

# HOOKS, TEXAS POLICE DEPARTMENT GERNERAL ORDERS MANUAL

<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.01	
<i>Subject</i> Biased Based Policing and Racial Profiling			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<i>Pages</i> 6

**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 reaffirm the Department's commitment to unbiased policing in all of its encounters between officers and any person; to reinforce procedures that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictate of departmental policy and the law.

## SECTION 2 POLICY

A. It is the policy of the Department to protect the constitutional rights of all persons. Allegations of racial profiling or discriminatory practices, real or perceived, are detrimental to the relationship between police and the communities they protect and serve because they strike at the basic foundation of public trust. This trust is essential to effective community-based policing. Racial profiling is considered misuse of valuable police resources; such improper methods violate the civil rights of members of the public and may lead to increased exposure to liability for the officer and the department. This Department does not endorse, train, teach, support, or condone any type of bias, stereotyping, or racial profiling by its officers. While recognizing that most officers perform their duties in a professional, ethical, and impartial manner, this Department is committed to identifying and eliminating any instances of racial profiling.

B. It is the policy of the Department to:

1. Provide all people within this community fair and impartial police services consistent with constitutional and statutory mandates;
2. Assure the highest standard of integrity and ethics among all our members;
3. Respect the diversity and the lawful cultural practices of all people;
4. Take positive steps to identify, prevent, and eliminate any instances of racial profiling by our members; and

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5. Continue our commitment to community based policing and problem solving, including vigorous, lawful and nondiscriminatory traffic enforcement that promotes public safety and strengthens public trust, confidence, and awareness.

C. It is the policy of the Department to police in a proactive manner and to aggressively investigate suspected violations of law. Officers shall actively enforce local, state and federal laws in a responsible and professional manner without regard to an individual's race, gender, age, ethnicity, ethnic background, sexual orientation, religion, economic status, cultural group, national origin or any other identifiable group. Officers are strictly prohibited from engaging in racial profiling as defined in this policy. This policy shall be applicable to all persons, whether drivers, passengers, or pedestrians.

D. Officers shall conduct themselves in a dignified and respectful manner at all times when dealing with the public. The Department will honor the right of all persons to be treated equally and to be free from unreasonable searches and seizures.

## SECTION 3 DEFINITIONS

Racial Profiling is defined as a law enforcement-initiated action based on an individual's race, gender, age, ethnicity, ethnic background, sexual orientation, religion, economic status, cultural group, national origin or any other identifiable group rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity. The term is not relevant as it pertains to witnesses, complainants, persons needing assistance, or other citizen contacts.

Examples of racial profiling include, but are not limited to, the following:

- a. Citing a driver because of the cited driver's race, ethnicity, or national origin, or
- b. Detaining the driver of a vehicle based on the determination that a person of that race, ethnicity, or national origin is unlikely to own or possess that specific make or model of vehicle.
- c. Detaining an individual based upon the determination that a person of that race, ethnicity, or national origin does not belong in a specific part of town or a specific place.

Gender Profiling is defined as a law enforcement-initiated action based on an individual's gender rather than on the individual's behavior or involvement in criminal activity.

Race or Ethnicity is defined as a particular descent and includes the following categories:

- a. Alaska native or American Indian;
- b. Asian or Pacific Islander
- c. Black
- d. White
- e. Hispanic or Latino.

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**Pedestrian Stop** is defined as an interaction between a peace officer and an individual traveling on foot who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.

**Traffic Stop** is defined as a vehicle stop where a peace officer stops a motor vehicle for an alleged violation of law or ordinance regulating traffic.

**Probable Cause** is defined as more than bare suspicion; it exists when the facts and circumstances within the officer's knowledge and of which they have reasonably trustworthy information are sufficient in themselves to warrant a person of reasonable caution to believe that an offense has been or is being committed.

**Reasonable Suspicion** is defined as specific, articulable facts leading a reasonable police officer to believe a crime might be occurring. Reasonable suspicion is less than probable cause, but more than a mere hunch. Reasonable grounds for suspicion depend on the circumstances in each case. There must be an objective basis for that suspicion based on facts, information, and/or intelligence.

**Search** is an examination or exploration of an individual's house, premises, vehicle or person to discover stolen property, contraband or other items that may be evidence of a crime.

**Search incident to arrest** is a full search of an arrested person and of the vicinity around him or her. The search is conducted for officer safety and to prevent the destruction of evidence.

**Consent search** is a search permitted by a person with apparent authority to allow the search. To be valid, consent must be voluntary and intelligent, based on a totality of circumstances. Voluntary means that the consent was not forced or coerced. Intelligent means the person giving consent must know what he or she is doing.

**Frisk** is defined as a limited search or patting down of a suspect's outer clothing for the purpose of officer safety. A frisk must be based on reasonable suspicion that the suspect is armed with a deadly weapon, and that if he is not searched and disarmed, harm will come to the officer or another person. A limited search or frisk of an automobile after a valid stop is permissible if the officer has reasonable suspicion the suspect is dangerous and might gain immediate control of a weapon. The search is limited to the areas in which a weapon may be placed or hidden.

**Inventory** is an administrative process by which items of property in an impounded vehicle are listed and secured. An inventory is not a search and should not be used as a substitute for a search. The specific objectives of an inventory are to protect the property of the defendant, to protect the police against any claim of lost property, and to protect police personnel and others from any dangerous instruments.

## SECTION 4 PROCEDURES

### A. COMPLAINTS

1. Any person may file a complaint with the Department if they believe they have been stopped or searched on the basis of their race, ethnicity, national origin, or gender. No person shall be

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discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.

2. A complaint from a citizen regarding racial profiling may be made to any Command Staff Personnel. All complaints received shall be forwarded in writing through the chain of command to the Office of the Chief of Police.

3. In addition to the written complaint, the supervisor receiving the complaint shall obtain the video recording from the officer's vehicle and body camera cause a copy to be made onto a recordable CD or DVD disc. The supervisor shall label the video disc, indicating the unit number and date and time the disc was made. The copy of the video recording will be forwarded through the chain of command to the Office of the Chief of Police. A copy of video of all incidents in which racial or gender profiling is alleged shall be retained with the investigative file. A copy of the video shall be supplied to the officer within five days of the date of the complaint and prior to taking any statement from the officer.

4. The Department shall provide education to the public concerning the complaint process. Written information regarding how a citizen may file a complaint or issue a commendation for an officer shall be made available to the public at a variety of locations, including public meetings, City Hall, and the Police Department's office.

## B. RACIAL PROFILING TRAINING

1. Officers are responsible to adhere to all Texas Commission on Law Enforcement (TCOLE) training and the Law Enforcement Management Institute of Texas (LEMIT) requirements as mandated by law.

2. All officers shall complete a TCOLE training and education program on racial profiling not later than the second anniversary of the date the officer is licensed under Chapter 1701 of the Texas Occupations Code, or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. At the discretion of the Chief of Police, additional diversity and sensitivity training may be required for officers with sustained racial profiling or other discrimination complaints filed against them.

3. The Chief of Police, as part of the initial training and continued education for such appointment, will be required to attend the LEMIT program on racial profiling.

## C. INTERNAL MONITORING

1. Random Reviews:

As mandated Digital Mobile Video/Audio Recording Equipment, Command Staff Personnel shall conduct reviews of the video files recorded by officers under their supervision to:

- a. Assess performance and safety practices;
- b. Ensure compliance with departmental policy;
- c. Ensure proper use of DMVR equipment; and,

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d. Identify appropriate training video.

Command Staff Personnel shall conduct a review of video files randomly bi-annually. Supervisors will review one traffic stop and one other video of their choosing of each officer.

Reviews shall occur whenever:

- a. An officer is involved in a pursuit;
  - b. An officer is involved in a use of force recorded by the system;
  - c. A complaint is lodged against an officer; or
  - d. A supervisor articulates a reason to suspect an officer is involved in activity contrary to the mandates of the General Orders.
2. Video events which may be evidentiary in nature should be reviewed and properly documented.

