



# TASK FORCES & JOINT OPERATIONS

Enforcement Division  
Policy Number: LE 1.05.00

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## POLICY

The Texas Alcoholic Beverage Commission (TABC) will partner with other law enforcement agencies to pursue goals that further the mission of the TABC by participating in task forces or joint operations.

Task forces are formal agreements to address a specific problem and typically last over six months. A task force supervisor who may be a member of the TABC or a member of another law enforcement agency will supervise task forces.

CPOs may, at their discretion, participate in joint operations with other law enforcement agencies. Joint operations most often involve the provision of informal or short-term assistance.

## ROLES & RESPONSIBILITIES

**a. All Certified Peace Officers Shall:**

1. Perform duties as assigned by task force supervisors.
2. Make monthly reports to his or her lieutenant or other immediate supervisor regarding task forces.

**b. Captains or Their Designees Shall:**

1. Represent the TABC when communicating with other law enforcement agencies.
2. Notify Enforcement Headquarters upon the formation of a task force.

**c. Lieutenants Shall:**

1. Monitor monthly progress of task forces to ensure agency mission and goals are being supported.
2. Meet quarterly with task force supervisors.
3. Prepare a monthly report of general task force activity and submit it to captain.
4. Oversee joint operations.

## PROCEDURES: TASK FORCES

**a. Initiating the Task Force.**

1. CPOs will communicate any requests or needs for a task force up the chain of command to the captain.

2. The captain will give temporary approval of the task force if he or she determines that the agency has the ability to offer the necessary resources and that participation in the task force will further the goals and mission of the agency.

**b. Planning the Task Force.**

1. The captain or his or her designee will meet with the participating law enforcement agency or agencies to determine the structure of the task force, the specific resources necessary, and whether the TABC must complete any documents or sign any formal agreements.
2. The captain will ensure that he or she understands the purpose of the task force and the amount of time and resources that will be required of the TABC.
3. Prior to committing agency resources, or entering into any agreements, the captain will forward any proposed agreements to headquarters for approval by the chief of enforcement or his or her designee, the Legal Services Division, and the administrator or his or her designee.

**c. Executing and Supervising a Task Force.**

1. The captain or his or her designee will assign a task force supervisor and task force participants.
2. Task force participants will act under the immediate direction of the task force supervisor.
3. The captain or his or her designee will monitor task force operations to ensure that the operations continue to support the goals and mission of the TABC.

**d. Documenting a Task Force.**

1. CPOs will complete documentation required by any approved task force agreement and as required by supervisors.
2. CPOs will record task force operations in their *Daily Activity Report*. Security concerns may limit the amount of detail that CPOs may reveal in their *Daily Activity Report*.

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**PROCEDURES: FEDERAL TASK FORCES**

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**a. Identifying the Opportunity to Create a Federal Task Force.**

1. The Enforcement Division will consider participating in a federal task force when requested by a federal agency.
2. The Enforcement Division will communicate any opportunities to participate in a federal task force to the administrator or his or her designee.

**b. Setting Up a Federal Task Force.**

1. The administrator or his or her designee and a representative of Enforcement

Headquarters will meet with the participating federal agency or agencies in order to understand the structure of the federal task force, the specific resources necessary, and any required documentation or formal agreements.

2. If the participating agency or agencies require a memorandum of understanding (MOU), the MOU must be approved by the chief of enforcement or his or her designee, the Legal Services Division, and the administrator or his or her designee.
3. Federal task force participants will use agency resources as directed by the MOU.
4. Enforcement Headquarters will communicate any agreements regarding participation in a federal task force to the captains.
5. Captains will assign CPOs to the federal task force or will ask for volunteers. After the captain's approval, potential participants must then be approved by the federal agency or agencies, before participating in the task force.

**c. Executing and Supervising a Federal Task Force.**

1. Approved federal task force participants will act under the supervision of the participating federal agency or agencies.
2. Federal task force participants will give a general explanation of federal task force activities to their sergeant or supervisor for the purpose of describing their work load. Security issues may limit the amount of detail that CPOs may reveal to their sergeants or supervisors.

**d. Documenting a Federal Task Force.**

1. Federal task force participants will complete documentation as required by the participating federal agency or agencies.
2. Federal task force participants will enter a general description of task force activities into their *Daily Activity Reports*. Security issues may limit the amount of detail that CPOs may reveal in their *Daily Activity Report*.

## PROCEDURES: JOINT OPERATIONS

- a. CPOs will participate in joint operations as necessary.
- b. If a joint operation requires significant resources, CPOs must get sergeant or supervisor approval prior to participating. The amount of resources that constitutes "significant resources" will vary depending upon the office. Supervisors will determine what constitutes "significant resources" in their area and will communicate this to CPOs under their supervision.
- c. CPOs will report participation in joint operations in their *Daily Activity Reports*.

## FORMS

*Daily Activity Report*