

# HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL

<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 1.01	
<i>Subject</i> Organization			
<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 the creation and annual maintenance of a Department organizational chart.

## SECTION 2 POLICY

It is the policy of the Department to maintain and distribute to all personnel an organizational chart depicting the current structure and organizational components of the Department.

## SECTION 3 PROCEDURES

The following organizational chart depicts the structure and organizational components of the Department.

Chief of Police  
|  
Sergeant  
|  
Patrol Officer - SRO

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<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 1.02	
<i>Subject</i> Budget			
<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 guide the development, submission, and management of the Department budget.

## SECTION 2 POLICY

It is the policy of the Department that the Chief of Police is responsible for the development of an annual budget. An annual budget will be prepared and managed in accordance with the provisions set forth in this policy.

## SECTION 3 PROCEDURES

- A. The Chief of Police has authority and responsibility for fiscal management of the department.
- B. The Department Administration will be responsible for preparing the annual budget.
- C. All City Ordinances, State Laws, City accounting procedures, and City Purchasing Manual requirements in reference to purchasing, auditing, and fund transfers will be followed.

### 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> 1.03	
<i>Subject</i> Agency Directives					
<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 establish guidelines for the periodic review of all department directives to insure that all directives are in accordance with applicable Texas law.

## SECTION 2 POLICY

It is the policy of the Department that all directives, procedures, policies, and practices will be reviewed annually to insure compliance with all Texas laws. All directives and updates will be made available to all personnel and will be reviewed by all personnel upon issuance or upon any amendment(s).

## SECTION 3 PROCEDURES

- A. The Department's Command Staff, assisted by other Department staff as selected by the Chief of Police, is responsible for the creation, maintenance, distribution, and review of all Department directives. Those directives are to include all policies except those which are strictly procedural in nature.
- B. All personnel are to receive training on all Department Directives. The employee's immediate supervisor is responsible for ensuring that this training is accomplished. The employee must sign a receipt which acknowledges that the employee has received the policy and understand the policy's content. The receipts will be maintained in the employees personnel file.
- C. Upon employment with the Department, each employee will be instructed on obtaining access to Department Policies. Employees are responsible for maintaining access to the Department policies and reviewing all amendments as directed.
- D. Department Command Staff shall ensure each employee has acknowledged receipt and understanding of all amendments.

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E. Employees shall thoroughly familiarize themselves with the rules and procedures of the Department and any orders issued which are applicable to them. Upon return from an absence of any duration, employees shall ascertain if any changes have taken place and shall familiarize themselves with said changes.

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.

# HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL

<i>Effective Date</i> January 1, 2021	<i>Amended Date</i>	<i>Directive</i> 1.04	
<i>Subject</i> Agency Jurisdiction			
<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 state the authority by which the Hooks, Texas Police Department exists and define the department's jurisdictional boundaries.

## SECTION 2 POLICY

- A. The City of Hooks, Texas exists as authorized by the Constitution and Laws of the State of Texas.
- B. By the authority vested in the City of Hooks, Texas, the Peace Officers employed by the Hooks, Texas Police Department are granted their authority by the Texas Code of Criminal Procedure, Article 2.12 Who are Peace Officers, which states, "marshals or police officers of an incorporated city, town, or village, and those reserve municipal police officers who hold a permanent peace officer license issued under Chapter 1701 of the Texas Occupations Code".
- C. The jurisdictional boundaries of the Hooks, Texas Police Department correspond to the boundary limits set by the City of Hooks, Texas.
- D. It is the policy of the Department that we exist and function in accordance with the statutes cited in this directive, and we customarily serve within the jurisdictional boundaries set by the City of Hooks, Texas.

### 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> 1.05	
<i>Subject</i> Peace Officer Authority			
<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 state the authority by which officers of the Hooks, Texas Police Department are authorized to act as Peace Officers.

## SECTION 2 POLICY

A. The City of Hooks, Texas exists as authorized by the Constitution and Laws of the State of Texas, including specifically those powers made available to the cities of less than 5,000 inhabitants, General Law Type A Rule Amendment to the Constitution of Texas, Article XI, Section 4.

B. By the authority vested in the City of Hooks, Texas the Peace Officers employed by the Hooks, Texas Police Department are granted their authority by the Texas Code of Criminal Procedure, Article 2.12 Who are Peace Officers, which states, "marshals or police officers of an incorporated city, town, or village, and those reserve municipal police officers who hold a permanent peace officer license issued under Chapter 1701 of the Texas Occupations Code".

