

HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL

<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 3.01	
<i>Subject</i> Annual Firearms Qualification			
<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 regulate the firearms qualifications for all sworn personnel.

SECTION 2 POLICY

It is the policy of the department that all sworn personnel will qualify annually with any firearm they carry in accordance with TCOLE standards. Personnel who fail to qualify must participate in remedial training as specified in this directive.

SECTION 3 PROCEDURES

A. FIREARMS QUALIFICATION

1. Officers shall participate in at least one firearms qualification session annually with each type of weapon they carry, i.e. handgun, shotgun, and patrol rifle or other specialized firearm. Qualification shall be a score of 70% for handguns, 80% for shotguns, 90% for patrol rifles such as AR-15, based upon a prescribed course determined by a certified TCOLE firearms instructor and approved by the Chief of Police.

B. WEAPONS QUALIFICATION AND TRAINING

1. All TCOLE credit firearms training for handguns, shotguns, and patrol rifles will be conducted by a certified TCOLE firearms instructor.
2. All less lethal weapons instruction will be conducted by an instructor certified to instruct the use of less lethal weapons.
3. All weapons qualification courses will require the officer to demonstrate safety, proper techniques, accuracy, proficient handling of the weapon, and the proper care and cleaning of the weapon as determined by the firearms instructor. All weapons must be inspected by the firearms instructor prior to the officer or the weapon leaving the range.
4. All TCOLE qualification courses will be reviewed by a firearms instructor to ensure that the course meets TCOLE minimum standards.

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5. All training and qualifications will be documented and signed by the firearms instructor. The documentation shall be maintained indefinitely in the officer's training file.
6. All personnel will follow the instructions of the range master and safety officers to ensure the safety of all participants during firearms training. As an added safety precaution, all officers and instructors will be required to wear their department issued body armor during department sanctioned firearms training.

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> 3.02	
<i>Subject</i> Annual Inspection and Inventory of Firearms			
<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 the annual inspection of all department weapons.

SECTION 2 POLICY

It is the policy of the department that all department owned firearms authorized for on-duty use will be inspected and inventoried annually.

SECTION 3 PROCEDURES

A. Every department owned weapon authorized by the department for on-duty use will be inspected every year. The inspections may take place in conjunction with the annual firearms qualification.

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> 3.03	
<i>Subject</i> Use of Force Training and Proficiency for Less than Lethal Weapons			
<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 regulate the training for less than lethal weapons for all personnel who are authorized to carry such weapons.

SECTION 2 POLICY

It is the policy of the department that all officers who are authorized to carry less than lethal weapons receive training and demonstrate proficiency at least annually in the use of the less than lethal weapon(s) which they carry.

SECTION 3 PROCEDURES

A. LESS THAN LETHAL WEAPONS

1. Officers or supervisors are authorized to carry the weapons listed below only after they have received the proper training and have demonstrated proficiency with each weapon they carry:
 - a. Expandable Baton (ASP Baton)
 - b. OC Spray
 - c. JPX Pepper Gun
2. The training must be conducted by a TCOLE certified instructor who is certified to instruct in the proper use of the specific type of less than lethal weapon to be employed. The instructor must insure that the training is properly documented, and that the documentation is submitted to the Chief of Police to be kept in the officer's training file.

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> 3.04	
<i>Subject</i> Use of Deadly Force Training			
<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 regulate deadly force training for the department.

SECTION 2 POLICY

It is the policy of the department that all officers will attend annual training regarding the use of deadly force and the proper use of any firearm used in the course of law enforcement duties.

SECTION 3 PROCEDURES

A. All officers will attend annual training regarding the use of deadly force. This training will be conducted by a TCOLE certified instructor, and the training should consist of policy, Texas law, deadly force scenario simulator, classroom training, practical exercises, or any combination thereof. The training must include the proper use of any firearm used by the officer in the performance of their law enforcement duties.

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> 3.05	
<i>Subject</i> Training Records			
<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 regulate the record keeping for all department training.

SECTION 2 POLICY

It is the policy of the department that all training for all department personnel will be recorded and maintained in accordance with TCOLE rules.

