



TYLER POLICE DEPARTMENT

GENERAL ORDER: 01.300

	DEPARTMENT MANUALS	
	EFFECTIVE DATE: 08-15-1990	
	REVISED DATE: 08-22-2016	
CALEA STANDARDS: 12.2.1; 12.2.2		

01.301 PURPOSE – [CALEA Standard: 12.2.1]

- A. Department orders and publications are issued for the guidance of all Tyler Police Department Personnel. Employees shall adhere to the policies and procedures as outlined within these orders.

Department manuals are established as follows:

1. City Administrative Orders Manual
 2. [General Orders](#)
 3. [TPD Property Manual](#)
 4. [PSR Guidelines Manual](#)
- B. If conflicts occur between manuals, the City Administrative Orders will take precedence over all Departmental manuals. The precedence for the remaining manuals will be:
1. [General Orders](#)
 2. [TPD Property Manual](#)
 3. [PSR Guidelines Manual](#)
- C. If conflicts between manuals are observed, the conflict will be forwarded in writing to the Accreditation Manager for clarification and correction.

01.302 DIRECTIVE FORMAT – [CALEA Standard: 12.2.1]

- A. General, operations, and special orders of the Tyler Police shall be in a format consistent with this general order. When an order is developed or revised and approved through the chain of command, the order will be presented to the Chief of Police in the accepted format for final approval.
- B. General Orders, Operational Orders, and Special Orders may contain statements of policy that present a broad statement of agency principles. Statements of policy may be characterized by such words as “*may*” or “*should*”. They may also contain rules and regulations that are a specific set of guidelines to which all employees must adhere.

Rules and regulations are often characterized by the word “*shall*”.

- C. All orders will have the standard heading that identifies the order as a Tyler Police Department order. The type of order (general, operations, and special), the title of the order, effective date (when the order became effective), and revised date, where applicable, will be noted in the heading portion of the directive. Proposed changes to the orders are to be forwarded through the chain of command to the Accreditation Manager for indexing and assignment of order reference number. The directive will be indexed numerically and by subject matter by the Accreditation Manager and submitted to the Chief of Police.
- D. The first section of each department order is to begin with a PURPOSE statement. The PURPOSE statement sets forth the main theme of the order and provides a brief summary of the reason for the order.
- E. After the PURPOSE statement, the remainder of the order is to be divided into subsections by the general topics that make up the order. Each of these subsections will be assigned a reference number that is in chronological order.

01.303 MANUAL CUSTODIANS – [CALEA Standard: 12.2.2]

- A. The Accreditation Manager will maintain custody of the Master Copy of all Department Manuals.
- B. All Divisions must have written directives for operational changes.
- C. Organizational policies will be stored on both the department’s shared network drive (“W”) and within [PowerDMS](#). All employees can access either location from the networked terminals found in the Downtown and Faulkner Park police stations or by using any of the in-car computer system. In the event that the computer system is out of service paper copies of the General Orders will be situated in various parts of the Department, include the Patrol Armory, the Dispatch Supervisor’s Office, and each Division Commander’s designated location.
 - 1. All new and revised policies will be distributed to employees via PowerDMS. Each time a new or revised policy becomes effective employees will be notified to log-in to PowerDMS to review and sign-off on the policy. A copy of that policy will also be placed on the shared network drive (“W”) and paper copies printed for the locations noted above.
 - 2. Additionally, each Supervisor will insure that the personnel within their Chain of Command are thoroughly informed of the changes made to any of the General Orders.

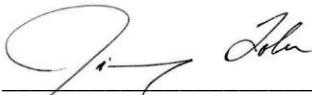
01.304 WRITTEN DIRECTIVES – [CALEA Standard: 12.2.1]

- A. Employees shall adhere to policies as set forth by the Department. In situations where procedures are not specifically outlined, employees will be expected to exercise proper judgment.
 - 1. The directives contained within the policies shall be observed until changed or altered at the direction of the Chief of Police. The Chief of Police shall be ultimately responsible for establishing the policies of the Police Department.
 - 2. Changes, alterations, or revisions in policy will be drafted and published by the Accreditation Manager subject to the approval of the Chief of Police. Division Commanders or designee are authorized to issue written orders dealing with day to day operations such as training, assignments or special events such as the

Rose Parade.

- B. Department directives may be purged, updated, or revised as necessary to facilitate the continued efficient and lawful operation of the Police Department
1. Suggested changes will be forwarded in writing to the Accreditation Manager.
 2. Proposed changes will be reviewed by the Command Staff who will have the responsibility for recommendations on approval/disapproval to the Chief of Police.
 3. The Accreditation Manager will be responsible for the publication and timely distribution of all policy changes. Directives shall be distributed to those components of the Department that are affected by directive.

Approved: 08-22-2016

A handwritten signature in cursive script, appearing to read "Jimmy Toler", written over a horizontal line.

Jimmy Toler
Chief of Police