C. It is the policy of the Department that Hooks, Texas Police Officers act as Peace Officers by the authority granted by the statutes cited in this directive.

## 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> 1.06	
<i>Subject</i> Peace Officer Identification Cards			
<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 issuance and carrying of Hooks, Texas Police Department police officer identification cards.

## SECTION 2 POLICY

It is the policy of the department that all Hooks, Texas Police Department Peace Officers will be issued a Peace Officer identification card which complies with the Texas Government Code 614.122.

## SECTION 3 PROCEDURES

- A. All Peace Officer identification cards will be issued by the Chief of Police.
- B. All sworn personnel are required to obtain a new card with updated information upon a change in name or rank.
- C. All sworn personnel are required to carry their identification card with them at all times either on duty or off-duty.
- D. All personnel are required to surrender their Peace Officer identification card upon resignation, retirement, termination, or administrative leave.

### 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> 1.07	
<i>Subject</i> Honorable Retired Peace Officer Identification Cards					
<i>Distribution</i> All Personnel Mayor City Attorney				<i>Review Date</i> January 1, 2022	
				<i>Pages</i> 6	

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## SECTION 1 PURPOSE

The purpose of this policy is to afford to honorably retired peace officers the appropriate credentials and assist them in complying with the statutes regarding the concealed carry of a weapon. It is the intent of this directive to meet the requirements of Federal statutes which authorize properly credentialed retirees who demonstrate weapons proficiency as specified herein, to carry a firearm in any state.

## SECTION 2 POLICY

Consistent with State and Federal statutes and regulations, it shall be the normal practice of the Department to provide a requesting department retiree with credentials, which may include a weapons proficiency endorsement. The Department retains all discretionary rights afforded under controlling statutes and regulations.

## SECTION 3 PROCEDURES

### A. General Provisions

1. Texas statutes and regulations grant Police Chiefs the authority to issue credentials that allow an honorably retired peace officer the authority to carry a handgun. The controlling statutes and regulations require the retiree to possess a department issued photographic identification card indicating their retired status and a current valid weapons proficiency certification.
2. The authority to carry a firearm under the provisions of this directive, and the statutes and regulations informing this directive, are not the same as those governing a retiree Concealed Handgun License (CHL). The "no waiting" purchasing privileges only apply to those officers and retirees who possess a Texas CHL.
3. For the purposes of this directive, the term "police officer" has the same meaning as the term referenced in statute and regulations as "peace officer" and refers only to a Hooks, Texas Police Officer.
4. For the purposes of this directive, a valid firearms proficiency certificate shall be the proficiency endorsement noted on the retiree's identification card.
5. A retiree is considered properly credentialed and authorized to carry a firearm if they possess a Hooks, Texas Police Department retiree's identification card indicating a current and valid firearms proficiency endorsement.



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6. The Police Chief reserves the authority to deny or revoke a weapons proficiency certificate at any time, with or without cause.

7. The issuance of an identification card and/or weapons proficiency certificate in accordance with the provisions of this directive does not confer upon a retiree commissioned peace officer status with the Department nor does it grant any rights, duties or privileges of a peace officer under the laws of this State.

## B. Eligibility

1. All honorably retired full-time Hooks, Texas Police Officers are eligible to submit a request for authorizing credentials, subject to the following limitations and provisions. The officer must have retired after not less than 25 years of total service as a commissioned officer as reflected in their TCOLE records, and did not for any period during their term of service as a commissioned officer have their license revoked or suspended, and is entitled to benefits under the City's retirement plan, and has no psychological or physical disability that would interfere with their proper handling of a handgun, and is not legally prohibited from possessing a firearm by virtue of a felony conviction, a conviction for a family violence offense, or a court order forbidding possession of a firearm.

2. Those honorably retired Hooks, Texas Police Officers meeting the requirements specified above may request credentials by submitting an original sworn affidavit to the Police Chief as described under Section D: "Retiree Weapons Proficiency."

## C. Retiree Weapons Proficiency

1. The Hooks, Texas Police Department will provide a weapons proficiency endorsement to honorably retired Hooks, Texas Police Officers only, without regard to residency status, in accordance with the provisions of this directive.

