

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

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i> September 1, 2010		<i>Directive</i> 1.04.2	
<i>Subject</i> Standard Operating Procedures					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i>		<i>Review Date</i> January 11, 2020	
				<i>Pages</i> 2	

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 distribution and maintenance of the department's standard operating procedures.

SECTION 2 POLICY

It is the policy of the Department that standard operating procedures (SOPs) are separate from the department's General Orders. SOPs exist to provide guidance for employees with regard to the specific tasks associated with their assignment. SOPs are authored by a Division Commander or the Division Commander's designee to provide guidance to personnel within the division. SOPs are subject to review and approval by the Chief of Police, however SOPs do not establish department policy.

SECTION 3 PROCEDURES

- A. Division Commanders may establish standard operating procedures (SOPs) to provide guidance for subordinates within their division.
- B. SOPs shall be submitted to the Chief of Police for review and approval before being disseminated to department personnel.
- C. SOPs are guidelines for the performance of certain duties specific to the employee's assignment, and SOPs shall not establish, circumvent, or contradict any department General Order.
- D. SOPs are NOT to be used as a basis for disciplinary action against any employee.
- E. SOPs are to be maintained by employees. Employees shall thoroughly familiarize themselves with the SOPs applicable to them. Upon return from an absence of any duration or transfer to another division, employees shall ascertain if any changes have taken place and shall familiarize themselves with any changes.
- F. All SOPs are subject to be reviewed annually.

G. RESPONSIBILITY

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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.