Physical Address: 261 School Rd
Mailing Address: PO Box 228
Rhome, Texas 76078
Telephone: 817-636-2462

City Council

Mayor
Kenneth Crenshaw

Place 1
Jimmy Johnson

Mayor Pro-Tem,
Place 2
Michelle Tye

Place 3
Randall Loftis

Place 4
Kristi King

Place 5
Jeremy Finch

City Staff

City Administrator
Amanda DeGan

City Attorney
Carvan Adkins

City Secretary
Shaina Odom

Fire Chief
Scott Estes

Police Chief
Paul Bocconcelli

Public Works
Director
Jesus Dominguez

Community Services
Director
Julie Rutherford

MEETING OF THE RHOME CITY COUNCIL
Meeting Date: Thursday, October 22, 2026
Regular Meeting: 6:00 p.m.

Meeting Location: Rhome Community Center, 261 School Road, Rhome, Texas 76078
LIVE Streaming: To be as accessible as possible, we MAY live stream the meeting pending any computer or link issues.

Microsoft Teams
Join the meeting now
teams.microsoft.com/l/meetup-join
Meeting ID: **255 840 209 307 896 4**
Teams Password: **kq9Hf94C**
Call In: +1 323-673-4767
Access Code: **684 041 006#**

The Rhome City Council *may* conduct this meeting by video conference call in accordance with Section 551.127 of the Texas Open Meetings Act. A quorum of the City Council will be physically present at the address listed above and the public may attend the meeting at the same location.

1. **Call to Order and Establish a Quorum**
   Invocation
   Pledge of Allegiance to the American Flag
   Pledge of Allegiance to the Texas Flag
   Honor the Texas Flag; I pledge allegiance to thee, Texas, One state under God, One and indivisible

2. **Public Comments**
   a. *The Council is not permitted to take action or discuss any comments made to the Council at this time concerning an item not listed on the agenda. However, they may make a statement of fact regarding the item or policy. They may also ask that the item be placed on a future agenda or direct the City Administrator to contact the individual to address.*
   b. *Public Comments require the speaker to submit the sign-up form to the City Secretary prior to the meeting, are limited to 3 minutes, and the form must identify each subject the speaker plans to present.*
   c. *There will be no yielding of time to another person. Engaging in verbal attacks, or comments intended to insult or slander any individual shall be cause for removal from Council Chambers.*
   d. *If the writer of a Public Comment is unable to read their own comment, it should be given to a friend, family member, or associate, that is able to attend in person and read the statement in their stead.*

3. **Announcements from Mayor and Council Members**
    - Planning and Zoning Meeting – November 2, 2026
    - City Council Meeting – November 5, 2026
    - Planning and Zoning Meeting – December 7, 2026
    - City Council Meeting – December 10, 2026

4. **Consent Agenda**

All items under this section are recommended for approval for the Consent Agenda. These items are of a routine nature and require only brief deliberation by Council. The Council reserves the right to remove any item from the Consent Agenda for further deliberation.

a) Approval of Minutes of September 23, 2026 **(City Administrator)**
b) Ordinance 2026-15 Schedule of Fees **(City Administrator)**
c) Resolution 2026-07 Library Services Contract **(City Administrator)**
d) Public Works funds for selling trucks **(Public Works Director)**
e) Fire Department auction funds authorization **(Fire Chief)**

5. **Monthly Staff Reports and/or Board Minutes**

All items under this section are for informational purposes only; no action will be taken by Council.

a) Departments: Administration, Building & Development, Fire Rescue, Municipal Court, Police and Public Works **(Department Heads)**

6. **Public Hearing**

a) Rhome City Council is to conduct a Public Hearing regarding a Proposed Strategic Partnership Agreement Between the CITY OF RHOME and ROLLING V RANCH WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2 OF WISE COUNTY. A copy can be viewed at City Hall, 261 School Road, Rhome, TX 76078.

7. **Regular Agenda**

Discussion, review, and any necessary action for the following:

a) P3 Presentation on Proposed Prairie Point Development Agreement: Including the concept of a Public Improvement District and/or Tax Increment Reinvestment Zone **(P3 Consultant)**
b) Proposed Strategic Partnership Agreement Between the City Of Rhome and Rolling V Ranch Water Control and Improvement District No. 2 of Wise County (Discussion Only.)
c) Waste Connections – Garbage/Trash Pick-up Contract Renewal **(City Administrator)**
d) Police Department Policy Updates **(Police Chief)**
e) Electronic Billing **(Public Works Director)**
f) Legislative Platform for Session **(City Administrator)**
g) TML Ballot for District 8 Director Election **(City Administrator)**

8. **Executive Session**

Pursuant to the following designated section of the Texas Government Code, Annotated, Chapter 551 (Texas Open Meetings Act), the Council may convene into executive session to discuss the following:

a) Section 551.071 Consultation with Attorney - pending or contemplated litigation, settlement offer or to seek advice from attorney.
    - Prairie Point Development
    - Well #5

b) Section 551.072 Deliberation regarding Real Property - purchase, exchange, lease, or value of real property if deliberation in an open meeting would have detrimental effect on position of the governmental body in negotiations with a third person.

c) Section 551.074 Personnel – discuss appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or hear complaint or charge against officer or employee in executive session unless officer or employee requests a public hearing.

d) Section 551.087 – Deliberations regarding Economic Development Negotiations – to discuss or deliberate regarding commercial or financial information the City has received from a business prospect that the City seeks to locate, stay, or expand in or near the City and with which the City is conducting economic development negotiations.

9. Regular Agenda (Resume)

a) Action to be taken from Executive Session

10. Future Agenda Items

(*Agenda items are due by 5 p.m. on Wednesday of the week prior to the Council meeting)*

a) Short-term Rental Policy – Mayor Crenshaw

b) Panhandling ordinance – Mayor Crenshaw – Council Member Shumake

c) Easements - Mayor Pro-Tem Tye

11. Adjourn

A quorum of Planning & Zoning Commissioners may be present at this meeting and its members may participate in the discussion of the items on the agenda over which they have responsibilities or authority.

A quorum of Parks & Recreation Board Members may be present at this meeting and its members may participate in the discussions of the items on the agenda over which they have responsibilities or authority.

**Pursuant to the Open Meetings Act, Chapter 551, Section 551.071 of the Texas Government Code, the Council may convene into executive session at any time during the meeting if a need rises for the City Council to seek advice from the City Attorney concerning any item on this agenda, to discuss pending and contemplated litigation, or a settlement offer, or to discuss a matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Board of Texas clearly conflicts with Chapter 551.*

The Council may vote and / or act upon each of the items listed in this Agenda. Except for Public Presentation and Input and items in the agenda designated as public hearing or otherwise designated for public input, there will be no public input during the course of this meeting without express authorization from the presiding officer.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact City Hall at 817-636-2462 for further information.

CERTIFICATION: I do hereby certify that the above City Council Agenda was posted on the designated bulletin board located at City Hall, 261 School Rd, Rhome, Texas by October 15, 2026.

Shaina Odom

Shaina Odom, TRMC
City Secretary

AGENDA ITEM 4
“A”

Physical Address: 261 School Rd
Mailing Address: PO Box 228
Rhome, Texas 76078
Telephone: 817-636-2462

City Council

Mayor
Kenneth Crenshaw
(ABSENT)

Place 1
Jimmy Johnson

Mayor Pro-Tem,
Place 2
Michelle Tye

Place 3
Randall Loftis

Place 4
Kristi King

Place 5
Jeremy Finch

City Staff

City Administrator
Amanda DeGan

City Attorney
Carvan Adkins

City Secretary
Shaina Odom

Fire Chief
Scott Estes

Police Chief
Paul Bocconcelli

Public Works
Director
Jesus Dominguez

Community Services
Director
Julie Rutherford

MINUTES OF THE RHOME CITY COUNCIL
Meeting Date: Wednesday, September 23, 2026
Regular Meeting: 6:00 p.m.

Meeting Location: Rhome Community Center, 261 School Road, Rhome, Texas 76078
LIVE Streaming: To be as accessible as possible, we MAY live stream the meeting pending any computer or link issues.

Microsoft Teams
Join the meeting now
teams.microsoft.com/l/meetup-join
Meeting ID: **275 252 730 325 994**
Teams Password: **g7gP9fv2**
Call In: +1 323-673-4767
Access Code: **363 347 916#**

The Rhome City Council *may* conduct this meeting by video conference call in accordance with Section 551.127 of the Texas Open Meetings Act. A quorum of the City Council will be physically present at the address listed above and the public may attend the meeting at the same location.

1. **Call to Order and Establish a Quorum**
   Invocation
   Pledge of Allegiance to the American Flag
   Pledge of Allegiance to the Texas Flag
   Honor the Texas Flag; I pledge allegiance to thee, Texas, One state under God, One and indivisible

   The meeting was called to order at 6:00 p.m. by Mayor Pro Tem Tye. Invocation was given by the City Administrator, Amanda DeGan. Pledges followed.

2. **Public Comments**
   a. *The Council is not permitted to take action or discuss any comments made to the Council at this time concerning an item not listed on the agenda. However, they may make a statement of fact regarding the item or policy. They may also ask that the item be placed on a future agenda or direct the City Administrator to contact the individual to address.*
   b. *Public Comments require the speaker to submit the sign-up form to the City Secretary prior to the meeting, are limited to 3 minutes, and the form must identify each subject the speaker plans to present.*
   c. *There will be no yielding of time to another person. Engaging in verbal attacks, or comments intended to insult or slander any individual shall be cause for removal from Council Chambers.*

d. *If the writer of a Public Comment is unable to read their own comment, it should be given to a friend, family member, or associate, that is able to attend in person and read the statement in their stead.*

3. Announcements from Mayor and Council Members

- Planning and Zoning Meeting – October 5, 2026
- National Night Out at Rhome Family Park – October 6, 2026
- City Council Meeting – October 8, 2026 – **Discussion that this meeting was tentative given the agenda schedule.**
- City Council Meeting – October 22, 2026

4. Consent Agenda

All items under this section are recommended for approval for the Consent Agenda. These items are of a routine nature and require only brief deliberation by Council. The Council reserves the right to remove any item from the Consent Agenda for further deliberation.

a) Approval of Minutes of September 10, 2026 **(City Administrator)**

Motion: Council Member King
Second: Council Member Loftis
Vote: All in Favor
Result: Approved the Consent Agenda, as presented.

5. Monthly Staff Reports and/or Board Minutes

All items under this section are for informational purposes only; no action will be taken by Council.

a) Departments: Administration, Building & Development, Fire Rescue, Municipal Court, Police and Public Works **(Department Heads)**

No Staff Reports Presented at this Meeting

6. Regular Agenda

Discussion, review, and any necessary action for the following:

a) National Fire Week Proclamation **(Mayor Crenshaw)**
Tabled until Chief Estes is present for the proclamation.

b) Readopting Ordinance 2026-13, with correction to M&O rate on cover page, adopting the Budget for Fiscal Year October 1, 2026, to September 30, 2027, Record Vote Required (City Administrator)

The proposed budget will raise <u>more revenue</u> from property taxes than last year's budget by an amount of $9,330.00 which is a 0<u>.49 percent increase</u> from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is $9,025.00.

Motion: Council Member King
Second: Council Member Johnson
Vote: All in Favor Johnson – Aye, Loftis – Aye, King – Aye, Tye – Aye, Finch - Aye
Result: Approved Ordinance 2026-13 – October 1, 2026- September 30, 2027- FY27 Budget

c) Readopting Ordinance 2026-14 approving and ratifying the ad valorem property tax rate reflected in the adopted Fiscal Year October 1, 2026, to September 30, 2027, Annual Budget Record Vote Required (City Administrator)

THE TAX RATE WILL RAISE MORE REVENUE BY 0.97 PERCENT AND WILL INCREASE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $36.86 PER YEAR

Motion: Council Member King
Second: Council Member Finch
Vote: All in Favor Johnson – Aye, Loftis – Aye, King – Aye, Tye – Aye, Finch - Aye
Result: Approved Ordinance 2026-14 – October 1, 2026- September 30, 2027- FY27 Budget

7. Executive Session

Pursuant to the following designated section of the Texas Government Code, Annotated, Chapter 551 (Texas Open Meetings Act), the Council may convene into executive session to discuss the following:

a) Section 551.071 Consultation with Attorney - pending or contemplated litigation, settlement offer or to seek advice from attorney.
- Prairie Point Development

b) Section 551.072 Deliberation regarding Real Property - purchase, exchange, lease, or value of real property if deliberation in an open meeting would have detrimental effect on position of the governmental body in negotiations with a third person.

c) Section 551.074 Personnel – discuss appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or hear complaint or charge against officer or employee in executive session unless officer or employee requests a public hearing.

d) Section 551.087 – Deliberations regarding Economic Development Negotiations – to discuss or deliberate regarding commercial or financial information the City has received from a business prospect that the City seeks to locate, stay, or expand in or near the City and with which the City is conducting economic development negotiations.

8. Regular Agenda (Resume)

a) Action to be taken from Executive Session

9. Future Agenda Items

(*Agenda items are due by 5 p.m. on Wednesday of the week prior to the Council meeting)*

a) Short-term Rental Policy – Mayor Crenshaw
b) Panhandling ordinance – Mayor Crenshaw – Council Member Shumake
c) Upcoming Budget for Trash Services - Council Member Johnson
d) Easements - Mayor Pro-Tem Tye

10. Adjourn

Motion: Council Member Johnson
Second: Council Member Finch
Vote: All in Favor
Result: Meeting adjourned

_____

Kenneth Crenshaw
Mayor

ATTEST:

_____

Shaina Odom
City Secretary

AGENDA ITEM 4
“B”

CITY OF RHOME, TEXAS
ORDINANCE NO. 2026 - 15

AN ORDINANCE OF THE CITY OF RHOME, TEXAS AMENDING CHAPTER 15, ENTITLED, "SCHEDULE OF FEES" OF THE CITY OF RHOME'S CODE OF ORDINANCES TO ENCOMPASS AND AMEND SELECTED FEES, INCLUDING CODE ENFORCEMENT FEES, COMMERCIAL AND RESIDENTIAL PERMIT FEES, UTILITIES AND FIRE HYDRANT FEES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY FOR VIOLATIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Rhome is a General Law, Type A Municipality; and

WHEREAS, the City Council of the City of Rhome, Texas desires to provide a mechanism by which local modifications reflecting the unique needs of the City of Rhome may be made when deemed appropriate; and

WHEREAS, in order to offset costs associated with the administration, investigation, and implementation of the municipal codes adopted herein, the City Council desires to update fee schedules for the cost of the various services provided by the City relating to any municipal codes; and

Whereas, to promote transparency and efficiency by locating all fees in a single chapter of the Code of Ordinances; and

WHEREAS, the City Council of the City of Rhome, Texas has determined that it is in the best interest of the public and in support of the health, safety, morals, and general welfare of the citizens of the City that the municipal codes be updated, be established as hereinafter stated.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RHOME, TEXAS THAT:

SECTION 1
LEGISLATIVE FINDINGS

All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council, and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2
FEE SCHEDULE

The fee schedule shall be amended as follows and shall be maintained in the City Secretary's Office. ***Any city service fee** not provided in ordinance shall be in an amount sufficient to reimburse the cost to the City to provide such service as calculated by City Staff and approved by the City Administrator.

SECTION 3
AMMENDING CHAPTER 15 "SCHEDULE OF FEES"

<table>
<tr><th>Section</th><th>Item</th><th>Cost</th></tr>
<tr><td>Code Enforcement
(15.01.008)</td><td>Administrative Fee for Repeat Offenders</td><td>$50.00</td></tr>
<tr><td>Commercial Construction
(15.01.001)</td><td>Permit fee</td><td>
<table>
<tr><td>Valuation</td><td>Fee</td></tr>
<tr><td>$1.00 to $200</td><td>$110.00</td></tr>
<tr><td>$201 to $10,000</td><td>$130.00</td></tr>
<tr><td>$10,001 to $25,000</td><td>$130.00 for the first $10k, $15.00 for each additional $1000</td></tr>
<tr><td>$25,001 to $50,000</td><td>$325.00 for the first $25k, $13.00 for each additional $1000</td></tr>
<tr><td>$50,001 to $100,00</td><td>$425.00 for the first $25k, $11.00 for each additional $1000</td></tr>
<tr><td>$100,001 to $500,00</td><td>$1025.00 for the first $100k, $6.00 for each additional $1000</td></tr>
<tr><td>$500,001 to $1,000,000</td><td>$3275.00 for the first $500k, $5.00 for each additional $1000</td></tr>
</table>
</td></tr>
</table>

		$1,000,000,000 & Up	$5700.00 for the first $1 million, $4.00 for each additional $1000
New Residential Construction **(15.01.002)**	Permit Fee Plan Review Fee Admin Fee (in addition to above)	$1.00 per Sq. Ft. $65% of building permit fee $35.00	
Trade Permits **(15.01.003)**	Plumbing - Base Permit Fee	$125.00	
	Electrical - Base Permit Fee	$125.00	
	Electrical – In Ground Pool	$150.00	
	Mechanical – Base Permit Fee	$125.00	
	Demolition	$200.00	
	Admin Fee	$25.00	
	Certificate of Occupancy Commercial	$250.00	
	Certificate of Occupancy Residential	$150.00	
Utility Billing **(15.01.011)**	Option for Payment Plan	Remove	
General Administration **(15.01.004)**	Local Faxes	Remove	
Subdivision Plats and Zoning **(15.01.009)**	Preliminary Plat - Base Fee	$1,000.00	

<table>
<tr><td></td><td>Final Plat – Base Fee</td><td>$700.00</td></tr>
<tr><td></td><td>Zoning Variance – Commercial</td><td>$800.00</td></tr>
<tr><td></td><td>Zoning Variance – Residential</td><td>$1,000.00</td></tr>
<tr><td></td><td>Zoning Verification Letter</td><td>$50.00</td></tr>
<tr><td></td><td>Zoning Change Sign Rental</td><td>$50.00 – Plus $100 Deposit</td></tr>
<tr><td></td><td>Predevelopment Meeting</td><td>$250.00</td></tr>
<tr><td></td><td>Specific Use Permits</td><td>$500.00</td></tr>
<tr><td>Water and Sewer Rates
(15.01.012)</td><td>Water Service</td><td>(1) Residential Incorporated areas – Deposit required, deposit based on meter size + Cost of Meter
(A) Monthly Base Charge: $37.91
(B) 0-10,000 gallons: Base + additional 8.87 per 1000 gallons.
(C) 10,001 to 20,000 gallons: + additional $10.14 per 1,000 gallons
(D) 20,001 gallons & up: + additional $11.36 per 1,000 gallons</td></tr>
<tr><td></td><td></td><td>(2) Residential Irrigation Meter – Deposit by meter size + Cost of Meter
(A) $77.97 Monthly base Charge
(B) 0 gallons to 2,000 gallons: Base + additional $8.87 per 1,000 gallons
(C) 2,001 gallons to 15,000 gallons: + additional $13.29 per 1,000 gallons
(D) 15,001 gallons & up: + additional $17.71 per 1,000 gallons</td></tr>
<tr><td></td><td></td><td>(3) Commercial Customers – New Commercial Customers – One Inch Meter Minimum
(4) Deposit by Meter Size + Cost of Meter
(5) New Commercial Account & Customer Base Rates – As of January 1, 2026
<table>
<tr><th>Meter Size</th><th>New Base Rate</th><th>Deposit</th></tr>
<tr><td>5/8” or 3/4”</td><td>$67.22</td><td>$250</td></tr>
<tr><td>1”</td><td>$112.02</td><td>$250</td></tr>
<tr><td>1.5”</td><td>$224.10</td><td>$300</td></tr>
</table></td></tr>
</table>

2”	$385.50	$450
3”	$784.18	$850
4”	$1,344.58	$1,500
6”	$3,025.35	$4,000
8”	$4,033.80	$5,000

Existing Commercial Account & Customer Base Rates as of January 1, 2026

Meter Size	Quarterly Increase	1/1/2026	4/1/2026	7/1/2026	10/1/2026
5/8” or ¾”	$2.80	$47.62	$50.42	$53.22	$56.02
1”	$8.40	$53.22	$61.62	$70.02	$78.20
1 ½”	$22.41	$67.23	$89.64	$112.05	$134.46
2”	$39.21	$84.03	$123.24	$162.45	$201.66
3”	$92.42	$137.24	$229.66	$322.08	$414.50
4”	$162.47	$207.29	$369.76	$532.23	$694.70
Meter Size	Quarterly Increase	1/1/2027	4/1/2027	7/1/2027	10/1/2027
5/8” or ¾”	$2.80	$58.82	$61.62	$64.42	$67.22
1”	$8.40	$86.82	$95.22	$103.62	$112.02
1 ½”	$22.41	$156.87	$179.28	$201.69	$224.10
2”	$39.21	$240.87	$280.08	$319.29	$358.50
3”	$92.42	$506.92	$599.34	$691.76	$784.18
4”	$162.47	$857.17	$1,019.64	$1,182.11	$1,344.58

*Final quarterly adjustment will be adjusted slightly to reach the appropriate base rate for each meter size.

Commercial consumption rates

0-2,000 gallons Base rate by meter size + additional $8.87 per 1,000 gallons

2,001 gallons to 10,000 gallons $9.98 per 1,000 gallons

<table>
<tr><td></td><td></td><td>10,001 gallons to 20,000 gallons $11.06 per 1,000 gallons
20,001 gallons to 9999999 gallons $12.19 per 1,000</td></tr>
<tr><td></td><td>Meter Fee:</td><td>Badger Meter with cellular transmitter. Utility meters will be purchased at cost, plus 25% administration fee</td></tr>
<tr><td>Fire Hydrant Meters
(15.01.013)</td><td>Meter Deposit</td><td>$3,500.00</td></tr>
<tr><td></td><td>Fire Hydrant Meter Rates</td><td><table><tr><td>Base Rate</td><td>$784.18</td></tr><tr><td>0-2,000 Gallons</td><td>Base + $8.87 per 1,000 gallons</td></tr><tr><td>2,001 – 15,000 Gallons</td><td>+ additional $13.29 per 1,000 gallons</td></tr><tr><td>15,001 + Gallons</td><td>+ additional $17.71 per 1,000 gallons</td></tr></table></td></tr>
</table>

SECTION 4
PROVISIONS CUMULATIVE

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

SECTION 5
PROVISIONS SEVERABLE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 6
RIGHTS AND REMEDIES SAVED

All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the City Code amended or revised herein, or any other ordinances affecting the matters regulated herein which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in

court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 7
PENALTY

Any person, firm, or corporation, who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this ordinance shall be fined not more than Two Thousand Dollars ($2000.00) or the maximum allowed by law for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 8
PUBLICATION

The City Secretary is directed to publish the caption, penalty clause, publication clause and effective date of this Ordinance to the extent required by law.

SECTION 9
EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED by the City Council of the City of Rhome, Texas, this the 22nd day of October 2026.

Kenneth Crenshaw,
Mayor

[SEAL]

ATTEST:

Shaina Odom
City Secretary

APPROVED TO AS FORM:

Carvan E. Adkins,
City Attorney

AGENDA ITEM 4
“C”

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Approval of Extension of Library Services Agreement Partnership**
Department: Administration
Contact: Amanda DeGan, City Administrator

Summary:

- The City has an existing partnership with the Rhome Community Library that provides a $600 grant each fiscal year to assist the Library and to enhance the community.
- The current agreement is expiring, and Staff are recommending a five-year renewal.

Details / Recommendation:

Staff recommends approval.

Financial Impact: $600 grant each fiscal year. The funds are currently budgeted in each year's allocations.

Council Motions: I make a motion to APPROVE/DENY the extension of the partnership agreement with the Rhome Community Library.

Attachments(s):

1. **Resolution**

CITY OF RHOME
RESOLUTION NO. 2026-07

CONSIDER A RESOLUTION TO APPROVE THE ANNUAL CONTRACT OF SERVICE BETWEEN THE CITY OF RHOME, TEXAS AND THE RHOME COMMUNITY LIBRARY FOR SERVICES AS A LIBRARY

This agreement is made between the City of Rhome, Texas, (hereinafter called"City" and the Rhome Community Library (hereinafter called "Library") an established Library located in the City of Rhome, Texas.

WHEREAS, as the Library and the City of Rhome wish to enter into a contract to provide a free library system for enhanced services to both the Library and the City, and;

WHEREAS the Library has and maintains an established free Library which is capable of and is serving the City of Rhome and is also capable of serving a segment of the county population that lies outside the limits of any municipality.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREINAFTER SET FORTH, THE LIBRARY AND CITY AGREE:

Section 1: The Library shall provide library service as and assume the functions of a free library for the City and surrounding county area that lies outside the boundaries of incorporated municipalities.

Section 2: The City shall pay annually to the Library the sum of six hundred dollars ($600.00) for the purchase of technology whether equipment or software and provide the Citywith a proof of purchase and/or for purchases related to books, programs, or general operating expenses.

Section 3: The Library, except as otherwise provided herein, shall have the sole control, administration and direction of policies over the Library.

Section 4: All citizens of Wise County residing outside the limits of incorporated municipalities shall have equal privileges with respect to Library services provided by the Library.

Section 5: The Rhome Community Library agrees that the Library Annual Report to the TexasState Library shall be open to inspection by the City or its designated representatives during normal business hours.

This contract shall be for a five-year period commencing October 1, 2026 and ending September 30, 2031.

APPROVED by the governing body of the Rhome Community Library, Inc. in a meeting held on the ____ day of _____, 2026 and executed by the President of that governing body and the Library Director of the Rhome Community Library.

RHOME COMMUNITY LIBRARY

BY_____ **BY** _____

Name: _____ **Name:** _____

APPROVED by the Rhome City Council in a meeting held on the 22nd day of October 2026.

_____
Kenneth Crenshaw, Mayor

ATTEST:

_____
Shaina Odom, TRMC
City Secretary

AGENDA ITEM 4
“D”

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Authorization to Auction 2013 Chevrolet Silverado Public Works Truck**
Department: Public Works
Contact: Jesus Dominguez, Director of Public Works

Summary:

- Staff are seeking a motion to auction a public works truck

Details / Recommendation: Staff presented a request to purchase/lease two (2) trucks for public works that would replace vehicles that were no longer fit for service during the August 27, 2026 meeting. Staff also discussed the need to auction an older vehicle that was due for replacement and to move one public works vehicle into the Code Enforcement area for use. The minutes from the August meeting authorized the purchase and Staff are seeking authority to auction the 2013 Silverado and to move the second vehicle into another department. Any funds generated from the auction would be used to equip the new trucks with tools, toolboxes, accessories to perform the public works duties.

Financial Impact: Budget neutral as funds generated would be used to offset any future expenditures.

Council Motions: I make a motion to APPROVE/DENY the auction of the public works 2013 Chevy Silverado truck and to move the second vehicle into use for Code Enforcement.

Attachments(s):

1. **None**

AGENDA ITEM 4
“E”

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Discussion and potential action to authorize the allocation of $13,290 of revenue from the sale of surplus equipment**
Department: Rhome Fire Rescue
Contact: Scott Estes, Fire Chief

Summary:

- The Department recently sold surplus and outdated equipment through Rene Bates Auctioneers.
- The auction included Engine 217, outdated vehicle extrication equipment, an old generator, and a pump motor that were no longer usable or needed by the department.
- The auction generated a total of $13,290.00 for the City of Rhome.

Details / Recommendation: The Department is requesting that the funds be used as follows:

Priority 1 – Fire Station Improvements

The department would like to utilize the funds for much-needed improvements to the fire station, including:

- Painting the exterior of the fire station to improve the overall appearance and maintain the facility.
- Updating or replacing exterior signage to provide a more professional appearance and enhance identification of the station.

Priority 2 – Fire Chief's Response Vehicle

Should funds remain after completion of the improvements, the department requests authorization to use the remaining balance for equipment and upgrades to the Fire Chief's response vehicle, including:

- Installation of a truck bed topper to provide secure, weather-protected storage for emergency response equipment.
- Additional emergency warning lights to improve visibility and responder safety.
- Necessary tools and equipment to enhance the vehicle's operational capabilities during emergency incidents.

Financial Impact: Expenditure of the $13,290 that was generated by the sale of obsolete equipment.

Council Motion(s): I make a motion to APPROVE/DENY the proposed use of the surplus funds generated from the sale of obsolete equipment as described by Staff.

Attachments(s):

1. None

AGENDA ITEM 5

Rhome Police Department

Department Activity Report

September 2026

This report provides an overview of key police department activities, crime trends, community engagement efforts, and departmental updates for the reporting month. Notable incidents and operational developments are also included.

Total Calls for Service: 620

Top 5 Categories:

- Reckless Driver - **12**
- Assist Other Agency – **58**
- Welfare Concern **- 12**
- 911 calls - **14**
- Assist Public - **13**

Traffic Enforcement & Accidents

- Accidents (Injury) - **6**
- Accidents (Non-injury) - **13**
- Traffic Stops – **349**

Arrest

DWI (**1**) Assault (**1**) Theft (**1**) Warrants (**2**) Other (**3**) **Total Arrest - 8**

Community Engagement

Corporal Austin recognized by citizen for going above and beyond during motorist assistance call.

Officer Milutin recognized for performance during a mental health call with a suicidal subject and his ability to defuse the situation.

NISD has expressed on several occasions their happiness with the transition from WCSO to Rhome PD for SRO services.

Projects Underway

National Night Out is in full swing. Many exciting events planned.

The department has transitioned to new shoulder patches more representative of the city.

Department had hired and deployed our new SRO for NISD.

We are actively recruiting to fill the new position for New Fairview.

RHOME POLICE DEPARTMENT

PROFESSIONALISM | ACCOUNTABILITY | TEAMWORK | HONESTY

MONTHLY ACTIVITY REPORT

AUGUST 2026

This report provides an overview of key police department activities, crime trends, community engagement efforts, and departmental updates for the reporting month. Notable incidents and operational developments are also included.

Total Calls for Service: 640

Top 5 Categories:

- Non-Collision Traffic Related - **63**
- Assist Other Agency - **57**
- Public Assistance - **54**
- 911 calls - **10**
- Disturbances - **10**

Traffic Enforcement & Accidents

- Traffic Stops - **222**
- Accidents (Non-Injury) - **21**
- Accidents (Injury) - **4**

Arrests / Charges

DWI (**4**) Assault (**1**) Drugs (**2**) Weapons (**2**) Theft (**1**) Other (**0**) Total Charges (**10**)

Community Engagement

.