2. Any retiree desiring the Department provide weapons proficiency certification credentials, must submit an original sworn affidavit to the Police Chief which states, at least, that they are honorably retired as defined under this directive and specifically state the character of that retirement, and during the time they held commissioned status their peace officer's license was never revoked nor suspended, and they are entitled to benefits under the City's retirement plan, and they have no psychological or physical disability that would interfere with their ability to handle a handgun, and they are not legally prohibited from possessing a firearm by virtue of a felony conviction, a conviction for a family violence offense, or a court order forbidding possession of a firearm.

3. Once the affidavit has been completed and signed by the retiree and approval is granted by the Police Chief, the retiree will be directed to the Hooks, Texas Police Department Training Coordinator. The Coordinator will schedule the retiree a time to demonstrate their weapons proficiency before a designated Hooks, Texas Police Department firearms instructor.

4. Retirees must provide their own ammunition. They must provide at least 50 rounds of factory first run ammunition. No reloaded ammunition will be allowed. All ammunition must be on the Department's approved ammunition list or it will not be allowed. A firearms instructor has the authority to inspect and deny the use of ammunition.

5. A retiree-supplied handgun must be in safe and working condition. No handgun may have any internal modification that compromises the safety of the weapon. Handguns are subject to inspection by the department's instructors prior to training and at any time during the training course. If the instructor finds that a weapon is unsafe the instructor will not allow the retiree to use the weapon to demonstrate proficiency. The instructor may require any handgun deemed unsafe be secured or removed from Department

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premises. The inspection conducted by the instructor will be documented and placed in the retired officer's firearms proficiency log.

6. The retiree shall demonstrate their weapons proficiency following courses designed and provided by the Hooks, Texas Police Department Training Coordinator, with the approval of the Police Chief. The course must have: a. a classroom component of sufficient length to brief the retiree on statutory changes and legal updates as well as safety issues; and b. a course of fire in which the retiree demonstrates proficiency with an instructor approved handgun.

7. The course of fire must meet the standards specified in TCOLE rules.

8. The retiree will be required to demonstrate their proficiency under the supervision of a Hooks, Texas Police Department firearms instructor with an approved handgun on the normal Department approved firearms qualification course. The retiree must demonstrate proficiency with a minimum score of at least 80%.

9. Any retiree failing the course of fire will be given supervised training with a department firearms instructor and another opportunity to demonstrate firearms proficiency. If the retiree is unable to successfully demonstrate their proficiency, the retiree will be given a recommendation to practice and seek professional instruction from a private firearms instructor. The retired officer will then be rescheduled for a third attempt. If the retiree is unable to demonstrate proficiency at this point, the firearms instructor will notify the Police Chief in writing and recommend that a proficiency endorsement not be issued.

10. A Department firearms instructor qualifying a retiree under the provisions of this directive shall note the following in the retiree weapons proficiency log kept in the office of the Chief of Police. At a minimum the log shall: a. identify the retiree by name and driver's license number; b. specify weapon type and model used to demonstrate proficiency; c. describe the course of fire and the passing score; d. give the retiree's score on the course of fire; e. identify the date proficiency was demonstrated; and f. be signed by the firearms instructor before whom proficiency was demonstrated.

11. A weapons proficiency endorsement issued to a retiree under this directive expires one year from the date proficiency was demonstrated.

## D. Retiree Identification Cards

1. The Department shall provide to honorably retired officers a photographic identification card, which shall contain the following, at a minimum: the name of the retiree and rank at retirement, a photograph of the retiree, the retiree's date of birth, the date of retirement, and the signature of the Chief of Police. If the retiree has elected to participate in the firearms qualification as described above and the retiree has met the department's standards for weapons proficiency then the card will also include a weapons proficiency endorsement to include the type of weapon (revolver or automatic or both) and the date of expiration of the endorsement. A retiree who is currently employed by another law enforcement agency as a paid or unpaid employee in this state or any other state is not eligible to obtain the weapons endorsement from this department.

2. It is not a requirement that the retiree pursue weapons proficiency in order to be issued an identification card under this section.

E. The departments Command Staff shall be responsible for ensuring compliance with this Directive and the dissemination of the identification cards.