SECTION 3 PROCEDURES

- A. The Chief of Police will maintain a training file for each employee and a record of each employee's training in their respective file.
- B. In accordance with TCOLE rules, all training conducted by any member of the department must be documented by a roster, dates, course outline, learning objectives, and documentation as to how the student was tested over the material. These items must be in a file maintained by the Chief of Police.
- C. The Chief of Police will submit all records of training to TCOLE via the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS) either electronically or by mail within 10 days after the completion of the training.
- D. **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> 3.06	
<i>Subject</i> In-Service Sworn Officer Training			
<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 appropriate in-service training for all sworn personnel.

SECTION 2 POLICY

It is the policy of the department that all sworn personnel receive the appropriate in-service training in accordance with TCOLE and Texas law.

SECTION 3 PROCEDURES

- A. The Chief of Police will monitor the training required by Texas law and TCOLE rules. As the mandatory training changes each year or each training cycle, the Chief of Police will notify all department personnel of the required training. All supervisors are responsible for scheduling their subordinates to attend mandatory training courses as the Chief of Police makes known the training opportunities.
- B. In addition to the mandatory training, all sworn personnel will attend appropriate in-service training which shall include arrest tactics, self defense tactics, or other training to enhance officer safety.
- 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> 3.07	
<i>Subject</i> In-Service Reserve Officer Training			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<i>Pages</i> 1

Reserved for Future Use

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<i>Effective Date</i> January 1, 2020	<i>Amended Date</i>	<i>Directive</i> 3.08	
<i>Subject</i> Supervisor Training			
<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 the appropriate training for supervisors and newly promoted supervisors as is appropriate to their rank.

SECTION 2 POLICY

It is the policy of the department that all supervisors and newly promoted supervisors will attend training appropriate to their position.

SECTION 3 PROCEDURES

- A. All newly promoted supervisors will attend the TCOLE required new supervisors' course (3737) or an equivalent course which meets the TCOLE requirement for new supervisor training.
- B. New supervisors or commanders will attend this training within 12 months of their promotion.
- C. Department Sergeant is required to attend "Command Staff leadership Series" offered by Bill Blackwood's Law Enforcement Management Institute of Texas once each TCOLE training cycle.
- D. A record of all supervisors' training will be placed in the supervisor's training file maintained by the Chief of Police.

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> 3.09	
<i>Subject</i> Police Chief Training			
<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 the completion of all necessary Texas Police Chief training as required by the Texas Education Code 96.641 and the Texas Commission on Law Enforcement (TCOLE).

SECTION 2 POLICY

It is the policy of the department that the Chief of Police will complete all necessary Texas Police Chief training as required by the Texas Education Code 96.641 and the Texas Commission on Law Enforcement (TCOLE).

SECTION 3 PROCEDURES

- A. In accordance with the Texas Education Code 96.641 and the Texas Commission on Law Enforcement (TCOLE), the Chief of Police will complete all required training as described in this Directive.
- B. A newly appointed Police Chief shall attend the new Police Chief training as provided by the Bill Blackwood Law Enforcement Management Institute of Texas within 2 years of the appointment.
- C. A Chief of Police who was appointed in any agency as a Texas Police Chief before September 1, 1997 is exempt from the initial training.
- D. The Chief of Police must attend a minimum of 40 hours of in-service training every 24 months.

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> 3.10	
<i>Subject</i> Annual Performance Evaluations			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<i>Pages</i> 3

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SECTION 1 PURPOSE

The purpose of this policy is to require an annual employee evaluation on all personnel for a designated one-year period of time.

SECTION 2 POLICY

It is the policy of the Department that all employees will receive an annual employee evaluation which will cover a designated one-year period of time. The performance evaluation should inform employees how well they are performing their work and how they can improve their work performance. The performance evaluation may also be considered by the Chief of Police in determining training, promotions, awards selections, transfers, assignments, demotions, dismissals and other purposes.

SECTION 3 PROCEDURES

A. The criteria for employee evaluations are:

1. The evaluation must be job related.
2. The supervisor completing the evaluation must be properly trained in its use, and the next level of higher management must carefully review the evaluation to provide a methodical system of checks and balances.
3. A performance evaluation shall be completed at least annually on each regular employee by the employee's immediate supervisor.
4. The evaluation shall be based only on performance during the specific period listed on the form.
5. All ratings become a permanent record of the employee's city personnel file.
6. The evaluation is neither a counseling nor disciplinary action.
7. Proper documentation through the annual rating period should be used to detect, correct and document an employee's performance and behavior factors. The performance evaluation should be used to encourage employee growth and development.