Projects Underway

MUNICIPAL COURT – Council Report

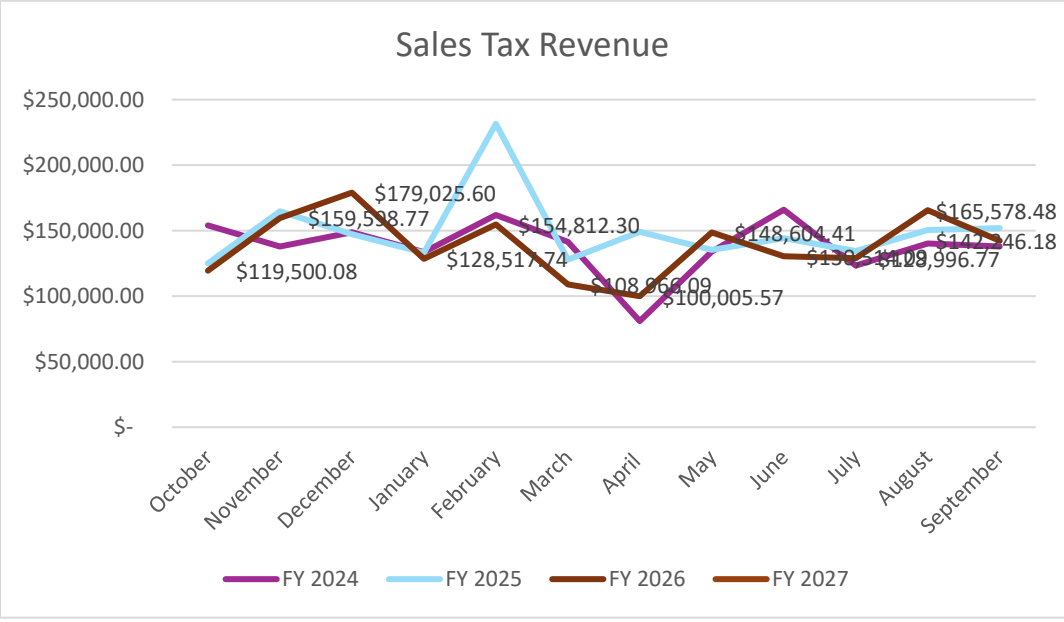
COURT ACTIVITY	JUNE 2026	JULY 2026	AUG 2026	
Monthly Violation Activity				
Violations issued:	97	116	88	
Fines levied for violations issued this period:	$27,526.99	$33,563.00	$24,331.00	
Total volume of violations pending:	3767	3791	3796	
Citations closed:	78	114	83	
Citations dismissed (best interest/compliance)	27	66	32	
Private Collections Activity				
Total # of violations paid:	21	16	25	
Total amount collected:	$5,867.05	$3,731.50	$7,847.34	
Less 30% owed to Private Collections (commission)	$1,358.34	$861.11	$1,808.62	
Court Fines/Fees/Costs Revenue				
Court Citation Revenue:	$18,501.71	$17,680.39	$19,947.72	
Court Security Fund Revenue:	$321.82	$310.84	$338.39	
Court Technology Fund Revenue:	$273.62	$258.44	$288.92	
Court Truancy Prevention/Diversion Fund Revenue:	$320.98	$314.02	$336.63	
Court Jury Fund Revenue:	$6.00	$5.90	$6.30	
Monthly Court Expenditures				
Contract Labor: Presiding Judge	$900.00	$600.00	$900.00	
Legal Fees (State's Attorney/Prosecutor)	$3,801.55	Pending	Pending	

Financial Overview

Account Name	Balances as of October 1, 2026
Business Checking	$12,916,629.15
Consolidated Cash WF	$1,200,338.43
Fire Dept Savings	$85,276.60
General Fund Savings	$227,292.64
LOGIC	$393,377.38
Meter Deposits	$141,325.35
TOTAL	$16,746,371.78

Sales Tax Revenue Received by Fiscal Year and Month (not by accrual month)

Month Received	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
October	$75,745.64	$87,240.35	$133,715.93	$154,027.58	$125,095.08	$119,500.08	
November	$84,636.19	$100,616.96	$135,029.18	$137,928.07	$164,741.65	$159,598.77	
December	$69,183.69	$109,601.99	$118,417.56	$148,766.16	$147,249.03	$179,025.60	
January	$80,355.58	$112,070.99	$119,211.81	$133,693.17	$133,128.54	$128,517.74	
February	$86,432.78	$118,263.75	$115,348.10	$161,908.57	$231,533.09	$154,812.30	
March	$56,025.15	$93,857.59	$95,262.56	$141,453.52	$127,867.10	$108,966.09	
April	$71,816.35	$121,488.55	$92,730.95	$81,003.18	$149,154.34	$100,005.57	
May	$104,220.79	$134,530.78	$110,396.67	$134,036.03	$135,285.19	$148,604.41	
June	$86,028.11	$127,257.66	$113,508.88	$165,994.03	$144,218.16	$130,514.09	
July	$99,504.10	$113,283.50	$130,600.97	$123,349.26	$134,518.96	$128,996.77	
August	$105,530.55	$135,847.46	$125,741.75	$140,273.91	$150,442.85	$165,578.48	
September	$96,366.36	$108,366.36	$141,617.17	$137,939.44	$152,003.34	$142,246.18	
Total	**$1,015,847.29**	**$1,362,425.94**	**$1,431,581.53**	**$1,660,372.92**	**$1,795,237.33**	**$1,666,366.08**	



AGENDA ITEM 6

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Public Hearing to Establish the Strategic Partnership Agreement (SPA) with Rolling V Ranch Water Control and Improvement District (District) No. 1 of Wise County**
Department: Administration
Contact: Amanda DeGan, City Administrator

Summary:

- The City has various development agreements with the District in order to provide limited services and to create a pathway for future annexation options, at the City's discretion.
- The SPA allows the City to assess sales and use tax in the commercial areas in the District.

Details / Recommendation: Development agreements are negotiated with most developers to include (but are not limited to) components such as:

- *Recitals* that explain the "Whereas" statements that details of property ownership and responsibilities of each party;
- *Development Regulations* that discuss building codes, subdivision standards, concept plans, development processes, zoning, master plans, and various other details specific to the project.
- *Development Processes* covering plats, inspections, design and construction, permitting, certificates of substantial completion, etc.
- *Development Charges* sets the fees associated with platting, plan review, building permits, inspections, impact fees (if applicable), etc.
- *Water/Sewer Infrastructure*
- *Public Safety Services*
- *Terms of the Agreement*
- *Annexation*
- *Public Improvement District Creation, Tax Increment Financing Agreements, District Creation Consent, etc.*
- *Other Legal Components as Required by Law*

As part of the discussions with the original owner, Johnny Vinson, the majority of the details were negotiated as part of the creation of the District. The development agreement has been updated, as new owners and conditions changed with the project. In addition, "Exhibits" are often explained and attached to the document. As part of our agreement with Mr. Vinson, and subsequently PMB, a Strategic Partnership Agreement (SPA) is an exhibit in our document which was negotiated in the early discussions of the development but not executed as there were no commercial sites that existed within the project.

In this instance, the SPA applies to the assessment and collection of the City's sales and use tax on the commercial areas of the District that are within the City's extra territorial jurisdiction (ETJ). Our agreement gives the City the option to annex the commercial sections for limited purpose annexation only, which will apply the sales and use tax but not the City's ad valorem tax rate. The City still retains the right to fully annex portions of the District in the future as per the terms of the overall agreement.

In order to ratify the SPA, each participating entity, in this case the City and the District, must hold two (2) public hearings to allow for input from stakeholders. The District has already conducted public hearings for their jurisdiction, and the public hearing for the October 22, 2026, meeting is the City's first published notice of the opportunity. The second hearing is set for the November 5, 2026 meeting date at which time the City Council may choose to take action on the agreement.

Specific to the SPA for this development, the City will share a portion of the sales and use tax with the District for a given period of time or until the property is fully annexed by the City. See the included *Overview of the Strategic Partnership Agreement.*

Staff have worked with the City Attorney to meet the public notice requirements as well as follow State mandates that will allow the Council to consider the agreement. The public hearing portion of the agenda will allow stakeholders to provide input on the project and agreement.

Attachments(s):

1. Development Agreement
2. Overview of Strategic Partnership Agreement
3. Notice of Public Hearing Dates

STRATEGIC PARTNERSHIP AGREEMENT

THE STATE OF TEXAS §
§
COUNTY OF WISE §

This **STRATEGIC PARTNERSHIP AGREEMENT** (this "*Agreement"*) is made and entered into, effective as of _____, 2026, by and between the **CITY OF RHOME TEXAS**, a municipal corporation and type A general – law municipality of the State of Texas (the "*City")*, and **ROLLING V RANCH WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1 OF WISE COUNTY**, a conservation and reclamation district created pursuant to Article XIV, Section 59, Texas Constitution and operating pursuant to Chapters 49 and 51, Texas Water Code (the "*District"*).

RECITALS

The District was created with the consent of the City for the purpose of providing water, sewer, drainage, and road facilities to the land within the District's boundaries. A portion of the District is located within the extraterritorial jurisdiction ("*ETJ*") of the City.

The provisions of TEX. LOCAL GOV'T CODE, Section 43.0751 (the "*Act*") state that the City and the District may enter into a strategic partnership agreement that provides for the terms and conditions under which services will be provided and funded by the City and the District and under which the District will continue to exist for an extended period after annexation of all or a portion of the land within the District by the City.

The District conducted public hearings regarding this Agreement on _____, at _____, within the boundaries of the District, and on _____, at 4001 Maple Avenue, Suite 270, Dallas, Texas, notice thereof having been given in accordance with the procedural requirements of Texas Local Government Code Section 43.0751.

The City conducted public hearings regarding this Agreement on _____, and on _____, in the Rhome Community Center, 261 School Road, Rhome, Texas 76078, notice thereof having been given in accordance with Texas Local Government Code Section 43.0751.

The District has, by formal action, after public hearings approved this Agreement on _____, in open session at a meeting held in accordance with the Open Meetings Act.

The City has, by formal action, after public hearings approved this Agreement on _____, in open session at a meeting held in accordance with the Open Meetings Act.

All procedural requirements imposed by State law for the adoption of this Agreement have been met. Based upon public input received at such hearings, the City and the District wish to enter into a strategic partnership agreement to provide the terms and conditions under which services will be provided and funded by the City and the District and under which the District

will continue to exist for an extended period of time after the District is annexed for general purposes.

NOW, THEREFORE, for and in consideration of the mutual agreements, covenants, and conditions contained herein, and other good and valuable considerations, the City and the District agree as follows:

ARTICLE 1
FINDINGS

1.01 The Act authorizes the City and the District to enter into this Agreement to define the terms and conditions under which services to the District will be provided and funded by the parties and to define the terms and conditions under which the District will be annexed by the City at a future date as provided by State law.

1.02 In compliance with Subsection (p) of the Act, this Agreement (i) does not require the District to provide revenue to the City solely for the purpose of an agreement with the City to forgo annexation of the District, and (ii) provides benefits to each party, including revenue, services, and regulatory benefits, which are reasonable and equitable with regard to the benefits provided to the other party.

1.03 All the terms and conditions contained in this Agreement are lawful and appropriate to provide for the provision of municipal services and annexation.

1.04 The District is not obligated to make payments to the City for services except as otherwise provided herein.

1.05 City's electors have authorized a one cent ($0.01) sales and use tax attributable to the general fund of the City and an additional sales and use tax of one-half cent ($0.005) sales and use tax for property tax relief.

1.06 The Act authorizes a municipality that has annexed a part of a district for limited purposes to impose its sales and use taxes on the annexed area.

1.07 This Agreement has been duly adopted by the City and the District after conducting two public hearings at which members of the public who wanted to present testimony or evidence regarding the Agreement were given the opportunity to do so. Notice of each hearing was published in the format required by TEX. LOCAL GOV'T CODE, Section 43.123(b) and was published at least once on or after the 20th day before each public hearing of the City.

1.08 The City and the District desire to enter into this Agreement providing for limited purpose annexation of the portion of the District within which Commercial use may occur for the purpose of collecting sales and use taxes within the annexed areas in accordance with subsection (k) of the Act, and for sharing sales and use tax between the City and the District, as provided herein.

ARTICLE 2
DEFINITIONS

2.01. Definitions. The terms *Act*, *City*, *District*, and *ETJ* shall have the meanings provided for them in the recitals, above. Except as may be otherwise defined, or the context clearly requires otherwise, capitalized terms and phrases used in this Agreement shall have the meanings as follows:

Act means Texas Local Government Code, § 43.0751, and any amendments thereto.

Agreement means this strategic partnership agreement between the City and the District.

Annexed Commercial Property has the meaning set forth in Section 3.03 of this Agreement.

City means the City of Rhome, Texas, a municipal corporation principally situated in Wise County, Texas.

City Consent means the resolution of the City consenting to the creation of the District, and the terms and conditions to such consent described therein.

Commercial means all non-residential development, except for developments owned by a tax-exempt entity, a non-profit entity or a homeowner or property owner association.

Comptroller means the Comptroller of Public Accounts of the State of Texas.

Commission means the Texas Commission on Environmental Quality and its successors.

Development Agreement means the Development Agreement Among the City of Rhome and PMB Rolling V Land L.P. for the Rolling V. Ranch, effective September 30, 2019, as amended.

District means Rolling V Ranch Water Control And Improvement District No. 2 of Wise County, a conservation and reclamation district created pursuant to Article XIV, Section 59, Texas Constitution and operating pursuant to Chapters 49 and 51, Texas Water Code.

Developer means the entity or entities advancing funds to the District for the design and construction of District facilities and for other legal purposes which advances are subject to reimbursement by the District pursuant to the rules of the Commission.

Effective Date means the date on which the City adopts this Agreement.

Implementation Date means the date a limited-purpose annexation ordinance is passed by the City Council pursuant to Section 3.03.

Person means any individual, partnership, association, firm, trust, estate, public or private corporation, or any other entity whatsoever.

Sales and Use Tax means the total sales and use tax imposed by the City which is currently set at the rate of one- and one-half percent (1.5%), with one percent (1%) attributable to the general fund and one-half percent (1/2 %) for the relief from property taxes.

Sales and Use Tax Revenues means those sales and use revenues received by the City from the sales and use tax authorized to be imposed by the City on sales consummated at locations within the Annexed Commercial Property pursuant to the Act and Chapter 321 of the Tax Code attributable to the City's general fund currently set at the rate of one percent (1%).

Tax Code means the Texas Tax Code and any amendments thereto.

ARTICLE 3
ANNEXATION OF THE DISTRICT

3.01. Conditions to Full Purpose Annexation. In accordance with the Development Agreement, except as otherwise provided herein, the City shall have the right, but not the obligation, to annex the property within the District for full municipal purposes upon the date that construction of all Public Infrastructure (as defined in the Development Agreement) to serve one hundred percent (100%) of the District property that is complete and bonds have been issued by the District to reimburse for all eligible costs related to the Public Infrastructure. Until these conditions are met, the District shall remain in the ETJ of the City and be immune from full purpose annexation. Upon full-purpose annexation, the City shall assume only those debts, liabilities, and obligations of the District that the City is required to assume under applicable law.

3.02. Consent to Annexation. OWNER AND ALL FUTURE OWNERS OF ALL OR ANY PORTION OF THE PROPERTY CONSENT TO THE FULL PURPOSE ANNEXATION OF THE PROPERTY INTO THE CORPORATE LIMITS OF THE CITY IN ACCORDANCE WITH THIS AGREEMENT AND WAIVE ALL OBJECTIONS AND PROTESTS TO SUCH ANNEXATION. THIS AGREEMENT SHALL SERVE AS THE PETITION OF OWNER AND ALL FUTURE OWNERS OF THE PROPERTY FOR FULL PURPOSE ANNEXATION OF THE PROPERTY IN ACCORDANCE WITH THIS AGREEMENT.

3.03. Annexation of Commercial Property. Notwithstanding Section 3.01 and as contemplated by the Development Agreement and the Act, the City may annex by ordinance for limited purposes any Commercial portions of the District located within the City's ETJ at any time after the Effective Date of this Agreement, as determined by the City (the "Annexed Commercial Property"), including those Commercial areas that are not contiguous to the City's boundaries. No additional notices, hearings, or other procedures are required to approve the limited purpose annexations. In such event, the District shall remain in existence, with full powers, and any Annexed Commercial Property shall also remain in the boundaries of the District, subject to the full power and authority of the District with respect to water, wastewater

and drainage facilities and services. This annexation provision is in lieu of any annexation of residential property prior to the annexation of the entire District as provided by State law.

3.04. Operations Prior to Full-Purpose Annexation. Prior to annexation of the entire District for full purposes pursuant to State law, except as may be specifically provided in this Agreement, in the City Consent, or the Development Agreement, the District is authorized to exercise all powers and functions of a water control and improvement district provided by law, including, without limiting the foregoing, the power to incur additional debts, liabilities, or obligations (except as provided herein), to construct additional utility facilities, or to contract with others for the provision and operation thereof, or sell or otherwise transfer property without prior approval of the City. The District shall not incur additional debt, liabilities, or obligations after December 1, 2038, without prior approval of the City Council.

3.05. Continuation of the District Following Full-Purpose Annexation. Upon annexation of the entire District under the provisions of Section 3.01 above, the District will continue to exist for an extended period to allow for the completion of District operations and the integration of the District's utility system into the City's utility system, following which period the City shall act to abolish the District in accordance with applicable law; provided that, if the City has not abolished the District within one hundred twenty (120) days after such annexation under Section 3.01, the District shall be automatically abolished on the 121st day. At such time, the City will assume all rights, assets, liabilities and obligations of the District (including all obligations to reimburse the developers within the District) and the District will not be continued or converted for limited purposes. Upon full annexation, fees and charges imposed on residents of the former District for services provided by the City shall be equal to those fees and charges imposed on all other residents of the City.

3.06. Attempted Incorporation. Notwithstanding any provision herein to the contrary, in the event that an election is called pursuant to applicable law in connection with a bona fide petition for incorporation of a municipality that includes a substantial portion of the District, the City shall be entitled to annex that portion of the District attempting to incorporate.

ARTICLE 4
SALES AND USE TAX IN AREAS ANNEXED FOR LIMITED PURPOSE

4.01. Imposition of the City's Sales and Use Tax. In the event the City elects to annex the Commercial property for limited purposes as provided in Section 3.03 of this Agreement, the City shall impose its Sales and Use Tax upon the Annexed Commercial Property pursuant to Subsection (k) of the Act. The Sales and Use Tax shall be imposed on the receipts from the sale and use at retail of taxable items at the rate of one- and one-half percent (1.5%) or as permitted by Chapter 321 of the Tax Code. The sales and use tax shall take effect on the date described in Tax Code §321.102.

4.02. Payment of Sales and Use Tax to the District. The City shall pay to the District an amount equal to fifty percent (50%) of the Sales and Use Tax Revenues that are reported on the monthly sales tax report provided by the Comptroller and received by the City from the Comptroller during the first nineteen (19) years after the date of the limited purpose annexation of the Commercial property. Thereafter, the City shall pay the District an amount equal to forty

percent (40%) of the Sales and Use Tax Revenues that are reported on the monthly sales tax report provided by the Comptroller and received by the City from the Comptroller commencing on the first day of the twentieth (20th) year after the date of the limited purpose annexation of the Commercial property. The City shall deliver the District's portion of the Sales and Use Tax Revenues to the District within thirty (30) days of the City's receipt of the sales report and Sales and Use Taxes from the Comptroller. Chapter 2251, Government Code, shall govern and provide the penalty if the City fails to deliver the District's portion in a timely manner. For the purposes of determining the applicable overdue date under Chapter 2251, Government Code, the City is deemed to have received an invoice from the District on the date the City receives the sales tax report from the Comptroller without further action from the District.

a. Each party agrees to make reasonable efforts to obtain amended and supplemental reports from the Comptroller to reflect, to the greatest extent practicable, all Sales and Use Tax revenues generated within the Tract. Revenues resulting from such amended and supplemental reports will be divided and paid as provided above.

b. The City shall deliver to the District a condensed version of each monthly sales tax report provided by the Comptroller, containing only the contents of the sales tax report relating to retail sales and retailers in the Tract within sixty (60) days of the City's receipt of the sales tax report.

4.03. Notification of Comptroller. The City shall send notice of this Agreement and the limited purpose annexation of the Commercial property to the Comptroller within ten (10) days of the Implementation Date in the manner provided by Section 321.102, Tax Code. The City shall send to the District a copy of any notice from the Comptroller delaying the effectiveness of the Sales and Use Tax in the Commercial property.

4.04. Use of Sales and Use Tax Revenue. The District shall use the Sales and Use Tax Revenue provided in Section 4.02 for any lawful purpose.

4.05. District Audit Rights. The District may audit the Sales and Use Tax collections by the City solely to determine whether the Sales and Use Tax Revenue payments provided by Section 4.02 have been made to the District in accordance with this Agreement. Any audit shall be made at the District's sole cost and expense and may be performed at a time convenient to the City during the City's regular business hours, at such place approved by the City, by an auditor hired by the District on thirty (30) days written notice to the City. For the purpose of any audits, the City shall maintain and make available to the District or its representatives all books, records, documents and other evidence of accounting procedures or practices in whatever form sufficiently maintained to reflect the collection of all Sales and Use Tax Revenues that are subject to this Agreement.

4.06. Development Standards. The development standards for the Commercial property shall be the development standards provided for in the Development Agreement as amended, subject to applicable law and the City's ordinances and regulations.

ARTICLE 5
DEFAULT, NOTICE AND REMEDIES

5.01. Default; Notice. A breach of any material provision of this Agreement after notice and an opportunity to cure shall constitute a default. The non-breaching party shall notify the breaching party of an alleged breach, which notice shall specify the alleged breach with reasonable particularity. If the breaching party fails to cure the breach within a reasonable time not sooner than thirty (30) days after receipt of such notice (or such longer period of time as the non-breaching party may specify in such notice), the non-breaching party may declare a default hereunder and exercise the remedies provided in this Agreement in the event of default.

5.02. Remedies. In the event of a default hereunder, the remedies of the non-defaulting party shall be limited to either or both of the following:

a. Monetary damages for actual losses incurred by the non-defaulting party if such recovery of monetary damages would otherwise be available under existing law and the defaulting party is not otherwise immune from paying such damages; and

b. Injunctive relief specifying the actions to be taken by the defaulting party to cure the default or otherwise comply with its obligations hereunder. Injunctive relief shall be directed solely to the default and shall not address or include any activity or actions not directly related to the default.

ARTICLE 6
MISCELLANEOUS

6.01. Beneficiaries. This Agreement shall bind and inure to the benefit of the parties, their successors and assigns. This Agreement shall be recorded with the County Clerk in the Official Records of Wise County and shall bind and benefit each owner and each future owner of land included within the District's boundaries in accordance with Tex. Local Gov't Code, Section 43.0751(c).

6.02. Term. This Agreement shall commence and bind the parties on the Effective Date first written above and continues until the City annexes the District for full purposes in accordance with this Agreement and State law. The provisions of this Agreement relating to the collection of sales and use tax will automatically terminate with regard to any portion of the Commercial property upon disannexation or full purpose annexation of such property.

6.03. Notice. Any notices or other communications ("Notice") required to be given by one party to another by this Agreement shall be given in writing addressed to the party to be notified at the address set forth below for such party, (i) by delivering the same in person, (ii) by depositing the same in the United States Mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, or (iii) by depositing the same with Federal Express or another nationally recognized courier service guaranteeing "next day delivery", addressed to the party to be notified, (iv) by delivering the same via electronic mail or (v) by sending the same by telefax with confirming copy sent by mail or electronic mail. Notice deposited in the United States mail in the manner hereinabove described shall be deemed effective from and after the date of such deposit. Notice given in any other manner shall be

effective only if and when received by the party to be notified. For the purposes of notice, the addresses of the parties, until changed as provided below, shall be as follows:

City: City of Rhome
261 School Rd.
Rhome, Texas 76078
Attn: City Administrator
E-mail: cityadministrator@cityofrhome.com

District: Rolling V Ranch Water Control and Improvement District No. 1 of Wise County
c/o Allen Boone Humphries Robinson, LLP
4514 Cole Avenue, Suite 1450
Dallas, Texas 75104
Attn: Steve Robinson
E-mail: srobinson@abhr.com

The parties shall have the right from time to time to change their respective addresses, and each shall have the right to specify as its address any other address within the United States of America by giving at least five (5) days written notice to the other parties. If any date or any period provided in this Agreement ends on a Saturday, Sunday, or legal holiday, the applicable period for calculating the notice shall be extended to the first business day following such Saturday, Sunday or legal holiday.

6.04. Time. Time is of the essence in all things pertaining to the performance of this Agreement.

6.05. Entire Agreement; Severability. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, whether oral or written, covering the subject matter of this Agreement. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable for any reason, then (a) such unenforceable provision shall be deleted from this Agreement; (b) the unenforceable provision shall, to the extent possible, be rewritten to be enforceable and to give effect to the intent of the parties; and (c) the remainder of this Agreement shall remain in full force and effect and shall be interpreted to give effect to the intent of the parties.

6.06. Waiver. Any failure by a party hereto to insist upon strict performance by the other party of any material provision of this Agreement shall not be deemed a waiver thereof or of any other provision hereof, and such party shall have the right at any time thereafter to insist upon strict performance of any and all of the provisions of this Agreement. No provision of this Agreement may be waived except by writing signed by the party waiving such provision. Any waiver shall be limited to the specific purpose for which it is given. No waiver by any party hereto of any term or condition of this Agreement shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

6.07. Applicable Law and Venue. The construction and validity of this Agreement shall be governed by the laws of the State of Texas without regard to conflicts of law principles. Venue shall be in Wise County, Texas.

6.08. Reservation of Rights. To the extent not inconsistent with this Agreement, each party reserves all rights, privileges, and immunities under applicable laws.

6.09 Governmental Immunity. Nothing contained in this Agreement shall be construed as a waiver of the governmental, sovereign, or official immunity of the City or any of its officers, employees, agents, or representatives, except to the extent expressly waived by applicable law.

6.10. Further Documents. The parties agree that at any time after execution of this Agreement, they will, upon request of another party, execute and deliver such further documents and do such further acts and things as the other party may reasonably request in order to carry out the terms of this Agreement.

6.11. Incorporation of Exhibits and other Documents by Reference. All Exhibits and other documents attached to or referred to in this Agreement are incorporated herein by reference for the purposes set forth in this Agreement.

6.12. Effect of State and Federal Laws. Notwithstanding any other provision of this Agreement, the District and the City shall comply with all applicable statutes or regulations of the United States and the State of Texas, as well as any City ordinances or rules implementing such statutes or regulations, and such City ordinances or rules shall not be deemed a breach or default under this Agreement.

6.13. Assignability, Successors, and Assigns. This Agreement shall not be assignable without the other party's written consent. This Agreement shall be binding upon and inure to the benefit of the parties and their respective representatives, successors, and assigns.

6.14. Amendment. This Agreement may be amended only by written agreement with approval of the governing bodies of the City and the District.

6.15. Interpretation. The parties acknowledge that each party and, if it so chooses, its counsel have reviewed and revised this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendments or exhibits hereto. As used in this Agreement, the term "including" means "including without limitation" and the term "days" means calendar days, not business days. Wherever required by the context, the singular shall include the plural, and the plural shall include the singular. Each defined term herein may be used in its singular or plural form whether or not so defined.

6.16. Changes in State or Federal Laws. If any state or federal law changes so as to make it impossible for the City or the District to perform its obligations under this Agreement, the parties will cooperate to amend this Agreement in such a manner that is most consistent with the original intent of this Agreement as legally possible.

6.17. Authority for Execution. The City warrants that this Agreement has been approved by the City Council in accordance with all applicable public meeting and public notice requirements (including, but not limited to, notices. required by the Texas Open Meetings Act) and that the individual executing this Agreement on behalf of the City has been authorized to do so. The District warrants that this Agreement has been approved by the Board in accordance with all applicable public meeting and public notice requirements (including, but not limited to, notices required by the Texas Open Meetings Act) and that the individual executing this Agreement on behalf of the Board has been authorized to do so.

6.18. Recording of Agreement. This Agreement shall be filed in the deed records of Wise County and shall bind each owner and each future owner of land included in the District's boundaries.

SIGNATURE PAGES FOLLOW

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement effective as of the date first written above.

CITY OF RHOME, TEXAS

By: _____
Amanda DeGan, ICMA-CM, City Administrator

ATTEST:

By: _____
Shaina Odom, TMRC, City Secretary

THE STATE OF TEXAS §
§
COUNTY OF WISE §

This instrument was acknowledged before me on this the _____ day of _____, 2026, by Amanda DeGan, City Administrator of the City of Rhome Texas, on behalf of said City.

_____
Notary Public, State of Texas

(NOTARY SEAL)

[SIGNATURES CONTINUED ON NEXT PAGE]

ROLLING V RANCH WATER CONTROL
AND IMPROVEMENT DISTRICT NO. 1
OF WISE COUNTY

By:_____
President, Board of Directors

ATTEST:

By:_____
Secretary

THE STATE OF TEXAS §
§
COUNTY OF WISE §

This instrument was acknowledged before me on this the _____ day of _____, 2026, by _____, President of the Board of Directors of Rolling V Ranch Water Control and Improvement District No. 1 of Wise County, a political subdivision of the State of Texas, on behalf of said political subdivision.

_____
Notary Public, State of Texas

(NOTARY SEAL)

[END OF SIGNATURES]

Overview of Strategic Partnership Agreement

District Size:	District No. 1 encompasses approximately 2,942.777 acres, consisting of approximately 1,859.069 acres shown on Exhibit A and described in Exhibit B within Rhome's extraterritorial jurisdiction (the "Rhome Property") and approximately 1,083.708 acres within the extraterritorial jurisdiction of the City of Newark (the "Newark Property"); and
Ad Valorem Taxes:	Does not contemplate City assessment of property tax until the project is annexed for full purpose use and will involve in-depth review of the debt rate and debt service for the District prior to this step.
Sales/Use Tax:	May be applied to the commercial areas as 'limited purpose annexation' through a Strategic Partnership Agreement. *Year 1 - Year 19* • Share 50% of sales/use tax generated within the District *Year 20+* • Share 40% of sales/use tax generated within the District • however, it is the District's intent in agreeing to payment of the additional 10% of the Sales and Use Tax Revenues to the City beginning on the first day of the twentieth (20^{th}) year of the Limited Purpose Annexation Period to provide funds to the City to defray costs associated with full purpose annexation of all or any portion of the Property.
Commercial Area:	Approximately 241 acres, per Exhibit C and described on Exhibit D attached to the development agreement.
Term of Agreement:	Agreement continues until the City annexes the Rhome Property for full purposes in accordance with the Development Agreement; provisions of this Agreement relating to the collection of sales and use tax will automatically terminate with regard to any portion of the Limited Purpose Property upon disannexation or full purpose annexation of such property.

