

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i>		<i>Directive</i> 7.21.1	
<i>Subject</i> Court Contact Information					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 7.21.1 Court Contact Information		<i>Review Date</i> October 25, 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 require that employees provide court contact information to all persons who receive a citation.

SECTION 2 POLICY

It is the policy of the Department that all officers provide court contact information to the violator any time the officer issues a citation.

SECTION 3 PROCEDURES

- A. All officers are required to provide court contact information to the violator any time the officer issues a citation.
- B. The court contact information is preprinted on the citation. Upon providing the violator a copy of the citation, officers shall circle, underline, or otherwise point out the court contact information.

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.