## D. CORRECTIVE ACTION

1. Failure to report any observed or known violations of this policy by any Department employee shall result in corrective action being taken against the employee.
2. Officers found in violation of this policy or who have a sustained racial profiling complaint shall be subject to corrective action which may include: diversity, sensitivity, or other appropriate training, informal counseling, formal counselling, written reprimand, suspension from duty with or without pay, indefinite suspension, or other appropriate action as determined by the Chief of Police.

## E. MANDATED DIGITAL MOBILE VIDEO RECORDER OPERATION

Unless the delivery of emergency police services would be prevented, an officer's personal safety would be jeopardized, or police strategy is being discussed, officers will ensure the operation of the digital mobile video recorder is conducted in accordance with directive 7.36.1.

## F. CITATION DATA COLLECTION AND REPORTING

1. Each officer shall be required to collect certain information relating to all traffic stops, and shall record such information on either a citation, warning citation, field interview contact, or a Data Collection Form. In cases where no enforcement action was taken or where a custody arrest was made, it shall be necessary to complete a Data Collection Form to record the information required by the racial profiling statute. In the event that a citation is issued to an individual that is ultimately arrested, the citation will record the necessary data and eliminate the need to complete a Data Collection Form.

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2. The officer will document the following on the citation, written warning or Data Collection Form:

- a. The violator's race or ethnicity;
- b. Whether a search was conducted;
- c. Whether the search was consensual;
- d. Whether the race or ethnicity of driver known prior to stop;
- e. Whether physical force was used that resulted in bodily injury;
- f. Location of the stop;
- g. Reason for the stop; and
- h. Reason for arrest, if any, resulting from the stop.

3. Any paper citation issued will be forwarded to the Command Staff for review prior to sending to the court.

## G. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff Personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> <b>January 1, 2021</b>	<i>Amended Date</i>	<i>Directive</i> <b>2.02</b>	
<i>Subject</i> <b>Code of Ethics</b>			
<i>Distribution</i> <b>All Personnel Mayor City Attorney</b>		<i>Review Date</i> <b>January 1, 2022</b>	<i>Pages</i> <b>2</b>

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## **SECTION 1 PURPOSE**

The purpose of this policy is to state the Law Enforcement Code of Ethics and emphasize its importance to the success of the Department.

## **SECTION 2 POLICY**

It is the policy of the Department that all officers will adhere to the tenants of the Law Enforcement Code of Ethics. We recognize the significance of these ideals, and we commit to upholding the Code of Ethics as we serve our community. All personnel shall maintain a copy of the Code of Ethics in their General Orders Manual as a part of this directive.

### **A. RESPONSIBILITY**

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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**Law Enforcement Code of Ethics**

**As a Law Enforcement Officer**, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

**I will** keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

**I will** never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

**I recognize** the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement

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<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.03	
<i>Subject</i> Oath of Office			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<i>Pages</i> 1

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## SECTION 1 PURPOSE

The purpose of this policy is to require that each officer take an oath of office and sign a written and notarized oath of office, which shall be maintained in the officer's personnel file.

## SECTION 2 POLICY

It is the policy of the Department that each officer shall take an oath of office and sign a written and notarized oath of office, which is maintained in the officer's personnel file.

## SECTION 3 PROCEDURES

A. The department command staff shall ensure that each officer signs their oath of office prior to taking any law enforcement action. The department command staff shall then forward the oath of office forms to the Office of the Chief of Police for filing.

### B. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.04	
<i>Subject</i> Professional Conduct			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<i>Pages</i> 7

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## **SECTION 1    PURPOSE**

The purpose of this policy is to establish some general guidelines for professional conduct to be followed by all employees.

## **SECTION 2    POLICY**

It is the policy of the Department that all employees will conduct themselves in a professional and proper manner at all times. Conduct which tends to bring discredit upon the employee or the Department will not be tolerated.

## **SECTION 3    PROCEDURES**

### **A. GENERAL STANDARD OF CONDUCT**

1. Employees shall conduct themselves in their private and professional lives in such a manner as to avoid bringing themselves or the Department into disrepute. Employees shall cooperate with all other employees of the Department and employees of other governmental and law enforcement agencies.
2. Actions not specifically set out herein which may bring discredit upon the employee or the Department, or which conflict with policies of the Department, will be addressed and disciplinary action shall be taken according to the seriousness of the violation in the same manner and degree as if the action had been specifically addressed in this policy.

### **B. RESPECT FOR FELLOW EMPLOYEES**

Employees shall treat fellow employees, regardless of rank or position, with respect. They shall be courteous and civil in their relationships with one another at all times. When on duty and in the presence of the general public, employees shall refer to each other by title or rank.

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## C. ATTITUDE TOWARD GENERAL PUBLIC

Employees shall be courteous and efficient in their dealings with the general public. Employees shall maintain a pleasant, respectful attitude at all times. In situations where control is necessary, employees shall maintain a firm and impersonal attitude, avoiding any impression of rudeness. Employees shall refrain from using harsh, violent, profane or insolent language, and shall remain calm regardless of provocation. When requested, employees shall supply their name, rank and badge or employee number, as applicable, in a courteous manner.

## D. PARTIALITY

Employees shall maintain an impartial attitude toward all persons coming to the attention of the Department, regardless of race, creed or degree of influence. Unwarranted interference in the private business of others when not in the interest of justice is prohibited.

## F. USE OF NARCOTICS

Employees shall not use addictive drugs or narcotics, on or off duty, unless legally prescribed by a physician for an illness or injury, and then only for the specific time period established by the physician.

## G. USE OF PROHIBITED ENHANCEMENT SUBSTANCES

1. The Anabolic Steroids Control Act of 1990 placed anabolic steroids into Schedule III of the Controlled Substances Act. Under this legislation, anabolic steroids are defined as any drug or hormonal substance chemically and pharmacologically related to testosterone (other than estrogens, progestins, and corticosteroids) that promotes muscle growth.
2. Employees shall not use an anabolic steroid for any purpose unless prescribed by a physician for an illness or injury, and then only for the specific time period established by the physician.

## H. USE OF TOBACCO PRODUCTS

1. Employees shall not smoke tobacco products while in direct contact with the public or in department vehicles. This includes, but is not limited to, conducting interviews, transacting business, or conversing with a citizen under conditions when the use of tobacco may be detrimental to good health and appearance.
2. Department employees are the most prominent representatives of government and, as such, must present a professional image at all times. An employee's unwise or unsightly use of chewing tobacco and snuff may be offensive to the public and co-workers and detract from the professional bearing of the employee. For these reasons, the use of chewing or dipping tobacco or snuff is prohibited while in direct contact with the public or in Department vehicles.

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## I. COMMERCIAL USE OF EMPLOYEE NAME AND/OR PHOTOGRAPH

Employees shall not permit their name or photograph to be used to endorse any product or service which is in any way connected with law enforcement without the permission of the Chief of Police. They shall not allow their name or photograph to be used in any commercial testimonial which alludes to their employment with the Department.

## J. PREFERENTIAL TREATMENT

Employees shall not seek influence or intervention from any person outside the Department for the purpose of preferment, advantage, transfer or advancement.

## K. PERSONAL INVOLVEMENT IN NEIGHBORHOOD QUARRELS, DISPUTES, OR OTHER INCIDENT WHICH PROVOKES A RESPONSE FROM A LAW ENFORCEMENT AGENCY

1. Employees shall not intentionally become personally involved in neighborhood quarrels or minor disputes when off duty. In emergency situations, such as family violence or weapons offenses, officers may take control of the situation only until on-duty officers arrive to assume control.
2. Any employee on duty or off duty, who is involved in a disturbance or altercation of any type during which any party violates a law or when the incident provokes or reasonably would provoke a response by a law enforcement agency, shall immediately report the incident to their first line supervisor. This verbal report to a supervisor shall be followed by a written report explaining the details of the incident and providing information about witnesses and suspects involved whenever known. This written report will be forwarded to the Chief of Police via the employee's chain of command.
3. Supervisors shall immediately report an employee's involvement in any disturbance or other incident where the employee or another person violates a law or provokes a response by a law enforcement agency. Supervisors shall immediately verbally notify the Chief of Police of the incident.