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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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STATE OF TEXAS

COUNTY OF BOWIE

AFFIDAVIT OF ELIGIBILITY FOR DESIGNATION

AS AN HONORABLY RETIRED PEACE OFFICER

BEFORE ME, the undersigned authority, on this day personally appeared

\_\_\_\_\_, who after being duly sworn on his oath

deposes and says:

1. Upon the effective date of my retirement from the Hooks, Texas Police Department, I will have retired in good standing other than for reasons of mental instability; I have no psychological or physical disability that would interfere with the proper handling of a handgun.
2. Before such retirement I was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of a violation of law and had statutory powers of arrest.
3. Before such retirement, I was regularly employed as a commissioned law enforcement officer for an aggregate time of 20 years or more.
4. I have a non-forfeitable right to benefits under the Texas Municipal or Texas County Retirement System.
5. I am not prohibited by Federal Law from receiving a firearm.
6. My license as a commissioned officer has never been revoked or suspended for any period during the term of my service as a commissioned officer.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

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## RELEASE OF LIABILITY AND WAIVER OF CLAIMS

THE STATE OF TEXAS

COUNTY OF BOWIE

I, \_\_\_\_\_, the undersigned, a private person, have requested that the Hooks Police Department permit me to participate in a firearms qualification course on \_\_\_\_\_, 20\_\_\_\_ for the purpose of my being issued a Firearms Proficiency Certificate. I understand that the Hooks Police Department and the City of Hooks, Texas, are not required to allow me to participate. I further recognize that participating in such firearms qualification course at the Hooks Police Department Firearms Range involves certain inherent dangers and risks to persons and property, and do hereby agree to assume the risks and dangers attendant to such activity, including but not limited to property damage and/or personal injury.

I do hereby waive all claims, release, defend, indemnify and hold harmless the City of Hooks and all of its officials, officers, agents, employees, in both their public and private capacities, from any and all liabilities, claims, suits, demands, expenses of litigation or causes of action which may arise by reason of injury to persons or loss of, damage or loss of use of any property occasioned by error, omission, or negligent act of myself or any other persons with regard to this agreement. This waiver applies to my heirs and assigns.

It is further agreed that this Release of Liability and Waiver of Claims will not constitute a waiver by the City of Hooks of the defense of governmental immunity, where applicable, or any other defense recognized by the courts of the State of Texas or the United States.

I, the undersigned, have read this Release of Liability and Waiver of Claims and understand its terms. I execute it voluntarily and with full knowledge of its significance.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

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<i>Effective Date</i> January 1, 2020	<i>Amended Date</i>	<i>Directive</i> 1.08	
<i>Subject</i> Authority of the Agency Director			
<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 state the authority granted to the Chief of Police to act as the Agency Director.

## SECTION 2    POLICY

A. It is the policy of the Department that we recognize the authority of the Chief of Police to serve as the Agency Director as provided for by the following provisions and statutes.

B. The City of Hooks, Texas exists as authorized by the Constitution and Laws of the State of Texas, including specifically those powers made available to the cities of less than 5,000 inhabitants, General Law Type A Amendment to the Constitution of Texas, Article XI, Section 4.

## 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>1.09</b>	
<i>Subject</i> <b>Duty to Obey Lawful Orders</b>			
<i>Distribution</i> <b>All Personnel Mayor City Attorney</b>		<i>Review Date</i> <b>January 1, 2022</b>	<i>Pages</i> <b>3</b>

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## SECTION 1 PURPOSE

The purpose of this policy is to require all personnel to obey lawful orders and inform personnel of the proper procedure when they receive conflicting orders or unlawful orders.

## SECTION 2 POLICY

It is the policy of the Department that all personnel shall comply with and carry out as soon as possible all lawful orders from a person of a higher rank. It is also the policy of the Department that no employee is required to carry out any unlawful order.

## SECTION 3 PROCEDURES

A. Officers directed by a supervisor or commanding officer to act in capacities above their usual rank shall, for the time period assigned, possess the authority of that rank.

B. When a question arises regarding who shall be in command of a given situation, seniority shall be determined by rank. If all officers in question are of equal rank, seniority shall be established by date of appointment with continuous service. In the event that the officers share the same date of appointment and continuous service time, a higher ranking supervisor shall make the determination of command.

C. The chain of command from the Chief of Police down through the ranks, and the line of authority from the patrolmen up through the ranks to the Chief of Police, shall be preserved in order to maintain the sound principles of administration. Ranks shall not be bypassed except when emergency or unusual situations demand it.

D. Officers assigned to investigative duties bear responsibility for the cases assigned to them. No officer shall directly interfere in the investigation of an assigned case, except in an emergency situation. They shall communicate the reason for said interference as soon as possible with the investigator's supervisor.

