

**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<b>Effective Date</b> August 12, 2015		<b>Amended Date</b>		<b>Directive</b> 1.09.1	
<b>Subject</b> Sworn Personnel Basic License					
<b>Reference</b>			<b>Approved</b>  Chief of Police		
<b>Distribution</b> All Personnel City Manager City Attorney		<b>TPCA Best Practices Reognition Program Reference</b>  1.09		<b>Review Date</b>  January 22, 2019	
				<b>Pages</b>  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 that all sworn personnel hold a Texas Basic Peace Officer License issued by the Texas Commission on Law Enforcement before performing any law enforcement duties.

**SECTION 2 POLICY**

It is the policy of the department that all sworn personnel will hold a Texas Basic Peace Officer License issued by the Texas Commission on Law Enforcement 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 Basic Peace Officer License has been issued by Texas Commission on Law Enforcement. This verification can be accomplished via fax from Texas Commission on Law Enforcement, e-mail from Texas Commission on Law Enforcement, or confirmation that the officer's name has been posted on the TCLEDDS website indicating that the Basic Peace Officer license has been issued.

**B. SCOPE OF RESPONSIBILITY**

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.