## L. PERSONAL INVOLVEMENT IN CRIMINAL INVESTIGATIONS

1. Employees shall not conduct any criminal investigation, make any criminal arrest or participate in any incident related to the job function of the employee where any blood or marital relationship exists between the employee and the victim or suspect, except in an emergency situation, and then only until other officers can be summoned to assume control.
1. In the event an employee is uncertain whether or not a conflict of interest exists, he should contact his supervisor for clarification.

## M. INVOLVEMENT IN CIVIL MATTERS

Due to the nature of our society, an employee may find himself involved in matters of a civil nature which are unrelated to his employment with the Department. In these situations, employees shall not allow their position with the Department to become a factor in any civil proceeding.

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## N. POLITICAL ACTIVITIES WHILE ON DUTY OR IN UNIFORM

While on duty, employees shall restrict their political activity to voting. Employees shall not be permitted to take an active part in any political campaign for an elective position of the City while they are in uniform or on active duty. The term "active part" shall refer to making political speeches, passing out cards or other political literature, writing letters, signing petitions, actively and openly soliciting votes, and making public derogatory remarks about candidates for elective positions.

## O. MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS

Employees shall not knowingly become members of, or connected with, any subversive organization, except when necessary in the performance of duty, and then only under the direction of the Chief of Police. "Subversive organization" shall refer to any organization on the subversive list of the Attorney General of the United States.

## P. PROHIBITED ON-DUTY ACTIVITIES

Employees are prohibited from engaging in the following activities while on duty:

1. Sleeping, loafing, idling, loitering.
2. Recreational reading.
3. Conducting private business.
4. Gambling, except in the performance of a police duty by direction of the Chief of Police and not in uniform.
5. Any sexual conduct.

## Q. APPEARANCE OF IMPROPRIETY OR INSTABILITY

Employees shall avoid actions which give the appearance of impropriety. Activities engaged in by employees on or off duty which indicate instability of character or personality shall subject the employee to disciplinary action.

## R. FINANCIAL OBLIGATIONS AND INDEBTEDNESS

1. Employees shall promptly pay all just debts and legal liabilities incurred by them. Neglect to pay a just indebtedness within a reasonable time after it was incurred shall be cause for disciplinary action. Employees shall not incur debts beyond their reasonable means to repay such debts.
2. Employees may be disciplined for failure to pay just debts. However, no employee shall be disciplined for failing or refusing to pay any of the following:
  - a. An unjust or justifiably disputed debt or exorbitant interest.
  - b. A deficiency claim for property repossessed by a vendor, unless such deficiency has been entered as a court judgment after an opportunity was provided for the debtor to appear and contest the claim.

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- c. A debt barred by a discharge in bankruptcy or by the statute of limitations.
3. No employee shall be forced by the Department to enter into an arrangement with one creditor which would make it impossible for him to pay his other creditors a fair and proportionate amount, or to reasonably provide his family with the necessities of life.
4. Employees shall not solicit fellow employees to cosign or endorse any promissory note or loan, nor shall employees offer to act, or act as, a cosigner or endorser of any promissory note or loan for a fellow employee without the approval of the Chief of Police.

## S. SOLICITATION OR ACCEPTANCE OF KICKBACKS

1. Employees shall not solicit or accept "kickbacks" in direct or indirect connection with their employment or any activity connected with said employment. Employees shall not accept kickbacks when such acceptance might tend to influence the employee's actions in a police matter or might tend to cast an adverse reflection on the Department. Kickbacks shall mean any gift, service, gratuity, loan, fee, discount, item of value or the acceptance of free or discounted meals, snacks, beverages when offered on an individual basis.
2. Employees inadvertently receiving a kickback 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. Failing in this, the item shall be donated to a charitable organization.

## T. PROHIBITED TRANSACTIONS

Employees are prohibited from buying any service or item of value from, or selling any service or item of value to, a complainant, witness, defendant, prisoner, or other individual known by the employee to currently be involved in a police matter, wherein such buying or selling may affect or influence the outcome of said police matter. Employees shall not enter into any financial or business transaction with any arrestee or individual currently under investigation, or any person acting on behalf of such parties.

## U. PROHIBITED ASSOCIATIONS

1. Except in a police capacity or as a Department function, employees are prohibited from associating with individuals whose character, reputation or background are such as to bring discredit upon the employee or the Department. Business relationships with such individuals must be avoided unless it can be demonstrated that such dealings are absolutely necessary, legal, ethical, and cannot be made with some other party. Individuals with whom contact and dealings are prohibited include, but are not limited to, persons with:
  - a. Felony arrests or convictions.
  - a. Numerous misdemeanor arrests or convictions.
  - b. Vice arrests or convictions.
  - c. Organized crime syndicate membership, employment or connections.
  - d. No apparent legitimate means of support.
  - e. Employment in gambling or vice establishments.
  - f. Serious habit of alcoholism, narcotic addiction or gambling.
  - g. Debased moral character.

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2. If an employee feels that he must have contact with such a person due to social, business or personal reasons, a request for permission shall be made in writing to the Chief of Police prior to such contact. In case of blood or marital relationships, a memo detailing the relationship should be submitted to the Chief of Police so that an understanding may be reached regarding such associations.

## V. PROHIBITED ESTABLISHMENTS

Employees are prohibited from visiting, attending, entering, patronizing or having business dealings with establishments, concerns, or companies which fall under the following categories, unless it is required in the line of duty and at the direction of the division commander:

1. Where illegal activities are known, believed, or suspected to take place, whether the illegal action is open or secret and covert.
2. Establishments featuring strippers and exotic dancers, B-girls, taxi dancers, narcotic addicts, sex deviates, or criminals, and members of the organized crime syndicate.
3. Whose crime syndicate ownership or affiliation has been published in the press, Department publications, court trials, government investigative hearings, or in other public forums.

## W. DAMAGE TO BUILDINGS AND FIXTURES

1. Employees shall not mar, mark or deface any surface in any Department building. Materials shall not be affixed in any way to any wall in a Department building without specific authorization from a Division Commander.
2. Employees shall not prop their feet on any desk, nor shall they stand with one foot placed against the wall of a building in a manner which may cause surface damage to the property.

## X. OTHER PROHIBITED ACTIVITIES

Although certain prohibited activities are enumerated in this policy, it is not possible to comprise a policy that addresses all detrimental conduct. Conduct not specifically mentioned herein, which may bring discredit upon the employee or the Department or which violates any policy of the Department will be addressed in the same manner as if the conduct had been specifically addressed in this policy.

## Y. MILITARY HONORS

1. Uniformed employees shall render full military honors to the national colors and anthem when appropriate. Proper military honors shall include coming to full attention, performing a military salute in the direction of the flag, and holding this position until the National Anthem is completed.
2. Employees in civilian dress shall render proper civilian honors to the national colors and anthem, when appropriate, by coming to attention and placing their right hand over their heart until the anthem is completed.

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## **Z. RESPONSIBILITY**

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.05	
<i>Subject</i> Complaints Requiring an Investigation			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<i>Pages</i> 2

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## SECTION 1 PURPOSE

The purpose of this policy is to govern the classification of complaints and identify which complaints will be investigated as Formal Complaint or an Informal Complaint.

## SECTION 2 POLICY

It is the policy of the Department to promptly and thoroughly investigate all complaints against employees when said complaints are written and signed by the complainant. It is the policy of the Department to promptly and thoroughly investigate every complaint alleging criminal conduct regardless of how the information is received.

## SECTION 3 PROCEDURES

### A. CLASSIFICATION OF COMPLAINTS AND DEPARTMENTAL REPONSES

1. **Formal Complaint / Formal Internal Affairs (IA) Investigation** - Formal Complaints are those complaints which involve an allegation of criminal conduct, any serious departure from department policy, or complaints that could reasonably result in formal disciplinary action according to Texas Local Government Code, Chapter 143, Subsection D, Disciplinary Actions. These complaints are likely to result in formal disciplinary action if sustained. Examples of formal complaints include:

- a. Allegations of criminal misconduct.
- b. Excessive use of force.
- c. Allegations of unlawful search or unlawful arrest.
- d. Allegations of violating a person's civil rights.
- e. Allegations of racially motivated police actions.
- f. Officer involved shootings.

