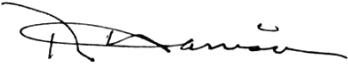


# TEXARKANA POLICE DEPARTMENT

## GENERAL ORDERS MANUAL

<b>SUBJECT</b>	<b>Civil Actions Involving Department Employees</b>		
<b>NUMBER</b>	<b>1101.10</b>	<b>EFFECTIVE DATE</b>	<b>July 1, 2010</b>
<b>Scheduled Review Date</b>	<b>June 19, 2021</b>	<b>ISSUE DATE</b>	<b>July 1, 2010</b>
<b>Date Reviewed</b>	<b>June 19, 2019</b>	<b>REVISION DATE</b>	
<b>APPROVED BY</b>		<b>ALEAP Standards</b>	

### I. Purpose and Scope

- A. The purpose of this policy is to establish procedural guidelines governing responses and all activity related to civil actions that involve all members of the Texarkana Police Department.

### II. Policy

- A. It shall be the policy of the Texarkana Police Department to establish procedural guidelines and mandates that serve to govern responses and related actions to civil actions involving all members of the Agency. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

### III. Procedure

#### A. Civil Actions Against Members of the Department

1. Any member of the Texarkana Police Department who is served with a notice that indicates the employee is being sued as a result of actions performed in the line of duty shall immediately provide written notification to the Chief of Police through the appropriate Division Commander byway of the employee's established chain-of-command. Such written documentation shall include all of the facts of the incident and specific details relating to the lawsuit itself.

#### B. Compensation for Injury

1. Any member of the Texarkana Police Department who has received regular sick leave compensation for an illness or an injury sustained while in an off-duty capacity shall provide written notification to the Chief of Police through the appropriate Division Commander byway of the employee's established chain-of-command anytime the employee initiates any action to seek, solicit, sue or accept any compensation for damages resulting from such illness or injury.
  - (a) This written notice shall be submitted to the Chief of Police through the appropriate Division Commander byway of the employee's established chain-of-command no later than five (5) business days following the initiation of such action. This notification shall include all of the facts of the claim as well as the name of the respondent.

Page 1 of 1 <b>Number 1101.10</b>	Effective Date: July 1, 2010
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