

**TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<i>Effective Date</i> <b>February 1, 2008</b>		<i>Amended Date</i>		<i>Directive</i> <b>1.04.1</b>	
<i>Subject</i> <b>Agency Directives</b>					
<i>Reference</i>					
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i>  <b>1.04.1 Agency Directives</b>		<i>Review Date</i>  <b>June 12, 2019</b>	
				<i>Pages</i>  <b>2</b>	

**This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.**

**SECTION 1 PURPOSE**

The purpose of this policy is to establish guidelines for the periodic review of all department directives to insure that all directives are in accordance with applicable Texas law.

**SECTION 2 POLICY**

It is the policy of the Department that all directives, procedures, policies, and practices will be reviewed annually to insure compliance with all Texas laws. All directives and updates will be made available to all personnel and will be reviewed by all personnel upon issuance or upon any amendment(s).

**SECTION 3 PROCEDURES**

- A. The Department's Recognition Program Manager/Policy Development Coordinator, assisted by other Department staff and the Operations Advisory Committee as selected by the Chief of Police, is responsible for the creation, maintenance, distribution, and review of all Department directives. Those directives are to include all policies except those which are strictly procedural in nature.
- B. All personnel are to receive training on all Department Directives. The employee's immediate supervisor is responsible for ensuring that this training is accomplished. The employee must sign a receipt which acknowledges that the employee has received the policy and understand the policy's content. The receipts will be maintained in the appropriate accreditation policy file.
- C. Upon employment with the Department, each employee will instructed on obtaining on-line access to Department Policies. Employees are responsible for maintaining access to the Department on-line policies website and reviewing all amendments as directed.
- D. Division Commanders, or their designees, shall ensure each employee in their division have acknowledged receipt and understanding of all amendments. The Recognition Program Manager/Policy Development Coordinator shall notify Division Commanders or their designees of any officer in their division that has not acknowledged receipt. A list of all amendments may be obtained from the Recognition Program Manager/Policy Development Coordinator.

TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

<i>Directive</i> <b>1.04.1</b>	<i>Subject</i> <b>Agency Directives</b>
-----------------------------------	--------------------------------------------

- E. Employees shall thoroughly familiarize themselves with the rules and procedures of the Department and any orders issued which are applicable to them. Upon return from an absence of any duration, employees shall ascertain if any changes have taken place and shall familiarize themselves with said changes.
  
- F. RESPONSIBILITY
  - 1. All members of the Department shall know and comply with all aspects of this directive.
  - 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.