# HOOKS, TEXAS POLICE DEPARTMENT

## GERNERAL ORDERS MANUAL

- g. Sexual Harassment or creating a hostile work environment.
- h. Any conduct that seriously degrades the integrity or good order of the Department.

2. **Informal Complaint / Administrative Inquiry or Supervisor Review** – Informal Complaints are those complaints which DO NOT involve an allegation of criminal conduct, any serious departure from department policy, or complaints that could reasonably result in formal disciplinary action according to Texas Local Government Code, Chapter 143, Subsection D, Disciplinary Actions. These complaints do not require a formal investigation. Examples of informal complaints may include:

- a. Disrespectful treatment of prisoners or citizens not classified as excessive force.
- b. Inadequate police service.
- c. Traffic violations.
- d. Employee performance matters.
- e. Violation of uniform or personal appearance standards.
- f. Complaints that do not rise to the level of a policy or procedural violation but may indicate a need for training or guidance for the employee.
- g. Instances when the complainant refuses to cooperate when contacted by the Office of Professional Responsibility or refuses to provide a written signed statement.

B. NOTHING IN THIS DIRECTIVE ALTERS AN EMPLOYEE'S AT WILL EMPLOYMENT STATUS AS DEFINED BY CITY POLICY.

### C. RESPONSIBILITY

- 1. All members of the Department shall know and comply with all aspects of this directive.
- 2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

# HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL

<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.06	
<i>Subject</i> Notification of the Agency Director			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<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.
- 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 Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

# HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL

<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.07	
<i>Subject</i> Notification to Complainant			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<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 complainant be notified when the Department receives their complaint and that the complainant be notified of the disposition of the complaint investigation.

## SECTION 2 POLICY

It is the policy of the department that the complainant will be notified when the Department receives their complaint. It is also the policy of the Department that the complainant be notified of the findings of the complaint investigation.

## SECTION 3 PROCEDURES

A. The department command staff shall provide notice to the complainant acknowledging receipt of their complaint. The department command staff shall also notify the complainant in writing of the findings upon conclusion of the complaint investigation.

### B. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

# HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL

<i>Effective Date</i> <b>January 1, 2021</b>		<i>Amended Date</i>		<i>Directive</i> <b>2.08</b>	
<i>Subject</i> <b>Appearance and Department Awards</b>					
<i>Distribution</i> <b>All Personnel Mayor City Attorney</b>				<i>Review Date</i> <b>January 1, 2022</b>	
				<i>Pages</i> <b>9</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 appearance of all employees of the Department.

## **SECTION 2    POLICY**

It is the policy of the Department to establish reasonable standards of appearance as a condition of employment. Any employee wearing the Department uniform at any time shall be bound by these regulations, and it is every supervisor's responsibility to ensure that their subordinates are in compliance with these regulations.

## **SECTION 3    PROCEDURES**

All sworn personnel of the Department shall maintain a regulation uniform, in accordance with these specifications. Employees shall wear only the prescribed regulation uniform, personal equipment, insignia of rank, buttons, or decorations, as approved by the department and outlined in this directive. Specifications of uniforms, personal equipment, accessories, and patches are subject to the approval of the Chief of Police. Uniforms will be kept neatly cleaned, pressed, and in good repair. Leather accessories shall be kept dyed and polished, metal parts shall be shined, and the handgun and handcuffs shall be kept clean and in serviceable condition.

### **A.    CLASS A UNIFORM**

The Class A uniform or "dress" uniform shall be worn for formal ceremonies. The Class A uniform consists of uniform trousers, long sleeve uniform shirt, tie, tie bar, and department award bars properly affixed to the shirt. The tie bar must match the silver or gold uniform buttons

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## B. CLASS B UNIFORM

The Class B uniform shall be the standard attire for uniformed employees. The Class B uniform shall consist of uniform trousers and a long sleeve or short sleeve uniform shirt as decided by the employee, and a white T-shirt. Ties and award bars are optional.

## C. CLASS C UNIFORM

The Class C uniform is a utility style uniform, which consists of BDU style trousers, polo style shirt, and optional baseball style cap. This uniform is may be worn for standard patrol duty. The Class C uniform may be worn for outdoor training or when approved by a supervisor for specialized assignments that make the utility uniform necessary due to the nature of the assignment.

## D. PROPER WEARING OF UNIFORM

1. The uniform shirt of the department will be navy blue in color. Officers will be issued two short sleeve and one long sleeve shirts. Undershirts worn with an open collar short sleeve shirt or a vneck shirt shall be white in color. Shirrtails will be worn tucked in at all times. Employees may wear a dark navy or black turtleneck or mock turtleneck with long sleeve shirts during cold weather.
2. When wearing the uniform, employees will be in full uniform, including all items that are designated as integral parts of the uniform. All uniform and accessories must be maintained in an acceptable condition.
3. Collar pins - Collar pins will not be worn except as noted below to designate the employee's rank.
4. Rank Insignia - The Chief will wear one gold stars on each collar. Employees holding the rank of Sergeant will wear embroidered chevrons approximately ¼" below the department issued shoulder patch with the single point up. All chevrons will be maroon and trimmed in gold.
5. Hash Marks - Hash marks will be maroon trimmed in gold and will be worn on the left sleeve. Employees will wear one hash mark for every five years of service as a certified law enforcement officer.
6. Buttons – All employees will wear metal "Texas" buttons on their uniform shirt. One button will be worn on each of the shoulder epaulets, and one button will be worn on each of the uniform shirt pockets.
7. Name Plates - Each employee, regardless of rank, will wear a departmental issued nameplate, centered ½ inch above the right shirt pocket seam. The nameplate will have the officer's last name only except in the case where two officers have the same last name, in which case a first initial or first name will be required.
8. Department Shirt Badges - All sworn personnel, when in the Standard Duty Uniform, will wear their department badge, prominently displayed above the left shirt pocket.
9. All sworn personnel will wear the same color of badge.
10. Trousers – All uniform pants will be navy blue.

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11. Footwear - Footwear will be solid black in color. They must be clean, polished to a luster, and kept in serviceable condition. Officers must wear solid navy blue or black socks if the socks are visible.
12. Hats - Officers are authorized to wear baseball style caps or in conjunction with the Class C utility uniform. Winter headgear may consist of navy blue or black skull style hats or tight fitting toboggan with no visible logos or emblems. Female officers may wear a black winter headband designed to cover the ears.
13. Jackets - Rank insignia and shoulder patches will be worn in the same manner on jackets as is prescribed for uniform shirts. No collar brass will be worn on jackets. Only uniform jackets with the proper patches will be worn with the uniform.

## E. SHOULDER PATCHES

All employees shall display the standard departmental issued shoulder patches centered on both sleeves. Patches will be affixed to the sleeve approximately  $\frac{1}{2}$ " below the shoulder seam of the shirt. Wearing of shirt and jacket patches is mandatory unless wearing a uniform designed not to have a patch, or approved by the Chief of Police.

## F. WEARING OF RIBBONS AND MEDALS

Commendation ribbons and medals approved for wear by the department will be worn, centered, above the nameplate on the uniform shirt, no more than three across and three up, and will be worn in order of importance. No such insignia will be worn on jackets. The wearing of commendation ribbons and medals is optional for those officers who are recipients of such awards, while wearing the standard duty uniform and while assigned to standard duty assignments. The wearing of commendation ribbons and medals is mandatory for those officers who are recipients of such awards, while assigned to special functions or while wearing a class "A" uniform.

## G. CIVILIAN DRESS CODE

The civilian dress code is designed to maintain the professional image of employees who, by assignment, do not wear uniforms but remain in contact with the public. Division commanders may allow their subordinates to deviate from this dress code only when their assignment specifically requires it.

## H. PLAIN CLOTHES OFFICERS

1. Clothing worn in accordance with accepted business practices will include, but not be limited to:
  - a. Slacks, dress shirts (long or short sleeved), ties (excluding Bow ties), socks, shoes and appropriate head wear. Head wear must be appropriate to business dress attire and approved by Chief or his designee. Business or sports coats are optional unless required for a specific event or task.
  - b. Socks should coordinate with the pants. White socks are prohibited unless worn with boots in which the socks are hidden.

