

TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

<i>Effective Date</i> <b>February 1, 2008</b>		<i>Amended Date</i>		<i>Directive</i> <b>2.09.1</b>	
<i>Subject</i> <b>Records and Security of Complaints and Investigations</b>					
<i>Reference</i>					
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i>  <b>2.09.1 Records and Security of Complaints and Investigations</b>		<i>Review Date</i>  <b>June 8, 2023</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 ensure the security and confidentiality of all records related to internal investigations.

**SECTION 2 POLICY**

It is the policy of the Department that all records related to internal investigations will be kept secure as required by the Texas Public Information Act.

**SECTION 3 PROCEDURES**

- A. The Office of Professional Responsibility (OPR) shall maintain a secure database of all administrative complaints. The database shall include the following information:
1. Control number
  2. Incident or allegation
  3. Name of employee, if applicable
  4. Date of incident
  5. Date of complaint
  6. Date of report
  7. Name of complainant
  8. Disposition
  9. Disciplinary action taken, if any

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- B. The OPR shall also ensure the integrity and security of all employee and confidential files maintained in the Office of Professional Responsibility Unit.
- C. After review and final disposition, all administrative investigation reports and documents will be filed in a secure area of the offices of the OPR.
- D. The City of Texarkana, Texas has adopted the General Records Retention Schedule and the Public Safety Records Retention Schedule of the Texas State Library and Archives Commission. All files associated with the administrative investigation function will be retained in accordance with these schedules.
- E. The destruction of any file or document shall be carried out in compliance with the Texas State Library and Archives Commission and the Records Retention Policy of the City of Texarkana, Texas.
- 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.