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8. A copy of the evaluation will be retained in the Department's employee file. All performance evaluations will be maintained indefinitely. A copy of the evaluation will be given to the employee.

B. THE EVALUATION PROCESS

1. It shall be the responsibility of the rating supervisor to counsel each employee upon conclusion of a rating period on the following:
 - a. The specific tasks of the position occupied;
 - b. The level of performance expected;
 - c. The evaluation rating criteria for the upcoming rating period;
 - d. Counseling in regard to career choices and development;
 - e. The actual performance of the employee during the rating period.
2. When the evaluation form is completed, the supervisor shall review the report and sign.
3. Once the evaluation has been completed, reviewed by the supervisor and discussed with the employee being rated, it shall be routed through the chain of command for review and approval by the Chief of Police.
4. The intent of the review by the Chief of Police is to ensure the evaluation was properly and fairly prepared. A proper evaluation should include the following:
 - a. The fairness and impartiality of ratings given to subordinates;
 - b. Their participation in counseling and guidance for rated employees;
 - c. The rater's ability to carry out the role in the performance evaluation system.

C. EMPLOYEE INTERVIEW

1. All employees will be given the opportunity to review their completed evaluation form.
2. An interview between the supervisor and the employee will be conducted after the evaluation is completed. The supervisor shall explain each specific section, the rating given and the reason for the rating. The supervisor shall also provide direction for the employee to help him or her understand how to achieve a higher rating in the specific tasks.
3. The employee shall be given the opportunity to sign the completed evaluation form to indicate that he or she has read it. The employee may make any written comments that pertain to the evaluation on the form. If there are any areas with which any employee believes is not a correct measurement of their past performance, the employee should so indicate on the evaluation in writing and explain why they disagree with a respective rating and/or comment.
4. An employee who wishes to contest an evaluation may request a review and a meeting with the Chief of Police.

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D. APPROPRIATE EVALUATION DOCUMENTATION

1. Proper documentation consists of advanced and timely documentation prepared as performance markers occur during the evaluation period. The documentation should be related to the annual performance evaluation, training, commendation, and corrective actions as appropriate.
2. Proper documentation between supervisor and employee are paramount to ensuring fair and impartial ratings and comments that are true and indicative of their past performance during a rating period. It is the best defense against an employee's allegations of not being informed about their work performance and conduct. It also provides for an effective communication tool to assist when writing performance appraisals, award submissions, and recommendations for special positions inside and outside the department.

E. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.

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> 3.11	
<i>Subject</i> Off-Duty Employment					
<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 regulate off-duty employment for all employees.

SECTION 2 POLICY

It is the policy of the Department that all employees must obtain permission from the Chief of Police prior to engaging in secondary employment.

SECTION 3 PROCEDURES

- A. Employees who wish to engage in employment outside regular duty hours, not of a law enforcement nature, must request permission from the Chief of Police before beginning such employment. Employees shall remember that they are subject to call at any time to perform the duties and fulfill the responsibilities of their position with the Department. Secondary employment shall be permitted only when there is no conflict of interest and only upon approval by the Chief of Police.
- B. Employees shall not accept off-duty employment which would cause them to be unable to properly perform, or would interfere with, their assigned duties with the Department.
- C. Generally, employees will be prohibited from engaging in off-duty employment that involves exotic dancing or the sale or distribution of alcoholic beverages.
- D. Officers on temporary light-duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform law enforcement functions for which they have been determined physically or mentally unable to perform on behalf of the Department and that form the basis for their temporary light-duty assignment.
- E. Officers in the police academy, field training, on administrative leave, or on disciplinary suspension are not eligible to work contract overtime assignments. Additionally, officers in the police academy or field training are generally prohibited from accepting off-duty employment.

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F. 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> 3.12	
<i>Subject</i> TCOLE Personnel Files			
<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 require the maintenance of a personnel file for each sworn officer containing all documents required by the Texas Commission on Law Enforcement (TCOLE).

SECTION 2 POLICY

It is the policy of the Department to maintain a file for each sworn officer containing all documents required by the Texas Commission on Law Enforcement. These documents are listed below.