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- c. Footwear should be clean and polished, with heels and toes in good repair. Normal business shoes include slip-ons (loafers) or lace-ups. Boots are acceptable, provided they are in good taste and are fashionable.
  - d. Female business attire will include the previously mentioned clothing or non-revealing blouses, skirts, dresses and appropriate footwear.
  - e. If a sidearm is worn on the waist, the officers' department badge must be prominently displayed next to the sidearm.
3. The Chief of Police has the authority to allow a dress down day, generally described as casual business attire, for sworn officers assigned to non-uniform positions. This will consist of:
- a. Shirts: Shirts may be pull over with a collar, or button up with a collar, and both short sleeves and long sleeves are acceptable. The color and style should be tasteful and professional.
  - b. Pants: Slacks are preferred and must be pressed and professional in appearance.
  - c. Socks and Footwear: Same parameters as business attire.
4. Plain clothes officers may wear a vest or jacket that readily identifies the wearer as a police officer during call-outs, specific assignments, or extra-duty assignments when appropriate.
5. Plain clothes sworn personnel are required to maintain at least one complete standard uniform at all times in case they are called upon for uniformed duties.
6. In certain instances, the Chief of Police may approve deviating from the appearance policy for assignments where the employee may need more flexibility in their appearance, i.e. undercover and covert operations. In such cases, the Chief of Police (or his designee) may approve other attire or physical appearance changes that allow the employee to "blend in" with the targets or appear less likely to be a police officer to the casual observer.

## I. COURT ATTIRE

Officers attending court will be in Class A or Class B uniform or civilian clothes to include a shirt and a tie for male employees and appropriate business attire for female employees. Weapons are not allowed in federal court.

## J. MALE EMPLOYEES

Male employees shall dress neatly and in good taste. They shall normally wear dress shirts, ties and slacks. Male employees are prohibited from wearing the following attire while on duty:

1. Tennis shoes, open toe shoes, or bare feet.
2. Sweatshirts or T-shirts.
3. Shorts or cutoffs.
4. Wind suits

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## K. FEMALE EMPLOYEES

Female employees shall dress neatly and in good taste. They may wear dresses, skirts or slacks and blouses or sweaters, or dressy shorts suits which are appropriate business attire. Bras shall be worn at all times. Female employees are prohibited from wearing the following attire while on duty:

1. Barebacked dresses.
2. Tank, halter, or tube tops, and see-through blouses or dresses.
3. Tennis shoes or bare feet.
4. Sweatshirts or T-shirts.
5. Shorts or cutoffs.
6. Wind suits.

## L. PHYSICAL APPEARANCE

1. Employees shall maintain their physical appearance in accordance with good taste and professionalism. Hair shall not be dyed, colored, or styled in a manner which would draw undue attention to the employee. Female employees' makeup shall be tastefully applied. Male employees shall not appear for work needing a shave or haircut.
2. All employees, will be required to cover their tattoos, body art or brandings with the approved department uniform or civilian attire in the following situations:
  - a. Tattoos, body art or brandings that are visible and contain vulgar, hate or negative speech, including commonly considered profane words.
  - b. Tattoos, body art or brandings that are visible and depict any form of nudity (male or female genitalia or breasts)
  - c. Tattoos, body art or brandings that depicts any sexual act.

The approved department uniform or business casual clothing is the preferred method for covering tattoos or markings as described above; however, employees may choose to cover prohibited markings through the use of a flesh-colored bandage or wrap.

3. All employees are prohibited from obtaining tattoos, body art or branding that cover any portion of the face, head or neck visible while on duty. Additionally, an individual may be denied employment if such tattoos, body art or brandings are present.

## M. HAIR LENGTH

1. Male employees shall wear their hair so as to present a groomed appearance. Hair will not extend past the collar at the back of the neck. Hair on the sides will not extend below the top of the ear and must be mildly tapered. Hair in the front will not extend below the middle of the forehead. Sideburns may extend no lower than the lowest tip of the employee's ear lobe. They shall be of a naturally even width and shall end with a clean shaven horizontal line.

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2. Female employees shall wear their hair so as to present a groomed appearance. They shall not be restricted as to the length of their hair. However, if the hair extends below the bottom of the collar it shall be secured in a bun or ponytail. It shall not be allowed to hang into the employee's face, either in front or on the sides.

## N. MUSTACHES, GOATEES AND BEARDS

Mustaches and Goatees are allowed. Mustaches will not extend beyond the corner of the mouth on a horizontal line, nor below the corner of the mouth on a vertical line, nor below the top line of the upper lip. Both Mustaches and Goatees shall be neatly trimmed at all times.

Beards will not be permitted except by order of the Chief of Police.

## O. JEWELRY

1. Female employees may wear earrings, provided they are small and tasteful in appearance. Male employees will not be permitted to wear any type of earring.
2. Employees in uniform are discouraged from wearing chains and necklaces due to the possibility that they could be lost or cause an injury during the performance of police activities.
3. Female employees assigned to civilian attire may deviate from these regulations with the approval of their division commander.

## P. PERSONAL HYGIENE

Employees shall practice good personal hygiene at all times, including use of soap, water, and deodorant. Employees shall not report for work emitting an offensive body odor. A moderate amount of perfume or aftershave may be used.

## Q. APPROVED DEPARTMENT AWARDS/MEDALS

### 1. POLICE MEDAL OF HONOR

Shall be awarded to an officer who distinguishes himself by a conspicuous act and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of imminent danger to his personal safety, and acted above and beyond the call of duty at the risk of his life. The term "above and beyond the call of duty" disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

### 2. POLICE CROSS

Shall be awarded when an officer loses his life in the performance of duty under honorable circumstances. May be awarded in addition to any other award to which the officer may be entitled in making the supreme sacrifice. Shall be presented posthumously to the officer's immediate family.

### 3. POLICE MEDAL OF VALOR

Shall be awarded for exceptional bravery at imminent risk of serious bodily injury when an officer has demonstrated exceptional courage by performing a voluntary course of action in an extremely dangerous situation. The term "voluntary course of action" disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

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## 4. MERITORIOUS CONDUCT

- a. Shall be awarded to an officer for performance of duty, above and beyond the normal course of duty, involving exemplary courage and risk to personal safety.
- b. May be awarded to an officer for meritorious service in a duty of greater responsibility, the duty reflecting excellence in performance and distinguishing the officer and the Department.

## 5. POLICE COMMENDATION

- a. Shall be awarded to an officer for exemplary performance of duties under unusual, complicated, or hazardous conditions.
- b. May be awarded to an officer for unparalleled contributions to law enforcement through the success of difficult police projects, programs or situations, such contributions being made in a highly professional degree of accomplishment.

## 6. LIFE SAVING

- a. Shall be awarded to all officers directly responsible for saving a human life. Documentation of supporting evidence, such as statements from physicians, supervisors and witnesses, must be included to substantiate a recommendation for this award.
- b. May be awarded when evidence indicates that actions by the officer(s) prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim might expire at a later date.
- c. May be awarded in addition to the awarding of a higher award where the facts support the officer is entitled to such award.

## 7. POLICE PURPLE HEART

- a. Shall be awarded to an employee who is seriously injured in the line of duty due to assault. The injury must not be the result of, or concurrent with, any conduct which is less than acceptable by established standards.
- b. May be awarded to an employee who is seriously injured in the line of duty as a result of fire, explosion, or natural disaster.
- c. Falls on ice, motor vehicle accidents, and the like will not be considered unless evidence clearly indicates the employee had exhausted all reasonable safety precautions and had no control over the circumstances.

## 8. CERTIFICATE OF MERIT

- a. Shall be awarded to a commissioned officer for outstanding performance of duties. Officers shall receive the Certificate of Merit bar and certificate.
- b. May be awarded to a civilian employee for outstanding or superior performance of an assignment *over a prolonged period of time*. Such performance must be clearly defined as exceptional, placing the employee well above employees of equal rank or grade. Civilian employees shall receive a certificate.