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E. Authority delegated to ranking officers is not confined to their respective command but shall include supervision over all employees as may be necessary for efficient administration. This authority shall be exercised with the utmost discretion, avoiding the issuance of direct orders to employees not assigned to the ranking officer's control except when necessary, as in periods of emergency or a serious breach of discipline. In that event, the order should be communicated by the one issuing the order to the supervisor of the officer so ordered.

F. For the purpose of this Manual, orders are defined as instructions or directives, either written or oral, issued by a supervisor to a subordinate or group of subordinates in the course of police duty. Orders shall be clear and understandable in language, civil in tone and issued in the pursuit of Department business. Employees shall strictly obey and properly execute any lawful order emanating from their supervisor. Orders given by an employee of equal or lesser rank or class shall be obeyed when said employee is merely relaying the orders of a supervisor. Employees in doubt as to the nature of an order may seek clarification from their supervisors through the chain of command.

G. Employees shall not speak critically or derogatorily to other employees, or to any person outside the Department, regarding orders or instructions issued by a supervisor. If there is justification to believe that such orders or instructions are inconsistent or unjust, it is the right of any employee receiving said order to respectfully call it to the attention of the supervisor issuing the order.

H. Upon receipt of an order which conflicts with a previous order or instruction, the employee affected shall so advise the supervisor issuing the second order. Responsibility for countermanding the original order shall rest with the supervisor issuing the second order. Orders shall be countermanded, or conflicting orders issued, only when necessary for the good of the Department.

I. Supervisors shall not knowingly issue any order which is in violation of, or tends to nullify, any Federal, State or local law or ordinance. Employees are not required to obey any unlawful order, as obedience to an unlawful order is not a defense for any unlawful action. Employees shall immediately report the receipt of any unlawful order to the next supervisor in the chain of command.

J. Supervisors shall not knowingly issue an order which is in violation of, or tends to nullify, any Department rule or regulation, general or special order, or a command issued by the Chief of Police or a designee.

K. Written/oral orders posted or communicated over the signature or name of the Chief of Police shall have the same weight as a general order.

L. Orders issued by a supervisor to the employees shall be considered a rule or regulation. A copy of such written order shall be forwarded to the Office of the Chief of Police.

M. Violations of general orders shall include orders, special orders, policies and procedures, and shall be considered violations of Department rules and regulations and shall be treated in the same fashion for disciplinary purposes.

N. Deliberate refusal or displaying indifference to obey a lawful order given by a supervisor shall be considered insubordination.



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O. Maliciously ridiculing a supervisor or his orders, whether in his presence or during his absence, shall be considered insubordination when such ridicule occurs in the workplace in the presence of other department employees. This policy is not intended to regulate the private discourse between two individuals, but the policy restricts communication in the workplace that according to a reasonable person tends to undermine the good order and discipline of the department.

## P. 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>1.10</b>	
<i>Subject</i> <b>Sworn Personnel License</b>			
<i>Distribution</i> <b>All Personnel Mayor City Attorney</b>		<i>Review Date</i> <b>January 1, 2022</b>	<i>Pages</i> <b>1</b>

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## SECTION 1 PURPOSE

The purpose of this policy is to require that all sworn personnel hold a Texas Peace Officer License issued by the Texas Commission on Law Enforcement Officers Standards and Education before performing any law enforcement duties.

## SECTION 2 POLICY

It is the policy of the Department that all sworn personnel will hold a Texas Peace Officer License issued by the Texas Commission on Law Enforcement Officers Standards and Education before performing any law enforcement duties.

## SECTION 3 PROCEDURES

A. Upon a new officer taking the Texas Peace Officer Licensing Exam and passing the exam, or when a previously certified officer is employed, the Department's training coordinator will verify that a Peace Officer License has been issued by TCOLE. This verification can be accomplished via fax from TCOLE, e-mail from TCOLE, or confirmation that the officer's name has been posted on the TCLEDDS web site indicating that the Peace Officer license has been issued.

### 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> January 1, 2021		<i>Amended Date</i>		<i>Directive</i> 1.11	
<i>Subject</i> Agency Owned Weapons and Equipment Inventory					
<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 require proper accountability and inventory of all Department weapons and equipment annually.

## SECTION 2 POLICY

It is the policy of the Department that all weapons and equipment, will be inventoried annually and said inventory will be presented to the Chief of Police.