SECTION 3 PROCEDURES

- A. The Office of the Chief of Police will maintain a file on each sworn officer which contains all of the documents which TCOLE requires to be maintained by the Department.
- B. The personnel files will include a self-audit sheet which lists the documents.
- C. All sworn officer personnel files will contain the following documents:
 1. TCOLE L-1 (Peace Officer License Application).
 2. TCOLE L-2 (Medical Condition Declaration).
 3. TCOLE L-3 (Emotional and Psychological Health Declaration).
 4. Criminal History Report (CCH) from TCIC and NCIC.
 5. Proof of Education.
 6. Proof of Military Service (DD-214) if applicable.
 7. Texas DPS and FBI Fingerprint Return.
 8. Proof of Citizenship.

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9. Copy of certified record of the disposition of any case if a criminal record exists.
10. Copy of the F-5 (Separation of Licensee) if applicable.

E. RESPONSIBILITY

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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> 3.13	
<i>Subject</i> Emergency Call Out Procedures			
<i>Distribution</i> All Personnel City Manager 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 establish guidelines for the emergency call out of off-duty personnel.

SECTION 2 POLICY

It is the policy of the Department that off-duty personnel are subject to be called back for duty when necessary as determined by the Command Staff.

SECTION 3 PROCEDURES

- A. The on-duty supervisor will contact the Chief of Police in the event of an emergency that may require the call out of additional personnel. The decision to call off duty personnel to duty shall be made by the Departments Command Staff. The Chief of Police will be notified of any incident that requires extra personnel to be called in for duty.
- B. The supervisor will notify the additional personnel or request that the notifications be made.
- C. The exact call-up instructions, i.e., where to report, when to report, any special instructions as to dress or equipment will be given at the time of the call-up.
- D. 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 supervisor, 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.
- E. **RESPONSIBILITY**
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 - 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> 3.14	
<i>Subject</i> Employee Injury and Light Duty Assignments			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i> January 1, 2022	<i>Pages</i> 5

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SECTION 1 PURPOSE

The purpose of this policy is to establish guidelines to employees regarding employee injuries and light duty assignments.

SECTION 2 POLICY

It is the policy of the Department that all employee injuries will be properly documented and reported to the Chief of Police. It is also the policy of the Department that injured, ill, or pregnant employees will generally be placed in light duty assignments as determined by the Chief of Police.

SECTION 3 PROCEDURES

A. GENERAL EMPLOYEE GUIDELINES

All Department employees are governed by the Personnel Policies of the City of Hooks, Texas and the General Orders Manual. Employees are responsible for familiarizing themselves with the information contained in the City of Hooks, Texas Personnel Policy Handbook and the Texas Local Government Code, Chapter 143, as well as all Directives in the Department's General Orders Manual.

B. EMPLOYEE INJURIES

1. SERIOUS INJURY OR DEATH - ON DUTY

If an employee is seriously injured or killed while on duty, verbal notification shall be made immediately to the Chief of Police. A written report of the incident shall be submitted by the employee's supervisor prior to the end of the tour of duty in which the injury or death occurred.

2. The next of kin of an employee injured or killed while on duty shall be notified immediately. Notification shall be made by the Chief of Police, unless an emergency situation warrants a telephone call.

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3. In the event the Chief of Police is unavailable, Notification shall be made by the employees' supervisor. Under no circumstances will the identity of an employee injured or killed in the line of duty be released to the media until the next of kin has been notified.
4. If an employee receives a minor injury while on duty, a written report shall be submitted by the employee to his supervisor prior to the end of the tour of duty in which the injury occurred. If the employee is unable to prepare a report, it shall be prepared and submitted by his supervisor.
5. If an employee receives a minor injury off duty which may render him temporarily unable to perform his regular duties, verbal notification shall be made as soon as possible to his supervisor, who shall notify the Chief of Police.

C. COMPENSATION FOR APPLICABLE OFF-DUTY INJURY

1. Employees who have used sick leave or received injury leave for an applicable off-duty injury shall notify the Chief of Police in writing of any intent to seek, sue, solicit, or accept compensation as damages for such illness or injury. This notice shall be filed before any action is taken and shall include the facts of the claim and the name of the respondent.
2. An example of an applicable off-duty injury would be an instance where an employee is out of town on Department business (such as training) and, while not actually on duty (i.e., after class), is injured and requires medical treatment. While technically not "on duty" during this period, the employee is, in effect, not on his own time.

