

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i>		<i>Directive</i> 2.07.1	
<i>Subject</i> Notification of the Agency Director					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 2.07.1 Notification of the Agency Director		<i>Review Date</i> June 7, 2023	
				<i>Pages</i> 1	

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 require that the Chief of Police be notified of all complaints against any employee or volunteer of the Department.

SECTION 2 POLICY

It is the policy of the Department that the Chief of Police be notified of any complaint against any employee or volunteer of the Department.

SECTION 3 PROCEDURES

- A. All department employees are required to facilitate the acceptance of any complaint against any employee or volunteer of the Department. Non-supervisory personnel are required to immediately notify a supervisor of any complaint, and the supervisor will immediately make a written record of the complaint on the Administrative Complaint Record form. Supervisors shall send formal complaints to the Office of Professional Responsibility (OPR), and supervisors shall send copies of informal complaints to the OPR as required by Directive 2.04.1. The OPR will notify the Chief of Police immediately upon receipt of a complaint against any employee or volunteer of the Department. This notification may be done by memorandum, e-mail, or in person.
- B. Any supervisor who receives a formal complaint against any employee or volunteer of the Department must immediately and verbally notify the Chief of Police.
- C. 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.