TO:	Wise County Messenger	**DATE:**	October 5, 2026
FROM:	Shaina Odom City Secretary	**PAGES:**	1
RUN DATE:	2 Times: Thursday, October 8, 2026 & October 22, 2026	**SUBJECT:**	Legal Notices

CITY OF RHOME, TEXAS

NOTICE OF PUBLIC HEARING
Regarding Proposed Strategic Partnership Agreement

Between the CITY OF RHOME and ROLLING V RANCH WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2 OF WISE COUNTY

The Rhome City Council of the City of Rhome, Texas will conduct two Public Hearings on Thursday, October 22, 2026 at 6 pm and November 5, 2026 at 6 pm, for the purpose of considering a request for a Strategic Partnership Agreement with Rolling V Ranch Water Control & Improvement District No. 2 of Wise County. The proposed agreement provides for limited purpose annexation, imposition of sales and use taxes, provision of municipal services, and terms for potential future full-purpose annexation. A copy can be viewed at City Hall, 261 School Road, Rhome, TX 76078.

Please check www.cityofrhome.com for meeting details. You are welcome to attend all Public Hearings to provide oral testimony. Written testimony is also accepted, addressed to City Secretary, City of Rhome, PO Box 228, Rhome, Texas 76078 or by email to citysecretary@cityofrhome.com. If you have any questions, please contact City Secretary Shaina Odom at 940-210-8223 or sodom@cityofrhome.com.

AGENDA ITEM 7
“A”

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Presentation and Discussion of Public Improvement District and Tax Increment Financing Options and the Prairie Point Development Proposal**
Department: Administration
Contact: Amanda DeGan, City Administrator

Summary:

- The City currently has an agreement with P3 Works LLC, who assists Rhome when developers request incentives or public improvement district options to develop property.
- P3 representative will present an overview and answer questions for Council.

Details / Recommendation:

The City is fortunate to use a local firm, P3 Works, LLC, to provide recommendations and analysis of public improvement districts and other incentives requested by developers who are exploring opportunities within the community. The Council recently heard a brief overview from the BridgeRock Developments group on their proposed incentives for the Prairie Point Development currently within Rhome's city limits.

The consultant team will discuss more of the details associated with the developer's requests and answer any questions the Council has on the project.

Financial Impact: Based on each development and submittal.

Council Motions: None

Attachments(s):

1. Presentation at the City Council Meeting

AGENDA ITEM 7
“B”

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Establishment of the Strategic Partnership Agreement (SPA) with Rolling V Ranch Water Control and Improvement District (District) No. 1 of Wise County**
Department: Administration
Contact: Amanda DeGan, City Administrator

Summary:

- The City has various development agreements with the District in order to provide limited services and to create a pathway for future annexation options, at the City's discretion.
- The SPA allows the City to assess sales and use tax in the commercial areas in the District.

Details / Recommendation: Development agreements are negotiated with most developers to include (but are not limited to) components such as:

- *Recitals* that explain the "Whereas" statements that details of property ownership and responsibilities of each party;
- *Development Regulations* that discuss building codes, subdivision standards, concept plans, development processes, zoning, master plans, and various other details specific to the project.
- *Development Processes* covering plats, inspections, design and construction, permitting, certificates of substantial completion, etc.
- *Development Charges* sets the fees associated with platting, plan review, building permits, inspections, impact fees (if applicable), etc.
- *Water/Sewer Infrastructure*
- *Public Safety Services*
- *Terms of the Agreement*
- *Annexation*
- *Public Improvement District Creation, Tax Increment Financing Agreements, District Creation Consent, etc.*
- *Other Legal Components as Required by Law*

As part of the discussions with the original owner, Johnny Vinson, the development agreement was negotiated as part of the creation of the District. The development agreement has been updated, as new owners purchased the property and as conditions changed with the project. In addition, "Exhibits" are often explained and attached to the agreement. As part of our agreement with Mr. Vinson, and subsequently PMB, a Strategic Partnership Agreement (SPA) is an exhibit in our document which was negotiated in the early discussions of the land development but not executed as there was no commercial

that existed for the project. In this instance, the SPA applies to the assessment and collection of the City's sales and use tax on the commercial areas of the District that are within the City's extra territorial jurisdiction (ETJ). Our agreement gives the City the option to annex the commercial sections for limited purpose annexation only, which will apply the sales and use tax but not the City's ad valorem tax rate. The City still retains the right to fully annex portions of the District in the future as per the terms of the overall development agreement.

In order to ratify the SPA, each participating entity, in this case the City and the District, must hold two (2) public hearings to allow for input from stakeholders. The District has already conducted public hearings for their jurisdiction, and the public hearing for the October 22, 2026, meeting is the City's first published notice of the opportunity. The second hearing is set for the November 2026 meeting date at which time the City Council may choose to take action on the agreement.

Specific to the SPA for this development, the City will share a portion of the sales and use tax with the District for a given period of time or until the property is fully annexed by the City. See the included *Overview of the Strategic Partnership Agreement.*

City Staff have worked with the City Attorney to meet the public notice requirements as well as follow the State mandates that will allow the Council to consider the agreement. The public hearing portion of the agenda will allow stakeholders to provide input on the project and agreement.

Financial Impact: Dependent on the type and number of business developed in the District. Sales and Use Tax Revenue would be generated for the City to use in operations.

Council Motion(s): None at this time as this is the first of two (2) public hearings needed for this agenda item.

Attachments(s):

1. Development Agreement
2. Overview of Strategic Partnership Agreement

Overview of Strategic Partnership Agreement

District Size:	District No. 1 encompasses approximately 2,942.777 acres, consisting of approximately 1,859.069 acres shown on Exhibit A and described in Exhibit B within Rhome's extraterritorial jurisdiction (the "Rhome Property") and approximately 1,083.708 acres within the extraterritorial jurisdiction of the City of Newark (the "Newark Property"); and
Ad Valorem Taxes:	Does not contemplate City assessment of property tax until the project is annexed for full purpose use and will involve in-depth review of the debt rate and debt service for the District prior to this step.
Sales/Use Tax:	May be applied to the commercial areas as 'limited purpose annexation' through a Strategic Partnership Agreement. *Year 1 - Year 19* • Share 50% of sales/use tax generated within the District *Year 20+* • Share 40% of sales/use tax generated within the District • however, it is the District's intent in agreeing to payment of the additional 10% of the Sales and Use Tax Revenues to the City beginning on the first day of the twentieth (20^{th}) year of the Limited Purpose Annexation Period to provide funds to the City to defray costs associated with full purpose annexation of all or any portion of the Property.
Commercial Area:	Approximately 241 acres, per Exhibit C and described on Exhibit D attached to the development agreement.
Term of Agreement:	Agreement continues until the City annexes the Rhome Property for full purposes in accordance with the Development Agreement; provisions of this Agreement relating to the collection of sales and use tax will automatically terminate with regard to any portion of the Limited Purpose Property upon disannexation or full purpose annexation of such property.

AGENDA ITEM 7
“C”

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Presentation and Discussion of Contract Extension with Waste Connections**
Department: Administration
Contact: Amanda DeGan, City Administrator

Summary:

- The current contract with Waste Connections is due for renewal in December of 2026.
- Staff will discuss options with Council and timing of renewals.

Details / Recommendation:

The City currently has a public/private partnership with Waste Connections to provide solid waste management. The original contract was signed in 2001 for an initial term of 5 years. The current contract (executed in January of 2021) is due for renewal and Staff have had several meetings with their team to discuss options for the community. We currently offer twice a week solid waste (trash) pick-up on Tuesday and Friday, with bulk pick-up once a month. We also have an on-demand option for quarterly hazardous waste service.

Monthly Residential	Prior to 2021	2021	2026	2027
Base Fee for Service	$11.45	$14.35	$18.66	$19.29
Extra Cart	$5.00	$5.00	$6.49	$6.71
Franchise Fee	$1.00	$1.00	$1.00	$1.00

In 2021, the cost for bulk pick-up was changed from a quarterly to a monthly service and included in the Base Fee. Additional increases in costs are based on the annual consumer price index (CPI) and are generally implemented at the beginning of the calendar year.

One point of consideration is our current pricing structure should be evaluated based on the long-term impact on infrastructure. We are currently passing through charges and any increase for solid waste through the annual CPI review; however, the City is not factoring in the impact of staff time to administer the system, handle the billing, and perform customer service duties for the community. Council may consider whether the current billing structure is recovering the actual costs of providing the service or if this is an area where the City would like to continue to subsidize the service.

Financial Impact: Based on Council direction.

Council Motions: I make a motion to APPROVE/DENY the contract extension with Waste Connections for a one-year term.

Attachments(s):

1. Draft Contract

WASTE CONNECTIONS
Connect with the Future®

October 9, 2026

Amanda DeGan, City Administrator
City of Rhome
PO Box 228
Rhome, TX 76078-0228

Dear City Administrator DeGan:

Waste Connections appreciates the opportunity to serve your community. We have made every effort to ensure that you receive the best service possible at the most affordable prices.

As per our agreement, we must request from the City of Rhome the annual Consumer Price Index (CPI) rate adjustment called for in our agreement. The percentage of increase, calculated by the mechanism within our agreement, equals a 3.40% increase to your rates. I have enclosed the CPI information as well as a sheet with the revised rates for the services we provide. We request that these new rates for services rendered become effective January 1, 2027.

Waste Connections is committed to maintaining the highest quality of service to the City of Rhome. We would like to take this opportunity to thank the City staff, the business community, and residents for your continued patronage.

Sincerely,

Cory Glassburn
Municipal Marketing Manager
Waste Connections Lone Star, Inc.

Enclosures

U.S. BUREAU OF LABOR STATISTICS

Databases, Tables & Calculators by Subject

Special Notices 1/14/2026

Change Output Options: From: 2016 To: 2026 GO

include graphs include annual averages

More Formatting Options

Data extracted on: October 9, 2026 (11:56:01 AM)

Consumer Price Index for All Urban Consumers (CPI-U)

Series Id: CUUR0000SA0,CUUS0000SA0
Not Seasonally Adjusted
Series Title: All items in U.S. city average, all urban consumers, not seasonally adjusted
Area: U.S. city average
Item: All items
Base Period: 1982-84=100

Download: xlsx

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	238.778	241.237
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	244.076	246.163
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	250.089	252.125
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	254.412	256.903
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229	260.474	257.557	260.065
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802	266.236	275.703
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012	297.711	296.797	288.347	296.963
2023	299.170	300.840	301.836	303.363	304.127	305.109	305.691	307.026	307.789	307.671	307.051	306.746	302.408	306.996
2024	308.417	310.326	312.332	313.548	314.069	314.175	314.540	314.796	315.301	315.664	315.493	315.605	312.145	315.233
2025	317.671	319.082	319.799	320.795	321.465	322.561	323.048	323.976	324.800	-(X)	324.122	324.054	320.229	324.000
2026	325.252	326.785	330.213	333.020	335.123	333.952	333.918	334.980					330.724	

X : Data unavailable due to the 2025 lapse in appropriations

U.S. BUREAU OF LABOR STATISTICS Office of Publications and Special Studies Suitland Federal Center Floor 7 4600 Silver Hill Road Washington, DC 20212-0002

Telephone: 202-691-5200_ Telecommunications Relay Service: 7-1-1_ www.bls.gov Contact Us

SECOND AMENDMENT TO THE EXCLUSIVE FRANCHISE AGREEMENT

This Second Amendment to the EXCLUSIVE FRANCHISE AGREEMENT FOR THE COLLECTION, HAULING AND DISPOSAL OF MUNICIPAL SOLID WASTE AND CONSTRUCTION AND DEMOLITION WASTE IN THE CITY OF RHOME, TX, (the "Agreement") dated January 1, 2021, as amended by that certain First Amendment dated effective May 27, 2021, is entered into effective _____, 2026 (the "Second Amendment") by and between Waste Connections Lone Star, Inc. (the "Service Provider"), and City of Rhome, Texas (the "City").

WHEREAS, the Initial Term of the Agreement concludes on December 31, 2026, and Section 13 of the Agreement provides that the parties may mutually agree to extend the Agreement for two (2) successive periods of twelve (12) months; and

WHEREAS, the City and the Service Provider desire to exercise the first such twelve (12) month extension and to confirm the rate adjustment applicable to the extended term.

NOW, THEREFORE, the Service Provider and the City hereby agree as follows:

1. Pursuant to Section 13 of the Agreement, the City and the Service Provider mutually agree to extend the Agreement for a Renewal Term of twelve (12) months, commencing January 1, 2027 and concluding December 31, 2027. This is the first of the two (2) successive twelve (12) month Renewal Terms contemplated by Section 13, and the parties' right to mutually agree to the second such Renewal Term remains unaffected.

2. Effective January 1, 2027, the rates set forth in Exhibit A to the Agreement, as previously amended, shall increase by an amount equal to the increase in the CPI-U during the Prior Rolling Twelve-Month Period, as provided in Section 11.A. of the Agreement. The Service Provider will notify the City in writing of the adjusted rates taking effect January 1, 2027. The parties acknowledge that this adjustment is the annual CPI-U adjustment provided for in Section 11.A. and does not waive or limit any future rate adjustment under Section 11 of the Agreement.

3. Except as expressly amended by this Amendment, all terms and conditions of the Agreement remain in full force and effect and are hereby ratified and confirmed. In the event of any conflict between this Amendment and the Agreement, this Amendment controls.

4. This Second Amendment, together with the Agreement and the First Amendment, represent the entire agreement between Service Provider and the City concerning the subject matter contained in the Agreement and its amendments.

5. This Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

[signatures on next page]

PASSED AND APPROVED by the City Council for the City of Rhome, Texas on the ___ day of _____, 2026.

CITY OF RHOME, TEXAS	WASTE CONNECTIONS LONE STAR, INC.
By: _____	By: _____
Its: _____	Its: _____
Name: _____	Name: _____

ATTEST:

By: _____

Name: _____

Title: _____

AGENDA ITEM 7
“D”

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Discussion and Consideration of Police Department Policy Updates: Policies 100.16, 100.19, 400.29, 400.30, 700.24, 700.43, 1200.05, and 1300.01.**
Department: Police
Contact: Paul Bocconcelli, Police Chief

Summary:

- The Rhome Police Department is reorganizing its policy manual into the Texas Police Chiefs Association (TPCA) Best Practices chapter structure as part of its accreditation effort.
- Eight (8) of the revised or new policies involve city funds, employee benefits, vendor or wrecker arrangements, or the School Resource Officer program.

Details / Recommendation: As part of accreditation, the Department has rewritten its policies to meet TPCA standards and current Texas law. The eight policies below are brought to council because each may affect City funds, create an employee benefit or a liability, or depend on an agreement with another entity.

Policy 100.16 Fiscal Management, Budget, and Department Property Control. Reason: TPCA standards require written fiscal controls and accountability for property. This policy has the Chief responsible for the Department budget, prepared in the City's format and submitted to the City Administrator, and requires purchases to follow City purchasing rules. Per-transaction purchasing limits are Sergeant $500, Captain $1,000, and Administrative Assistant or collateral-duty officers $250, with the Chief's written approval above those amounts. It also sets cash-fund controls (locked storage, a custodian, bi-annual internal audits and an annual audit by City finance), an annual inventory of assets over $5,000 and all weapons, and written approval for personally owned equipment. Reimbursement for lost personal property is limited and capped at $200 for high-value personal items.

Policy 100.19 Department Vehicle Use and Take-Home Assignment. Reason: to set clear rules for the privilege of taking a Department vehicle home. Currently our policy allows the Chief to assign take-home vehicles to officers living within 25 miles of the city limits. This policy is not in use. I am requesting a modification that allows at the Chief's discretion, for an officer to use a work-week arrangement, taking the patrol vehicle home between consecutive shifts and returning it after the last shift of the week. Officers attending training may take a Department vehicle home when one is available. The policy limits personal use, prohibits driving while impaired, requires officers in marked vehicles to be identifiable, armed and carrying a badge and credentials, bars off-duty traffic stops except in exigent circumstances, and allows the Chief to suspend or end the privilege for misuse.

Policy 400.29 Employee Mental Health and Wellness. Reason: the policy states it is intended to comply with Texas Government Code § 614.015 and to give employees access to mental health support. It provides wellness and referral services, supervisor referral procedures, fitness-for-duty and return-to-duty procedures, and confidentiality protections. For a qualifying traumatic event in the scope of employment, it grants paid mental health leave of up to three workdays, with up to five more at the Chief's approval (eight maximum per event). The leave is not charged against accrued leave balances.

Policy 400.30 Line-of-Duty Death, Serious Injury, and Survivor Support. Reason: to give the Department an organized, compassionate response when an employee is killed or seriously injured in the line of duty. The Chief or a designee leads the response, and a survivor liaison is assigned to support the family. The policy covers family notification, assistance at the hospital, morgue or funeral home, help identifying and pursuing available benefits, funeral and memorial coordination (honor guard, flag presentation, procession and traffic control), media control, and long-term contact with survivors. It also provides chaplain, peer support and counseling referral for affected employees. The policy does not create or pay any benefit itself. It directs the liaison to help survivors pursue existing Department, City, workers' compensation, retirement, insurance, and federal, state and local benefits.

Policy 700.43 Artificial Intelligence. Reason: this is a new policy, written to meet TPCA standard 7.36, covering technology the Department uses or may use, including license plate readers, drones, AI report writing and AI assistants. The Chief approves AI technology before use. Use by sworn personnel for license plate readers, drones and AI report writing requires training first, and all employees may use general AI assistants. The policy limits use to legitimate law enforcement purposes, requires documentation of use, sets data security and privacy rules, requires the Chief or Captain to approve drone flights, and requires an annual audit by the Captain.

Policy 1200.05 Release and Disposal of Property and Evidence. Reason: TPCA standards require that property and evidence leave the Department only as the law and a court allow, and that each release is documented. The policy covers release of found and safekeeping property in the field, and disposal of evidence only when it is no longer needed and the release is authorized. Unclaimed property is handled under Article 18.17 of the Code of Criminal Procedure and any municipal disposition process, which may involve sale of property and the handling of proceeds. It also covers stolen property, weapons, firearms taken in emergency detentions, controlled substances (witnessed destruction), and property held by pawn shops.

Policy 1300.01 School Resource Officer Program. Reason: to define how School Resource Officers operate in a school district under an interlocal agreement. SROs remain Department employees under Department supervision and are not used as routine school disciplinarians. The policy separates school discipline from law enforcement action, directs juvenile cases to the Department's juvenile custody policy (1000.05), addresses school safety planning and weekly exterior door checks, student records and FERPA, mandatory child abuse reporting, use of force, and body-worn cameras. Staffing, duties and cost allocation are set by the interlocal agreement, which must follow Texas Education Code cost-allocation requirements and may not create a profit for the City.

Financial Impact: Most of these policies set internal procedure and do not appropriate funds. Those that may affect City costs are 100.16 (spending limits by rank), 100.19 (fuel, maintenance and liability for take-home and training use), 400.29 (paid mental health leave, with cost only when used), 400.30 (staff time and ceremonial costs only if an incident occurs; the policy creates no new benefit), 700.43 (any vendor contracts, equipment and data-retention terms), 1200.05 (proceeds from disposal of unclaimed property), and 1300.01 (cost allocation under the interlocal agreement). The Department is not requesting a budget amendment with this item.

Recommended Action: Staff recommends approval.

Council Motion(s): I make a motion to APPROVE/DENY the policy changes described by the Police Chief to the policies listed.

Attachments(s):

- Policies 100.16, 100.19, 400.29, 400.30, 700.43, 1200.05, and 1300.01 (full text).

	RHOME POLICE DEPARTMENT	
	100.16 Fiscal Management, Budget, and Departmental Property Control	
	Effective Date:	**Replaces: All previous versions**
	Chief of Police Paul Bocconcelli	
	Reference: TBP 1.02, 1.10, 1.11, 1.12	

100.16 FISCAL MANAGEMENT, BUDGET, AND DEPARTMENT PROPERTY CONTROL

Purpose

To establish procedures for budget preparation and management, accountability for agency-owned capital assets, approval of personally owned equipment used in the performance of duty, and issuance and recovery of Department property and equipment.

Policy

It is the policy of the Rhome Police Department to maintain sound fiscal management practices, prepare and manage the Department budget in an organized and accountable manner, ensure annual accountability for agency-owned capital assets, require written approval before any personally owned equipment is used in the performance of duty, and require documentation for the issuance and return of Department property and equipment.

A. Budget Responsibility and Fiscal Management

1. The Chief of Police shall have ultimate authority and responsibility for fiscal management of the Department, including budget preparation, expenditure control, and budget monitoring.

2. The Administrative Assistant is designated as the position responsible for coordinating budget preparation and day-to-day budget administration.

3. The Chief of Police may designate other Department members to participate in the budget process or assist in specific fiscal matters related to their areas of responsibility.

4. The Department shall develop, submit, and manage its budget in accordance with City of Rhome procedures and requirements.

B. Budget Preparation Process

1. Annually, during budget preparation, all employees shall be given the opportunity to submit budget requests.

2. Employee budget requests shall be submitted in writing through the chain of command to the Chief of Police for consideration.

3. The Department budget shall be prepared in the format required by the City and shall include appropriate justification for requested expenditures.

4. The completed budget request shall be submitted to the City Administrator or other designated City authority in accordance with City procedures.

C. Budget Monitoring and Position Control

1. The Chief of Police and Administrative Assistant shall monitor budget expenditures throughout the fiscal year.

2. Budget status information, summaries, or reports provided by the City or maintained by the Department shall be reviewed to ensure expenditures remain within authorized limits.

3. To maintain control over authorized positions, the Chief of Police shall compare the number of actual employees against the number of positions authorized in the budget whenever an employee separates from employment or a new employee is hired.

4. The Chief of Police may assist the City in the development or revision of employee classification plans for Department positions as needed.

D. Purchasing and Emergency Expenditures

1. Requests for purchases or services shall be submitted in writing and approved by the Chief of Police or designee prior to purchase, unless emergency conditions make prior written approval impractical.

2. Purchases shall be made in compliance with City purchasing rules and procedures.

3. During weekends or after normal business hours, supervisors or other authorized employees may make minor emergency purchases necessary to meet an immediate operational need.

4. In an emergency, expenditures may be authorized by the on-duty supervisor or ranking officer, subject to prompt notification to the Chief of Police and compliance with City procedures.

5. The Chief of Police may request supplemental appropriations or emergency transfers of funds in accordance with City policy. Such requests shall be submitted to the City Administrator or other designated City authority for approval.

6. Employees authorized to make routine purchases or incur expenditures on behalf of the Department are limited to the following amounts per transaction, based on rank or assignment.

    a. Sergeant - up to $500.00.
    b. Captain - up to $1,000.00.
    c. Administrative Assistant, and officers assigned an additional collateral duty requiring routine purchasing authority, including, but not limited to, Quartermaster, Firearms Instructor, and Taser/CEW Instructor - up to $250.00.

7. Request for expenditures exceeding the applicable amount in subsection 6 require prior approval of next higher approval level. This approval is requested through form 100.16-F.

8. Amounts exceeding $1,000.00 must be approved by the Chief of Police or designee, regardless of rank or assignment.

9. This section does not limit the emergency expenditure authority described in subsections 3 and 4 above.

E. Fee Collections and Cash Receipts

1. The Department does not keep cash on hand for purchases or other expenditures. When a member of the public pays cash at the Department for an official document or service that carries a fee, such as a crash report or open records request, only employees authorized in writing by the Chief of Police may accept the payment. The payer shall receive a written receipt, and the Administrative Assistant, as custodian, shall keep a log of each payment received and secure the cash under lock until it is turned over to the City in accordance with City finance procedures. Collected fees shall never be used to make purchases or pay expenses. Any discrepancy shall be reported immediately to the Chief of Police, and receipts shall be reconciled by someone other than the custodian and are subject to audit by City finance at least annually.

F. Accountability for Agency-Owned Capital Assets

1. The Police Sergeant, or designee, shall be responsible for the maintenance and control of Department property, equipment, and other assets.

2. For purposes of this policy, capital assets shall include all agency-owned assets with a value greater than $5,000.00, and all Department weapons regardless of value.

3. The Department shall conduct an accountability inventory of all agency-owned capital assets at least annually.

4. The annual inventory shall identify each capital asset and its assigned or current location and shall document that the inventory was physically conducted.

5. Upon completion of the annual inventory, the Administrative Supervisor, or other designee of the Chief of Police, shall prepare a written inventory report and forward it to the Chief of Police for review.

6. The annual inventory report may also be forwarded to the City Administrator or other City official as required by City policy.

7. City property shall be used only for official business unless otherwise approved by the Chief of Police.

G. Department-Owned Property and Equipment

1. The Chief of Police shall retain ultimate control over the procurement, requisition, issuance, and accountability of all Department-owned property, equipment, and supplies.

2. Supervisors and employees are responsible for the proper use, care, security, and accountability of property and equipment assigned to them.

3. Requests for equipment, supplies, uniforms, and related items shall be submitted through the chain of command and must include sufficient documentation and justification for approval.

4. Expendable items, such as office supplies, forms, and similar materials, shall be maintained in sufficient quantity by the Administrative Division or designated administrative personnel.

5. Supervisors shall ensure that Department-owned property and equipment under their control are maintained in an operational state of readiness, properly stored, clean, functional, and accounted for.

H. Issuance and Return of Department Property

1. All personnel shall sign for any Department-owned property or equipment issued to them.

2. The Department shall maintain property issue records identifying the employee, the item issued, and the date of issue.

3. Upon separation from employment, reassignment, or other circumstance requiring return of Department property, the employee shall return all issued property and equipment.

4. The return of issued property and equipment shall be documented on the Department property record, inventory log, or other approved form.

5. Supervisors shall ensure that reasonable steps are taken to recover all Department-issued property and equipment when an employee leaves the agency or no longer requires the item for duty.

6. A yearly inventory of Department-owned property, equipment, and supplies shall be conducted by the Administrative Sergeant or designee.

I. Personally Owned Equipment

1. No employee shall carry, wear, or use any personally owned equipment during the performance of duty unless the employee has first obtained written approval from the Chief of Police or designee.

2. Requests to carry or use personally owned equipment shall be submitted in writing through the chain of command and shall identify the equipment for which approval is sought.

3. The Chief of Police or designee shall determine whether the requested personally owned equipment is appropriate, safe, and compatible with Department operations before approval is granted.

4. Written approval for personally owned equipment shall be maintained in the manner designated by the Department.

5. The use of any personally owned equipment without required approval is prohibited.

J. Personal Property Loss and Reimbursement

1. An employee who experiences a loss of personal property in the line of duty shall submit

2. a written memorandum, through the chain of command, documenting:

    a. The circumstances of the incident;
    b. Whether the property was damaged, lost, or destroyed; and
    c. The value of the property, supported by documentation such as receipts, age, and condition sufficient to establish fair market value.

3. The chain of command shall review the request and recommend a dollar amount for reimbursement based on the fair market value of the item or the cost to replace an item serving the same purpose.

4. The Chief of Police shall make the final determination on reimbursement.

5. Reimbursement shall be limited to items normally used in the course of police duties, including wristwatches, clothing, footwear, weapons, and other equipment not supplied by the Department. Reimbursement shall not be made for ornamental or high-value items not normally used in the course of duty, such as fine jewelry or designer clothing, which

are worn at the employee's own risk. In no case shall reimbursement exceed $200.00 for such high-value personal items.

6. Employees are expected to exercise reasonable care to prevent the loss of personal property. Claims will be reviewed in light of the circumstances of the loss, including whether the employee took reasonable steps to prevent it.

K. Records and Administrative Review

1. Records associated with budget preparation, budget monitoring, capital asset inventories, property issuance and return, and personally owned equipment approvals shall be maintained in accordance with Department practice and applicable records-retention requirements.

2. The Chief of Police shall review, or cause to be reviewed, annual capital asset inventory results and significant fiscal or property-control issues identified through this policy.

3. Supervisors shall ensure compliance with this policy within their areas of responsibility.

	RHOME POLICE DEPARTMENT	
	100.19 Department Vehicle Use and Take - Home Assignment	
	Effective Date:	**Replaces: Formerly 200.71**
	Chief of Police Paul Bocconcelli	
	Reference:	

100.19 DEPARTMENT VEHICLE USE AND TAKE-HOME ASSIGNMENT

Purpose

To establish procedures for the assignment, use, care, security, and take-home use of Department vehicles so that vehicles are used safely, responsibly, and in a manner consistent with operational needs and Department expectations.

Policy

It is the policy of the Rhome Police Department that Department vehicles shall be assigned and used in a manner that promotes operational readiness, community service, organizational efficiency, vehicle accountability, and officer safety. A take-home vehicle is a privilege granted by the Department based on operational need, vehicle availability, assignment, and eligibility requirements. All Department vehicles shall be operated lawfully, safely, and with due care, and misuse or abuse of a Department vehicle may result in disciplinary action and loss of take-home privileges.

A. Assignment Authority

1. The assignment and use of Department vehicles to individual officers or supervisors shall be approved by the Chief of Police and is contingent upon vehicle availability and Department needs.

2. Officers assigned to units or positions where unmarked vehicles are utilized may be assigned such unmarked vehicles as determined by the Chief of Police.

3. A take-home vehicle is a privilege and not a right, entitlement, or basis for grievance.

4. Unmarked vehicles assigned under this policy are for official law-enforcement functions only and are subject to the same restrictions, limitations, and requirements as marked Department vehicles under this policy.

B. Eligibility for Take-Home Assignment

1. Officers residing within twenty-five (25) miles of the City of Rhome city limits may be eligible to receive an assigned take-home vehicle.

2. Distance for eligibility purposes shall be calculated by geodesic distance, or "as the crow flies," unless otherwise directed by the Chief of Police.

3. Eligibility for a take-home vehicle does not guarantee assignment, and assignment remains subject to Department need and the discretion of the Chief of Police.

C. **Work-Week Take-Home Alternative**

1. In addition to the standing take-home assignment described under Eligibility for Take-Home Assignment, the Chief of Police may, at the Chief's discretion, authorize an officer to use an assigned patrol vehicle on a work-week basis. Authorization under this section is determined by the Chief of Police and is not limited by the distance in the Eligibility section.

2. Under a work-week take-home, the officer reports to the first shift of the work week in a personally owned vehicle, takes the assigned patrol vehicle home at the end of that shift and after each following shift, and returns the patrol vehicle to the Department at the end of the last shift of the work week, taking the personally owned vehicle home. For example, an officer scheduled to work Monday through Wednesday arrives Monday in a personally owned vehicle, takes the patrol vehicle home Monday night and Tuesday night, and returns it at the end of the Wednesday shift.

