMPOUNDING EVIDENCE AND OTHER PROPERTY

- A. Airport Police Officers and Park Police Officers handling physical evidence adhere to established "chain-of-custody" procedures relating to the evidence, including the protection and security of the evidence for processing by SAPD Crime Scene Investigators.
- B. If the physical evidence requires testing or processing, such as a drug test or finger printing, the Airport Police Officer or Park Police Officer shall request an SAPD Crime Scene Investigator to the scene to conduct the testing or processing.
- C. Airport Police Officers may impound physical evidence and recovered property into the San Antonio Police Department's Property Room for all offenses or incidents for which they have report responsibility. Found property and personal property shall be placed into the Airport Police Lost and Found Room.
- D. Park Police Officers may impound physical evidence, found property, personal property and recovered property into the San Antonio Police Department's Property Room for all offenses or incidents for which they have report responsibility, in accordance with Section .03B of this procedure.



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- E. Airport Police Officers and Park Police Officers handling property for offenses for which SAPD has primary responsibilities as outlined in Section .03 of this procedure shall give the property to the San Antonio Police Officer dispatched to the call. Airport Police Officers and Park Police Officers will complete a property receipt for the property. The San Antonio Police Officer signs the property receipt and impounds the property.