

TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

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| <i>Effective Date</i><br><b>February 1, 2008</b>                               |  | <i>Amended Date</i><br><b>September 1, 2010</b>  |  | <i>Directive</i><br><b>3.08.1</b>          |  |
| <i>Subject</i><br><b>Non-Sworn Training</b>                                    |  |  |  |  |  |
| <i>Reference</i>   |  |  |  |  |  |
| <i>Distribution</i><br><b>All Personnel<br/>City Manager<br/>City Attorney</b> |  | <i>TPCA Best Practices Recognition<br/>Program Reference</i><br><b>3.08.1 Non-Sworn Training</b> |  | <i>Review Date</i><br><b>July 25, 2023</b> |  |
|  |  |  |  | <i>Pages</i><br><b>1</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 regulate the training and documentation of all training for all non-sworn personnel.

**SECTION 2 POLICY**

It is the policy of the Department that all non-sworn personnel, including volunteer personnel, will receive the appropriate training as required by state statute or as deemed necessary by the Department for the specific duties of the non-sworn employee.

**SECTION 3 PROCEDURES**

A. The Training Coordinator will ensure that all other non-sworn personnel will receive all training required by state statute or deemed necessary by the Department.

**B. 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.