3. The patrol vehicle shall not be taken home on the officer's days off and shall remain at the Department and available for Department use.

4. A work-week take-home is a privilege and not a right. The Chief of Police may grant, change, or end it at any time, and all other provisions of this policy, including vehicle care, restrictions on use, vehicle security, and loss of take-home privileges, apply.

D. **Take-Home Vehicle for Training**

1. An officer attending Department-approved training shall be allowed to take a Department vehicle home for the duration of the training when a vehicle is available.

2. During training, the vehicle shall be used only for travel between the officer's residence and the training location and for incidental stops permitted under Restrictions on Use. All other provisions of this policy apply.

3. The officer shall return the vehicle to the Department upon completion of the training, unless otherwise directed by the Chief of Police.

E. **Vehicle Care and Accountability**

1. Officers issued vehicles shall be accountable for the care, cleanliness, and basic maintenance of the assigned vehicle and shall keep the assigned vehicle clean and in good operating condition; and the interior of the vehicle shall be kept clean and free of trash and debris.

2. Any damage to an assigned vehicle shall be reported immediately through the chain of command and documented in a written report describing the circumstances.

3. Failure to properly care for an assigned vehicle may result in disciplinary action, including loss of take-home privileges, suspension, or termination, as appropriate.

F. **Restrictions on Use**

1. Department vehicles shall be operated strictly in accordance with the law and with safety as a primary concern, including the requirement for all occupants to always wear seatbelts.

2. Officers shall exercise sound judgment and due care in the use of Department vehicles.

3. Officers shall not transport family members in a Department vehicle without approval from the Chief of Police.

4. Use of a Department vehicle for personal purposes is prohibited, except for brief, incidental stops made while directly enroute to or from work, such as a quick stop at a gas station or convenience store. Extended personal errands, including grocery shopping or other similar trips, are not permitted. Under no circumstances shall a Department vehicle be used to purchase alcohol or for any form of gambling.

5. Officers shall not operate a Department vehicle after consuming or using alcohol, a controlled substance, medication that affects the ability to drive safely, or any other condition, including illness or fatigue, that impairs the officer's ability to drive safely. An officer who is impaired shall not drive a Department vehicle and shall notify a supervisor. Alcoholic beverages and illegal drugs shall not be carried in a Department vehicle except as evidence or property handled under Department policy.

6. While operating a marked Department vehicle, the officer shall wear, or have readily available, clothing that clearly identifies the officer as law enforcement, shall be armed, and shall be in possession of the officer's police badge and credentials.

7. Officers shall not make traffic stops while off duty, except in exigent circumstances.

G. **Off-Duty and Leave Status**

1. When an officer is on extended vacation, sick leave, or light duty of ten (10) calendar days or more, the assigned vehicle shall be left at the police department unless otherwise approved by the Chief of Police.

2. Vehicles assigned to off-duty officers shall remain available for Department use when needed.

H. **Vehicle Security**

1. Unattended vehicles assigned to off-duty officers shall be locked at all times.

2. Weapons carried in or left in an unattended Department vehicle shall be locked in place or otherwise secured out of sight.

3. Officers are responsible for taking reasonable steps to protect assigned vehicles and contents from theft, damage, or unauthorized access.

I. **Loss of Take-Home Privileges**

1. Vehicle abuse, misuse, unsafe operation, failure to maintain the vehicle, or violation of this policy may result in immediate suspension or termination of take-home vehicle privileges.

2. Loss of take-home privileges may occur independently of any other disciplinary action deemed appropriate by the Department.

3. Upon an officer's separation from employment, including resignation, termination, or retirement, the assigned vehicle, keys, and any Department-issued access or fuel devices shall be returned to the Department no later than the officer's final day of employment, unless otherwise directed by the Chief of Police.

Council Brief – Policy 100.19 Department Vehicle Use and Take-Home Assignment

Oct 19, 2026 ·

Summary

Policy 100.19 replaces 200.71, the take-home vehicle policy the City approved in 2024 but never put into practice. It keeps the substance of 200.71 and adds an optional work-week take-home, plus clearer rules on vehicle use, security, and accountability.

Take-home vehicles remain a privilege, not a right. The Chief of Police assigns them based on need and availability, to officers who live within 25 miles of the City of Rhome.

Action requested: approval of Policy 100.19. The work-week option would add at most two take-home units beyond the supervisor and detective vehicles already authorized.

What stays the same

The core of the 2024 policy carries forward unchanged in purpose:

- Take-home is a privilege and not a right, and cannot be the basis for a grievance.
- The Chief of Police approves all vehicle assignments, subject to vehicle availability and Department needs.
- Officers living within 25 miles of the city limits (measured in a straight line) are eligible.
- Officers are accountable for the care, cleanliness, and condition of their vehicle, and report damage in writing.
- Family members may not be transported without the Chief's approval.
- Vehicles must be locked when unattended, with weapons secured out of sight, and remain available for Department use when the officer is off duty.
- Misuse can cost an officer take-home privileges.

What is new

Work-week take-home. The Chief may authorize an officer to keep a patrol vehicle for the length of a work week.

- The officer drives a personal vehicle to the first shift, takes the patrol vehicle home after that shift and each one after it, and returns it at the end of the last shift of the week.
- The vehicle is never taken home on days off and stays at the Department for others to use.
- It remains a privilege. The Chief may grant, change, or end it at any time, and all other rules in the policy still apply.

Other additions

- **Training:** an officer attending approved training may take a vehicle home for the length of the training when one is available, using it only for travel to the training and incidental stops.

- **Personal use:** limited to brief stops directly on the way to or from work. No extended errands, and never to buy alcohol or for gambling.
- **Impairment:** no driving a Department vehicle while impaired by alcohol, drugs, medication, illness, or fatigue. The officer must notify a supervisor.
- **Readiness:** an officer driving a marked vehicle must wear or have ready clothing that identifies them as law enforcement, be armed, and carry a badge and credentials.
- **Off-duty traffic stops:** not permitted except in exigent circumstances.

What is clarified or adjusted

Topic	200.71 (2024)	100.19 (proposed)
Eligibility	Officers within 25 miles "may receive" a vehicle	Officers within 25 miles "may be eligible"; eligibility does not guarantee assignment
Distance	Straight-line distance	Straight-line distance, unless the Chief directs otherwise
Misuse or abuse	Results in immediate termination of take-home privileges	May result in immediate suspension or termination, independent of any other discipline
Seat belts	Not addressed	Required for all occupants
Damage reporting	Reported to the Chief, with a written report	Reported through the chain of command, with a written report
Extended leave	Vehicle left at the department for extended sick leave or light duty; may stay home during vacation	Vehicle left at the department for extended vacation, sick leave, or light duty of 10 calendar days or more, unless the Chief approves otherwise
Alcohol and drugs in vehicle	Not addressed	Not carried, except as evidence or property handled under Department policy

Housekeeping

- **Renumbering:** 200.71 becomes 100.19, moving into Chapter 100 (Administration and Organization) of the reorganized policy manual.
- **Signature block:** now lists Chief of Police Paul Bocconcelli. The Effective Date will be set when the policy is adopted.
- **Scale:** the work-week option would put at most two additional units home during the work week, on top of the supervisors and detectives who are already authorized take-home vehicles. Officers work the 12-hour Panama schedule. The policy itself contains no dollar figures.

	RHOME POLICE DEPARTMENT	
	~~200.71 Vehicle Usage/Take Home Policy~~100.19 Department Vehicle Use and Take-Home Assignment	
	Effective Date: 02/01/2024	**Replaces: ~~All previous versions~~Formerly 200.71**
	Chief of Police ~~Eric Debus~~Paul Bocconcelli	
	Reference:	

~~200.71 ~~100.19 DEPARTMENT VEHICLE ~~USAGE/~~USE AND TAKE~~-~~HOME ~~POLICY~~ASSIGNMENT

A. Purpose

1. To establish ~~guidelines~~procedures for the assignment, use, care, security, and take-home use of ~~Rhome Police~~ Department vehicles ~~by employees of the Rhome Police Department. As a public safety agency, the Rhome Police Department has a duty to the community to respond as quickly as possible to any event~~so that ~~may require a law enforcement presence anywhere in the department's jurisdiction. Police officers~~vehicles are ~~emergency responders and as such, are subject to recall 24/7 for emergency service. All officers shall recognize that a vehicle assigned under this program is a privilege granted by the Rhome Police Department for the promotion of community support, organizational efficiency, vehicle maintenance~~used safely, responsibly, and ~~officer morale~~in a manner consistent with operational needs and Department expectations.

B. Policy

1. It is the policy of the Rhome Police Department that Department vehicles shall be assigned and used in a manner that promotes operational readiness, community service, organizational efficiency, vehicle accountability, and officer safety. A take-home vehicle is a privilege granted by the Department based on operational need, vehicle availability, assignment, and eligibility requirements. All Department vehicles shall be operated lawfully, safely, and with due care, and misuse or abuse of a Department vehicle may result in disciplinary action and loss of take-home privileges.

~~I~~C. Assignment Authority

1. The assignment and use of ~~police~~Department vehicles to individual officers ~~and~~/or supervisors ~~will~~shall be approved by the Chief of Police~~. It is mandatory that all city vehicles be operated strictly in accordance with the law~~ and is contingent upon vehicle availability and ~~with safety considerations always being a matter of primary concern to the operator. Vehicle abuse or misuse will result in immediate termination of take-home vehicle privileges. Exercising good judgement and care by officers is critical for the success of this program.~~Department needs.

~~II. Procedures~~

~~A. It is the policy of the Rhome Police Department that the following criteria be met before an officer is assigned a take-home vehicle.~~

~~1. The issuance of a take-home vehicle is contingent upon availability and departmental needs, as determined by the Chief of Police.~~

~~2. A take-home vehicle is a privilege that may be extended to an officer that meets the criteria. It is not a right or entitlement; nor is it the subject for a grievance.~~

~~3.~~ 2. Officers assigned to units or positions where unmarked vehicles are utilized ~~will~~may be assigned ~~to~~ such unmarked vehicles as determined by the Chief of Police.

3. A take-home vehicle is a privilege and not a right, entitlement, or basis for grievance.

4. Unmarked vehicles assigned under this policy are for official law-enforcement functions only and are subject to the same restrictions, limitations, and requirements as marked Department vehicles under this policy.

D. Eligibility for Take-Home Assignment

1. Officers residing within twenty-five (25) miles of the City of Rhome city limits may be eligible to receive an assigned take-home vehicle.

2. Distance for eligibility purposes shall be calculated by geodesic distance, or "as the crow flies," unless otherwise directed by the Chief of Police.

3. Eligibility for a take-home vehicle does not guarantee assignment, and assignment remains subject to Department need and the discretion of the Chief of Police.

E. Work-Week Take-Home Alternative

1. In addition to the standing take-home assignment described under Eligibility for Take-Home Assignment, the Chief of Police may, at the Chief's discretion, authorize an officer to use an assigned patrol vehicle on a work-week basis. Authorization under this section is determined by the Chief of Police and is not limited by the distance in the Eligibility section.

2. Under a work-week take-home, the officer reports to the first shift of the work week in a personally owned vehicle, takes the assigned patrol vehicle home at the end of that shift and after each following shift, and returns the patrol vehicle to the Department at the end of the last shift of the work week, taking the personally owned vehicle home. For example, an officer scheduled to work Monday through Wednesday arrives Monday in a personally owned vehicle, takes the patrol vehicle home Monday night and Tuesday night, and returns it at the end of the Wednesday shift.

3. The patrol vehicle shall not be taken home on the officer's days off and shall remain at the Department and available for Department use.

4. A work-week take-home is a privilege and not a right. The Chief of Police may grant, change, or end it at any time, and all other provisions of this policy, including vehicle care, restrictions on use, vehicle security, and loss of take-home privileges, apply.

F. Take-Home Vehicle for Training

1. An officer attending Department-approved training shall be allowed to take a Department vehicle home for the duration of the training when a vehicle is available.

2. During training, the vehicle shall be used only for travel between the officer's residence and the training location and for incidental stops permitted under Restrictions on Use. All other provisions of this policy apply.

3. The officer shall return the vehicle to the Department upon completion of the training, unless otherwise directed by the Chief of Police.

G. Vehicle Care and Accountability

~~B~~1. Officers ~~that are~~ issued vehicles ~~on a permanent basis will be held~~shall be accountable for the care ~~and~~, cleanliness, and basic maintenance of ~~that~~the assigned vehicle and shall keep the assigned vehicle clean and in good operating condition; and the interior of the vehicle shall be kept clean and free of trash and debris.

~~2~~. Any damage ~~that is incurred should~~to an assigned vehicle shall be reported immediately ~~to~~through the ~~Chief of Police, along with~~chain of command and documented in a written report ~~detailing~~describing the circumstances.

~~3~~. Failure to ~~take proper~~properly care ~~of the~~for an assigned vehicle may result in disciplinary action ~~to include the~~, including loss of take-home privileges, suspension, or termination, as appropriate.

~~C. Officers residing within twenty-five (25) miles of the City of Rhome city limits may receive an assigned take-home vehicle. Distance shall be calculated by geodesic distance ("as the crow flies").~~

~~III~~H. Restrictions on Use

1. Department vehicles shall be operated strictly in accordance with the law and with safety as a primary concern, including the requirement for all occupants to always wear seatbelts.

2. Officers shall exercise sound judgment and due care in the use of Department vehicles.

~~A.~~ 3. Officers ~~will not be allowed to~~shall not transport family members in ~~the police~~a Department vehicle without ~~the~~ approval ~~of~~from the Chief of Police.

4. Use of a Department vehicle for personal purposes is prohibited, except for brief, incidental stops made while directly enroute to or from work, such as a quick stop at a gas station or convenience store. Extended personal errands, including grocery shopping or other similar trips, are not permitted. Under no circumstances shall a Department vehicle be used to purchase alcohol or for any form of gambling.

5. Officers shall not operate a Department vehicle after consuming or using alcohol, a controlled substance, medication that affects the ability to drive safely, or any other condition, including illness or fatigue, that impairs the officer's ability to drive safely. An officer who is impaired shall not drive a Department vehicle and shall notify a supervisor. Alcoholic beverages and illegal drugs shall not be carried in a Department vehicle except as evidence or property handled under Department policy.

6. While operating a marked Department vehicle, the officer shall wear, or have readily available, clothing that clearly identifies the officer as law enforcement, shall be armed, and shall be in possession of the officer's police badge and credentials.

7. Officers shall not make traffic stops while off duty, except in exigent circumstances.

~~B. Officers shall keep their assigned vehicle clean and in good operating condition. The inside of the vehicle will be kept clean and free of trash and debris.~~

I. Off-Duty and Leave Status

~~C.~~ 1. When an officer is on extended vacation, ~~he/she may leave the assigned vehicle at their residence. If the officer is on extended~~ sick leave, or light duty of ten (10) calendar days or more, the assigned vehicle ~~will~~shall be left at the police department unless otherwise approved by the Chief of Police.

2. Vehicles assigned to off-duty officers shall remain available for Department use when needed.

J. Vehicle Security

~~D~~1. Unattended vehicles ~~of~~assigned to off-duty officers ~~must~~shall be locked at all times~~,~~.

~~and all weapons will~~2. Weapons carried in or left in an unattended Department vehicle shall be locked in place or otherwise secured out of sight.

3. Officers are responsible for taking reasonable steps to protect assigned vehicles and contents from theft, damage, or unauthorized access.

~~E. Vehicles of off-duty officers will be available for use by the department.~~

K. Loss of Take-Home Privileges

1. Vehicle abuse, misuse, unsafe operation, failure to maintain the vehicle, or violation of this policy may result in immediate suspension or termination of take-home vehicle privileges.

2. Loss of take-home privileges may occur independently of any other disciplinary action deemed appropriate by the Department.

3. Upon an officer's separation from employment, including resignation, termination, or retirement, the assigned vehicle, keys, and any Department-issued access or fuel devices shall be returned to the Department no later than the officer's final day of employment, unless otherwise directed by the Chief of Police.

Council Brief – Policy 400.29 Employee Mental Health and Wellness

Oct 19, 2026

Summary

Policy 400.29 replaces 200.77, the employee mental health policy dated 02/01/2024. It keeps the existing referral and fitness-for-duty process and adds paid mental health leave for employees who experience a traumatic event on duty, which 200.77 did not address.

Action requested: approval of Policy 400.29.

Why now

Texas law requires law enforcement agencies to adopt a mental health leave policy for peace officers who experience a traumatic event in the course of their duties. The law, effective September 1, 2021 (SB 1359), requires clear and objective guidelines for when leave may be granted, leave without a deduction in compensation, a stated number of available days, and a stated level of anonymity for the employee. Policy 400.29 cites Texas Government Code § 614.015 as its basis. Policy 200.77 had no leave provision, so 400.29 closes that gap.

Mental health leave

An employee who experiences a traumatic event in the scope of employment receives paid mental health leave.

- **Who is covered:** all peace officers. Other employees keep access to wellness services.
- **How much:** up to 3 paid workdays per qualifying event, with up to 5 more if the Chief of Police or designee approves. The maximum is 8 workdays per event unless law or the governing authority requires more.
- **How it works:** the employee or a supervisor may request it verbally or in writing, and the supervisor notifies the Chief of Police or designee promptly. Leave may be taken in one block or in parts within a reasonable time after the event.
- **Pay:** no deduction in salary or other compensation, and no charge against vacation, sick, comp, or other earned leave.
- **Who decides:** the Chief of Police or designee, who may confirm the event happened in the scope of employment but may not demand private counseling details to grant the initial leave.
- **Privacy:** records are limited to dates, the approving authority, and the fact that leave was granted under the policy, kept to the minimum needed. Access is limited to those with a legitimate need to know.
- **Return:** an employee returns to duty without a fitness-for-duty evaluation unless the Department has separately started an administrative or emergency referral.

A traumatic event includes a line-of-duty death or serious injury, a shooting or use of deadly force, a reasonably perceived imminent threat of death or serious injury, a severe crime or death scene, mass

casualties, suicide, serious child injury or death, repeated exposure to multiple incidents, or any event the Chief designates.

Other changes from 200.77

- **Supervisors and referrals:** supervisors are directed to encourage voluntary self-referral early and may recommend mental health leave after a qualifying event.
- **Wellness services:** available to employees and, when insurance allows, their families. The Department may use outside providers or other resources the Chief authorizes. The earlier policy named a single provider.
- **Wellness versus fitness-for-duty:** the policy separates voluntary wellness contacts from formal fitness-for-duty or disciplinary evaluations.
- **Referral wording:** Emergency referrals add a duty to protect the safety of the employee, personnel, and the public.
- **Work status:** reevaluated "periodically" instead of every 30 days. The Department may suspend or restrict law-enforcement authority, weapons access, or vehicle use when recommended for safety.
- **Confidentiality and records:** new section protecting wellness, referral, leave, and fitness-for-duty information to the extent the law allows, kept separate from routine personnel records when required.
- **Peer support:** the policy states plainly that the Department has no formally designated peer support team. Informal conversations do not carry the confidentiality protections of Texas Health and Safety Code Chapter 784, and the policy will be updated if a team is created.
- **Employment impact:** an employee may not be penalized solely for seeking wellness help or using leave. Performance and safety issues are still addressed under normal policy.

What stays the same, and housekeeping

Unchanged in substance:

- Employees can self-refer or be referred by a supervisor, and use of services is treated like any other work-related illness or disability.
- Supervisors watch for the same behavioral warning signs
- A supervisor may order an immediate emergency referral when an employee is a significant danger to self or others.
- A mental-health professional advises the Chief of Police on fitness for duty and assignment.
- Return to regular duty after an administrative referral requires an affirmative recommendation from a qualified provider.

Housekeeping:

- **Renumbering:** 200.77 becomes 400.29 in Chapter 400 (Personnel) of the reorganized policy manual.
- **Signature block:** now lists Chief of Police Paul Bocconcelli. The Effective Date will be set when the policy is adopted.
- **References added:** Texas Government Code § 614.015 and Texas Health and Safety Code Chapter 784.

	RHOME POLICE DEPARTMENT	
	400.29 Employee Mental Health and Wellness	
	Effective Date:	**Replaces: Formerly 200.77**
	Chief of Police Paul Bocconcelli	
	Reference: Texas Government Code § 614.015; Texas Health and Safety Code Chapter 784	

400.29 Employee Mental Health and Wellness

Purpose

To establish procedures for employee wellness, mental-health support, supervisor referral, emergency mental-health intervention, confidentiality, fitness-for-duty assessment, return-to-duty review, and paid mental health leave following a traumatic event, so that Department personnel have access to appropriate support, the Department complies with Texas Government Code § 614.015, and the Department can respond lawfully and appropriately when an employee's emotional or psychological condition affects safety, performance, or fitness for duty.

Policy

It is the policy of the Rhome Police Department to provide employees with access to mental-health and wellness resources to help prevent, identify, and address emotional, psychological, and stress-related difficulties associated with law-enforcement service. The Department shall encourage voluntary use of wellness resources, protect confidentiality to the extent permitted by law, and take necessary action when an employee's condition presents a significant risk to the employee, other personnel, or the public. The Department shall also allow mental health leave for eligible employees who experience a traumatic event in the scope of employment, administered under clear and objective guidelines, without deduction in salary or other compensation, with an identified number of available leave days, and with protection of the employee's anonymity to the extent allowed by law and operational necessity.

A. **Applicability and Definitions**

1. Except for Section G (Mental Health Leave), this policy applies to all Department employees. Section G applies to all peace officers employed by the Department and, if the Department employs full-time telecommunicators, to those employees.

2. Mental Health Leave means paid leave authorized under this policy following a qualifying traumatic event experienced in the scope of employment.

3. Traumatic Event means an event arising from official duties that is reasonably likely to cause significant emotional or psychological distress, including but not limited to:

a. a line-of-duty death or serious bodily injury involving any officer, employee, victim, suspect, child, or other person;
b. discharge of a firearm or other use of deadly force by or against an employee;
c. an incident in which an employee reasonably believes the employee or another person is in imminent danger of death or serious bodily injury;
d. a particularly severe or disturbing crime scene or death investigation;
e. an incident involving mass casualties, suicide, serious child injury or death, or similarly traumatic circumstances;
f. repeated exposure in a short period to multiple traumatic incidents; or
g. any other event designated by the Chief of Police or designee as qualifying under this policy.

B. **Availability of Wellness and Mental-Health Services**

1. Mental-health and wellness services shall be made available to Department employees and, when allowed by insurance coverage, agency policy, or provider arrangements, to employee family members.

2. Employees may access services through self-referral, supervisor referral, clergy referral, employee-assistance resources, or Department referral following traumatic or life-threatening events. Employees are encouraged to seek assistance early when experiencing stress, emotional difficulty, trauma-related symptoms, family strain, substance-related concerns, burnout, grief, or other wellness issues.

3. The Department may partner with outside providers, and the Chief of Police may authorize other qualified providers or resources when appropriate. The Department may maintain and provide a list of available mental-health services and support resources.

C. **Supervisor Awareness and Early Intervention**

1. Supervisors shall continuously monitor personnel performance and behavior for signs that may indicate emotional, psychological, or stress-related difficulty. Behavioral indicators may include, but are not limited to:

a. uncharacteristic or repeated citizen complaints, including complaints related to excessive force;
b. abrupt changes in normal behavior or work performance;
c. excessive tardiness, absenteeism, abnormal irritability, impatience, or aggressiveness;
d. repeated overreaction or failure to act in the line of duty;
e. irrational or bizarre thoughts or actions;
f. unexplained changes in work habits or leave usage;
g. erratic mood swings; and
h. signs of alcohol or drug abuse.

2. When a supervisor observes or receives information suggesting an employee may be experiencing emotional or psychological difficulty, including after a traumatic event, the supervisor shall consult with the employee, should encourage voluntary self-referral

before the situation worsens, and, when appropriate, may confer with wellness personnel or a mental-health professional for guidance.

3. A supervisor who reasonably believes an employee has been significantly affected by a qualifying traumatic event may recommend mental health leave under Section G.

D. **Voluntary Referral and Wellness Support**

1. Employees may voluntarily seek assistance from personal or agency-authorized clergy, physicians, or mental-health professionals. Participation in counseling, wellness services, or mental-health consultation shall not, by itself, jeopardize job security or promotional opportunity.

2. Wellness contacts or consultations used for prevention, education, or support should be clearly distinguished from formal fitness-for-duty or disciplinary evaluations when applicable.

E. **Administrative Referral**

1. When emotional impairment or psychological dysfunction is reasonably suspected and voluntary referral appears insufficient, supervisory personnel shall consult through the chain of command to determine whether an administrative referral is warranted.

2. When the commanding officer believes an employee is experiencing serious or debilitating emotional or psychological problems, the commanding officer may direct the employee to be interviewed or evaluated by an agency-authorized mental-health professional.

3. A written copy of the referral order shall be provided to the subject employee, the mental-health professional, and the Chief of Police or designee. The commanding officer shall take reasonable steps to protect the confidentiality of the referral order and restrict access to persons with a legitimate need to know.

F. **Emergency Mental-Health Referral**

1. Under emergency conditions, when an employee's behavior constitutes a significant danger to the employee or others, a supervisor may order the employee's immediate referral for emergency mental-health evaluation.

2. When practical, the mental-health professional or appropriate medical provider shall be contacted for direction before referral. Transportation shall be arranged for the employee when an emergency referral is required.

3. Supervisors shall take reasonable steps to protect the safety of the employee, Department personnel, and the public during an emergency referral.

G. **Mental Health Leave**

1. An employee who experiences a traumatic event in the scope of employment shall be granted mental health leave when the employee, or a supervisor on the employee's behalf, notifies a supervisor, the Chief of Police, or designee that the employee is requesting mental health leave or appears to need such leave. A request may be made verbally or in writing, and a supervisor receiving a request shall promptly notify the Chief of Police or designee.

2. An eligible employee may receive up to three (3) paid workdays of mental health leave for each qualifying traumatic event. The Chief of Police or designee may approve up to five (5) additional paid workdays when circumstances warrant additional recovery time. Mental health leave shall not exceed eight (8) paid workdays per qualifying traumatic event unless otherwise required by law or approved by the governing authority. Leave may be taken consecutively or intermittently within a reasonable time after the event, as approved by the Chief of Police or designee.

3. Mental health leave shall be without deduction in salary or other compensation and shall not be charged against accrued vacation, sick leave, compensatory time, or other earned leave balances. It is separate from any other leave or benefit the employee may be entitled to under Department policy, City policy, workers' compensation, or law.

4. The Chief of Police or designee has approval authority and may require sufficient information to confirm that the event occurred in the scope of employment and falls within this policy, but shall not require unnecessary disclosure of private counseling details to grant initial leave. The Department may document the dates of leave, the approving authority, and the fact that leave was granted under this policy, limited to the minimum necessary to administer the leave and maintain operational accountability.

5. Mental health leave may be used with, but is not dependent on, participation in counseling or treatment unless otherwise required by a lawful fitness-for-duty process. Employees using mental health leave shall be informed of available mental-health services, peer support, clergy, employee-assistance resources, and other wellness services.

H. **Mental-Health Professional Responsibilities**

1. The mental-health professional shall maintain confidentiality of communications and findings to the extent permitted by law and professional standards, and shall acknowledge receipt of an administrative referral and advise whether the employee responded.

2. The mental-health professional may advise the Chief of Police or designee regarding the employee's fitness for duty, recommended work status, and assignment limitations, consistent with lawful disclosure and Department need. Nothing in this policy requires disclosure of therapeutic detail beyond what is necessary for lawful fitness-for-duty or work-status determination.

I. **Work Status, Duty Modification, and Return to Duty**

1. An employee returning from mental health leave under Section G shall resume duty without a fitness-for-duty evaluation unless the Department has initiated an administrative or emergency referral under Section E or F.

2. Following mental-health assessment or treatment, an employee may be returned to the original duty assignment, reassigned to an alternative assignment, placed on temporary light duty, placed on administrative leave, or otherwise assigned or restricted as deemed appropriate. Work status shall be reevaluated periodically while the employee is under the care of a mental-health professional or until such care has been terminated.

3. An employee may be returned to regular duty, have work restrictions modified, or be temporarily or permanently relieved from duty in accordance with the recommendations of the mental-health professional and Department decision-making authority. Reinstatement to regular duty following an administrative mental-health referral or significant impairment concern shall require an affirmative recommendation from an agency-authorized psychologist, psychiatrist, or other qualified provider authorized by the Department.

4. The Department may suspend or restrict law-enforcement authority, weapons access, vehicle use, or other duty functions when recommended for safety or fitness-for-duty reasons.

J. **Confidentiality, Anonymity, and Records**

1. The Department shall maintain the confidentiality of wellness, referral, mental health leave, and fitness-for-duty information to the extent permitted by law, and shall protect the anonymity of an employee using mental health leave to the greatest extent reasonably possible.

2. Access to referral documents, leave information, and related records shall be limited to persons with a legitimate need to know for payroll, scheduling, command, safety, or legal purposes. Mental health, wellness, and leave records shall be maintained separately from routine personnel records when required by law, policy, or administrative practice.

3. Nothing in this policy limits disclosure that is legally required or reasonably necessary for immediate safety, fitness for duty, court process, workers' compensation, or other lawful purpose.

K. **Peer Support and Other Resources**

1. The Department may utilize chaplains, clergy, employee-assistance resources, or outside wellness resources to supplement professional mental-health services, and may refer employees to community, medical, family-support, substance-abuse, financial-counseling, or other support resources when appropriate.

2. The Department does not currently maintain a formally designated peer support team. Informal conversations between employees are not entitled to the legal confidentiality protections that apply to a formally designated peer support team under Texas Health and Safety Code Chapter 784, and employees should not assume such protections apply. Should the Department establish a formal peer support program in the future, this policy will be updated to reflect the team's designation and applicable confidentiality protections.

L. **Employment Impact and Accountability**

1. An employee shall not be penalized solely for seeking wellness or counseling assistance or for using mental health leave.

2. Failure to address deficiencies in job performance, safety, or lawful directives related to treatment, referral, or fitness-for-duty requirements may affect assignment, promotional consideration, or continued employment. Supervisors shall address performance and safety issues in accordance with Department policy regardless of whether wellness services are also being used.

	RHOME POLICE DEPARTMENT	
	~~200.77 Employee Mental Health and Emotional Wellness~~400.29 Employee Mental Health and Wellness	
	Effective Date: 02/01/2024	Replaces: ~~All previous versions~~Formerly 200.77
	Chief of Police ~~Eric Debus~~Paul Bocconcelli	
	Reference: ~~–~~ Texas Government Code § 614.015; Texas Health and Safety Code Chapter 784	

~~200.77 EMPLOYEE MENTAL HEALTH AND EMOTIONAL WELLNESS~~400.29 Employee Mental Health and Wellness

Purpose

To establish procedures for employee wellness, mental-health support, supervisor referral, emergency mental-health intervention, confidentiality, fitness-for-duty assessment, return-to-duty review, and paid mental health leave following a traumatic event, so that Department personnel have access to appropriate support, the Department complies with Texas Government Code § 614.015, and the Department can respond lawfully and appropriately when an employee's emotional or psychological condition affects safety, performance, or fitness for duty.