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- c. May be awarded, without the bar, to an officer from another law enforcement agency for outstanding performance while aiding, assisting, or working with an officer of the Department.
- d. May be awarded to a section of employees when the actions of the group as a whole meet the established criteria. One certificate will be awarded and will remain with the section. Individual employees will not receive a certificate or bar. However, an employee may be recommended separately for a Certificate of Merit based on individual merit.
- e. Shall not be awarded in conjunction with another award for the same service or deed.

## 9. CERTIFICATE OF CIVIC ACHIEVEMENT

Shall be awarded to an employee who brings favorable recognition to the Department through involvement in civic affairs while acting as a representative of the Department.

## 10. POLICE INSTRUCTOR

Shall be awarded to an officer who obtains instructor certification by completion of TCOLE requirements.

## 11. FIELD TRAINING OFFICER

Officers assigned as active Field Training Officers by the Operations Division Commander are required to wear an epaulette ribbon during the period of their assignment. The epaulette ribbon shall be returned to the division commander if the officer is transferred or promoted, or the assignment is rescinded. The award bar previously issued is no longer authorized.

## 12. OFFICER OF THE YEAR

- a. Shall be selected by majority vote of the Awards Committee.
- b. The Officer of the Year recipient will receive a plaque and a miniature badge, which will be presented at the annual officer appreciation luncheon sponsored by a local service club. The miniature badge may be worn as a tie tack when in uniform, or as a lapel pin when in civilian clothes.

## 13. MASTER PEACE OFFICER

Shall be awarded to an officer who obtains a Master Peace Officer proficiency certificate by completion of TCOLE requirements. Officers will wear the department approved Master Peace Officer bar, silver in color for officers and gold in color for supervisors.

## 14. AWARD RECOMMENDATIONS

- a. Recommendations for awards will be made in writing through supervisory channels to the Chief of Police. Award determinations will be made by a process designated by the Chief of Police.
- b. Any employee may recommend a fellow employee for a Department award if he has personal knowledge of an act performed by this employee which may qualify under the established criteria. He shall submit an Award Recommendation to his supervisor, detailing all information regarding the nomination. The supervisor shall forward the recommendation, with any applicable comments, to the Chief of Police, who shall review the recommendation to ascertain

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if it merits consideration. Should the Chief of Police find the recommendation is not merited, or that it more accurately meets the criteria for a lesser award than the one recommended, the recommendation/nomination will be returned to the submitting employee with the reason(s) for its return.

- c. Those recommendations forwarded by the Chief of Police to shall be reviewed and acted upon.

## **R. RESPONSIBILITY**

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.09	
<i>Subject</i> Truthfulness			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<i>Pages</i> 1

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## **SECTION 1 PURPOSE**

The purpose of this policy is to require absolute truthfulness from all Department employees.

## **SECTION 2 POLICY**

It is the policy of the Department that all employees will be truthful at all times.

## **SECTION 3 PROCEDURES**

- A. Employees are to speak the truth at all times and under all circumstances. Employees are to be truthful in all written reports, memorandums, and all other Department communications. Employees shall not spread rumors, which may be detrimental to the Department or to any member of the Department.
- B. In cases where it is not allowed by law or by Department regulations to divulge facts and/or opinions within their knowledge, employees shall not speak on the subject.

### **C. RESPONSIBILITY**

- 1. All members of the Department shall know and comply with all aspects of this directive.
- 2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> <b>January 1, 2021</b>	<i>Amended Date</i>	<i>Directive</i> <b>2.10</b>	
<i>Subject</i> <b>Political Activity</b>			
<i>Distribution</i> <b>All Personnel Mayor City Attorney</b>		<i>Review Date</i> <b>January 1, 2022</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 prohibit employees from being involved in political activities while on duty or while in uniform.

## **SECTION 2    POLICY**

It is the policy of the Department that all employees are prohibited from inappropriate political activities as described in the procedures section of this policy.

## **SECTION 3    PROCEDURES**

- A. Any member of the Department, either individually or as a member of a group or political organization, may take part in a campaign of any political organization seeking the election of candidates or any individual political candidate for office provided that the Department member is off duty and not on the Department's premises. Uniformed members may not be in uniform when engaging in such activity. No such political activities by a member of a group or organization shall be carried on in the name of the City or any department, bureau, division or agency thereof, or by any group of employees in the Department.
- B. No member of the Department shall use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office, and no member of the Department shall directly or indirectly coerce, attempt to coerce, command, or advise another member of the Department, or any employee of the City, to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
- C. No sworn officer shall continue in such position, after being elected to any public office elected by the voters of the City of Hooks, Texas.
- D. No sworn officer shall continue in such position, after becoming a candidate for nomination or election to any public office in the City of Hooks, Texas.

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- E. Department members shall not use Department or City funds, supplies for political purposes or solicitation for activities or causes not related to their job.
- F. Electioneering in any City office, building or premises during working hours is prohibited.
- G. Employees shall not join or belong to any organization, which has as a purpose the overthrow the established government by force.
- H. RESPONSIBILITY
  - 1. All members of the Department shall know and comply with all aspects of this directive.
  - 2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

# HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL

<i>Effective Date</i> January 1, 2021		<i>Amended Date</i>		<i>Directive</i> 2.11	
<i>Subject</i> Attendance and Job Performance					
<i>Distribution</i> All Personnel Mayor City Attorney				<i>Review Date</i> January 1, 2022	
				<i>Pages</i> 4	

**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 address the attendance requirements and performance standards for all employees.

## SECTION 2 POLICY

It is the policy of the Department that all employees will be punctual, present, and prepared for all work related assignments and training. It is also the policy of the department that all employees will perform at a level that meets the standards of the reasonable person doctrine.

## SECTION 3 PROCEDURES

A. All personnel are required to adhere to the following provisions regarding attendance and readiness:

1. All department employees shall report for regular duty, extra duty assignments, contract overtime assignments, court, hearings, or training at the time and place specified and shall be physically and mentally fit to perform their duties. Employees are to be properly equipped so that they may immediately assume their duties.
2. Employees shall not leave any assignment; without having been properly relieved, without first notifying a supervisor, or unless necessitated by exigent circumstances.
3. Employees should always keep themselves immediately and readily available when on duty.
4. An employee shall contact a supervisor a minimum of two (2) hours prior to the start of his tour of duty to report that he can not come to work when the absence is due to illness or an emergency.
5. All leave other than sick leave or emergency leave should be scheduled at least 48 hours in advance.
6. Employees not appearing for duty, training, hearings, court appearances or other designated assignments on time shall be in violation of this directive. Employees who fail to comply with this directive shall be subject to disciplinary action up to and including indefinite suspension.

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## B. MILITARY LEAVE

Military Leave will be granted in accordance with the City of Hooks, Texas Personnel Policies and in accordance with the Texas Local Government Code Chapter 143

## C. PERFORMANCE OF DUTY

1. The fundamental duty of a police officer is to serve and protect by enforcement of all federal, state and local laws and ordinances. By specific assignment, officers may be required to enforce certain laws and ordinances on a routine basis while not necessarily having to deal with others. These specific assignments do not relieve officers from the responsibility of taking prompt, effective action within the scope of all laws and ordinances when the occasion warrants. All officers are required to take appropriate action toward aiding a fellow officer exposed to dangerous situations.
2. All employees shall perform all specific duties and responsibilities assigned to them and shall perform all other duties as directed by Department Command Staff. All duties must be accomplished at a level of performance that would meet the expectations of a reasonable person.

## D. INCOMPETENCE

Any employee who, in the performance of his assigned duties, displays reluctance to properly perform his assigned duties, fails to perform his duties at the acceptable level of performance, or who acts in a manner tending to bring discredit upon himself or the Department may be deemed incompetent. All employees are expected to perform at a level that would meet the expectations of a reasonable person.

## E. PHYSICAL AND MENTAL CONDITION

Employees shall maintain good physical and mental health. Employees determined to be in substandard physical or mental health by competent medical authority may be transferred to assignments in keeping with their condition until they are certified to return to their regular assignments.

## F. TOUR OF DUTY

Employees shall have specific hours assigned as active duty each day by their supervisor. This assignment shall be referred to as a "tour of duty" and shall be a minimum of eight (8) hours per day, unless otherwise specified by the supervisor. Employees are to remain at their assigned station and on duty until the end of their tour of duty. Officers given special assignments (directing traffic, guarding a prisoner, etc.) shall remain at that assignment until properly relieved by another officer or until dismissed by a supervisor.

