

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

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i>		<i>Directive</i> 2.21.1	
<i>Subject</i> Gifts/Gratuities					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 2.21.1 Gifts / Gratuities		<i>Review Date</i> July 12, 2023	
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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 prohibit the acceptance of gratuities and gifts when such acceptance might tend to influence the employee in a police matter or tend to bring discredit upon the Department.

SECTION 2 POLICY

It is the policy of the Department that employees are prohibited from accepting gratuities and gifts when such acceptance might tend to influence the employee's actions in a police matter or might tend to bring discredit upon the Department.

SECTION 3 PROCEDURES

A. SOLICITATION OR ACCEPTANCE OF KICKBACKS

Employees shall not solicit or accept gratuities in direct or indirect connection with their employment or any activity connected with said employment. Employees shall not accept gratuities when such acceptance might tend to influence the employee's actions in a police matter or might tend to bring discredit upon the Department. Gratuities shall mean any gift, service, kickback, loan, fee, discount, or any item of value or the acceptance of free or discounted meals, snacks, beverages when offered on an individual basis.

B. DISPOSITION OF KICKBACKS

Employees inadvertently receiving a gratuity or a gift shall immediately forward it to the office of the Chief of Police, where all reasonable attempts shall be made to return the item to the donor. If the department is unable to return the item, then the item shall be donated to a charitable organization.

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.