



TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY



STANDARD OPERATING PROCEDURE

SUBJECT Mandatory Reading Board		NO. OF PAGES: 1
REFERENCE: N/A	EFFECTIVE DATE: Jan. 1, 2009	REVIEW DATE: N/A
General Order 035	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

PURPOSE: To establish policy regarding use of the Mandatory Reading Board.

A. Responsibilities:

1. All personnel are responsible for a daily review of information posted on the mandatory reading board. Personnel who do not report to briefings will check the board at least once weekly.
2. Commanders and/or supervisors are responsible, at the time of posting, for notifying personnel who are off duty or who are on fixed post when information is initially posted and who will not return to duty prior to the effective date of the information.
3. Material or information placed on this board will include special events, mandatory assignments, court appearance notifications, and other pertinent information commanders or supervisors deem essential.
4. No material or information will be placed on or removed from this board without the approval of a commander or supervisor

APPROVED:

Roger Byars Date
Chief of Police

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008