## SECTION 3 PROCEDURES

- A. The Chief of Police has authority and responsibility for fiscal management and asset inventory for the department.
- B. All City Ordinances, State Laws, City accounting procedures, and City Purchasing Manual reference to purchasing, auditing, and fund transfers will be followed.
- C. Department weapons and equipment will be inventoried.
- D. Department command staff will prepare an inventory annually. The inventory will be verified, against purchases, disposals, and surplus. Each completed annual inventory will be submitted to the Chief of Police and filed and maintained by the Chief.
- E. The department's command staff shall be responsible for an inventory of the department's fleet. The fleet inventory will be updated annually and submitted to the Chief of Police to be maintained in the same manner as the department inventories.

# **HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL**

## **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.

# HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL

<i>Effective Date</i> <b>January 1, 2021</b>		<i>Amended Date</i>		<i>Directive</i> <b>1.12</b>	
<i>Subject</i> <b>Personally Owned Equipment</b>					
<i>Distribution</i> <b>All Personnel Mayor City Attorney</b>				<i>Review Date</i> <b>January 1, 2022</b>	
				<i>Pages</i> <b>1</b>	

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## SECTION 1 PURPOSE

The purpose of this policy is to require that all employees obtain written approval from the Chief of Police prior to carrying and/or using personally owned equipment while in the performance of their duties.

## SECTION 2 POLICY

It is the policy of the Department that employees may not carry or use personal weapons while in the performance of their duties without prior written approval from the Chief of Police. It is also the policy of the department that the department does not accept responsibility for loss or damage of any personal items used while in the performance of duties.

## SECTION 3 PROCEDURES

- A. Officers wishing to carry and/or use personally handguns, long guns, or any other type of weapon while in the performance of their duties must first obtain permission from the Chief of Police.
- B. Employees should address the memorandum to the Chief of Police stating the type of equipment they wish to carry/use and the purpose of the equipment.
- C. Requests to carry personally owned firearms must include the make, model, caliber, serial number, and a copy of the firearms qualification record.
- D. The department does not accept responsibility for loss or damage of personal items such as jewelry, clothing, sunglasses, or other personal items.

## 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.

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

<i>Effective Date</i> <b>January 1, 2021</b>	<i>Amended Date</i>	<i>Directive</i> <b>1.13</b>	
<i>Subject</i> <b>Agency Issued Property and Equipment</b>			
<i>Distribution</i> <b>All Personnel Mayor City Attorney</b>		<i>Review Date</i> <b>January 1, 2022</b>	<i>Pages</i> <b>3</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 issuance of Department equipment and require appropriate documentation of the same.

**SECTION 2 POLICY**

It is the policy of the Department that employees will sign for receipt of any Department equipment which is issued to them. It is also the policy of the Department that whenever an employee ceases their employment with the agency, employees will return all Department equipment for which they have signed.

**SECTION 3 PROCEDURES**

**A. ISSUANCE, ALTERATIONS, AND REPLACEMENT OF UNIFORMS**

1. The Chief of Police or designee shall be responsible for issuance of uniforms and equipment, as such issue is needed. All items issued will be documented and signed for by the employee.
2. Police personnel shall be fitted as nearly as possible out of uniforms available and in good serviceable condition before new uniforms will be ordered.
3. Items of clothing that are issued from available stock will be issued as near to size as possible. If alterations are needed at the time of issue, the officer issued such items shall obtain the approval of their supervisor before taking the items to an authorized vendor for alterations. The City will only assume responsibility for payment for alterations when proper authorization is obtained prior to the alterations.
4. Items of clothing that are listed as new from the uniform supplier and do not fit on receipt shall be brought to the attention of the Chief of Police or designee.

# HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL

5. Excessive loss or gain of weight that make alteration of the uniform items necessary shall be the responsibility of the individual officer and the City will not assume responsibility for payment for such alteration.

6. Employees requiring replacement uniform items will submit a memo through their chain of command. The memo should specify the items needing replacement and reason.

## B. DEPARTMENT ISSUED EQUIPMENT

The Department shall issue, at a minimum and at no cost to the employee, the following items to full-time, sworn personnel:

1. Two (2) short sleeve shirts
2. One (1) long sleeve shirt
3. Three trousers
4. Tie
5. Badge
6. Name tag
7. Rank insignia
8. Uniform Jacket
9. OC Spray
10. Hand-Held Radio
11. Department Policy Manual
12. Citation Book
13. Entry Key
14. Service Medals and Awards as Granted
15. Identification Card

# **HOOKS, TEXAS POLICE DEPARTMENT GENERAL ORDERS MANUAL**

## **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.