Policy

~~The duties and responsibilities of the law enforcement profession are often emotionally demanding and difficult, and employees generally risk experiencing stress and related emotional difficulties. It is the policy of this agency to provide all personnel with access to mental health services to help them preempt and resolve emotional difficulties and, under emergency conditions, to take those measures necessary in the provision of mental health services to ensure the well-being and safety of employees and the general public. The Department has partnered with The Center for Emotional Wellness – Wise Health System to provide all services as needed in this policy.~~ It is the policy of the Rhome Police Department to provide employees with access to mental-health and wellness resources to help prevent, identify, and address emotional, psychological, and stress-related difficulties associated with law-enforcement service. The Department shall encourage voluntary use of wellness resources, protect confidentiality to the extent permitted by law, and take necessary action when an employee's condition presents a significant risk to the employee, other personnel, or the public. The Department shall also allow mental health leave for eligible employees who experience a traumatic event in the scope of employment, administered under clear and objective guidelines, without deduction in salary or other compensation, with an identified number of available leave days, and with protection of the employee's anonymity to the extent allowed by law and operational necessity.

~~III. Procedures~~

A. Applicability and Definitions

1. Except for Section G (Mental Health Leave), this policy applies to all Department employees. Section G applies to all peace officers employed by the Department and, if the Department employs full-time telecommunicators, to those employees.

2. Mental Health Leave means paid leave authorized under this policy following a qualifying traumatic event experienced in the scope of employment.

3. Traumatic Event means an event arising from official duties that is reasonably likely to cause significant emotional or psychological distress, including but not limited to:

   - a line-of-duty death or serious bodily injury involving any officer, employee, victim, suspect, child, or other person;
   - discharge of a firearm or other use of deadly force by or against an employee;
   - an incident in which an employee reasonably believes the employee or another person is in imminent danger of death or serious bodily injury;
   - a particularly severe or disturbing crime scene or death investigation;
   - an incident involving mass casualties, suicide, serious child injury or death, or similarly traumatic circumstances;
   - repeated exposure in a short period to multiple traumatic incidents; or
   - any other event designated by the Chief of Police or designee as qualifying under this policy.

~~Professional~~B. Availability of Wellness and Mental ~~-~~Health Services

1. Mental ~~-~~health ~~service providers are~~and wellness services shall be made available to ~~all~~Department employees ~~of this agency and their families as~~and, when allowed by insurance coverage ~~or~~, agency policy~~. Use of these services shall be treated in the same manner as any other work-related illness or disability~~, or provider arrangements, to employee family members.

~~The~~2. Employees may access services ~~of mental health professionals may be invoked by employee~~through self-referral, supervisor referral ~~of a supervisor or peer counselor through the Chief of Police or by policy following~~, clergy referral, employee-assistance resources, or Department referral following traumatic or life-threatening~~, traumatic experiences~~ events. Employees are encouraged to seek assistance early when experiencing stress, emotional difficulty, trauma-related symptoms, family strain, substance-related concerns, burnout, grief, or other wellness issues.

3. The Department may partner with outside providers, and the Chief of Police may authorize other qualified providers or resources when appropriate. The Department may maintain and provide a list of available mental-health services and support resources.

C. Supervisor Awareness and Early Intervention

~~Supervisory personnel are responsible for~~1. Supervisors shall continuously ~~monitoring~~monitor personnel performance and behavior ~~and shall be alert to behavioral~~for signs that may indicate emotional, psychological, or stress-related difficulty. Behavioral indicators ~~that suggest emotional problems. These~~may include, but are not limited to:

- uncharacteristic or repeated citizen complaints, ~~particularly those~~including complaints related to excessive force~~.~~;
- abrupt changes in ~~prescribed employee response or behavior~~normal behavior or work performance;
- ~~such as~~ excessive tardiness, absenteeism, abnormal irritability, impatience, ~~irritability~~ or aggressiveness~~,~~;
- ~~or~~ repeated ~~instances of~~ overreaction or failure to act in the line of duty~~.~~;
- irrational or bizarre thoughts or actions~~,~~;
- unexplained changes in work habits or ~~patterns of~~ leave usage~~.~~;
- erratic mood swings; and
- ~~indication~~ signs of alcohol or drug abuse.

~~Supervisory personnel who observe or receive~~2. When a supervisor observes or receives information ~~regarding~~suggesting an employee may be experiencing emotional or psychological difficulty, including after a traumatic event, the ~~above types of behavior~~supervisor shall consult with the employee ~~for an explanation~~, should encourage voluntary self-referral before the situation worsens, and, ~~where necessary~~when appropriate, may confer with ~~peer counselors or~~ wellness personnel or a mental ~~-~~health ~~professionals~~professional for guidance.

3. A supervisor who reasonably believes an employee has been significantly affected by a qualifying traumatic event may recommend mental health leave under Section G.

D. Voluntary Referral and Wellness Support

1. Employees may voluntarily seek assistance from personal or agency-authorized clergy, physicians, or mental-health professionals. Participation in counseling, wellness services, or mental-health consultation shall not, by itself, jeopardize job security or promotional opportunity.

2. Wellness contacts or consultations used for prevention, education, or support should be clearly distinguished from formal fitness-for-duty or disciplinary evaluations when applicable.

E. Administrative Referral

~~Where circumstances indicate, the supervisory employee shall suggest a voluntary self-referral to the subject employee. Where~~1. When emotional impairment~~/~~ or psychological dysfunction is reasonably suspected~~, either prior to or following these consultations~~ and voluntary referral appears insufficient, supervisory personnel ~~should contact~~shall consult through the

~~employee's commanding officer~~chain of command to determine whether an administrative referral ~~to mental health professionals~~ is warranted.

~~Under emergency conditions, when an employee's behavior constitutes a significant danger to himself or others, a supervisory officer may order his direct and immediate referral for mental health evaluation. The mental health professional shall be contacted for instructions prior to referral, and transportation shall be provided for the subject employee.~~

~~In instances where~~2. When the commanding officer believes ~~that~~ an employee is experiencing serious or debilitating emotional or psychological problems, ~~he shall~~the commanding officer may direct ~~that~~ the employee to be interviewed or evaluated by an agency-authorized mental -health ~~service provider.~~ professional.

3. A written copy of the referral order shall be ~~forwarded~~provided to the subject employee, ~~to~~ the mental- -health ~~service provider and to~~professional, and the Chief of Police or designee.

The commanding officer shall take ~~all necessary~~reasonable steps to ~~ensure~~protect the confidentiality of the referral order and ~~its contents and shall~~ restrict access to ~~those~~ persons with a legitimate need to know.

F. Emergency Mental-Health Referral

1. Under emergency conditions, when an employee's behavior constitutes a significant danger to the employee or others, a supervisor may order the employee's immediate referral for emergency mental-health evaluation.

2. When practical, the mental-health professional or appropriate medical provider shall be contacted for direction before referral. Transportation shall be arranged for the employee when an emergency referral is required.

3. Supervisors shall take reasonable steps to protect the safety of the employee, Department personnel, and the public during an emergency referral.

G. Mental Health Leave

1. An employee who experiences a traumatic event in the scope of employment shall be granted mental health leave when the employee, or a supervisor on the employee's behalf, notifies a supervisor, the Chief of Police, or designee that the employee is requesting mental health leave or appears to need such leave. A request may be made verbally or in writing, and a supervisor receiving a request shall promptly notify the Chief of Police or designee.

2. An eligible employee may receive up to three (3) paid workdays of mental health leave for each qualifying traumatic event. The Chief of Police or designee may approve up to five (5) additional paid workdays when circumstances warrant additional recovery time. Mental health leave shall not exceed eight (8) paid workdays per qualifying traumatic event unless otherwise required by law or approved by the governing authority. Leave may be taken consecutively or intermittently within a reasonable time after the event, as approved by the Chief of Police or designee.

3. Mental health leave shall be without deduction in salary or other compensation and shall not be charged against accrued vacation, sick leave, compensatory time, or other earned leave balances. It is separate from any other leave or benefit the employee may be entitled to under Department policy, City policy, workers' compensation, or law.

4. The Chief of Police or designee has approval authority and may require sufficient information to confirm that the event occurred in the scope of employment and falls within this policy, but shall not require unnecessary disclosure of private counseling details to grant initial leave. The Department may document the dates of leave, the approving authority, and the fact that leave was granted under this policy, limited to the minimum necessary to administer the leave and maintain operational accountability.

5. Mental health leave may be used with, but is not dependent on, participation in counseling or treatment unless otherwise required by a lawful fitness-for-duty process. Employees using mental health leave shall be informed of available mental-health services, peer support, clergy, employee-assistance resources, and other wellness services.

H. Mental-Health Professional Responsibilities

1. The mental-health professional shall:

maintain the confidentiality of all communications concerning and findings to the referral extent permitted by law and its findings. professional standards, and shall

acknowledge receipt of the order an administrative referral and advise whether the employee responded, and.

2. The mental-health professional may advise the Chief of Police of or designee regarding the employee's fitness for duty, recommended work status, and provide recommendations assignment limitations, consistent with lawful disclosure and Department need. Nothing in this policy requires disclosure of therapeutic detail beyond what is necessary for assignment lawful fitness-for-duty or work-status determination.

I. Work Status, Duty Modification, and Return to Duty

1. An employee returning from mental health leave under Section G shall resume duty without a fitness-for-duty evaluation unless the Department has initiated an administrative or emergency referral under Section E or F.

2. Following the mental-health assessment or treatment, an employee may be returned to the original duty assignment, reassigned to an alternative dutyassignment, placed on temporary light duty, or placed on administrative leave, or otherwise assigned or restricted as deemed appropriate.

An employee's workWork status shall be reevaluated every 30 daysperiodically while the employee is under the care of a mental-health professional or until such care has been terminated.

3. An employee may be returned to regular duty; his, have work assignment may berestrictions modified, or he may be temporarily or permanently relieved from duty at any time in accordance with the recommendations of the mental-health professional. The employee's

~~powers of arrest may also be terminated or suspended in accordance with the above recommendations.~~ and Department decision-making authority.

Reinstatement to regular duty ~~of any employee requires the~~following an administrative mental-health referral or significant impairment concern shall require an affirmative recommendation ~~of~~from an agency-authorized psychologist~~/~~, psychiatrist, or other qualified provider authorized by the Department.

4. The Department may suspend or restrict law-enforcement authority, weapons access, vehicle use, or other duty functions when recommended for safety or fitness-for-duty reasons.

J. Confidentiality, Anonymity, and Records

1. The Department shall maintain the confidentiality of wellness, referral, mental health leave, and fitness-for-duty information to the extent permitted by law, and shall protect the anonymity of an employee using mental health leave to the greatest extent reasonably possible.

2. Access to referral documents, leave information, and related records shall be limited to persons with a legitimate need to know for payroll, scheduling, command, safety, or legal purposes. Mental health, wellness, and leave records shall be maintained separately from routine personnel records when required by law, policy, or administrative practice.

3. Nothing in this policy limits disclosure that is legally required or reasonably necessary for immediate safety, fitness for duty, court process, workers' compensation, or other lawful purpose.

K. Peer Support and Other Resources

1. The Department may utilize chaplains, clergy, employee-assistance resources, or outside wellness resources to supplement professional mental-health services, and may refer employees to community, medical, family-support, substance-abuse, financial-counseling, or other support resources when appropriate.

2. The Department does not currently maintain a formally designated peer support team. Informal conversations between employees are not entitled to the legal confidentiality protections that apply to a formally designated peer support team under Texas Health and Safety Code Chapter 784, and employees should not assume such protections apply. Should the Department establish a formal peer support program in the future, this policy will be updated to reflect the team's designation and applicable confidentiality protections.

L. Employment Impact and Accountability

~~Job security and promotional opportunities~~1. An employee shall not be ~~jeopardized by an employee~~penalized solely for ~~having participated in psychological~~seeking wellness or counseling ~~services~~assistance or for using mental health leave.

~~However, failure to seek treatment to correct~~2. Failure to address deficiencies in job performance, safety, or lawful directives related to treatment, referral, or fitness-for-duty requirements may ~~reduce or eliminate~~affect assignment, promotional consideration~~ or~~

~~jeopardize~~, or continued employment. Supervisors shall address performance and safety issues in accordance with Department policy regardless of whether wellness services are also being used.

~~Employees are encouraged to contact personal or agency-authorized clergy, physicians or mental health professionals when deemed necessary for resolving emotional crises.~~

	RHOME POLICE DEPARTMENT	
	400.30 Line of Duty Death, Serious Injury, and Survivor Support.	
	Effective Date:	**Replaces: Formerly 200.66**
	Chief of Police Paul Bocconcelli	
	Reference:	

400.30 LINE-OF-DUTY DEATH, SERIOUS INJURY, AND SURVIVOR SUPPORT

Purpose

To establish procedures for Department response to a line-of-duty death or serious line-of-duty injury, including survivor assistance, employee support, benefits coordination, funeral and memorial coordination, media control, and long-term follow-up.

Policy

It is the policy of the Rhome Police Department to provide prompt, organized, compassionate, and sustained assistance to the survivors of any employee who is killed or seriously injured in the line of duty. The Department shall also provide appropriate support to affected officers and employees, protect the dignity and privacy of the injured or deceased employee and survivors, coordinate benefits and administrative assistance, and ensure that funeral, memorial, and ceremonial activities are handled with professionalism and in accordance with family wishes, operational needs, and proper protocol.

A. General Responsibility

1. The Chief of Police, or designee, shall be responsible for the overall Department response to any line-of-duty death or serious line-of-duty injury involving a Department employee.

2. The Department response shall address both:

   a. survivor support and administrative assistance; and
   b. support for affected Department personnel.

3. The Department shall make reasonable efforts to ensure that survivors are not left to navigate hospital procedures, funeral arrangements, legal proceedings, benefits, or administrative matters without structured assistance from the Department.

B. Immediate Command Responsibilities

1. Upon a line-of-duty death or serious line-of-duty injury, the Chief of Police or designee shall designate a Department coordinator to manage survivor assistance and internal coordination.

2. The Chief of Police or designee shall ensure that the operational investigation, criminal investigation, administrative review, and survivor-support functions are coordinated but kept appropriately separate.

3. The Department shall ensure that the identity of the deceased or seriously injured employee is not released to the media until appropriate notification of immediate family or designated next of kin has been completed.

4. The Department shall take reasonable steps to secure and protect the employee's personal property, Department-issued property, and any personal effects pending lawful investigative and administrative processes.

C. **Family and Survivor Notification**

1. Notification of the immediate family or designated next of kin should be made in person whenever possible.

2. Notification should be made by the Chief of Police, designee, chaplain, or other appropriate Department representative, and may include another support person when appropriate.

3. Notifications shall be made with dignity, sensitivity, and as much accuracy as possible under the circumstances.

4. Survivors shall be provided a clear Department point of contact as soon as practical.

D. **Survivor Assistance Team**

1. The Chief of Police or designee shall assign a primary Department liaison for the survivors.

2. The survivor-assistance function may include, as appropriate:

   a. a command liaison;
   b. a benefits or administrative coordinator;
   c. a chaplain or clergy liaison, if desired by the family;
   d. a peer-support or wellness contact for Department personnel; and
   e. a funeral or ceremonial coordinator.

3. The primary liaison shall remain the principal Department contact for the survivors unless otherwise directed by the Chief of Police or requested by the family.

4. The liaison shall assist the survivors with immediate needs, maintain communication, and help coordinate Department services and information.

E. Hospital, Morgue, and Immediate Family Support

1. In the event of serious injury or death, the Department shall provide reasonable assistance to survivors at the hospital, medical facility, morgue, or funeral home. Assistance may include:

    a. transportation or escort for survivors;
    b. emotional support at the location;
    c. making a chaplain, clergy member, or other support person available when requested or appropriate; and
    d. helping survivors understand immediate procedures and available contacts.

2. The Department shall use care and discretion in limiting unnecessary intrusion upon survivors during the immediate crisis period.

F. Benefits and Administrative Assistance

1. The Department liaison or designated coordinator shall assist survivors in identifying and pursuing available benefits, claims, and administrative processes. Assistance may include information regarding:

    a. Department or City benefits;
    b. workers' compensation or other employment-related benefits;
    c. retirement or pension benefits;
    d. insurance benefits;
    e. federal, state, and local survivor benefits;
    f. applicable charitable or foundation assistance; and
    g. legal proceedings related to the incident.

2. The Department shall assist survivors with required documents, agency certifications, and other administrative matters to the extent lawfully permitted and reasonably possible.

G. Funeral, Memorial, and Ceremonial Coordination

1. The Chief of Police shall designate an officer-in-charge or coordinator for funeral and memorial planning.

2. Funeral and memorial arrangements shall be made in accordance with family wishes, Department protocol, operational feasibility, and applicable ceremonial standards. Responsibilities may include:

    a. internal and external notifications;
    b. coordination with the funeral home;
    c. uniform or ceremonial preparation, if requested;

d. honor guard arrangements;
e. flag presentation;
f. traffic control and procession planning;
g. coordination with assisting agencies; and
h. assignment of personnel to assist the family during services when appropriate.

3. The Department shall not impose ceremonial practices over the reasonable wishes of the family unless required by law or unavoidable operational necessity.

H. **Media and Public Information**

1. All public statements and media releases concerning a line-of-duty death or serious line-of-duty injury shall be coordinated through the Chief of Police or designee. No employee shall release information to the media unless authorized to do so.

2. Public releases shall protect investigative integrity, legal requirements, survivor privacy, and next-of-kin notification needs.

3. The Department shall be mindful that public communications may affect both survivors and Department personnel and shall use restraint, accuracy, and professionalism.

I. **Criminal Proceedings and Case Follow-Up**

1. If criminal proceedings arise from the incident, the Department shall provide survivors with reasonable information about court proceedings, hearings, and case developments when legally appropriate.

2. The survivor liaison shall help coordinate Department support for survivors during criminal proceedings.

3. The Department shall also keep affected Department personnel appropriately informed consistent with investigative, legal, and privacy requirements.

J. **Support for Department Personnel**

1. The Department shall provide appropriate support to affected officers and employees following a line-of-duty death or serious line-of-duty injury. Support may include:

a. chaplain services;
b. peer-support contact;
c. employee assistance or counseling referral;
d. critical-incident or trauma-support resources;
e. temporary administrative relief or modified duty when appropriate; and
f. supervisory follow-up for personnel significantly affected by the incident.

2. Supervisors shall remain alert for signs that affected personnel may need additional support or referral services.

K. **Long-Term Survivor Contact**

1. The Department shall make reasonable efforts to maintain appropriate long-term contact with survivors after the immediate crisis period. Long-term support may include:

   a. follow-up regarding unresolved benefits or administrative matters;
   b. continued communication about court proceedings or memorial events;
   c. referral to support resources; and
   d. continued liaison contact as appropriate to the family's needs and wishes.

2. The Department should be respectful of the survivor's preferences regarding the frequency and nature of continued contact.

L. **Personal Property and Department Property**

1. Personal effects and Department-issued property of the deceased or seriously injured employee shall be handled with dignity, accountability, and sensitivity.

2. Property needed for investigation or administrative review shall be preserved as required by law and policy.

3. Property not needed for official purposes shall be returned in an orderly manner through the designated liaison or other authorized Department representative.

M. **Documentation and Review**

1. The Department shall document significant actions taken under this policy as appropriate.

2. After the incident, the Chief of Police or designee should review the Department response to identify lessons learned, policy needs, support gaps, and operational improvements.

3. Any review should consider both survivor-support issues and support provided to Department personnel.

Council Brief – Policy 400.30 Line of Duty Death, Serious Injury, and Survivor Support

Oct 19, 2026

Summary

Policy 400.30 replaces 200.66, a one-page Line of Duty Death policy. It keeps the same commitments to survivors and the funeral, and adds structure the old policy lacked: a named coordinator, benefits assistance, support for affected employees, protection of the employee's property, long-term contact with the family, and a review after every incident.

Action requested: approval of Policy 400.30.

What stays

The Chief of Police or designee remains responsible for the response to a line-of-duty death or serious injury. These commitments from 200.66 carry over:

- Help for survivors at the hospital, morgue, or funeral home, including transportation, emotional support, and a chaplain or clergy member when wanted.
- A primary Department contact who stays in touch with the family long term.
- Information about legal proceedings and death benefits, and support for the family during any criminal proceedings.
- No release of the employee's name to the media until immediate family has been notified.
- An officer-in-charge for the funeral, handling the honor guard, flag presentation, uniform preparation, traffic control, and officers assigned to the family during services.

What is new

- **Policy statement and two-part response:** the response covers both survivor support and support for affected Department personnel. Survivors are not left to handle hospital procedures, funeral arrangements, legal matters, or benefits without structured help.
- **Coordinator and separation of functions:** the Chief or designee names a Department coordinator and keeps the operational investigation, criminal investigation, administrative review, and survivor support coordinated but separate.
- **Notification:** in person whenever possible, by the Chief, designee, chaplain, or another appropriate representative, with dignity and as much accuracy as the circumstances allow. Survivors get a clear Department contact as soon as practical.
- **Survivor assistance roles:** a primary liaison, plus as appropriate a command liaison, benefits coordinator, chaplain or clergy liaison, peer-support contact, and funeral coordinator. The liaison remains the family's main contact unless the Chief directs otherwise or the family asks.
- **Benefits and paperwork:** help identifying Department or City benefits, workers' compensation, retirement, insurance, federal, state, and local survivor benefits, and charitable assistance, and help with required documents and agency certifications where lawful.

- **Family wishes:** the Department does not impose ceremonial practices over the family's reasonable wishes unless required by law or unavoidable operational necessity.
- **Media:** all statements go through the Chief or designee, and no employee releases information unless authorized.
- **Support for personnel:** chaplain services, peer support, counseling referral, critical-incident resources, modified duty when appropriate, and supervisor follow-up.
- **Criminal proceedings:** survivors get reasonable information about hearings and case developments when legally appropriate, and affected personnel are kept informed consistent with investigative, legal, and privacy limits.
- **Property:** the employee's personal effects and Department property are secured, preserved for investigation as required, and returned through the liaison.
- **Long-term contact:** follow-up on unresolved benefits, court proceedings, and memorial events, honoring the family's preferences on how often to be contacted.
- **Review:** significant actions are documented, and the Chief or designee reviews the response afterward for lessons learned and support gaps.

What is no longer in the policy

200.66 provision	400.30
Chaplain notified immediately after every event and assists with family notification	Chaplain is one of several possible notifiers and is made available when requested or appropriate
Teletype message with name, rank, date and time, circumstances, funeral arrangements, and contact person	"Internal and external notifications." No required contents.
Burial in uniform with all accoutrements except the weapon, delivered to the funeral home	Uniform or ceremonial preparation, if requested
Chief presents an American flag to the family	Flag presentation, without naming who presents it
Brief the Chief and family on all funeral arrangements	Arrangements follow family wishes and Department protocol. No briefing step is listed.
Organize a highly visible motorcade	Traffic control and procession planning
Uniformed officers remain at the family home during the funeral	Personnel assigned to assist the family during services when appropriate
Arrange counseling for the family about finances or other problems	Benefits and administrative assistance and referral to support resources

Housekeeping

- **Renumbering:** 200.66 becomes 400.30 in Chapter 400 (Personnel) of the reorganized policy manual, and the title now includes serious injury and survivor support.
- **Signature block:** lists Chief of Police Paul Bocconcelli. The Effective Date and Reference line will be completed when the policy is adopted.
- **Related policies:** 400.30 does not cross-reference other policies. Its personnel-support provisions parallel Policy 400.29, Employee Mental Health and Wellness.

	RHOME POLICE DEPARTMENT	
	~~200.66~~400.30 Line of Duty Death, Serious Injury, and Survivor Support.	
	Effective Date: ~~02/01/2024~~	**Replaces:** ~~All previous versions~~Formerly 200.66
	Chief of Police ~~Eric Debus~~Paul Bocconcelli	
	Reference:	

~~200.66 LINE OF DUTY DEATH~~400.30 LINE-OF-DUTY DEATH, SERIOUS INJURY, AND SURVIVOR SUPPORT

Red strikethrough is 200.66 text removed; blue underline is 400.30 text added. 200.66 had no section headings, so its provisions are shown where the matching 400.30 provision appears.

Purpose

To establish procedures for Department response to a line-of-duty death or serious line-of-duty injury, including survivor assistance, employee support, benefits coordination, funeral and memorial coordination, media control, and long-term follow-up.

Policy

It is the policy of the Rhome Police Department to provide prompt, organized, compassionate, and sustained assistance to the survivors of any employee who is killed or seriously injured in the line of duty. The Department shall also provide appropriate support to affected officers and employees, protect the dignity and privacy of the injured or deceased employee and survivors, coordinate benefits and administrative assistance, and ensure that funeral, memorial, and ceremonial activities are handled with professionalism and in accordance with family wishes, operational needs, and proper protocol.

A. General Responsibility

1. ~~The Chief of Police, or his designee, shall be responsible to provide assistance to the immediate survivors of an officer or employee who is seriously injured, killed, or dies in the line of duty, whether feloniously or accidentally, while an active member of this department.~~The Chief of Police, or designee, shall be responsible for the overall Department response to any line-of-duty death or serious line-of-duty injury involving a Department employee.

2. The Department response shall address both:

   a. survivor support and administrative assistance; and

   b. support for affected Department personnel.

3. The Department shall make reasonable efforts to ensure that survivors are not left to navigate hospital procedures, funeral arrangements, legal proceedings, benefits, or administrative matters without structured assistance from the Department.

B. Immediate Command Responsibilities

1. Upon a line-of-duty death or serious line-of-duty injury, the Chief of Police or designee shall designate a Department coordinator to manage survivor assistance and internal coordination.

2. The Chief of Police or designee shall ensure that the operational investigation, criminal investigation, administrative review, and survivor-support functions are coordinated but kept appropriately separate.

3. The ~~name~~Department shall ensure that the identity of the deceased or seriously injured ~~officer/~~employee ~~will not be~~is not released to the media~~,~~ until appropriate notification of immediate family ~~members have~~or designated next of kin has been ~~notified~~completed.

4. The Department shall take reasonable steps to secure and protect the employee's personal property, Department-issued property, and any personal effects pending lawful investigative and administrative processes.

C. Family and Survivor Notification

1. Notification of the immediate family or designated next of kin should be made in person whenever possible.

2. ~~A Police Chaplain or minister will be notified immediately upon the event of a line-of-duty death or serious injury. Unless otherwise directed the Chaplain will assist the Chief of Police or his designee in the notification of the family and follow-up support.~~Notification should be made by the Chief of Police, designee, chaplain, or other appropriate Department representative, and may include another support person when appropriate.

3. Notifications shall be made with dignity, sensitivity, and as much accuracy as possible under the circumstances.

4. Survivors shall be provided a clear Department point of contact as soon as practical.

D. Survivor Assistance Team

1. ~~assigns a primary contact person within the Police Department who shall assist with family needs and maintain long-term contact with the family.~~The Chief of Police or designee shall assign a primary Department liaison for the survivors.

2. The survivor-assistance function may include, as appropriate:

   a. a command liaison;

   b. a benefits or administrative coordinator;

   c. a chaplain or clergy liaison, if desired by the family;

   d. a peer-support or wellness contact for Department personnel; and

   e. a funeral or ceremonial coordinator.

3. The primary liaison shall remain the principal Department contact for the survivors unless otherwise directed by the Chief of Police or requested by the family.

4. The liaison shall assist the survivors with immediate needs, maintain communication, and help coordinate Department services and information.

E. Hospital, Morgue, and Immediate Family Support

1. ~~In the event of a line of duty death or serious injury, the Chief of Police or his designee will provide prompt notification and support to the Officer's or employee's family, to include:~~In the event of serious injury or death, the Department shall provide reasonable assistance to survivors at the hospital, medical facility, morgue, or funeral home. Assistance may include:

   a. ~~escorting survivors to the hospital, funeral home, or morgue.~~transportation or escort for survivors;

   b. ~~provide emotional support at the above listed locations and having a police chaplain or minister stand by with the family.~~emotional support at the location;

   c. making a chaplain, clergy member, or other support person available when requested or appropriate; and

   d. helping survivors understand immediate procedures and available contacts.

2. The Department shall use care and discretion in limiting unnecessary intrusion upon survivors during the immediate crisis period.

F. Benefits and Administrative Assistance

1. ~~provides family with information regarding legal proceedings and death benefits.~~The Department liaison or designated coordinator shall assist survivors in identifying and pursuing available benefits, claims, and administrative processes. Assistance may include information regarding:

   a. Department or City benefits;

   b. workers' compensation or other employment-related benefits;

   c. retirement or pension benefits;

   d. insurance benefits;

   e. federal, state, and local survivor benefits;

   f. applicable charitable or foundation assistance; and

   g. legal proceedings related to the incident.

~~arranging counseling for family regarding finances or other problems.~~

2. The Department shall assist survivors with required documents, agency certifications, and other administrative matters to the extent lawfully permitted and reasonably possible.

G. Funeral, Memorial, and Ceremonial Coordination

~~assists the family with the officer's funeral and burial.~~

1. ~~The Chief of Police shall designate an officer-in-charge, who shall be responsible for planning, organizing, and coordinating the officer/employee's (line-of-duty) funeral, in accordance with family wishes and proper protocol. Some of the responsibilities will include:~~The Chief of Police shall designate an officer-in-charge or coordinator for funeral and memorial planning.

2. Funeral and memorial arrangements shall be made in accordance with family wishes, Department protocol, operational feasibility, and applicable ceremonial standards. Responsibilities may include:

    a. ~~Issue teletype message, including the following:~~internal and external notifications;

~~officer/employee's name and rank.~~

~~date and time of death.~~

~~brief circumstances surrounding the death.~~

~~funeral arrangements.~~

~~contact person and phone number.~~

    b. coordination with the funeral home;

    c. ~~If family desires a burial in uniform, provide uniform with all accoutrements (except weapon) and deliver them to the funeral home.~~uniform or ceremonial preparation, if requested;

    d. ~~Establish "Honor Guard" at funeral home and during services.~~honor guard arrangements;

    e. ~~Obtain an American Flag to be presented by the Chief of Police to the family.~~flag presentation;

    f. ~~Arrange for any needed traffic direction.~~traffic control and procession planning;

    g. coordination with assisting agencies; and

    h. ~~Assign uniform officers to remain at family home during the funeral.~~assignment of personnel to assist the family during services when appropriate.