## G. TARDINESS

Employees shall report for duty at the time and place designated by their supervisor. Habitual tardiness shall be deemed neglect of duty and shall subject the employee to disciplinary action.

## H. LUNCH/COFFEE/SMOKE BREAKS

1. Employees and Uniformed personnel are permitted to take lunch breaks at their discretion. Lunch/Coffee/Smoke Breaks shall at no time prevent employees from carrying out their duties when called upon.

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2. Employees are permitted to travel outside the city limits for the purpose of obtaining meals. But shall immediately return to the city once it has been obtained. Employees are not permitted to travel outside the city to consume meals at locations within other jurisdictions.

## I. TRAVEL OUTSIDE CITY LIMITS WHILE ON DUTY:

Officers are permitted to travel outside the city limits of Hooks while on duty. Only when such travel is necessary for performing their assigned duties. Such as assisting other agencies with Law Enforcement operations when requested by that agency, transporting prisoners or in compliance with section H (2) of this directive. At no time will officers be permitted to travel outside the city limits while on duty for personal reasons unless first approved by a supervisor.

## J. OFF DUTY

When not performing a tour of duty, employees shall be considered "off duty". However, they shall be subject to duty as needed. While off duty, officers are not relieved of the responsibility of taking appropriate police action on any major offense which comes to their attention.

## K. KNOWLEDGE OF CRIMINAL ACTIVITY

Employees shall report in writing to their supervisor any information in their possession regarding persons and places suspected of being involved or connected with a violation of federal, state, county, or municipal laws and ordinances relating to criminal matters or vice operations. These reports shall be submitted before the end of the tour of duty during which the employee received the information, or at the beginning of the next tour of duty in instances where the information was received while the employee was off duty.

## L. COURT ATTENDANCE

Officers are required to attend municipal, county, state and federal courts to testify in criminal cases to which they have been summoned.

1. Municipal Court - Notices provided to officers requiring them to attend Municipal Court shall be posted in the officer's mailbox or by email.
2. District/Federal Court - In the event an officer is summoned for district or federal court, a notice will be posted by the District Attorney's office listing the officer and the case.
3. When attending court, officers will wear the prescribed uniform, or appropriate civilian apparel, and shall be neat and clean in appearance. While in the courtroom, officers will pay attention to the proceedings and show proper respect for the court. Officers will not read papers, books, or literature which is not relevant to the case(s) for which they are to testify. No food, drink, or chewing gum will be taken into the courtroom. Talking when not testifying will be held to a minimum. Officers shall familiarize themselves with the specifics of each case in question. When testifying, officers will use proper courtroom procedures. They will not question the judge or the attorneys. Officers of the court will be addressed by their proper titles.
4. Each unexcused court absence will be weighed on its own merits. Disciplinary action will be considered as follows:
  - a. First unexcused court absence in the calendar year will result in a written reprimand being placed in the officer's personnel file.
  - b. Second unexcused court absence in the calendar year may result in suspension without pay.

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- c. Any further unexcused court absences in the calendar year will be subject to disciplinary action, the severity of which will be based upon each individual case.
5. Refusal to testify before duly constituted federal, state, county, or local courts, grand juries, investigative committees or hearings shall constitute improper conduct and will subject the employee to disciplinary action.

## **M. RESPONSIBILITY**

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.12	
<i>Subject</i> Individual Rights			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<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 establish guidelines to ensure that every member of the Department acts in a manner to protect the rights and liberties of all persons.

## SECTION 2 POLICY

It is the policy of the Hooks, Texas Police Department to respect and uphold the rights of every individual. The U.S. Constitution guarantees every citizen certain safeguards from government interference. Consequently, these safeguards place legal limitations regarding police authority. The Department strives to ensure that the constitutional rights of all persons are protected and that no department employee will engage in discrimination, oppression, or favoritism. This Department does not endorse, train, teach, support, or condone any type of bias, stereotyping, racial discrimination, or preferential treatment by its officers. Police officers shall adhere to established policies and procedures, as well as state and federal laws, the U.S. Constitution, and U.S. Supreme Court rulings.

## SECTION 3 PROCEDURES

- A. All employees will provide all people within this community fair and impartial police services consistent with constitutional and statutory mandates.
- B. Assure the highest standard of integrity and ethics among all our members.
- C. Respect the diversity and the lawful cultural differences of all people.
- D. All Department employees are required to whenever possible prevent, report, and eliminate any occurrences of discrimination, oppression, or favoritism by any member of the Department.

### E. RESPONSIBILITY

- 1. All members of the Department shall know and comply with all aspects of this directive.
- 2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.13	
<i>Subject</i> Association with Police Department Clients			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<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 provide guidance to employees regarding their association with known victims, witnesses, suspects, and defendants.

## **SECTION 2 POLICY**

It is the policy of the Department that employees are prohibited from becoming inappropriately involved in a relationship with a victim, witness, suspect, or defendant of a case being investigated by the department during such time that the case is being investigated or being prosecuted as a result of the investigation.

## **SECTION 3 PROCEDURES**

### **A. INAPPROPRIATE RELATIONSHIPS**

Employees are prohibited from establishing or maintaining what a reasonable person would believe constitutes an inappropriate relationship with any person who is a known victim, witness, suspect, or defendant of a case being investigated by the department during such time that the case is being investigated or being prosecuted as a result of the investigation.

### **B. RESPONSIBILITY**

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.14	
<i>Subject</i> Drugs			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<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 regulate employee's use of prescription drugs and prohibit the use of any narcotic drugs.

## **SECTION 2 POLICY**

It is the policy of the Department that all employees are prohibited from the illegal use of any drug including the unauthorized use of prescription drugs. Employees are prohibited from working while under the influence of any drug which could potentially affect their judgment, physical condition, or their ability to perform any job related function.

## **SECTION 3 PROCEDURES**

### **A. USE OF NARCOTICS**

Employees shall not use addictive drugs or narcotics, on or off duty, unless legally prescribed by a physician for an illness or injury, and then only for the specific time period established by the physician.

### **B. INFLUENCE OF NARCOTICS OR PRESCRIPTION DRUGS**

Employees are prohibited from being under the influence of any type of drug while on duty which might impair their judgment, physical condition, or their ability to perform any job related function. Employees who are taking any type of drug which might affect their ability to perform a job related function are required to notify their supervisor prior to their tour of duty.

### **C. RESPONSIBILITY**

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 2.16	
<i>Subject</i> Department Communication, Radio, and Computer Use			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<i>Pages</i> 4

**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 establish guidelines for the use of department communications, radios usage and department computer usage.

## SECTION 2 POLICY

The police radio, the telephone, posted notices, memos, electronic mail, etc., are all necessary to maintain the steady flow of information required. It is the policy of the department that all employees will comply with the provisions of this policy as well as the City of Hooks, Texas computer usage policy as they relate to communication and correspondence via department radios and department computers.

## SECTION 3 PROCEDURES

### A. DEPARTMENT NOTICES

Notices of interest to or concerning employees shall be posted on the bulletin boards within the Department designed for this purpose. Notices shall not be posted on Department property other than these bulletin boards without the permission of a supervisor or the Chief of Police. Notices of an inflammatory or derogatory nature shall not be posted for any reason. Employees shall not mark, alter or deface a posted notice.

### B. BULLETINS

Employees shall read all bulletins issued, paying particular attention to items having direct application to their assignment.

### C. DAILY CHECKING FOR WRITTEN COMMUNICATIONS

Employees shall check for written communications at least once each day of duty by checking their department mailbox, mail file folder, wall file folder, etc. and other locations they receive work related written communications. All receptacles used to receive correspondence are to be kept clean and are not to be used for storage space. No evidence is to be placed or stored in a department mailbox.

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## D. TRANSMISSION OF WRITTEN COMMUNICATIONS

Employees receiving written communications for transmission up or down the chain of command shall promptly forward said communications only to the person for whom it was intended.

