



# SOURCE INVESTIGATIONS

Enforcement Division  
Policy Number: LE 1.01.01

Effective Date: 2/1/08

## POLICY

The Texas Alcoholic Beverage Commission (TABC) will investigate alcohol-related incidents that result in serious injury, death, or felonious assault. Certified peace officers (CPOs) will attempt to discover the source of alcoholic beverages consumed by an individual, or individuals, involved in an incident and investigate whether the source of the alcohol violated the Texas Alcoholic Beverage Code.

## PROCEDURES

- a. **Obtaining Information from Other Agencies.** CPOs will collect reports from the Department of Public Safety (DPS) or other law enforcement agencies that have investigated an alcohol-related incident.
- b. **Deciding to Open a Source Investigation.**
  1. A sergeant or supervisor will assess each report using the *Source Investigation Checklist*. The sergeant or supervisor may use this form to help decide whether to proceed with a source investigation.
  2. If the sergeant or supervisor decides to open a source investigation, he or she will complete a *Complaint Information* form (complaint card) and will create an electronic complaint record according to *Investigations*, § 1.01.00 of this manual.
- c. **Investigating the Source of Alcoholic Beverages.**
  1. The sergeant or supervisor will assign a CPO, or group of CPOs, the duty of investigating the incident.
  2. The CPOs will use whatever time necessary to conduct a thorough and complete investigation of whether an administrative and/or criminal violation occurred prior to the incident.
- d. **Documenting the Investigation.**
  1. CPOs will create a detailed report that outlines their investigation, contains all statements, and identifies witnesses. CPOs should also include in their reports reasons for pursuing or choosing not to pursue an investigation and reasons for filing charges or deciding not to file charges.
  2. CPOs will file the following documents in the district office: the *Source Investigation Checklist*, case reports, and reports obtained from outside sources.
  3. Incidents that are not investigated or assigned will be filed separately from open or closed source investigations.

4. The TABC will maintain the *Source Investigation Checklist* for at least two years, regardless of whether the TABC conducts an investigation. Any related reports will only be saved if the TABC decides to conduct an investigation.

---

**FORMS**

*Source Investigation Checklist, Form 4-110*  
*Complaint Information, Form 4-64*

---