~~Brief the Chief of Police and family concerning all funeral arrangements.~~

~~Organize highly visible motorcade.~~

3. The Department shall not impose ceremonial practices over the reasonable wishes of the family unless required by law or unavoidable operational necessity.

H. Media and Public Information

1. All public statements and media releases concerning a line-of-duty death or serious line-of-duty injury shall be coordinated through the Chief of Police or designee. No employee shall release information to the media unless authorized to do so.

2. Public releases shall protect investigative integrity, legal requirements, survivor privacy, and next-of-kin notification needs.

3. The Department shall be mindful that public communications may affect both survivors and Department personnel and shall use restraint, accuracy, and professionalism.

I. Criminal Proceedings and Case Follow-Up

1. If criminal proceedings arise from the incident, the Department shall provide survivors with reasonable information about court proceedings, hearings, and case developments when legally appropriate.

2. ~~supports the family during criminal proceedings, if any.~~The survivor liaison shall help coordinate Department support for survivors during criminal proceedings.

3. The Department shall also keep affected Department personnel appropriately informed consistent with investigative, legal, and privacy requirements.

J. Support for Department Personnel

1. The Department shall provide appropriate support to affected officers and employees following a line-of-duty death or serious line-of-duty injury. Support may include:

   a. chaplain services;

   b. peer-support contact;

   c. employee assistance or counseling referral;

   d. critical-incident or trauma-support resources;

   e. temporary administrative relief or modified duty when appropriate; and

   f. supervisory follow-up for personnel significantly affected by the incident.

2. Supervisors shall remain alert for signs that affected personnel may need additional support or referral services.

K. Long-Term Survivor Contact

1. The Department shall make reasonable efforts to maintain appropriate long-term contact with survivors after the immediate crisis period. Long-term support may include:

   a. follow-up regarding unresolved benefits or administrative matters;

   b. continued communication about court proceedings or memorial events;

   c. referral to support resources; and

   d. continued liaison contact as appropriate to the family's needs and wishes.

2. The Department should be respectful of the survivor's preferences regarding the frequency and nature of continued contact.

L. Personal Property and Department Property

1. Personal effects and Department-issued property of the deceased or seriously injured employee shall be handled with dignity, accountability, and sensitivity.

2. Property needed for investigation or administrative review shall be preserved as required by law and policy.

3. Property not needed for official purposes shall be returned in an orderly manner through the designated liaison or other authorized Department representative.

M. Documentation and Review

1. The Department shall document significant actions taken under this policy as appropriate.

2. After the incident, the Chief of Police or designee should review the Department response to identify lessons learned, policy needs, support gaps, and operational improvements.

3. Any review should consider both survivor-support issues and support provided to Department personnel.

	RHOME POLICE DEPARTMENT	
	700.43 Artificial Intelligence	
	Effective Date:	**Replaces: New policy**
	Chief of Police Paul Bocconcelli	
	Reference: TBP 7.36	

700.43 ARTIFICIAL INTELLIGENCE AND AUTOMATED INVESTIGATIVE TECHNOLOGY

Purpose

The purpose of this policy is to establish requirements for the approval, authorized use, training, predicate, and documentation of artificial intelligence and automated investigative technology used by the Rhome Police Department, including license plate readers, unmanned aircraft systems (drones), AI-assisted report writing, and general AI assistants.

This policy is intended to ensure that these technologies are used lawfully, only for the purposes for which they were approved, with appropriate human oversight, and in a manner that protects constitutional rights, privacy, and the integrity of criminal investigations.

Policy

It is the policy of the Rhome Police Department that artificial intelligence technology is an investigative aid and not a decision-maker. Only technology approved in writing by the Chief of Police may be used, only by authorized and trained personnel, only for a legitimate law enforcement purpose, and only with the predicate, approval, and documentation required by this policy.

No arrest, detention, search, charge, or other enforcement action shall be based solely on the output of artificial intelligence technology. Employees remain fully responsible for the accuracy and legality of their actions and reports regardless of the technology used.

A. Definitions

1. **Artificial Intelligence (AI) Technology** means computers or software designed to quickly gather, analyze, or generate information for criminal investigative or law enforcement purposes. Examples include license plate readers, unmanned aircraft systems, facial recognition, voice analysis, tracking devices, and AI-assisted tools that draft, transcribe, or summarize text.

2. **Approved AI Technology** means a specific product or service that the Chief of Police has approved in writing for Department use and that appears on the Approved AI Technology List.
3. **Authorized User** means an employee who has been authorized by this policy to use a particular Approved AI Technology and who has completed the training required by Section D for that technology.
4. **License Plate Reader (LPR)** means a fixed or mobile camera system that automatically captures vehicle license plate images and compares them against lists of vehicles of interest or stored records.
5. **Unmanned Aircraft System (UAS) or Drone** means an unmanned aircraft and its associated equipment and controls, including any camera or sensor payload.
6. **AI-Assisted Report Writing** means the use of AI technology to draft, transcribe, summarize, or edit narrative content for a department report from officer-supplied material, such as body-worn camera audio.
7. **General AI Assistant** means a general-purpose AI tool, such as a chat-based assistant, used for drafting, research, or analysis that is not connected to a specific case record or Department records system.
8. **Criminal Justice Information (CJI)** means information protected under the FBI Criminal Justice Information Services (CJIS) Security Policy, including criminal history record information and information obtained from TCIC or NCIC.

B. Approval of AI Technology

1. Only Approved AI Technology may be used for Department business. The Chief of Police shall approve each technology in writing before it is purchased, accepted as a donation or trial, or used. The Captain shall maintain the Approved AI Technology List, which identifies each approved technology, its vendor, its approved purpose, and the personnel authorized to use it.

2. As of the effective date of this policy, the categories of technology the Department may consider for approval are license plate readers, unmanned aircraft systems, AI-assisted report writing, and General AI Assistants. A technology within one of these categories may not be used until the Chief of Police has approved the specific product in writing.

3. Facial recognition, voice analysis, and any other AI technology not on the Approved AI Technology List are not authorized. Tracking devices and other electronic location tools shall also comply with Policy 700.41.

4. Before approving a technology, the Chief of Police shall consider its legal authority and limits, privacy and civil liberties impact, accuracy and potential for bias, CJIS and data-security requirements, the vendor's data retention and data-sharing terms, cost and City funding or contract approval, and the training needed for safe use.

5. The Captain is responsible for administering approved systems, including user accounts, access levels, audit logs, and the Authorized User roster.

C. Authorized Personnel

1. Only sworn Department personnel may use Approved AI Technology, and only after completing the training required by Section D for that technology. The Chief of Police may authorize additional named personnel in writing for a specific technology and purpose.

2. Each Authorized User shall use the user's own individual account. Sharing credentials or allowing another person to use an account is prohibited.

3. The Captain shall maintain a current roster of Authorized Users for each technology and shall remove access immediately when an employee separates from the Department, loses authorization, or is found to have misused the technology.

D. Training Required Before Use

1. No employee shall use AI technology until the employee has completed training on this policy and on the specific technology to be used.

2. Training shall address, as applicable:

   a. the purpose, capabilities, and limitations of the technology, including the risk of errors and bias.
   b. the legal requirements and the predicate required before use.
   c. privacy, civil liberties, and the prohibited uses listed in this policy.
   d. the requirement for human review and independent corroboration of AI output.
   e. CJIS and data-security requirements, including what information may not be entered into a system.
   f. approval and documentation requirements.

3. Additional training is required as follows:

   a. **UAS**: the remote pilot certification or other authorization required by the Federal Aviation Administration for the intended use, and Department training on lawful UAS operations under Texas law.
   b. **LPR**: training on verifying alerts before taking enforcement action and on search-log requirements.
   c. **AI-Assisted Report Writing**: training on reviewing, correcting, and taking responsibility for generated text, and on any disclosure requirement.

4. The Captain shall maintain training records. Refresher training shall be provided when a technology changes materially, when this policy changes, or when directed by the Chief of Police.

E. Predicate and Limits on Use

1. AI technology may be used only for a legitimate law enforcement purpose connected to a specific incident, investigation, or public safety need. It shall not be used for personal purposes, to target any person based on race, ethnicity, religion, gender, national origin, or other protected characteristic, or to monitor lawful First Amendment activity.

2. AI output is an investigative lead only. The officer shall independently verify and corroborate the information before relying on it for an arrest, search, detention, warrant application, or other enforcement action.

3. The predicate required before use depends on the technology:

    a. **LPR**: A search of stored LPR data requires a legitimate law enforcement purpose and a case or incident number entered with the search. Before taking enforcement action on a real-time LPR alert, the officer shall visually confirm that the plate and vehicle match the alert and shall confirm the alert is current through TCIC/NCIC or the originating agency, unless exigent circumstances make that confirmation impractical.

    b. **UAS**: Use is permitted only when authorized by Texas Government Code Chapter 423 and Federal Aviation Administration rules, such as with a search warrant, with valid consent, or under a lawful exception recognized by Chapter 423 (for example, documenting a crime scene, investigating the scene of a fatality or serious crash, searching for a missing person or fleeing suspect, or an authorized public safety use). The lawful basis shall be identified and approved before the flight under Section F.

    c. **AI-Assisted Report Writing**: The officer shall review the generated text against the officer's own knowledge, recordings, and evidence, correct any error, and adopt the final report as the officer's own. The officer remains responsible for the content of the report.

    d. **General AI Assistants**: Use is limited to administrative tasks such as drafting non-confidential documents, research, and summarizing public information, and only through accounts approved by the Chief of Police. Employees shall not enter CJI, victim, witness, suspect, or juvenile information, confidential informant information, information about an open investigation, or personnel information. Output shall be verified before use, including any legal citation.

4. The following are prohibited:

    a. using AI technology to create, alter, or fabricate evidence, or to produce content intended to mislead.
    b. using an AI result as the sole basis for probable cause or reasonable suspicion.
    c. using any AI technology that has not been approved, or using an approved technology outside its approved purpose.
    d. using AI technology to observe or record persons in places where they have a reasonable expectation of privacy without legal authority.
    e. entering information into any AI system that is not approved to receive it.

F. Approval of Specific Uses

1. The Chief of Police approves each AI technology for Department use. Approval of specific uses is as follows:

    a. LPR searches and alert responses: no separate approval is required for an Authorized User acting within this policy.
    b. AI-Assisted Report Writing: no separate approval is required for an Authorized User. The supervisor reviewing the report shall confirm it meets Department report standards.
    c. General AI Assistants: use by Authorized Users within Section E.
    d. Release or sharing of AI-derived information outside the Department: approval of the Chief of Police or designee.

2. Any use not covered above, and any use of a new technology or new function of an approved technology, requires the written approval of the Chief of Police before use.

G. Documentation of Use

1. The use of AI technology shall be documented as follows:

    a. **LPR**: The system audit log shall record the user, date, time, and search criteria, with the case or incident number. When LPR information is used as a basis for a stop, arrest, or warrant, the officer shall note that in the report.
    b. **UAS**: A flight record shall be completed for every flight showing the date, time, location, pilot, purpose, lawful basis, duration, any images or data captured, and related case number.
    c. **AI-Assisted Report Writing**: The report shall note that AI assistance was used if required by the system, the prosecutor, or applicable law, and the system audit record shall be retained.
    d. **General AI Assistants**: Documentation of each use is not required. An employee who uses a General AI Assistant to help prepare an official document remains responsible for its accuracy.

2. Images, recordings, and data obtained through AI technology shall be handled as digital evidence under the Department's Property and Evidence policy when they relate to an investigation.

3. Records shall be retained, released, and destroyed in accordance with the Department's records policy, the City's records retention schedule, and applicable law. The retention period for LPR data not related to an investigation shall be set by the Chief of Police and shall be no longer than necessary for the approved purpose.

H. Data Security, Privacy, and Sharing

1. AI systems that store or process CJI shall comply with the CJIS Security Policy, including individual user authentication and access control.

2. Information obtained through AI technology may be shared only with other criminal justice agencies for a legitimate law enforcement purpose, consistent with law and Department policy.

3. Requests for AI-derived records from the public or media shall be referred to the Records function and handled under the Texas Public Information Act.

4. An employee who becomes aware of misuse, unauthorized access, or a data breach involving AI technology shall report it to a supervisor and the Chief of Police immediately.

I. Audits and Accountability

1. The Captain shall audit LPR search logs, UAS flight records, and other AI usage records at least annually and shall report the results to the Chief of Police.

2. The Chief of Police or designee shall review the Approved AI Technology List and this policy at least annually and shall decide whether each technology should continue, be modified, or be discontinued.

3. Violations of this policy may result in loss of access, corrective action, retraining, or discipline in accordance with Department and City policy.

J. Training and Proof of Compliance

1. Sworn personnel shall receive, review, or be trained on this policy in accordance with the Department's written directive system. Authorized Users shall also complete the training required by Section D.

2. Proof of policy receipt, review, or training and the Authorized User roster shall be maintained in accordance with Department training records procedures.

	RHOME POLICE DEPARTMENT	
	1200.05 Release and Disposal of Property and Evidence	
	Effective Date:	**Replaces: 402.25 Property Management (field release and disposal provisions).**
	Chief of Police Paul Bocconcelli	
	Reference: 12.05, 12.06	

1200.05 Release and Disposal of Property and Evidence

Purpose

To establish procedures for the field release of property and for the release and disposal of property and evidence held by the Department, and to ensure that each release and disposal is authorized by law and documented.

Policy

It is the policy of the Rhome Police Department that property and evidence shall be released or disposed of only as authorized by law, court order, and Department procedure, and that every field release, release, and disposal shall be documented.

A. **Field Release of Property**

1. Found property or safekeeping property may be released in the field when:

   a. ownership is established or reasonably verified;
   b. the property is not needed as evidence;
   c. the property is not contraband and is legal for the recipient to possess; and
   d. the release is documented on the appropriate Department form or approved electronic record.

2. The person receiving the property shall sign for it on the property or evidence release form. An electronic signature capture, or an audio or video recording of the release, may be used in place of a paper signature. If only an audio recording is used, the officer shall identify the person receiving the property and the person's acknowledgement shall be clearly recorded. The release record shall be retained as long as other property paperwork.

3. Property associated with a felony investigation or other significant criminal case shall not be released in the field when continued retention is required for evidentiary, prosecutorial, or legal reasons unless release is expressly authorized by the appropriate authority.

4. Firearms shall not be field released unless ownership is verified, the firearm is not evidence or contraband, and the receiving person is legally permitted to possess the firearm.

B. **Release and Disposal of Property and Evidence**

1. Property and evidence shall be released or disposed of only when the item is no longer needed for evidentiary, investigative, safekeeping, forfeiture, or court purposes and when release or disposition is authorized by law, court order, prosecutorial direction, or Department procedure.

2. The release or disposition record shall identify the item, authority for release or disposition, recipient or method of disposition, date, and the identity of the employee completing the transaction.

3. Unclaimed or abandoned property:

    a. unclaimed or abandoned property not held as evidence shall be handled in accordance with Article 18.17, Texas Code of Criminal Procedure, and any applicable municipal disposition process;
    b. required notice shall be provided when applicable; and
    c. property shall not be disposed of as unclaimed or abandoned property while it remains needed as evidence or subject to a competing legal claim.

4. Stolen or allegedly stolen property:

    a. property alleged to be stolen shall be held and released in accordance with Chapter 47, Texas Code of Criminal Procedure; and
    b. when ownership is disputed or otherwise requires judicial determination, the Department shall seek or comply with the appropriate court order or hearing procedure.

5. Weapons:

    a. weapons seized in connection with an offense involving the use of a weapon or an offense under Chapter 46, Penal Code, shall be held and disposed of in accordance with Article 18.19, Texas Code of Criminal Procedure, unless another statute controls;
    b. prohibited weapons, criminal instruments, gambling paraphernalia, and other contraband shall be handled and disposed of in accordance with Article 18.18, Texas Code of Criminal Procedure, or other controlling law;
    c. weapons held only for safekeeping may be returned only to a person lawfully entitled to possess them and only after any required verification is completed; and
    d. ammunition shall be released or disposed of only in accordance with law and Department procedure.

6. Firearms seized from persons taken into custody for emergency detention:

    a. firearms seized from a person taken into custody under Section 573.001, Health and Safety Code, shall be handled in accordance with Article 18.191, Texas Code of Criminal Procedure;
    b. the seizing officer shall immediately provide the required receipt and notice to the person from whom the firearm was seized;
    c. the Department shall provide the required certified-mail notice to the person's closest immediate family member as required by law;
    d. the Department shall request the required court-status information and perform any required eligibility check before release; and
    e. return, continued retention, transfer, or sale of the firearm shall comply with Article 18.191 and any applicable court order, and an unclaimed firearm governed by Article 18.191 shall not be destroyed or forfeited to the state.

7. Alcoholic beverages retained as evidence shall be released or disposed of in accordance with court order, applicable law, and Department procedure, including coordination with the Texas Alcoholic Beverage Commission when required.

8. Controlled substances, simulated controlled substances, and drug paraphernalia:

    a. controlled substances, simulated controlled substances, and related evidence shall be retained, released, forfeited, or destroyed only in accordance with final case disposition, court order, applicable law, and Department procedure;
    b. destruction shall be witnessed and documented as required by law and Department rules; and
    c. an inventory or itemized record of destroyed drug evidence shall be maintained.

9. Contraband, prohibited weapons, explosive weapons, chemical dispensing devices, hazardous items, and similar property shall be disposed of only in accordance with applicable law, court order, and specialized safety requirements.

C. **Property Held by Pawn Shops or Secondhand Dealers**

1. When allegedly stolen property is located in a pawn shop or secondhand dealer business, a written hold may be placed when authorized by law and Department procedure. Such holds shall be reviewed as required by law or investigative necessity.

2. Release or recovery of property held by a pawn shop or secondhand dealer shall be accomplished only by lawful owner reimbursement, court order, judicial hearing, or other method authorized by law.

D. **Related Policies**

1. Property and evidence submission, storage, records, and chain of custody are governed by Policy 1200.01 Property Management.

E. **Training, Review, and Proof of Compliance**

1. Employees who release or dispose of property or evidence shall receive, review, or be trained on this policy in accordance with the Department's written directive system.

2. The Department shall maintain documentation sufficient to demonstrate compliance with applicable TPCA standards, including the written directive, copies of field releases documented on an appropriate form, and records of disposals.

Council Brief – Policy 1200.05 Release and Disposal of Property and Evidence

Oct 19, 2026

Summary

Policy 1200.05 takes the field release and disposal provisions out of 402.25 Property Management and makes them their own policy. Storage, packaging, and chain of custody stay in the Department's property management policy (1200.01). The rewrite replaces step-by-step procedures and fixed timelines with the standard that property is released or disposed of only as the law, a court order, or Department procedure allows, and that every release and disposal is documented.

Action requested: approval of Policy 1200.05.

Field release of property

Found or safekeeping property may be released in the field, and the new policy sets four conditions: ownership is established or reasonably verified, the property is not needed as evidence, the property is not contraband and is legal for the recipient to possess, and the release is documented.

- **Documentation:** the recipient signs a release form. An electronic signature, or an audio or video recording of the release, may replace a paper signature. The release record is kept as long as other property paperwork.
- **Felony and significant cases:** property is not released in the field when it must be retained for evidentiary, prosecutorial, or legal reasons unless the appropriate authority expressly authorizes release.
- **Firearms:** not released in the field unless ownership is verified, the firearm is not evidence or contraband, and the recipient is legally permitted to possess it.

Release and disposal: how each category changed

The new policy opens with a general rule: property is released or disposed of only when no longer needed for evidence, investigation, safekeeping, forfeiture, or court purposes, and only as law, court order, prosecutorial direction, or Department procedure authorizes. Each release record identifies the item, the authority, the recipient or method, the date, and the employee completing it.

Category	402.25 (current)	1200.05 (proposed)
Unclaimed or abandoned property	Owner phoned and given 7 days, then a certified letter and 90 days. Unknown-owner property held 90 days. No-value items destroyed; the rest sold at public auction.	Handled under Article 18.17, Code of Criminal Procedure, and any municipal process. Required notice given. Never disposed of while needed as evidence or subject to a competing claim.

Category	402.25 (current)	1200.05 (proposed)
Stolen property	Held for the court. If no case is pending or 60 days have passed since final disposition, a hearing is requested through Municipal Court.	Held and released under Chapter 47, Code of Criminal Procedure. A court order or hearing is sought when ownership is disputed.
Weapons	No release without a court order, except safekeeping. Owner phoned for 7 days, then certified letter for 60 days, then forfeiture to the City by court order. Ammunition not released with the weapon.	Weapons held and disposed of under Articles 18.19 and 18.18. Safekeeping weapons returned only to a person lawfully entitled to them after verification. Ammunition released only as law allows.
Firearms seized at an emergency detention	Detailed steps: notice within 15 days, claims within 121 days, County Attorney inquiry within 30 days, criminal history check.	Follows Article 18.191. Receipt and notice given immediately, certified-mail notice to the person's closest family member, court-status request and eligibility check before release. An unclaimed firearm is never destroyed or forfeited to the state.
Alcohol	Disposed of 60 days after final disposition and released to a Texas Alcoholic Beverage Commission agent.	Released or disposed of under court order, law, and Department procedure, coordinating with the Commission when required.
Drugs and paraphernalia	Held at least 90 days. Itemized list reviewed by a judge, District Court order, transport by the property custodian and two officers, destruction supervised by the CID Sergeant. Paraphernalia in Class C cases could be destroyed in the field.	Destroyed or released only per final case disposition, court order, and law. Destruction is witnessed and documented, and an itemized record of destroyed drug evidence is kept.
Pawn shops and secondhand dealers	Written hold by a detective, reviewed in 90 days.	Written hold when authorized by law and Department procedure, reviewed as the law or the investigation requires. Recovery only by owner reimbursement, court order, hearing, or other lawful method.
Contraband and hazardous items	Not addressed in the disposal sections.	Prohibited weapons, explosives, chemical devices, and hazardous items are disposed of only as law, court order, and specialized safety requirements allow.

What is no longer in the policy

- **Fixed day counts:** the 7-day, 60-day, 90-day, 15-day, and 121-day periods in 402.25 are gone. Timing now follows the cited statutes, court orders, or Department procedure.
- **Named job steps:** 402.25 assigned disposal tasks to the Property Room Manager, CID Sergeant, and property custodian by title. The new policy states the standard and does not assign disposal tasks to specific positions.
- **Public auction and no-value destruction steps** for unclaimed property, now covered by Article 18.17 and any municipal process.
- **Field destruction of paraphernalia** in Class C cases.
- **Photograph-and-release** of evidence in misdemeanor theft arrests.
- **Paper form requirement:** the "Property Receipt Form" is replaced by a release form that may be signed electronically or recorded.

Housekeeping

- **Renumbering:** the field release and disposal provisions of 402.25 become 1200.05 in Chapter 1200 (Property and Evidence) of the reorganized policy manual. A related-policies line points to Policy 1200.01 Property Management for submission, storage, records, and chain of custody.
- **Training and compliance:** employees who release or dispose of property receive, review, or are trained on the policy. The Department keeps the written directive, copies of field releases, and records of disposals as proof of compliance.
- **Signature block:** lists Chief of Police Paul Bocconcelli. The Effective Date will be set when the policy is adopted.

	RHOME POLICE DEPARTMENT	
	~~402.25 Property Management~~1200.05 Release and Disposal of Property and Evidence	
	Effective Date: 02/12/2026	**Replaces: ~~All previous versions~~402.25 Property Management (field release and disposal provisions).**
	Chief of Police Paul Bocconcelli	
	Reference: ~~TBP 12.01, 12.03, 12.04,~~ 12.05, 12.06~~, 12.07, 12.08~~	

~~402.25 PROPERTY MANAGEMENT~~1200.05 RELEASE AND DISPOSAL OF PROPERTY AND EVIDENCE

Scope: this comparison shows only the provisions of 402.25 that 1200.05 replaces (field release and disposal). Red strikethrough is 402.25 text removed; blue underline is 1200.05 text added. Submission, storage, packaging, access, records, and chain-of-custody provisions of 402.25 are not shown.

Purpose

To establish procedures for the field release of property and for the release and disposal of property and evidence held by the Department, and to ensure that each release and disposal is authorized by law and documented.

Policy

It is the policy of the Rhome Police Department that property and evidence shall be released or disposed of only as authorized by law, court order, and Department procedure, and that every field release, release, and disposal shall be documented.

A. Field Release of Property

1. ~~If an officer receives found property, all reasonable efforts should be made to locate the owner. Found property may be released to the owner at any time if the owner can prove ownership.~~Found property or safekeeping property may be released in the field when:

   - ~~Safekeeping Property may be returned to the owner at any time providing the owner can show proper identification.~~ownership is established or reasonably verified;
   - the property is not needed as evidence;
   - the property is not contraband and is legal for the recipient to possess; and
   - ~~The owner must sign for receipt of the property on the Property Receipt Form to document the disposition of the property.~~the release is documented on the appropriate Department form or approved electronic record.

2. ~~In the event the owner comes forward later, the owner must sign for receipt of the property on the Property Receipt Form to document the disposition of the property. Safekeeping property is to be released in the same manner as found property, and the owner must sign for receipt of the property on the Property Receipt Form to document the disposition of the property.~~The person receiving the property shall sign for it on the property or evidence release form. An electronic signature capture, or an audio or video recording of the release, may be used in place of a paper signature. If only an audio recording is used, the officer shall identify the person receiving the property and the person's acknowledgement shall be clearly recorded. The release record shall be retained as long as other property paperwork.

3. ~~No property/evidence will be released in the field in the instance of a felony criminal case and/or investigation without the authorization from the appropriate prosecuting authority.~~Property associated with a felony investigation or other significant criminal case shall not be released in the field when continued retention is required for evidentiary, prosecutorial, or legal reasons unless release is expressly authorized by the appropriate authority.

4. ~~If a gun is involved a Criminal History must be run on the owner to make sure, he/she can legally own a gun. If a gun is involved a Criminal History must be run on the owner to make sure, he/she can legally own a gun.~~Firearms shall not be field released unless ownership is verified, the firearm is not evidence or contraband, and the receiving person is legally permitted to possess the firearm.

~~If the owner cannot be contacted during the officer's tour of duty, the officer will complete a Property Receipt Form, properly label and package the property, and place the property in an evidence locker.~~

~~Evidence connected to a misdemeanor theft arrest shall, whenever possible, be photographed and released to the owner at the time of the theft. The photograph will be logged in as appropriate.~~

B. Release and Disposal of Property and Evidence

1. Property and evidence shall be released or disposed of only when the item is no longer needed for evidentiary, investigative, safekeeping, forfeiture, or court purposes and when release or disposition is authorized by law, court order, prosecutorial direction, or Department procedure.

2. The release or disposition record shall identify the item, authority for release or disposition, recipient or method of disposition, date, and the identity of the employee completing the transaction.

3. ~~Disposal of Lost or Abandoned Property~~Unclaimed or abandoned property:

~~If the property owner is known, the Property Room Manager will contact them by phone, if possible. The owner will be given seven (7) days to claim the property. After seven (7) days or if the owner cannot be contacted by phone, a certified letter will be sent giving the owner ninety (90) days to claim the property. The owner will be asked to provide the circumstances surrounding the loss or theft of the property. If applicable, this information will be provided to the Criminal Investigations Section for follow-up.~~

~~The Property Room Manager will have the owner date and sign the property report to show receipt of the property. A computer entry will be made to reflect the release of the property.~~

~~If the property owner is unknown, refuses to appear or cannot be located, the property will be held for ninety (90) days.~~

~~All unclaimed property will be inventoried by the CID Sergeant and Property Room Manager.~~

~~Any property found to have no value will be destroyed and a list of these items will be maintained.~~

~~The remaining property will be held for disposal at public auction. A list of these items will be submitted to the Chief of Police.~~

- unclaimed or abandoned property not held as evidence shall be handled in accordance with Article 18.17, Texas Code of Criminal Procedure, and any applicable municipal disposition process;
- required notice shall be provided when applicable; and
- property shall not be disposed of as unclaimed or abandoned property while it remains needed as evidence or subject to a competing legal claim.

4. ~~Disposal of Recovered Stolen Property~~Stolen or allegedly stolen property:

- ~~All property which is alleged to be stolen will be held subject to the order of the proper court or Magistrate.~~property alleged to be stolen shall be held and released in accordance with Chapter 47, Texas Code of Criminal Procedure; and

~~If no case is pending or more than sixty (60) days have elapsed since final disposition, the Property Room Manager shall request a property hearing through the Municipal Court, and a complete case report will be provided to the Court.~~

~~The Municipal Judge will order the property disposed of in accordance with Article 47.01a of the Texas Code of Criminal Procedure.~~

~~Property ordered held for auction will be handled in the manner described in Section C of this order.~~

- when ownership is disputed or otherwise requires judicial determination, the Department shall seek or comply with the appropriate court order or hearing procedure.

5. ~~Disposal of Weapons and Ammunition~~Weapons:

- ~~If the weapon is held for evidence in a criminal case, the Magistrate hearing the case shall issue a court order disposing of the weapon in accordance with Article 18.19 of the Texas Code of Criminal Procedure.~~weapons seized in connection with an offense involving the use of a weapon or an offense under Chapter 46, Penal Code, shall be held and disposed of in accordance with Article 18.19, Texas Code of Criminal Procedure, unless another statute controls;
- prohibited weapons, criminal instruments, gambling paraphernalia, and other contraband shall be handled and disposed of in accordance with Article 18.18, Texas Code of Criminal Procedure, or other controlling law;

- ~~Weapons will not be released without a court order except those that have been held for safekeeping. In compliance with State and Federal law, weapons will not be released to any person prohibited from owning or possessing a firearm under 18 USC Sec. 922, Texas Penal Code 46.02 or 46.04~~weapons held only for safekeeping may be returned only to a person lawfully entitled to possess them and only after any required verification is completed; and
- ~~Ammunition will not be released with the weapon.~~ammunition shall be released or disposed of only in accordance with law and Department procedure.