D. PREVENTION OF EXPOSURE TO COMMUNICABLE DISEASES

1. If an employee suspects that he may be exposed to a subject who is infected with or is a carrier of any communicable disease, the employee shall utilize the issued rubber gloves when necessary to arrest or provide first aid to the subject.
2. If contact is made with the bodily fluids of any person, whether infectious diseases are suspected or not, Department employees shall make every effort to properly cleanse the exposed areas by using sanitizing hand cleaner as soon as possible.
3. When an officer is called to the scene of a major crime and there is evidence that the victim has secreted bodily fluids, the officer should not enter the crime scene area unless there is an emergency need to do so.
4. If an employee reasonably believes he has been exposed to a communicable disease while on duty, the employee will notify his/her supervisor immediately.

E. REPORTING POSSIBLE EXPOSURE TO COMMUNICABLE DISEASES

1. If an employee suspects that he has been exposed to a serious communicable disease, the employee shall notify his/her supervisor. If the exposure involves some type of close contact, especially with the bodily fluids of a person suspected of having a serious communicable disease, the employee must immediately seek medical advice from a physician of their choice.
2. If it is determined that an illness has occurred due to exposure while the employee was on duty, all charges incurred by the employee for tests, preventive medication, or treatment will be forwarded, with the appropriate documentation, to the City of Hooks, Texas, for Workers' Compensation consideration.

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3. NOTIFICATION OF DEATH OF FORMER EMPLOYEES

Employees receiving notification of the death of a former employee shall notify the Chief of Police immediately.

F. LIGHT-DUTY ASSIGNMENTS

1. Temporary light-duty assignments, when available, are for officers and other eligible personnel with the Department who, because of injury, illness or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative duty assignments. Use of temporary light-duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of this Department that eligible personnel be given a reasonable opportunity to work in temporary light-duty assignments as decided by the Chief of Police and when such assignments are available.
2. Employees are entitled to all privileges and provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.
3. Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:
 - a. administrative functions (e.g. report review, special projects).
 - b. clerical functions (e.g. filing).
 - c. desk assignments (e.g. booking officer, bookkeeping).
 - d. report taking (e.g. telephone reporting).
 - e. communications (e.g. complaint taker).
4. Decisions on temporary light-duty assignments shall be made based upon:
 - a. the availability of an appropriate assignment given the employee's abilities;
 - b. the availability of light-duty assignments; and
 - c. the physical limitations imposed on the employee.
5. No specific position within the Department shall be established for use as a temporary light-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light-duty.
6. Light-duty assignments shall not be made for disciplinary purposes.
7. Employees may not refuse temporary light-duty assignments that are supported by and consistent with the recommendations of an attending physician or certified health-care provider, although they may protest such assignments through established Department grievance procedures.

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8. Temporary light-duty assignments may be changed at any time, upon the approval of the treating physician, if deemed in the best interest of the employee or the Department.

G. LIGHT-DUTY - ELIGIBLE PERSONNEL

1. For the purposes of this policy, eligible personnel shall be defined as any full-time sworn or civilian member of the Department suffering from medically certified illness, injury or disability requiring treatment of a licensed health-care provider and who, because of injury, illness or disability, is temporarily unable to perform the regular assignment but is capable of performing alternative assignments.
2. Temporary light-duty positions are limited in number and variety. Therefore, personnel injured or otherwise disabled in the line of duty shall be given preference in initial assignment to light-duty.

H. LIGHT-DUTY REQUESTS

1. Requests for temporary light-duty assignments shall be submitted to the employee's immediate supervisor. Requests must be accompanied by a statement of medical certification to support a requested reassignment, which must be signed either by the treating physician or other licensed health-care provider. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restrictions and an acknowledgment by the health-care provider of familiarity with the light-duty assignment and the fact that the employee can physically assume the duties involved.
2. The request for temporary light-duty and the physician's statement shall be forwarded to the Chief of Police or his designee.