## E. REPORTING INFORMATION

It shall be the duty of every employee to properly report, in a timely manner, any information given him in good faith by a citizen regarding matters which indicate the need for action or recording by the Department.

## F. FALSE REPORTS

Employees shall not make false official reports or enter, or cause to be entered, in any Department book, record, or report inaccurate, false or improper information.

## G. ALTERING REPORTS

Employees shall not remove, alter or destroy, except as directed by a supervisor or the Chief of Police, any official report of the Department.

## H. DEPARTMENT LETTERHEAD

Employees shall not use Department letterhead for personal or private correspondence. Correspondence shall not be sent outside the Department over any signature except that of the Chief of Police without his permission.

## I. DEPARTMENT TELEPHONES

Department telephones shall be answered promptly. Employees shall identify the Department and themselves when answering the telephone. Conversations shall be conducted with common courtesy. Use of Department telephones for personal communications should be limited.

## J. DEPARTMENT CELL PHONES

Employees assigned Department cell phones should bear in mind that cell phones are radio transmission devices and the signal can be picked up. Employees should maintain the same professional demeanor as Department telephones when using cell phones. Cell phones incur additional costs to operate and, therefore, should be used for business communications. Cell phone charges for personal calls must be reimbursed to the City.

## K. PROVIDING ADDRESS, RESIDENTIAL TELEPHONE OR PERSONAL CELL PHONE NUMBERS

All employees are required to have a telephone number where they may be reached when they are off duty. All personnel shall provide a current residence address and a telephone number where the employee can be contacted after hours. This address and phone number must be provided to CRC, the employee's supervisors, and the Office of the Chief of Police. The employee must make notification of any changes to this information within 24 hours. Employees' residential telephone numbers shall not be released to anyone outside the Department per Section 552.117 of the Texas Open Records Act.

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## L. DEPARTMENT COMPUTERS

1. Office personal computers, laptops, and mobile data communication equipment laptops are exclusively for the conducting of Department business. Information stored on Department computers could be subject to regulations of the Texas Open Records Act.
2. Employees shall not configure, install, or uninstall hardware, or add or delete software, without the expressed consent of the Chief of Police or his designee.
3. Employees shall not use the Department computer network or e-mail for personal communications or business.

## M. E-MAIL COMMUNICATIONS

1. All department personnel shall check their departmental e-mail each day they are on duty. Employees are responsible for opening and reading all e-mails which they receive via the department e-mail system.
2. In order to track the delivery and the receipt of departmental correspondence, all employees are required to activate the "always send a response" e-mail read receipt function or other means of acknowledgment as directed so that the e-mail system will generate a verifiable reply to the sender when the recipient opens the e-mail.
3. Memorandums, policy notifications, procedures, and other critical information may be sent via the departmental e-mail system and all employees are accountable to read, acknowledge receipt of, and comply with the information contained in such e-mails. This information shall be tracked by the Chief of Police or his designee. Information regarding the distribution and receipt of certain information such as a new policy, policy amendment, procedure, memorandum, or similar department information shall be compiled and maintained in the Office of the Chief of Police.

## N. POLICE RADIO

Employees utilizing the police radio shall strictly observe the regulations set forth below.

1. Shall be familiar with, and properly use, established radio signals.
2. Radio traffic shall be direct and concise and shall conform to Department regulations and other regulations set forth by the Federal Communications Commission (FCC). Lengthy descriptions and details shall be delivered to the Dispatch Center by telephone when practical.
3. The Supervisor shall be accountable for the proper use of the police radio by employees under their command.
4. Officers shall not request advice from the dispatcher as to what action should be taken in the execution of police matters. Officers requiring advice should make radio contact or personal contact with their supervisor.

## O. RADIO CONTACT

Officers assigned to a police unit shall maintain radio contact with the Dispatch Center at all times while the unit is in service and shall be ready to accept dispatched assignments. Dispatchers have been

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instructed to notify the supervisor of any unit, not at the time officially checked out of service, who does not respond after having been called twice after an interval of two (2) minutes.

## P. DISPATCHED CALL ASSIGNMENTS

A service call issued to an officer by the Dispatch Center shall be construed as an order. Officers shall not refuse a call when so dispatched.

## Q. UNAUTHORIZED COMMUNICATIONS

Unauthorized communications, obscene or profane language, wisecracking, smart remarks, clicks of the mike button, or any violation of FCC rules are strictly prohibited.

## R. COMMON FREQUENCY TRAFFIC

Officers will limit traffic on the common frequency with Bowie County and other agencies to that which is absolutely necessary. Officers will not interrupt traffic between other units unless the interruption would provide information of a positive nature.

## S. SPECIAL ASSIGNMENTS

Notice of a special assignment, and the approximate length of time the officer will be out of service, shall be provided to the Dispatch Center by the before the assignment commences.

## T. RADIO MALFUNCTION

If a radio malfunctions, the officer will contact the Dispatch Center by telephone to advise them of the situation. The officer's supervisor will be notified and shall authorize the radio to be replaced.

## U. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> January 1, 2021		<i>Amended Date</i>		<i>Directive</i> 2.17	
<i>Subject</i> Use of Social Networking and Social Media Sites					
<i>Distribution</i> All Personnel Mayor City Attorney				<i>Review Date</i> January 1, 2022	
				<i>Pages</i> 2	

**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 establish usage guidelines and outline Department policies and expectations for the use of social networking or social media sites by employees. The Department has a duty to protect the reputation of the organization and its employees, as well as guard against liability and potential legal risk.

The use of online social networking and media sites has become a significant part of modern communication and interaction for many people. Employees shall be aware that postings made on these services are public forums and as such are subject to discovery in legal proceedings, as well as any Department investigation. Authors of social network postings have no reasonable expectation of privacy and such postings have the potential to be a means of impeaching and showing discriminatory behavior on the part of police employees. All employees are cautioned to deeply reflect and consider what they are posting on a public forum prior to submission, and that it may be viewed by more than the intended audience at any time, and/or without the author's knowledge. Any posting to social networking or social media sites should always be reflective of your own personal professionalism and integrity, as well as that of yourself, as a Department employee.

## SECTION 2 POLICY

- A. It is the policy of the Department that employees refrain from accessing social networking and/or media sites while on duty unless authorized to do so and shall not make any postings unless on behalf of the Department.
- B. It is the policy of the Department that employees while on or off duty shall not use any City or Department logos, photographs or releases confidential information.
- C. It is the policy of the Department that employees shall not make any postings that damage the reputation of the City or Department or any of its employees.

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## **D. SECTION 3 RESPONSIBILTY**

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.

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<i>Effective Date</i> <b>January 1, 2021</b>	<i>Amended Date</i>	<i>Directive</i> <b>2.18</b>	
<i>Subject</i> <b>Alcoholic Beverages</b>			
<i>Distribution</i> <b>All Personnel Mayor City Attorney</b>		<i>Review Date</i> <b>January 1, 2022</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 provide guidance to employees regarding the use of alcoholic beverages while on duty or before reporting for duty.

## **SECTION 2    POLICY**

It is the policy of the Department that employees are prohibited from being under the influence of any alcoholic beverage while on duty. The use and possession of alcoholic beverages in the workplace is regulated by the provisions set forth in this policy.

## **SECTION 3    PROCEDURES**

### **A. CONSUMPTION OF INTOXICATING LIQUOR**

1. Employees shall not consume intoxicating liquor while on duty, unless necessary in the performance of a police duty, and then only under specific direction of the supervisor.
2. Employees shall not consume intoxicating liquor on premises of the Department. Employees shall not bring or keep intoxicating liquor on Department premises, except when necessary in the performance of a police duty. In this event, the intoxicating liquor shall be properly identified, inventoried, and stored according to established policy.
3. Employees shall not consume intoxicating liquor while off duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent that ability to perform duty is in any way impaired. The odor of alcohol on the breath at roll call or during any period when the employee is on duty is strictly prohibited. Intoxication is not a defense to charges of violating Department rules or regulations.
4. Employees found to be intoxicated in a public place, whether on or off duty, shall be subject to immediate relief of duty pending an investigation.

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## **B. RESPONSIBILITY**

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Command Staff personnel are responsible for ensuring compliance with the provisions and intent of this directive.