~~If there is no prosecution or conviction for an offense involving the weapon seized, the Property Room Manager will present a complete report to the Municipal Court Judge and obtain a court order for the release of the weapon.~~

~~The owner will be contacted by phone, if possible, and will be given seven (7) days to claim the weapon.~~

~~If the weapon is not claimed within seven (7) days, a certified letter will be sent to the last known address, giving the owner sixty (60) days to claim the weapon.~~

~~If the weapon is not claimed within the sixty (60) day period, the Property Room Manager will obtain a court order from the Municipal Court Judge ordering the weapon forfeited to the City.~~

~~Firearms will be disposed of in accordance with a court order.~~

6. ~~Seized Weapons on EDO of person in custody.~~Firearms seized from persons taken into custody for emergency detention:

~~Property Room Manager will send another notice of procedure return by certified mail to last known address of arrestee within 15 days. If anyone else wants to claim ownership to the weapon the person must submit a~~

~~written request within 121 days from the date of notice.~~

~~Property Room Manager will request information within 30 days of the weapons seizure from the County Attorney's Office (Mental Health Division) to determine if the detention resulted in an involuntary commitment.~~

~~The court will respond within 30 days of the request with a determination of the request.~~

~~Property Room Manager will run a criminal history to determine whether the person can legally possess a firearm under the law.~~

~~Property Room Manager will send a Certified Letter to the person specifying whether the person can legally possess a firearm.~~

~~If determined that the person may legally possess a firearm, the person will be provided information of when and where a person can pick up the firearm(s).~~

~~If it is determined that the person may not legally possess a firearm, the person will be provided information stating how to designate the firearms to be released to another person or petition the Probate Court to permit you to possess firearm(s).~~

~~Property Room Manager will release the firearms to the person that the Probate Court Allows. Records technician will scan in all MMHR paperwork after the Property Room Manager has brought them to be finalized.~~

- firearms seized from a person taken into custody under Section 573.001, Health and Safety Code, shall be handled in accordance with Article 18.191, Texas Code of Criminal Procedure;
- the seizing officer shall immediately provide the required receipt and notice to the person from whom the firearm was seized;
- the Department shall provide the required certified-mail notice to the person's closest immediate family member as required by law;
- the Department shall request the required court-status information and perform any required eligibility check before release; and
- return, continued retention, transfer, or sale of the firearm shall comply with Article 18.191 and any applicable court order, and an unclaimed firearm governed by Article 18.191 shall not be destroyed or forfeited to the state.

7. ~~All alcoholic beverages will be released to an agent from the Texas Alcoholic Beverage Commission.~~Alcoholic beverages retained as evidence shall be released or disposed of in accordance with court order, applicable law, and Department procedure, including coordination with the Texas Alcoholic Beverage Commission when required.

~~Disposal of Alcoholic Beverages~~

~~Alcoholic beverages shall be disposed of sixty (60) days after final disposition.~~

~~When a sufficient quantity of alcoholic beverages are ready for disposal, the Property Room Manager will complete an alcoholic beverage disposal list and notify the Texas Alcoholic Beverage Commission.~~

~~Empty containers will be disposed of as appropriate.~~

8. ~~Disposal of Drugs, Controlled Substances, and Drug Paraphernalia~~Controlled substances, simulated controlled substances, and drug paraphernalia:

- ~~Controlled substances and dangerous drugs will be held at least ninety (90) days after final case disposition.~~controlled substances, simulated controlled substances, and related evidence shall be retained, released, forfeited, or destroyed only in accordance with final case disposition, court order, applicable law, and Department procedure;
- ~~Following the destruction, the court order will be signed by all the witnesses.~~destruction shall be witnessed and documented as required by law and Department rules; and
- ~~When a sufficient amount of drugs has been accumulated, the Property Room Manager will prepare an itemized list of drugs to be destroyed.~~an inventory or itemized record of destroyed drug evidence shall be maintained.

~~This list will include:~~

~~incident number.~~

~~name(s) of person(s) charged.~~

~~District Attorney's case number.~~

~~case disposition; and~~

~~date of disposition.~~

~~The list will then be reviewed by the District or County Judge.~~

~~A court order from a District Court Judge will be obtained which authorizes the destruction of the drugs.~~

~~The Property Custodian and two (2) Officers will transport the drugs to a designated site, and the drugs will be destroyed under the supervision of the CID Sergeant.~~

~~Items constituting drug paraphernalia may be destroyed by an officer in the field utilizing the following procedure:~~

~~Paraphernalia will only be destroyed when associated with Class C Misdemeanor cases only.~~

~~The items will be photographed prior to destruction,~~

~~destruction will take place in view of a vehicle or body camera.~~

~~Destruction of the items will be documented in the associated report.~~

~~Debris will be disposed of in an appropriate manor.~~

~~Disposals should be conducted in accordance with the Texas Health and Safety Code, DPS Drug Rules, and the Texas Administrative Code.~~

9. Contraband, prohibited weapons, explosive weapons, chemical dispensing devices, hazardous items, and similar property shall be disposed of only in accordance with applicable law, court order, and specialized safety requirements.

C. Property Held by Pawn Shops or Secondhand Dealers

1. ~~If the property which is alleged to be stolen is located in a pawn shop or secondhand shop, a written hold will be presented to the manager by a Detective. This hold will be reviewed in ninety (90) days.~~When allegedly stolen property is located in a pawn shop or secondhand dealer business, a written hold may be placed when authorized by law and Department procedure. Such holds shall be reviewed as required by law or investigative necessity.

2. ~~Property which is evidence in a pending criminal case may be released only by court order from the judge having jurisdiction in the case. Property being held with no case pending may be recovered in one of the following manners: The owner may reimburse the shop for the initial loan, excluding interest. The owner may request a hearing with the Municipal Court Judge who will determine who has superior right to the property.~~Release or recovery of property held by a pawn shop or secondhand dealer shall be accomplished only by lawful owner reimbursement, court order, judicial hearing, or other method authorized by law.

D. Related Policies

1. Property and evidence submission, storage, records, and chain of custody are governed by Policy 1200.01 Property Management.

E. Training, Review, and Proof of Compliance

1. Employees who release or dispose of property or evidence shall receive, review, or be trained on this policy in accordance with the Department's written directive system.

2. The Department shall maintain documentation sufficient to demonstrate compliance with applicable TPCA standards, including the written directive, copies of field releases documented on an appropriate form, and records of disposals.

	RHOME POLICE DEPARTMENT	
	1300.01 School Resource Officer Program	
	Effective Date:	**Replaces: 403.09 School Resource Officer Program**
	Chief of Police Paul Bocconcelli	
	Reference: Interlocal Agreement between the City of Rhome and Northwest Independent School District for School Resource Officer Services (FY2026-2027)	

1300.01 SCHOOL RESOURCE OFFICER PROGRAM

PURPOSE

This policy establishes procedures for SRO assignment, authority, juvenile procedures, and coordination with school officials, and ensures SROs provide law enforcement services in the school environment while maintaining a clear distinction between school discipline and law enforcement action.

POLICY

It is the policy of the Rhome Police Department that School Resource Officers shall remain employees of the Department and shall operate under Department policy, supervision, training requirements, and chain of command.

School administrators retain authority over school discipline, educational operations, and campus administration. School Resource Officers retain law enforcement authority over criminal conduct, threats to safety, emergency response, protective action, and other legitimate police matters arising in the school environment.

School Resource Officers shall not be used as routine school disciplinarians. SRO involvement shall be limited to legitimate law enforcement, safety, prevention, emergency preparedness, investigative, protective, or community policing purposes.

A. Definitions

1. **School Resource Officer / SRO** means a commissioned peace officer employed by the Rhome Police Department and assigned to provide law enforcement services to a school campus or school district under an approved agreement.
2. **School District** means the school district, charter school, or educational entity receiving law enforcement services from the Department under an approved agreement.
3. **School Discipline** means administrative action by school officials for violations of school rules, student code of conduct, classroom behavior expectations, or other non-criminal conduct.

4. **Law Enforcement Action** means action by an SRO based on criminal law, public safety, victim safety, emergency response, protective action, juvenile law, court order, warrant, probable cause, reasonable suspicion, or another lawful police purpose.

B. Program Authority and Agreement

1. The SRO Program operates under the current Interlocal Agreement between the City and the assigned School District, which governs staffing, cost allocation, work schedules, equipment, training requirements, and records-sharing terms. Officers shall refer to the current agreement on file with the Department for those details.

2. The Interlocal Agreement covers Chisholm Trail Middle School, and its work schedule and assignment provisions govern the SRO's time there. As a courtesy, the Department extends SRO coverage to Prairie View Elementary and, at the Chief of Police's discretion, to 7 Hills Elementary, which is located in the County's jurisdiction. Coverage at these campuses is subject to staffing and Department needs, is scheduled by the Chief of Police or designee, and does not create obligations beyond those in the Agreement. When responding to a campus outside the City's jurisdiction, the SRO shall coordinate with the agency having jurisdiction when appropriate.

3. Any SRO agreement shall comply with applicable Texas Education Code requirements, including a proportionate cost-allocation methodology that recovers direct costs without creating a profit-generating arrangement for the City or Department.

4. The SRO agreement shall not limit the lawful authority or duty of the Department, the Chief of Police, or an assigned SRO to take enforcement action, protect life, respond to emergencies, investigate criminal conduct, or comply with state or federal law.

C. Chain of Command and School Administrative Authority

1. SROs are Rhome Police Department employees and remain subject to Department rules, policies, supervision, discipline, training requirements, and chain of command. The Chief of Police or designee retains final authority over SRO selection, law enforcement duties, Department discipline, and any reassignment or removal of the SRO from the school district.

2. School principals and administrators retain authority over school discipline, operations, and enforcement of school rules. The SRO shall work cooperatively with school administrators but shall not be directly supervised by school personnel for law enforcement duties.

3. Subject to the current Interlocal Agreement, the school district may direct the SRO's daily campus assignment, work schedule, and temporary on-campus reassignment based on district needs. The Chief of Police retains authority over the SRO's law enforcement duties and Department discipline. Where the Agreement or school district policy conflicts

with Department policy or state or federal law on a law enforcement matter, Department policy and the law control, and the SRO shall notify a supervisor as soon as practical.

4. When a disagreement occurs between an SRO and school personnel regarding law enforcement action, school discipline, student rights, records access, or emergency response, the SRO shall notify a supervisor as soon as practical.

D. SRO Role and Core Responsibilities

1. The primary function of the SRO is to support the safety and security of students, staff, visitors, and school property through lawful law enforcement services, crime prevention, emergency preparedness, and relationship-based policing. Specific duties are set out in the current Interlocal Agreement.

2. SROs shall exercise law enforcement discretion consistent with Department policy, the seriousness of the conduct, public safety, victim safety, juvenile law, school safety, and available alternatives.

3. SROs shall not allow their presence on campus to unnecessarily criminalize ordinary student misconduct that can be handled through school discipline.

4. Additional duties requested by the school district under the Interlocal Agreement shall be limited to legitimate law enforcement, safety, prevention, or community policing purposes consistent with this policy and shall not include routine school discipline.

5. SROs may attend school-related events and curricular or extracurricular trips as provided in the Interlocal Agreement. Supervisors shall coordinate these assignments to maintain patrol coverage and manage overtime.

E. Limitations on School Discipline Involvement

1. School officials are responsible for routine school discipline. SROs shall not be assigned to enforce routine student discipline, classroom management, dress code violations, tardiness, ordinary disrespect, minor classroom disruption, or other non-criminal school-rule violations.

2. SRO involvement is appropriate when conduct involves criminal activity, violence or threat of violence, weapons, controlled substances, alcohol-related offenses, child abuse or protective concerns, family or dating violence, missing child or runaway issues, a credible threat to school safety, emergency response, or a court order, warrant, or other lawful police purpose.

3. An SRO may be present during a school disciplinary matter for safety reasons when requested by school officials but shall not convert school discipline into law enforcement action unless independent facts support lawful police action.

4. A student shall not be detained, searched, questioned, cited, arrested, or referred solely because school officials request police involvement in a non-criminal disciplinary matter.

F. SRO Selection, Assignment, and Removal

1. SRO assignments are made by the Chief of Police based on Department needs, school-safety needs, officer qualifications, training, and suitability for work in a school environment. The Chief of Police may consult with school officials, but final selection and employment authority rests with the Department. The school district's authority over daily on-campus assignment and schedule is as provided in the current Interlocal Agreement.

2. An SRO may be reassigned, removed, or replaced by the Chief of Police when Department needs, performance, safety, staffing, or operational considerations justify it. A District request for replacement is handled per the current Interlocal Agreement.

3. If the SRO is absent, the Department shall assign another officer to fill in and shall notify the school district liaison by email of the absence and the substitute officer's name, as the Interlocal Agreement requires. While on duty, the SRO shall wear the approved Department uniform or other apparel approved by the Chief of Police.

G. SRO Training and Professional Development

1. SROs shall complete SRO-specific, juvenile-law, and school-safety training as required by law, TCOLE, Department policy, or the SRO agreement, tracked per Policy 300.26.

2. SROs shall complete TCOLE-approved active shooter response training within the time required by law.

3. Before an SRO performs services for the school district, the Department shall complete the criminal background check and fingerprint-based criminal history review required by Texas Education Code Chapter 22 and shall certify the results to the school district as the Interlocal Agreement requires.

H. School Safety, Emergency Operations, and HB 33 / Uvalde Strong Act Coordination

1. SROs shall support school safety planning and emergency preparedness consistent with Department policy, the school district's multi-hazard emergency operations plan, the SRO agreement, and applicable law.

2. SROs should be familiar with assigned campus layouts, access points, emergency routes, reunification locations, and the location and operational availability of campus emergency equipment (including any breaching tool or ballistic shield the district provides for active shooter response).

3. SROs shall coordinate with supervisors and school officials on active shooter preparedness, lockdown/evacuation/reunification procedures, campus emergency communications, access control, and staging areas for responding agencies, and shall participate in school safety drills and multiagency planning as assigned.

4. SROs shall not independently approve, alter, or represent the Department's final position on the school district's emergency operations plan unless authorized by the Chief of Police.

5. If the Department responds to an active shooter incident at a school facility, SROs shall follow Policy 700.13 and shall assist with documentation and preservation of records needed for after-action review, investigation, and prosecution.

6. SROs shall support the school district's weekly exterior door checks required by 19 TAC §61.1031 as requested by the school district. Responsibility for conducting and documenting the checks remains with the school district unless the school district and the Department agree in writing to assign specific tasks to the SRO. When an SRO participates in, observes, or learns of a door check, the SRO shall report any unsecured door, defective lock, or other access-control deficiency to campus administration and a supervisor as soon as practical. SROs shall not leave a known unsecured exterior door unaddressed while awaiting administrative action. Any SRO documentation of a door check or deficiency shall be retained under Policy 500.02.

I. Threat Assessment and Violence Prevention

1. SROs may participate in threat assessment or violence-prevention processes when requested and authorized, limited to legitimate law enforcement, safety, and protective purposes.

2. SROs shall handle threat assessment information in accordance with law, Department policy, student-records restrictions, and juvenile confidentiality requirements.

3. If a threat assessment reveals criminal conduct, a credible threat, or another immediate safety issue, the SRO shall take appropriate law enforcement or protective action and notify a supervisor when required.

J. Juvenile Investigations, Custody, Release, and Referral

1. SROs shall follow Policy 1000.05 for all juvenile custody, search, transport, restraint, processing, release, and referral.

2. A student shall not be taken into custody, searched, questioned, cited, arrested, or referred solely for a school disciplinary matter absent independent law enforcement authority.

3. Juvenile custody, release, and referral decisions shall not be delegated to school officials.

K. Student Interviews, Questioning, and Searches

1. SROs shall distinguish between school administrative questioning conducted by school officials and law enforcement questioning conducted by officers and shall comply with constitutional and juvenile statement requirements when conducting the latter. An SRO shall not use school officials to avoid legal requirements that apply to law enforcement questioning.

2. SROs shall similarly distinguish between school administrative searches and law enforcement searches. An SRO conducting or directing a search for law enforcement purposes shall ensure the search is supported by lawful authority. An SRO may be present during a school administrative search for safety reasons when requested but shall not convert it into a law enforcement search absent lawful police authority.

3. When uncertainty exists regarding questioning, search authority, or parent notification, the SRO shall consult a supervisor when practical.

L. Student Records, FERPA, and Information Sharing

1. SROs shall handle student, juvenile, and school records in accordance with law, Department policy, the SRO agreement, and applicable confidentiality requirements, and shall not access, disclose, or retain education records except as authorized by law, agreement, emergency, legitimate law enforcement purpose, court order, or consent.

2. Reports of violence or other dangerous situations that the Interlocal Agreement requires be made to the school district superintendent or designee shall be made as soon as practical and shall be limited to information the law and Department policy permit to be shared.

3. Law enforcement records created and maintained by the Department shall be handled as Department records; records provided by the school district remain subject to school records restrictions.

4. Any uncertainty regarding records access, retention, or release shall be referred to a supervisor, Records Custodian, or the Chief of Police as appropriate.

M. Child Protection and Mandatory Reporting

1. SROs shall comply with mandatory reporting requirements for suspected child abuse, neglect, abandonment, sexual abuse, trafficking, or exploitation. A report to school officials does not replace a mandatory report to DFPS or another legally authorized authority.

2. SROs shall not delay mandatory reporting, emergency medical care, protective action, or lawful enforcement action while awaiting school administrative review.

N. Use of Force, Restraints, and Student Safety

1. SROs shall use force only in accordance with law and Department use-of-force policy, considering the student's age, size, disability, known medical condition, behavioral health status, developmental level, threat level, and available alternatives.

2. Restraints shall not be used as punishment, discipline, or routine classroom management. Restraints may be used when lawful and reasonably necessary to protect the student, officer, staff, or others, prevent escape from lawful custody, or control a violent or actively resisting person.

3. Any use of force, restraint requiring documentation, injury, or significant student safety incident shall be documented and reported in accordance with Department policy.

O. Body-Worn Camera and Evidence Handling

1. SROs shall use body-worn camera and digital evidence systems in accordance with Policy 700.14 and shall not deactivate, mute, or fail to record law enforcement activity unless permitted by policy or law.

2. Evidence, including school surveillance video obtained for law enforcement purposes, shall be collected, preserved, and documented in accordance with Department evidence procedures.

P. Public Information and Media

1. Public information related to school incidents shall be coordinated through the Chief of Police, designated Public Information Officer, City administration, or school district public information personnel.

2. SROs shall not independently release student, juvenile, victim, or investigative information unless authorized.

Q. Documentation

1. SRO activity shall be documented when required by law, Department policy, the SRO agreement, or the nature of the incident, and shall be sufficient to identify the persons involved, whether the matter was school discipline or law enforcement, facts supporting the action taken, and disposition, per Policy 500.02.

R. Training, Review, and Proof of Compliance

1. SROs and supervisors responsible for the SRO Program shall receive, review, or be trained on this policy.

2. As the Interlocal Agreement requires, the SRO's immediate supervisor shall meet with the school district liaison at least once in October and once in February each school year to review contract performance.

3. The Chief of Police or designee should periodically review the SRO Program, agreement compliance, training, school safety coordination, and documentation.

S. Administrative Notes

1. This policy is not intended to replace the Department's primary juvenile custody policy, active shooter policy, records policy, training policy, or investigative policies.
2. Policy 1000.05 remains the Department's primary operational policy for juvenile custody, processing, release, and referral.
3. Policy 700.13 remains the Department's primary operational policy for active shooter and active attack response.
4. Policy 500.02 remains the Department's primary records management policy.
5. Policy 300.26 remains the Department's primary training records policy.
6. Policy 1300.01 serves as the Department's SRO-specific program directive and as supporting proof for school-based law enforcement, juvenile procedures, school safety coordination, HB 33 / Uvalde Strong Act implementation, and SRO program accountability.

Council Brief – Policy 1300.01 School Resource Officer Program

Oct 19, 2026

Summary

Policy 1300.01 replaces 403.09, a one-page School Resource Officer policy marked "future use." It turns that outline into a full program directive: SROs stay Rhome Police Department employees under Department supervision, school administrators keep authority over school discipline, and staffing, cost, and schedules are governed by the signed FY2026-27 Interlocal Agreement with Northwest ISD, which provides one SRO at Chisholm Trail Middle School. The policy is written to match that agreement.

Action requested: approval of Policy 1300.01.

Authority and limits

The Chief of Police or designee keeps final authority over SRO selection, law enforcement duties, discipline, and any reassignment or removal from the school district. Under the Interlocal Agreement, the district directs the SRO's daily campus assignment and schedule. School principals keep authority over school discipline, operations, and school rules. 403.09 made principals "the authority regarding all school issues"; 1300.01 narrows that to school administration and keeps law enforcement decisions with the Department.

- SROs are not routine school disciplinarians. They are not assigned to dress code, tardiness, ordinary disrespect, minor classroom disruption, or other non-criminal rule violations.
- SRO involvement is appropriate for criminal activity, violence or threats, weapons, controlled substances, child abuse, family or dating violence, missing or runaway children, credible threats to school safety, emergencies, and court orders or warrants.
- A student is not detained, searched, questioned, cited, arrested, or referred solely because school officials ask for police involvement in a non-criminal disciplinary matter.
- When an SRO and school staff disagree about law enforcement action, discipline, student rights, records, or emergency response, the SRO notifies a supervisor.

What is new

- **Interlocal Agreement controls the details:** staffing, cost allocation, schedules, equipment, training, and records-sharing terms come from the current agreement. Any agreement must follow the Texas Education Code, including a proportionate cost allocation that recovers direct costs and does not make a profit for the City or Department. The agreement cannot limit the Department's authority or duty to enforce the law or respond to emergencies.
- **Juveniles and questioning:** SROs follow Policy 1000.05 for all juvenile custodial issues. Custody and release decisions are never delegated to school officials. SROs must distinguish school administrative questioning and searches from law enforcement questioning and searches, and may not use school officials to avoid legal requirements.
- **Child protection:** mandatory reporting of suspected abuse or neglect cannot be delayed while awaiting school review, and a report to the school does not replace a report to DFPS.

- **School safety:** SROs support emergency planning and drills, learn campus layouts and emergency equipment, and follow Policy 700.13 for active shooter incidents. The policy names coordination under HB 33 (the Uvalde Strong Act) and requires SRO active shooter training within the time the law requires.
- **Door checks:** the school district remains responsible for the weekly exterior door checks required by 19 TAC § 61.1031. An SRO who learns of an unsecured door or defective lock reports it to campus administration and a supervisor and does not leave a known unsecured exterior door unaddressed.
- **Student records and threat assessment:** student and school records are handled under law and the agreement. SROs join threat assessments only when requested and authorized, and take law enforcement action when one reveals criminal conduct or an immediate safety issue.
- **Use of force and restraints:** force follows the use-of-force policy, with the student's age, size, disability, medical and behavioral health considerations weighed. Restraints are never punishment or routine classroom management.
- **Documentation and review:** SRO activity is documented in a way that shows whether the matter was school discipline or law enforcement, and the Chief or designee periodically reviews the program.
- **Campuses covered:** the Interlocal Agreement covers Chisholm Trail Middle School. As a courtesy, the Department also extends SRO coverage to Prairie View Elementary and, at the Chief's discretion, to 7 Hills Elementary, which is in the County's jurisdiction.
- **Matches the signed agreement:** the district directs daily campus assignment and schedule, while Department policy and law control on law enforcement matters.
- **Other agreement terms now in the policy:** a substitute officer and email notice to the district liaison when the SRO is absent; the approved uniform; school events and trips, coordinated by supervisors to protect patrol coverage and manage overtime; Education Code Chapter 22 background checks; reports of violence to the Superintendent limited to what the law allows; and October and February performance reviews with the district liaison.

What is no longer in the policy

403.09 provision	1300.01
Two SROs assigned to the school district	No staffing number in the policy. The Interlocal Agreement provides one SRO.
Eligibility: officers with one year of non-probationary experience	Chief of Police assigns based on Department needs, officer qualifications, training, and suitability for a school environment.
Two-year terms, six-year maximum, with Chief extension on request	Chief may reassign, remove, or replace an SRO when needs, performance, safety, or staffing justify it. A district request for replacement is handled under the agreement.
Program placed in the Community Services Section	Not stated. SROs operate under Department supervision and chain of command.

403.09 provision	1300.01
Work hours and rule changes set jointly by the principal and Chief	Schedules are governed by the Interlocal Agreement. Rules for SROs are Department policy.
Duty list: teaching and lead discussions, counter gang activity, high visibility patrol, guidance for students and parents, working with parents of troubled students	One statement of the SRO's purpose. Specific duties are set out in the Interlocal Agreement.

Housekeeping

- **Renumbering:** 403.09 becomes 1300.01 in Chapter 1300 (School-Based Law Enforcement) of the reorganized policy manual.
- **Related policies:** 1300.01 points to 1000.05 (juveniles), 700.13 (active shooter), 500.02 (records), 700.14 (cameras), and 300.26 (training records) as the primary policies in those areas.
- **Signature block:** lists Chief of Police Paul Bocconcelli. The Reference line cites the Interlocal Agreement with Northwest ISD. The Effective Date will be completed when the policy is adopted.

	RHOME POLICE DEPARTMENT	
	~~403.09~~1300.01 School Resource Officer Program	
	Effective Date: ~~02/01/2024~~	Replaces: ~~All previous versions~~403.09 School Resource Officer Program
	Chief of Police ~~Eric Debus~~Paul Bocconcelli	
	Reference: ~~TBP~~ Interlocal Agreement between the City of Rhome and Northwest Independent School District for School Resource Officer Services (FY2026-2027)	

~~403.09 SCHOOL RESOURCE OFFICER PROGRAM (FUTURE USE)~~1300.01 SCHOOL RESOURCE OFFICER PROGRAM

Red strikethrough is 403.09 text removed; blue underline is 1300.01 text added. 403.09 had no section headings, so its provisions are shown where the matching 1300.01 provision appears.

PURPOSE

This policy establishes procedures for SRO assignment, authority, juvenile procedures, and coordination with school officials, and ensures SROs provide law enforcement services in the school environment while maintaining a clear distinction between school discipline and law enforcement action.

POLICY

It is the policy of the Rhome Police Department that School Resource Officers shall remain employees of the Department and shall operate under Department policy, supervision, training requirements, and chain of command.

School administrators retain authority over school discipline, educational operations, and campus administration. School Resource Officers retain law enforcement authority over criminal conduct, threats to safety, emergency response, protective action, and other legitimate police matters arising in the school environment.

School Resource Officers shall not be used as routine school disciplinarians. SRO involvement shall be limited to legitimate law enforcement, safety, prevention, emergency preparedness, investigative, protective, or community policing purposes.

A. Definitions

1. School Resource Officer / SRO means a commissioned peace officer employed by the Rhome Police Department and assigned to provide law enforcement services to a school campus or school district under an approved agreement.
2. School District means the school district, charter school, or educational entity receiving law enforcement services from the Department under an approved agreement.

3. School Discipline means administrative action by school officials for violations of school rules, student code of conduct, classroom behavior expectations, or other non-criminal conduct.

4. Law Enforcement Action means action by an SRO based on criminal law, public safety, victim safety, emergency response, protective action, juvenile law, court order, warrant, probable cause, reasonable suspicion, or another lawful police purpose.

B. Program Authority and Agreement

1. ~~SRO work hours are determined by the agreed upon contract between the school district and the Police Department. The principal of the school and the Chief of Police will, as needed, establish or modify rules and regulations concerning School Resource Officers, so long as both agree on such changes. Other work considerations will be specified in the agreed upon contract.~~The SRO Program operates under the current Interlocal Agreement between the City and the assigned School District, which governs staffing, cost allocation, work schedules, equipment, training requirements, and records-sharing terms. Officers shall refer to the current agreement on file with the Department for those details.

2. The Interlocal Agreement covers Chisholm Trail Middle School, and its work schedule and assignment provisions govern the SRO's time there. As a courtesy, the Department extends SRO coverage to Prairie View Elementary and, at the Chief of Police's discretion, to 7 Hills Elementary, which is located in the County's jurisdiction. Coverage at these campuses is subject to staffing and Department needs, is scheduled by the Chief of Police or designee, and does not create obligations beyond those in the Agreement. When responding to a campus outside the City's jurisdiction, the SRO shall coordinate with the agency having jurisdiction when appropriate.

3. Any SRO agreement shall comply with applicable Texas Education Code requirements, including a proportionate cost-allocation methodology that recovers direct costs without creating a profit-generating arrangement for the City or Department.

4. The SRO agreement shall not limit the lawful authority or duty of the Department, the Chief of Police, or an assigned SRO to take enforcement action, protect life, respond to emergencies, investigate criminal conduct, or comply with state or federal law.

C. Chain of Command and School Administrative Authority

1. SROs are Rhome Police Department employees and remain subject to Department rules, policies, supervision, discipline, training requirements, and chain of command. The Chief of Police or designee retains final authority over SRO selection, law enforcement duties, Department discipline, and any reassignment or removal of the SRO from the school district.

2. ~~The School Resource Officer Program will be a program of the Police Department's Community Services Section. School principals will be the authority regarding all school issues. The SRO's will be the authority on all law enforcement issues arising on school grounds.~~School principals and administrators retain authority over school discipline, operations, and enforcement of school rules. The SRO shall work cooperatively with school administrators but shall not be directly supervised by school personnel for law enforcement duties.

3. Subject to the current Interlocal Agreement, the school district may direct the SRO's daily campus assignment, work schedule, and temporary on-campus reassignment based on district needs. The Chief of Police retains authority over the SRO's law enforcement duties and Department discipline. Where the Agreement or school district policy conflicts with Department policy or state or federal law on a law enforcement matter, Department policy and the law control, and the SRO shall notify a supervisor as soon as practical.

4. When a disagreement occurs between an SRO and school personnel regarding law enforcement action, school discipline, student rights, records access, or emergency response, the SRO shall notify a supervisor as soon as practical.

D. SRO Role and Core Responsibilities

1. ~~The primary function of School Resource Officers shall be to insure the safety of students and faculty and provide campus security. Specifically, the School Resource Officers shall assist in limiting access to the school grounds to authorized persons, provide police protection of school property, personnel and students, investigate criminal acts on school grounds, and serve as liaison between the school, the police department, juvenile officials, probation officials, courts, and other agencies of the juvenile justice system. Other responsibilities of the SRO's are listed below:~~The primary function of the SRO is to support the safety and security of students, staff, visitors, and school property through lawful law enforcement services, crime prevention, emergency preparedness, and relationship-based policing. Specific duties are set out in the current Interlocal Agreement.

2. SROs shall exercise law enforcement discretion consistent with Department policy, the seriousness of the conduct, public safety, victim safety, juvenile law, school safety, and available alternatives.

3. SROs shall not allow their presence on campus to unnecessarily criminalize ordinary student misconduct that can be handled through school discipline.

4. Additional duties requested by the school district under the Interlocal Agreement shall be limited to legitimate law enforcement, safety, prevention, or community policing purposes consistent with this policy and shall not include routine school discipline.

5. SROs may attend school-related events and curricular or extracurricular trips as provided in the Interlocal Agreement. Supervisors shall coordinate these assignments to maintain patrol coverage and manage overtime.

