


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Departmental Specialized Police		
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APPROVED BY		ALEAP Standards	

I. Purpose and Scope

- A. The mission of the Texarkana Police Department requires focused attention in numerous areas of the Department in order to maintain operational readiness. To facilitate these ends, the Department has established specialized police positions uniquely focused to address operational needs in narrowly defined areas. This policy addresses the functions and requirements that surround these unique positions.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to establish, implement and govern specialized police positions within the Agency in order to address uniquely focused operational needs that serve to ensure operational continuity without interfering with Departmental manpower assigned to other operational requirements.

III. Medical and United States Marshal Prisoner Transport Officers

- A. The Texarkana Police Department relies upon Transport Officers to address the Agency's operational requirements surrounding the transport of medical and United States Marshal Prisoners. These Transport Officers are solely responsible for the safe and effective transport of persons undergoing committal to a mental facility by competent authority established by Arkansas State Law and inmates under the custody and control of the United States Marshal Service.
1. This is a part-time position within the Department and is not afforded any benefits as outlined within the City Personnel Policy. The Department compensates the position of Transport Officer via a contract, flat rate per-hour wage. The Department also reimburses the Transport Officers for their meals and other expenses as outlined in the City's travel policy contained within the City Personnel Manual.
- B. The Department provides these Transport Officers with a police radio, cellular phone and a transport vehicle which is equipped with a protective screen that serves to ensure the safety and security of the Transport Officers as well as the prisoner.
- C. The chain-of-command for the Transport Officers extends through the Services Division Commander. When the operational needs of the Agency indicate the need for deployment of a Transport Officer(s), a supervisor within the Services Division will notify the respective Transport Officer(s) of the specific duty requirement as well as any logistical information necessary to complete the assignment.

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- D. Specialized Transport Officer operational guidelines:
1. During periods of prisoner transport, the transport shall be conducted by two (2) Transport Officers working in tandem to ensure the safe and effective transport of all prisoners. There shall be no exceptions to this policy requirement;
 2. During periods of prisoner transport, the Transport Officers shall ensure handcuffs, leg irons and belly chains are properly affixed upon the prisoner(s). There shall be no exceptions to this policy requirement;
 3. In the event a second Transport Officer is unavailable, a Police Officer shall be assigned to assist the remaining Transport Officer with the safe and effective transport of prisoners;
 4. The Transport Officer will ensure the on-duty supervisor receives a Department Daily Work Record that documents the hours in which they worked.
- E. The Services Division Commander maintains a detailed job description for this position. The Department reserves the position of Transport Officer for either retired police officers and/or off-duty correctional officers.

IV. Specialized Airport Police Officers

- A. To facilitate operational mandates promulgated by Federal Aviation Administration, the Texarkana Police Department provides police protection to passenger screening areas contained within the Texarkana Arkansas Regional Airport. To maintain the Department’s operational readiness, the Agency has established the position of Airport Police Officer responsible for the security and safety of airline passengers, staff and airport facilities.
- B. The Airport Police Officers operate under the command of the Services Division Commander, and they have been designated as Specialized Police Officers. While on-duty, the Airport Police Officers are responsible to the Services Division Shift supervisor, and they derive all of their necessary assistance from the Services Division when such assistance is required. The Services Division Commander will maintain administrative oversight and control over the Airport Police Officers through the chain-of-command that extends through the Services Division Commander during routine, day-to-day operations.
- C. Airport Police Officers are commissioned as Specialized Police Officers who are required to meet all applicable standards as set forth by the Commission on Law Enforcement Standards and Training (CLEST).
- D. Airport Police Officers operate from a Departmental Police Substation located in the main terminal area of the airport. The substation is equipped with both radio and mobile data communications equipment. A marked police unit is assigned for use by the Airport Police Officers to facilitate their patrol of airport property.
- E. When an Airport Police Officer arrives for duty, he/she will notify the on-duty supervisor and communications personnel by radio call number and identify themselves individually by name. The Airport Police Officer shall make the same notification when they end their respective tour of duty at the airport.
 1. When on-duty, all Airport Police Officers will utilize the call number 249 for all communications purposes.

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- F. The Airport Police Officer placed in-charge, or his designee, shall prepare a monthly schedule and forward such schedule to the Services Division Commander. The Airport Police Officer schedule will be maintained in the Patrol Room.

- G. Airport Police Officers are required to participate in Departmentally sanctioned training—to include firearms training—or other applicable events deemed necessary for the successful completion of their required duties.

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