

	<b>Houston Independent School District Police Department Directives</b>	<b>DIRECTIVE: 400-005</b>
	<b>SUBJECT: Administrative Reports</b>	<b>EFFECTIVE DATE: July 16, 2013</b>  <b>REVISED DATE: January 6, 2022</b>

## **PURPOSE**

The purpose of this directive is to describe policies relating to HISD Police department administrative forms. This directive applies to all Houston Independent School District Police Department Personnel.

## **REPORTS**

The purpose of administrative reports is to provide information to personnel within the department on a day-to-day operational basis and to report departmental activities outside the department, as necessary. The Business Operations Manager shall oversee the HISD Police Department's administrative reporting program. This shall include:

- a) A listing of all administrative reports,
- b) The position responsible for formulating the reports,
- c) The purpose of the reports,
- d) The frequency of the reports and;
- e) The distribution of the reports.

The Accreditation Manager shall be granted access to all necessary information to complete organizational reports and conduct research.

## **ANALYTICAL REPORTS**

All analytical reports required of the HISD Police Department will be a function of the Crime Analysis Unit. An analysis of all reports and appropriate documentation will be conducted for distribution as directed by the Chief of Police to the affected organizational units. Examples of such analytical reports are:

- a) An analysis of Racial profiling reports for each fiscal year.
- b) An analysis of all responses to resistance reports for each fiscal year,
- c) An annual analysis of employee grievances,
- d) An annual report to reflect an analysis of motor vehicle accidents as described in the CALEA standard.

Approved By

  
 Pedro Lopez Jr., Chief of Police