~~Teach, lead discussions, or instruct in areas where the officers possess special competence due to their law enforcement training.~~

~~Identify and counter deviant behavior, such as gang activity, through information and other assistance to students.~~

~~Provide high visibility throughout the school in order to deter crime on school property and to promote school security.~~

~~Provide guidance and direction for students, parents, and staff when appropriate.~~

~~Work with school administrators to resolve school-police problems, and work with parents of troubled students.~~

E. Limitations on School Discipline Involvement

1. School officials are responsible for routine school discipline. SROs shall not be assigned to enforce routine student discipline, classroom management, dress code violations, tardiness, ordinary disrespect, minor classroom disruption, or other non-criminal school-rule violations.

2. SRO involvement is appropriate when conduct involves criminal activity, violence or threat of violence, weapons, controlled substances, alcohol-related offenses, child abuse or protective concerns, family or dating violence, missing child or runaway issues, a credible threat to school safety, emergency response, or a court order, warrant, or other lawful police purpose.

3. An SRO may be present during a school disciplinary matter for safety reasons when requested by school officials but shall not convert school discipline into law enforcement action unless independent facts support lawful police action.

4. A student shall not be detained, searched, questioned, cited, arrested, or referred solely because school officials request police involvement in a non-criminal disciplinary matter.

F. SRO Selection, Assignment, and Removal

1. ~~The Rhome Police Department will assign two (2) School Resource Officers to the N.I.S.D. All officers of police officer rank with one-year non-probationary experience are eligible to apply for the SRO position.~~SRO assignments are made by the Chief of Police based on Department needs, school-safety needs, officer qualifications, training, and suitability for work in a school environment. The Chief of Police may consult with school officials, but final selection and employment authority rests with the Department. The school district's authority over daily on-campus assignment and schedule is as provided in the current Interlocal Agreement.

2. ~~School Resource Officers will be assigned to the schools for a term of two (2) years, with a maximum of six (6) consecutive years in an SRO position. The Chief of Police may choose to extend the School Resource Officer term longer than the six (6) year maximum at the request of the current SRO officer or at the request of the school administration.~~An SRO may be reassigned, removed, or replaced by the Chief of Police when Department needs, performance, safety, staffing, or operational considerations justify it. A District request for replacement is handled per the current Interlocal Agreement.

3. If the SRO is absent, the Department shall assign another officer to fill in and shall notify the school district liaison by email of the absence and the substitute officer's name, as the Interlocal Agreement requires. While on duty, the SRO shall wear the approved Department uniform or other apparel approved by the Chief of Police.

G. SRO Training and Professional Development

1. ~~SRO's will attend professional development training as required by the Police Department, the School District, to include SRO training.~~SROs shall complete SRO-specific, juvenile-law, and school-safety training as required by law, TCOLE, Department policy, or the SRO agreement, tracked per Policy 300.26.

2. SROs shall complete TCOLE-approved active shooter response training within the time required by law.

3. Before an SRO performs services for the school district, the Department shall complete the criminal background check and fingerprint-based criminal history review required by Texas Education Code Chapter 22 and shall certify the results to the school district as the Interlocal Agreement requires.

H. School Safety, Emergency Operations, and HB 33 / Uvalde Strong Act Coordination

1. SROs shall support school safety planning and emergency preparedness consistent with Department policy, the school district's multi-hazard emergency operations plan, the SRO agreement, and applicable law.

2. SROs should be familiar with assigned campus layouts, access points, emergency routes, reunification locations, and the location and operational availability of campus emergency equipment (including any breaching tool or ballistic shield the district provides for active shooter response).

3. SROs shall coordinate with supervisors and school officials on active shooter preparedness, lockdown/evacuation/reunification procedures, campus emergency communications, access control, and staging areas for responding agencies, and shall participate in school safety drills and multiagency planning as assigned.

4. SROs shall not independently approve, alter, or represent the Department's final position on the school district's emergency operations plan unless authorized by the Chief of Police.

5. If the Department responds to an active shooter incident at a school facility, SROs shall follow Policy 700.13 and shall assist with documentation and preservation of records needed for after-action review, investigation, and prosecution.

6. SROs shall support the school district's weekly exterior door checks required by 19 TAC §61.1031 as requested by the school district. Responsibility for conducting and documenting the checks remains with the school district unless the school district and the Department agree in writing to assign specific tasks to the SRO. When an SRO participates in, observes, or learns of a door check, the SRO shall report any unsecured door, defective lock, or other access-control deficiency to campus administration and a supervisor as soon as practical. SROs shall not leave a known unsecured exterior door unaddressed while awaiting administrative action. Any SRO documentation of a door check or deficiency shall be retained under Policy 500.02.

I. Threat Assessment and Violence Prevention

1. SROs may participate in threat assessment or violence-prevention processes when requested and authorized, limited to legitimate law enforcement, safety, and protective purposes.

2. SROs shall handle threat assessment information in accordance with law, Department policy, student-records restrictions, and juvenile confidentiality requirements.

3. If a threat assessment reveals criminal conduct, a credible threat, or another immediate safety issue, the SRO shall take appropriate law enforcement or protective action and notify a supervisor when required.

J. Juvenile Investigations, Custody, Release, and Referral

1. SROs shall follow Policy 1000.05 for all juvenile custody, search, transport, restraint, processing, release, and referral.
2. A student shall not be taken into custody, searched, questioned, cited, arrested, or referred solely for a school disciplinary matter absent independent law enforcement authority.
3. Juvenile custody, release, and referral decisions shall not be delegated to school officials.

K. Student Interviews, Questioning, and Searches

1. SROs shall distinguish between school administrative questioning conducted by school officials and law enforcement questioning conducted by officers and shall comply with constitutional and juvenile statement requirements when conducting the latter. An SRO shall not use school officials to avoid legal requirements that apply to law enforcement questioning.
2. SROs shall similarly distinguish between school administrative searches and law enforcement searches. An SRO conducting or directing a search for law enforcement purposes shall ensure the search is supported by lawful authority. An SRO may be present during a school administrative search for safety reasons when requested but shall not convert it into a law enforcement search absent lawful police authority.
3. When uncertainty exists regarding questioning, search authority, or parent notification, the SRO shall consult a supervisor when practical.

L. Student Records, FERPA, and Information Sharing

1. SROs shall handle student, juvenile, and school records in accordance with law, Department policy, the SRO agreement, and applicable confidentiality requirements, and shall not access, disclose, or retain education records except as authorized by law, agreement, emergency, legitimate law enforcement purpose, court order, or consent.
2. Reports of violence or other dangerous situations that the Interlocal Agreement requires be made to the school district superintendent or designee shall be made as soon as practical and shall be limited to information the law and Department policy permit to be shared.
3. Law enforcement records created and maintained by the Department shall be handled as Department records; records provided by the school district remain subject to school records restrictions.
4. Any uncertainty regarding records access, retention, or release shall be referred to a supervisor, Records Custodian, or the Chief of Police as appropriate.

M. Child Protection and Mandatory Reporting

1. SROs shall comply with mandatory reporting requirements for suspected child abuse, neglect, abandonment, sexual abuse, trafficking, or exploitation. A report to school officials does not replace a mandatory report to DFPS or another legally authorized authority.
2. SROs shall not delay mandatory reporting, emergency medical care, protective action, or lawful enforcement action while awaiting school administrative review.

N. Use of Force, Restraints, and Student Safety

1. SROs shall use force only in accordance with law and Department use-of-force policy, considering the student's age, size, disability, known medical condition, behavioral health status, developmental level, threat level, and available alternatives.

2. Restraints shall not be used as punishment, discipline, or routine classroom management. Restraints may be used when lawful and reasonably necessary to protect the student, officer, staff, or others, prevent escape from lawful custody, or control a violent or actively resisting person.

3. Any use of force, restraint requiring documentation, injury, or significant student safety incident shall be documented and reported in accordance with Department policy.

O. Body-Worn Camera and Evidence Handling

1. SROs shall use body-worn camera and digital evidence systems in accordance with Policy 700.14 and shall not deactivate, mute, or fail to record law enforcement activity unless permitted by policy or law.

2. Evidence, including school surveillance video obtained for law enforcement purposes, shall be collected, preserved, and documented in accordance with Department evidence procedures.

P. Public Information and Media

1. Public information related to school incidents shall be coordinated through the Chief of Police, designated Public Information Officer, City administration, or school district public information personnel.

2. SROs shall not independently release student, juvenile, victim, or investigative information unless authorized.

Q. Documentation

1. SRO activity shall be documented when required by law, Department policy, the SRO agreement, or the nature of the incident, and shall be sufficient to identify the persons involved, whether the matter was school discipline or law enforcement, facts supporting the action taken, and disposition, per Policy 500.02.

R. Training, Review, and Proof of Compliance

1. SROs and supervisors responsible for the SRO Program shall receive, review, or be trained on this policy.

2. As the Interlocal Agreement requires, the SRO's immediate supervisor shall meet with the school district liaison at least once in October and once in February each school year to review contract performance.

3. The Chief of Police or designee should periodically review the SRO Program, agreement compliance, training, school safety coordination, and documentation.

S. Administrative Notes

1. This policy is not intended to replace the Department's primary juvenile custody policy, active shooter policy, records policy, training policy, or investigative policies.
2. Policy 1000.05 remains the Department's primary operational policy for juvenile custody, processing, release, and referral.
3. Policy 700.13 remains the Department's primary operational policy for active shooter and active attack response.
4. Policy 500.02 remains the Department's primary records management policy.
5. Policy 300.26 remains the Department's primary training records policy.
6. Policy 1300.01 serves as the Department's SRO-specific program directive and as supporting proof for school-based law enforcement, juvenile procedures, school safety coordination, HB 33 / Uvalde Strong Act implementation, and SRO program accountability.

AGENDA ITEM 7
“E”

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Presentation and Discussion on the Option to Transition to Electronic Billing for Water/Sewer Services**
Department: Public Works
Contact: Jesus Dominguez, Director of Public Works

Summary:

- Staff will discuss with Council the option of transitioning to an "all electronic" billing option for water/sewer accounts.
- Per the City Attorney, the 10-Day Termination of Service Letter would continue to be mailed to any account holder who is past due.

Details / Recommendation: Staff are requesting a series of process changes in the manner of billing for water/sewer/solid waste services for the Department. The monthly tasks have involved the following:

- Manual printing of approximately 300-350 billing notices
- Hanging of delinquent notices at approximately 100 addresses

In the past, the Department has faced challenges in processing the late notices and the number will continue to escalate as the number of customers increases.

The proposed changes would allow the Staff to implement the following:

- Electronic billing only for water/sewer/solid waste services
- Shift to mailing delinquent notices rather than hand delivery

We currently have approximately 50% of the 600+ customers who utilize this service – thus, it would affect approximately 300 accounts. The shift to mailing the required delinquent notices would free up staff time and allow us to work more efficiently. It would also reduce wear and tear on the Public Work's vehicles.

Staff can still offer to print off a bill for customers that come into the office and request a copy.

Financial Impact: 10-day mail notices = total cost for supplies $1,147.94 (10 Day Disconnect Notices) Yellow Paper - $13.15, Envelopes - $150.79, Stamps - $984 (estimated labor 2.5 hours)

Current process that we can transition out of to save cost - Physical bill/post card = total cost for post card supplies $4,174.22 (physical billing) - $1,054.22, Stamps - $3,120 (estimated labor 1.5 hours)

The City will save approximately $3,026.28 per year.

Council Motions: I make a motion to APPROVE/DENY all the transition to an all-electronic billing system for water/sewer/solid waste services.

Attachments(s):

1. **Electronic Billing Memo from City Attorney**

MEMORANDUM

TO: Carvan Adkins
FROM: Marc Cavazos
DATE: April 17, 2026
RE: Rhome (3966.001)

ISSUE

- Whether the City of Rhome can implement an all-electric billing for their Utilities (specifically, Water services), when the City currently send/receives utilities bill via United Postal Service.

BASIC FACTS

- The City of Rhome wants to switch their current paper water billing method (via U.S. mail) to an all-electronic billing method via the City's online portal.

- The City feels their current methods of sending bills/receiving payments are outdated.

ANALYSIS

- A municipality that owns or operates a utility system may regulate and prescribe rules for the system as necessary to protect municipal interests. Tex. Local Government Code §552.001.

- Specifically, a Type-A general-law municipality governing body may establish and regulate a municipal water system. Tex. Local Government Code §552.015.

- After a diligent search, there is no Texas statute requiring paper billing for utility services, in particular, there is no state statute regulating the medium for which a utility bill must be provided to a utility customer.
    - Texas municipalities operating utility systems have statutory authority to regulate and prescribe rules for operation of those systems, which includes billing procedures. Tex. Loc. Gov't Code §552.001(d). The Local Government Code also addresses municipal authority regarding deposits, delinquency remedies, and conditions of continuing service in certain contexts. Tex. Loc. Gov't Code §552.0025. The absence of any statutory requirement prescribing the method of billing suggests municipalities retain discretion. Tex. Loc. Gov't Code §§552.001.

- Further, moving routine billing to electronic delivery is generally feasible under municipal utility powers, but termination-of-service notices present elevated risk if delivered electronically only. For instance, a water utility may disconnect service for nonpayment, Texas regulations require the utility to provide written notice of termination to the customer. Under 16 Tex. Admin. Code § 24.167, proper notice must be a separate written statement mailed or hand-delivered to the customer before disconnection. Therefore, the most significant exposure is procedural due process liability (federal and Texas "due course of law"), including claims under 42 U.S.C. §1983, if the City disconnects essential utility services, like water services, without notice and an opportunity to contest that are constitutionally adequate and reliably delivered. Federal courts have held that municipal utility customers can have a protected property interest in continued service and that termination procedures must provide adequate notice and an opportunity to be heard, including meaningful dispute procedures. *Memphis Light, gas & Water Div. v. Craft*, 436 U.S. 1 (1978).

- Lastly, electronic billing records must be kept in accordance with, but not limited to, the local government's records management program and records retention schedule regardless of format, system, or storage location. 13 Tex. Admin. Code §§7.74-7.75; Tx. Gov't Code §2051.157.

CONCLUSION & RECOMMENDATIONS

- A municipality may implement an all-electronic billing method, but cannot, and must not, rely exclusively on electronic notices for: service termination, enforcement actions, or situations that may implicate due process issues.

- The City must obtain customer consent to electronic transactions consistent with UETA (Tex. Gov't Code Ch. 322), preserve paper options where due process is implicated (i.e., termination of services notices or any other important notice or communication affects the customer's use of service), and not rely solely on electronic billing to satisfy statutory notice requirements.

- City must remain compliant with its own ordinances regulating this issue when issuing bills via electronic means, such as:
  - Code of Ordinances:
    - Chapter 13; Art. 13.02.060
    - Chapter 13; Art. 13.02.061
    - Chapter 13; Art. 13.02.064

- Recommended Implementation Checklist:
  1. Adopt ordinance/resolution authorizing electronic billing.
  2. Request customer opt-in (with documented consent).
  3. Maintain paper billing option for:
     - Customers without electronic/internet access.
     - Termination and enforcement notices. 16 Tex. Admin. Code § 24.167.
  4. Update utility rules and customer service agreements where necessary.

5. Ensure record-retention compliance under Gov’t Code Chapter 2051 and 13 Tex. Admin. Code §§7.74-7.75.
6. Train staff to avoid paperless-only enforcement actions without proof of notice.

AGENDA ITEM 7
“F”

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Presentation and Discussion of the Proposed Legislative Platform for the 90th Legislative Session**
Department: Administration
Contact: Amanda DeGan, City Administrator

Summary:

- The City has discussed a legislative platform for previous sessions to convey Council's support of various issues that may affect our community.
- The proposed platform was prepared in cooperation with the Wise County Mayor's Coalition (WCMC) in an effort to unite the City's voice with our neighboring communities to be more effective during the coming 90th Session.

Details / Recommendation:

A group of members in the Wise County Mayor's Coalition met to discuss the various items that have been discussed over the past two (2) years at the mayor's regional meetings. The information was compiled into comprehensive statements that cover the following topics:

- Local Control (at the municipal level)
- Water/Wastewater Infrastructure
- Management of Existing Water Resources
- Responsible Growth and Land Use
- Municipal Finance and Revenue
- Economic Development & Transportation Infrastructure

Each of these items are of particular concern to local government officials as they directly impact the ability of locally elected representatives to govern their own communities. The Legislature has recently proposed several bills that would limit the ability of local government to manage service delivery to residents. A comprehensive and united legislative platform will allow the Mayor and Staff members to present our positions to the appropriate State officials.

Financial Impact: None at this time.

Council Motions: I make a motion to APPROVE/DENY the proposed platform for the 90th Legislative Session.

Attachments(s):

1. Platform Draft
2. Resolution Draft

Wise County Mayors Coalition
Legislative Priorities
90th Texas Legislature · 2027

The Wise County Mayors Coalition (WCMC) seeks to preserve the authority of locally elected city councils to responsibly govern their communities, provide essential services, protect the health, safety, and welfare of their residents, and plan for responsible growth. The WCMC supports legislation that preserves local authority, strengthens the ability of municipalities to meet the needs of their residents, and advances the shared interests of Wise County communities. The WCMC opposes legislation that imposes unfunded mandates, reduces municipal revenues, unnecessarily restricts local decision-making, or otherwise diminishes the ability of cities to serve their residents.

The WCMC will work in partnership with its member cities, other political subdivisions, state officials and agencies, regional partners, private-sector organizations, and other stakeholders that share the Coalition's objectives. The WCMC will coordinate with organizations such as the Texas Municipal League when their adopted positions align with the priorities of the Coalition and will work collectively to provide Wise County municipalities with a strong and effective voice in the legislative process.

Local Control

The WCMC supports preserving the authority of locally elected officials to govern their communities and respond to local needs. The WCMC believes that municipal decisions should remain with the officials who are closest and most accountable to the residents affected by them. The WCMC:

- Supports preserving municipal self-government and local decision-making authority, including the ability of cities to adopt ordinances, provide services, and address local conditions without unnecessary state preemption.
- Opposes unfunded mandates and state-imposed cost shifts that require municipalities to provide additional programs, services, or regulatory functions without adequate authority or resources to meet those requirements.
- Supports the ability of municipalities to advocate for their communities before the Texas Legislature and state agencies, individually or through coalitions, professional associations, consultants, and other representatives.
- Supports preserving municipal authority over public rights-of-way, including reasonable regulation of their use and appropriate compensation for private use of public property.

Water & Wastewater Infrastructure

The WCMC supports increased state investment in water and wastewater infrastructure and improved access to state funding programs for small and rural municipalities. Small communities face many of the same infrastructure requirements as larger cities but often lack the financial resources and administrative capacity necessary to develop projects and successfully compete for existing state assistance. The WCMC:

- Supports dedicated funding opportunities for small and rural municipalities, including grants and low-interest financing that recognize their limited tax and rate bases and the substantial cost of critical water and wastewater projects.
- Supports simplified and proportionate application and administrative requirements for small municipalities seeking assistance through the Texas Water Development Board and other state infrastructure programs.

- Supports grant assistance for planning, engineering, and project development so that small municipalities can advance critical infrastructure projects to a stage where they are eligible and competitive for construction financing.
- Supports continued and increased state investment in water and wastewater infrastructure, including regional projects that improve reliability and serve multiple communities, and supports preserving existing municipal eminent-domain authority necessary for water-supply and other essential public infrastructure projects.

Management of Existing Water Resources

The WCMC supports responsible, long-term management of existing water resources to protect current users, promote sustainable growth, and preserve reliable water supplies for future generations. State water policy should be grounded in sound science while recognizing local conditions, existing users, private property rights, and the distinct characteristics of individual water resources. The WCMC:

- Supports locally informed, science-based management of groundwater resources, including continued monitoring, data collection, modeling, and long-range planning to better understand and protect available supplies.
- Supports protection of existing water supplies and users from development or significant new demands that could unreasonably impair existing wells, water systems, or other established uses.
- Supports increased investment in surface-water supplies where feasible to reduce reliance on groundwater, including state support for projects that expand access to surface water and improve the long-term sustainability and diversity of local and regional water supplies.
- Supports responsible management of major new water demands associated with growth and development, including early identification of significant water needs, appropriate use of conservation, reuse, surface water, and other alternative supplies, and requiring major water users to bear a fair share of infrastructure costs attributable to their demands.

Responsible Growth & Land Use

The WCMC supports preserving the ability of municipalities to plan for and manage growth in a manner that protects existing communities, promotes orderly development, and ensures that new development is supported by adequate infrastructure and public services. State policy should provide municipalities with sufficient flexibility to respond to local growth conditions while respecting private property rights. The WCMC:

- Supports preserving municipal planning and land-use authority, including appropriate authority over zoning, platting, building and development standards, lot sizes, and development within municipal extraterritorial jurisdictions, and supports reasonable reforms to statutory development-review timelines to provide municipalities sufficient time to evaluate complex plats and development applications.
- Supports municipal authority to evaluate and address impacts of major developments and high-intensity land uses, including impacts on water supplies, transportation, public infrastructure, neighboring properties, and other municipal services.
- Supports meaningful municipal participation in the creation and development of special districts, including Municipal Utility Districts located within or affecting a municipality or its extraterritorial jurisdiction, and appropriate requirements to promote transparency, accountability, and coordination with affected local governments.

- Supports municipal authority to protect communities from incompatible land uses, including appropriate local involvement in the siting of landfills and other facilities that may significantly affect surrounding development, infrastructure, public health, or quality of life.

Municipal Finance & Revenue

The WCMC supports preserving the ability of municipalities to responsibly fund essential services, infrastructure, and public safety while remaining accountable to local taxpayers. State fiscal policy should promote transparency and taxpayer accountability without unduly restricting the ability of locally elected officials to address the needs and priorities of their communities. The WCMC:

- Opposes arbitrary limitations on municipal property-tax revenues that do not adequately account for inflation, population growth, infrastructure needs, public safety costs, and other local conditions affecting the cost of providing municipal services.
- Supports a fair, equitable, and transparent property-tax system, including equal and uniform appraisal practices and careful consideration of the cumulative impact of exemptions and other state actions that shift the tax burden or reduce the local tax base.
- Supports preserving municipal authority to finance long-term capital improvements, including appropriate use of general obligation bonds, certificates of obligation, and other lawful debt-financing mechanisms necessary to construct and maintain public infrastructure.
- Supports preserving locally authorized revenue and development-financing tools, including sales taxes, impact fees, development fees, and other mechanisms that allow municipalities to appropriately allocate the costs of growth and municipal services.

Economic Development & Transportation Infrastructure

The WCMC supports policies and investments that strengthen local economies, encourage responsible private investment, and provide the transportation infrastructure necessary to accommodate growth. Municipalities should retain the tools necessary to pursue economic opportunities that reflect the needs and priorities of their individual communities. The WCMC:

- Supports preserving and strengthening municipal economic-development authority, including Type A and Type B economic development corporations and other locally approved tools used to attract, retain, and expand businesses and employment opportunities.
- Supports preserving municipal flexibility to offer appropriate economic-development incentives and enter into partnerships that encourage private investment, redevelopment, and expansion of the local tax base.
- Supports increased and equitable state investment in transportation infrastructure, particularly in rapidly growing communities where population and development are placing increasing demands on existing roadways and transportation systems.
- Supports greater local and regional flexibility in transportation planning and funding, including tools that allow communities to address locally identified transportation needs and coordinate improvements across jurisdictional boundaries.

RESOLUTION NO. 2026-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RHOME, TEXAS, ADOPTING THE WISE COUNTY MAYORS' COALITION LEGISLATIVE PRIORITIES FOR THE 90TH TEXAS LEGISLATURE; SUPPORTING COORDINATED ADVOCACY ON MATTERS AFFECTING MUNICIPALITIES AND WISE COUNTY COMMUNITIES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Rhome, Texas (the "City"), is committed to protecting the interests of its residents and preserving the ability of locally elected officials to effectively govern and provide essential municipal services; and

WHEREAS, actions of the Texas Legislature may significantly affect municipal authority, finances, infrastructure, economic development, land use, water resources, and the ability of cities to respond to the needs of their communities; and

WHEREAS, the Wise County Mayors Coalition ("WCMC") provides a forum for municipalities in Wise County to identify shared priorities, coordinate on matters of regional importance, and communicate the interests of Wise County communities to state officials and other stakeholders; and

WHEREAS, the WCMC has developed Legislative Priorities for the 90th Texas Legislature addressing matters of common importance to municipalities and residents throughout Wise County; and

WHEREAS, the City Council has reviewed the WCMC Legislative Priorities for the 90th Texas Legislature, attached to this Resolution as Exhibit "A," and finds that supporting these priorities is in the best interest of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RHOME, TEXAS:

SECTION 1. The findings and recitations contained in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein for all purposes.

SECTION 2. The City Council hereby adopts and endorses the Wise County Mayors Coalition Legislative Priorities for the 90th Texas Legislature, attached hereto as Exhibit "A," as a statement of the City's legislative priorities for the 90th Texas Legislature.

SECTION 3. The Mayor, members of the City Council, and appropriate City officials are authorized to communicate the City's support for the Legislative Priorities and to work with the Wise County Mayors Coalition, other municipalities, legislators, state agencies, the Texas Municipal League, and other stakeholders in support of legislation and policies consistent with those priorities.

SECTION 4. Nothing in this Resolution shall require the City to support or oppose any particular bill or legislative proposal, nor shall it limit the authority of the City Council to adopt additional or different positions concerning legislation
affecting the City.

SECTION 5. This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED THIS THE 22nd DAY OF OCTOBER, 2026, BY THE CITY OF RHOME, TEXAS.

_____

Kenneth Crenshaw, Mayor

ATTEST:

_____

Shaina Odom, City Secretary

AGENDA ITEM 7
“G”

Agenda Commentary
Meeting Date: October 22, 2026

Agenda Item: **Presentation and Discussion of the Texas Municipal League (TML) Ballot for Region 8 Director**
Department: Administration
Contact: Amanda DeGan, City Administrator

Summary:

- The City has received a ballot to cast a vote for the Director of Region 8 via the TML Ballot.
- Staff will submit the vote per Council direction.

Details / Recommendation:

Staff have included in the packet the official ballot to vote for Region 8 Director. A summary of the responsibilities is as follows:

- Board Representation and Legislation Oversight: Serves on the TML Board to guide policies/goals/platforms that support local government.
- Communication & Leadership Support: Assists cities in the exchange of information relative to their operations. Region 8 covers the Fort Worth area and regions North and West of the Metroplex. They also offer regional meetings.

Each Representative must be a locally serving elected official who spends two (2) years in the position.

Financial Impact: None at this time.

Council Motions: I make a motion to cast a vote for _____ for the TML Region 8 Director.

Attachments(s):

1. TML Ballot

OFFICIAL BALLOT

Texas Municipal League (TML) Region 8 Director Election

This is the official ballot for the election of the Region 8 director of the TML Board of Directors. You received this ballot because you are the city's primary contact person with TML. Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city's governing body. Please record your city's choice by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate.

The officials listed on this ballot have been nominated to serve a two-year term on the TML Board of Directors. A brief biography for each candidate is included after the ballot.

Ballots must reach the TML office by 5:00 p.m. Central Time on November 5, 2026. Ballots received after this date cannot be counted. **The ballot must be properly signed and mailed to: Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, TX 78754, or scanned and emailed to rpitts@tml.org. If the ballot is not signed, it will not be counted.**

Region 8 Director (select one)

☐ **Mike Browning, Councilmember, Aubrey**

☐ **Mary Sarver, Mayor Pro Tem, Grandview (Incumbent)**

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the city named below.

Witness my hand, this _____ day of _____, 2026.

_____ _____

Signature of Authorized Official Title

_____ _____

Printed Name of Authorized Official Printed Name of City

Region 8 Director Candidate Biographies (printed on both sides)

Mike Browning, Councilmember, Aubrey

Mike Browning serves on the Aubrey City Council, where he is passionate about responsible growth, transportation planning, economic development, and regional collaboration. With more than 25 years of executive leadership experience in manufacturing, technology, and entrepreneurship, he brings a practical, results-driven perspective to public service. Aubrey is experiencing firsthand the transformation occurring across North Texas. Rapid population growth brings tremendous opportunity but also difficult decisions about infrastructure, transportation, public safety, economic development, housing, and the cost of providing services. Browning believes communities can embrace growth while protecting their character, strengthening their financial position, and planning proactively for the future. He is actively involved in transportation initiatives affecting North Texas, including improvements along US Highway 377 and key farm-to-market corridors, as well as long-range planning for the future East-West Outer Loop. He also participates in regional transportation initiatives and is pursuing his certified municipal official designation through the Texas Municipal League (TML). As founder and CEO of Symbios Additive LLC, he understands firsthand how infrastructure, transportation, workforce development, and a strong business environment influence economic growth and investment. Browning's municipal priorities include practical solutions, regional cooperation, responsible growth, and the preservation of local decision-making. His experience in Aubrey, one of North Texas' rapidly growing communities, has provided him with perspective on the opportunities and challenges associated with municipal growth. Through service with TML Region 8, he seeks to collaborate with municipal leaders, share ideas, address common challenges, and contribute to discussions affecting communities throughout the region.

Mary Sarver, Mayor Pro Tem, Grandview (Incumbent)

Mary Sarver serves as the mayor pro tem for the City of Grandview, where she has served on the City Council since June 2022. She is actively involved in municipal leadership at the local, regional, state, and national levels, with a strong focus on economic development, collaboration, and advocacy for cities. Since her election, Sarver has actively engaged in a wide array of trainings and conferences hosted by the Texas Municipal League (TML), demonstrating a strong commitment to her professional development and the advancement of municipal governance. Her participation in these events underscores her dedication to staying informed about best practices, emerging trends, and legislative changes affecting local governments. In addition to her personal involvement, Sarver takes a proactive approach in promoting the benefits of TML to her colleagues and elected officials in neighboring cities. She encourages her peers to leverage the extensive resources and networking opportunities provided by TML, recognizing the value these resources bring to effective municipal management and collaboration. Her efforts not only enhance her own capabilities but also foster a broader culture of informed and collaborative leadership across the region. Her TML leadership includes serving as Region 8 vice president in 2025, Region 8 president in 2026, a member of the TML Board of Directors in 2026, and a member of the 2026 TML Policy Summit Committee. At the national level, Sarver is actively involved with the National League of Cities (NLC). She served as vice chair of the Small Cities Council from 2024–2025 and as chair from 2025–2026. She has served in NLC's Community and Economic Development federal advocacy work since 2023, served on the Nominating Committee in 2024, and serves on the NLC Board of Directors for the 2025–2027 term. Sarver's commitment to economic development also includes service with the City of Grandview's Type A Economic Development organization since 2022 and as an Economic Development District Board member with the North Central Texas Council of Governments from 2024–2026. Sarver recognizes TML's