I. DURATION OF LIGHT-DUTY ASSIGNMENTS

1. Light-duty assignments are strictly temporary and normally should not exceed 90 days induration. After 90 days, personnel on temporary light-duty who are not capable of returning to their original duty assignment shall present a request for extension of temporary light-duty, with supporting documentation, to the Chief of Police or his designee.
2. As a condition of continued assignment to temporary light-duty, employees shall be required to submit to monthly physical assessments of their condition as specified by the Chief of Police.

J. EMPLOYEE BENEFITS WHILE ON LIGHT-DUTY

Assignment to temporary light-duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits.

K. POSSIBLE LIMITATIONS FOR OFFICERS ON LIGHT-DUTY

Depending upon the nature and extent of the disability, an officer on temporary light-duty may be prohibited or restricted from wearing the departmental uniform, carrying the service weapon, or otherwise limited in employing police powers as determined by the Chief of Police.

L. SECONDARY EMPLOYMENT WHILE ON LIGHT-DUTY

Officers on temporary light-duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform law enforcement functions for which they have been determined physically or mentally unable to perform on behalf of the Department and that form the basis for their temporary light-duty assignment.

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M. PREGNANT OFFICERS

1. Pregnant officers are eligible for temporary light-duty assignments as available and as appropriate to their physical capabilities and well-being. Where appropriate temporary light-duty assignments are unavailable, pregnant officers may pursue other forms of medical, disability or family leave (FMLA) as provided by this Department and state or federal law. On a monthly basis, pregnant officers shall submit physician's medical certificates that document:
 - a. the officer's physical ability to perform the present assigned duties;
 - b. the physician's appraisal that the type of work being performed will not injure the officer or her expected child; and
 - c. any recommended duty restrictions or modifications including temporary light-duty.
2. Pregnant officers shall be permitted to continue working on regular duty or temporary light-duty assignments as long as they present monthly physician certificates or until such time as a physician recommends that work be curtailed.

N. 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> 3.15	
<i>Subject</i> Background Investigations for Employee Selection					
<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 specify the background investigation requirements for all sworn and nonsworn employee candidates.

SECTION 2 POLICY

It is the policy of the Department that all applicants will undergo a background investigation prior to being offered a final offer of employment. The background investigations will be conducted in accordance with the procedures outlined in this directive.

SECTION 3 PROCEDURES

- A. All Department applicants will undergo a background investigation before they are given a final offer of employment.
- B. Police officer applicants will be investigated as specified in Directive. The background investigation for current or prior service law enforcement officers will also include a request from TCOLE of information regarding all of the applicant's prior law enforcement service, Form F5-R, and a submission of the applicant's fingerprints to the Texas Department of Public Safety.
- C. Department applicants will undergo a background investigation which includes at least the following information:
 1. Biographical data which should indicate the applicant's race/sex, age, DOB, place of birth, current residence, marital status, etc.
 2. Previous residences as indicated by the applicant on their application including notations if there are periods of time not accounted for.
 3. Work history regarding a thorough review of the applicant's employment history, including interviews with previous employers, verbal or written communication from the applicant regarding employment, dates of employment, eligibility for rehire, any abuse of sick leave, their reason for leaving, the name of the person spoken to, and documentation of what the reference said.
 4. Military record including whether the applicant has ever served in the military, branch, rank, dates of service, occupation, type of discharge, any disciplinary actions and any commendations.

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5. Educational history including any information obtained regarding the applicant's educational history (i.e., high school, college, vocational, etc.), the name of the college or high school they attended, whether or not they graduated, the number of hours completed if they are, or have been, a college student, any degree earned, and their major area of study.
6. Special qualifications and skills to be considered.
7. Arrests, detentions and litigations including the applicant's criminal history, NCIC/TCIC check, a local RMS check, and any involvement in civil suits. If there is evidence of criminal history, the investigator must obtain offense reports, arrest reports, supplemental reports, etc.
8. Traffic record including the applicant's driving record, current DL check, violations, dates, the agency who issued the citation/charge, and the disposition of the case.
9. Marital and family history and applicant's biographical summary.
10. Financial history including the applicant's credit history and a current credit report.
11. Associates/Friends including any information obtained from the applicant's personal references.

D. 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> 3.16	
<i>Subject</i> Reserve Officer Program			
<i>Distribution</i> All Personnel Mayor City Attorney		<i>Review Date</i>	<i>Pages</i> 1

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