


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Standards of Conduct		
NUMBER	1104.09	EFFECTIVE DATE	December 08, 2010
Scheduled Review Date	April 01, 2016	ISSUE DATE	December 08, 2010
Date Reviewed	March 18, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

- A. In order to facilitate the orderly operation of the Texarkana Police Department, the Department has established a series of operation rules entitled *Standards of Conduct*. These rules define a set of guiding principles and parameters that serve to promote and protect the professionalism and excellence of the Department and its employees.

II. Policy

- A. It is the policy of the Texarkana Police Department that all commissioned and non-commissioned employees of the department adhere, follow and operate within the guidelines and parameters established by the *Standards of Conduct*.

III. Standards of Conduct

- A. The following is a summary of actions subject to discipline as defined with the Department's prescribed disciplinary process. Any officer or civilian of the Department who shall be guilty of one or more of the following Standards of Conduct shall be subject to disciplinary action as hereinafter provided. This list is not inclusive of all possible violations contained within the Texarkana Police Department General Orders Manual:
1. Violations of Federal or State law, county or municipal ordinances;
 2. Willful mistreatment of a person;
 3. Unlawful, careless, or negligent use of any weapon;
 4. Making a false official report, or entering or causing to be entered any information within any report they know to be false, inaccurate or improper;
 5. Disorderly conduct;
 6. Intoxication on or off duty;
 7. Immoral conduct;
 8. Use of habit-forming drugs or narcotics, except by physician's direction;

Page 1 of 4	Effective Date: December 08, 2010
Subject: Standards of Conduct	Number: 1104.09

9. Conduct unbecoming an officer or civilian of the Department;
10. Neglect of duty;
11. Sleeping, lounging or loitering without purpose while on duty;
12. Inattention to duty;
13. Incapacity or inefficiency in the performance of duty;
14. Neglect or disobedience of orders;
15. Insubordination or disrespect to a superior officer;
16. Using coarse, profane, or insolent language;
17. Failure to maintain an impartial attitude toward persons coming to the attention of the police;
18. Failure to identify yourself by giving name and rank when requested;
19. Receiving, soliciting, or attempting to solicit a bribe of money, gift, present, reward, or anything of value for police services rendered, for failure to perform a police service or from a person under arrest or from someone in his behalf;
20. Associating or conducting business with individuals of unsavory reputation, criminal records, or organized crime syndicate affiliation;
21. Frequenting or patronizing establishments of unsavory reputation, or ownership or operation by persons with criminal records, connections, or organized crime syndicate affiliation;
22. Failure to be properly attired or equipped;
23. Failure to maintain a neat and clean appearance of self and clothing;
24. Absence from duty without leave or appropriate permission;
25. Leaving post without permission or without being properly relieved;
26. Neglect to pay just indebtedness within a reasonable time after it was incurred;
27. Publicly criticizing official actions of a superior;
28. Unauthorized dissemination or release of any information concerning essential police matters to the press, public, or others;
29. Soliciting business, clients, or customers for any business establishment or any business or professional person;
30. Willfully destroying property of the Department;
31. Unauthorized use of property of the Department, including Department stationary;
32. Mistreatment of a member of the Department;

Page 2 of 4	Effective Date: December 08, 2010
Subject: Standards of Conduct	Number: 1104.09

33. Failure to obey a lawful order;
34. Violation of direct order of a commanding officer, superior, or the Chief of Police;
35. Violation of Department Rules and Regulations;
36. Violation of Department General or Special Orders;
37. Failure to notify a superior officer that an officer or civilian is guilty of violating a rule, regulation, or order of the Department;
38. Any act which brings, or tends to bring, the individual or the Department into disrepute; and
39. Any other act or omission contrary to good order and discipline of the Department.

B. Bringing discredit upon the Department or the individual employee

1. Those rules or acts not specifically set out herein which may bring discredit upon the individual or the Department, or those rules/acts which conflict with the policies and good order of Department discipline—when committed by an employee of the Department—shall be recognized and addressed. When considering such infractions, all disciplinary action levied against the employee shall be commensurate with the seriousness of the offense and brought forth in the same manner and degree as if the infraction had been specifically set out herein.
2. Because loyalty to the Department and to its employees and associates is an important factor in Departmental morale and efficiency, employees of the Agency shall maintain a loyalty to the Department, its employees and associates in a manner consistent with the law and one's personal ethics.

C. Intoxicants

1. Employees of the Department shall not consume intoxicants while off-duty to the degree that evidence of such consumption is apparent when reporting for duty or in any manner impairs the employee's ability to perform his/her duties.
2. The odor of alcohol on the employee's breath at roll call or during any period in which the officer or civilian is on-duty is strictly prohibited. An employee with the odor of alcohol on his/her person—although not intoxicated—shall immediately require removal from duty and places the employee in position for subsequent disciplinary action.
3. Intoxication is not a defense to charges of violating any Department rule or regulation. Because officers are subject to being called in for duty with no notice for emergency situations, the excessive use of alcohol while off-duty will not be tolerated. Drinking alcohol in public while in uniform is strictly prohibited.

D. Intoxicants while on-duty

1. Employees of the Department shall not consume intoxicants while on-duty unless necessary in the performance of a police duty, and then only under specific direction or permission of their Division Commander.

Page 3 of 4	Effective Date: December 08, 2010
Subject: Standards of Conduct	Number: 1104.09

E. Consumption of intoxicants while on Department property

1. Intoxicating beverages shall not be consumed by an employee of the Agency while on the premises occupied by any division or section of the Department. Employees of the Department shall not bring or keep any intoxicating liquor on Departmental premises except when necessary during the performance of a police task. Intoxicating beverages brought onto Departmental premises for the furtherance of a police task shall be properly identified, inventoried and stored according to current policy.

F. Prohibited activity while on duty

1. Employees of the Department are forbidden from engaging in the following activities while on-duty:
 - (a) Sleeping, loafing, loitering or engaging in idle behavior;
 - (b) Recreational reading;
 - (c) Excessive use of personal computers, cellular phones and or other portable communication devices; and
 - (d) Any sexual conduct.

G. Financial matters

1. Employees of the Agency shall promptly pay all just debts and legal liabilities incurred by them. Neglect to pay a just indebtedness within a reasonable and legal time after the debt was incurred while an employee of the Department shall constitute cause for disciplinary action. Officers and civilians shall not incur debts beyond their reasonable means to repay such debts.

Page 4 of 4	Effective Date: December 08, 2010
Subject: Standards of Conduct	Number: 1104.09