

	Houston Independent School District Police Department Directives	DIRECTIVE: 410-001
	SUBJECT: Duties and Responsibilities of Sworn Personnel	EFFECTIVE DATE: June 7, 2010 REVISED DATE: January 7, 2022

PURPOSE

This directive aims to prescribe the duties and responsibilities of sworn personnel of the Houston Independent School District Police. This directive applies to all classified personnel of the Houston Independent School District Police Department.

POSITION SUMMARY

Chief of Police: The Chief of Police of the Houston Independent School District Police Department is a commissioned peace officer responsible for the overall direction and control of the Houston Independent School District Police Department.

- a) The Chief of Police ensures the preservation of peace and order throughout the district by providing the goals for the police department. The Chief of Police is responsible for ensuring that federal laws, state laws, local laws, and HISD board policy are enforced by all assigned police department personnel.
- b) Responsible for the overall direction and control of the HISD Police Department.
- c) Develops and maintains maximum cooperation and assistance between the HISD Police Department and other law enforcement agencies.
- d) Consults with necessary personnel concerning local school problems and ensures resolution within the police department's area of responsibility.

Assistant Chief of Police: The Assistant Chief is a commissioned peace officer responsible for the day-to-day operation of a respective division or divisions of the Houston Independent School District Police Department.

- a) The Assistant Chief of Police preserves peace and order throughout the district by ensuring that the goals and aims of the Police Department, as set forth by the HISD School Board, the Superintendent of Schools, and the Chief of Police, are achieved.
- b) The Assistant Chief of Police is responsible for ensuring that all assigned police department personnel enforce federal laws, state laws, local laws, and HISD board policy.
- c) Evaluate the best research method and then exercise appropriate judgment in establishing priorities and resolving complex matters. Considers the relative cost and benefits of potential actions to choose the most appropriate one.

- d) Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

Captain of Police: The Captain in the Houston Independent School District Police Department is a commissioned peace officer assigned to operational level supervisory positions within the various divisions and services and may be assigned or reassigned as necessary.

- a) Responsible for the effective supervision and overall management and coordination of law enforcement activities in the department.
- b) Manages the department's operations by reviewing reports and operational plans and discussing issues with personnel.
- c) Performs administrative duties in law enforcement, planning, and operations to prepare reports and correspondence; monitors expenditures/overtime in assigned areas and oversees equipment needs.
- d) Attends meetings to discuss issues, policy review, etc. Provides updates to the appropriate Assistant Chief of Police regarding investigations, the status of projects, and personnel matters.
- e) Responsible for the day-to-day operation of the HISD Police Department.
- f) Develops and maintains maximum cooperation and assistance between the HISD Police Department and other law enforcement agencies.
- g) Consults with necessary personnel concerning local school problems and ensures resolution of those problems within the Police Department's area of responsibility; and
- h) Observe and be aware of conditions requiring police attention both on and around school grounds. Takes appropriate action during any emergency, unusual crime occurrence, or condition. Reports these situations to the police dispatcher and school officials, as required.
- i) Monitor supervisor's daily work performance.
- j) Complete employee performance evaluations.
- k) Provide support to supervisors assigned to their area of responsibility.
- l) Ensure that supervisors have the tools and equipment necessary to perform their normal operations for job effectiveness.
- m) Attend community meetings to address community concerns.

- n) Fully cooperates possible with school administrators while staying within the guidelines of HISD board policy, HISD police regulations, and the laws of the State of Texas and local municipalities.

Sergeant of Police: Police Sergeants in the Houston Independent School District Police Department are commissioned peace officers assigned to operational level supervisory positions within the various divisions and may be assigned or reassigned as necessary.

- a) Police sergeants are responsible for supervising officers assigned to their respective divisions. Each police sergeant enforces state and local laws and HISD board policy and is responsible for ensuring that assigned officers perform their duties in accordance with state and local laws and HISD board policy. Each police sergeant is responsible to the HISD Chief of Police through the chain of command of the HISD Police Department.
- b) Responsible for the effective supervision and overall management and coordination of law enforcement activities in the district.
- c) Manages the department's daily operations by reviewing reports and operational plans and discussing issues with personnel.
- d) Performs administrative duties in law enforcement, planning, and operations to prepare reports and correspondence; monitors expenditures/overtime in assigned areas and oversees equipment needs.
- e) Attends meetings to discuss issues, policy review, etc. Provides updates to the appropriate Captain regarding investigations, the status of projects, and personnel matters.
- f) Develops and maintains maximum cooperation and assistance between the HISD Police Department and other law enforcement agencies.
- g) Consults with necessary personnel concerning local school problems and ensures resolution within the Police Department's area of responsibility.
- h) Observe and be aware of conditions requiring police attention both on and around school grounds. Takes appropriate action during any emergency, unusual crime occurrence, or condition. Reports these situations to the police dispatcher and school officials, as required.
- i) Complete employee performance evaluations.
- j) Visit school administrators to ensure that officers provide the highest professional police service to their school/facility.
- k) Attend community meetings to learn and address community concerns.

- l) Take appropriate actions to correct personnel who have been identified with deficiencies or unacceptable behavior.
- m) Patrol assigned areas regularly and take appropriate action when required.
- n) Perform the tour of duty in full uniform unless otherwise directed by a police department supervisor.
- o) Investigate police matters.
- p) Maintain a supply of necessary forms and complete reports documenting actions taken during a tour of duty.
- q) Monitor the police radio and respond in a timely manner to calls for assistance or service.
- r) Inform their immediate police department supervisor if not able to complete a tour of duty. Reasons include, but are not limited to, court appearances, special assignments, and illnesses.
- s) Protect and preserve crime scenes and call for investigative assistance if needed.
- t) May be required to work extended hours until the task is completed.
- u) Assist school personnel in taking appropriate action in emergencies such as fires, chemical leaks, and natural disasters.
- v) Assist school administrators in developing a security plan.
- w) Attend court when called upon as a witness.
- x) Perform other safety and security-related duties as assigned.
- y) Fully cooperates possible with school administrators while staying within the guidelines of HISD board policy, HISD police regulations, and the laws of the State of Texas and local municipalities.

Corporal: Police Corporals are police officers who have delegated authority on an as-needed basis. Police corporals are responsible for supervising officers assigned to their respective divisions when applicable. Each corporal enforces state and local laws and HISD board policy and is responsible for ensuring that assigned officers perform their duties in accordance with state and local laws and HISD board policy. Each corporal is responsible to the HISD Chief of Police through the chain of command of the HISD Police Department.

- a) Responsible for the effective supervision and overall management and coordination of law enforcement activities in the district.
- b) Attends meetings to discuss issues, policy review, etc. Provides updates to the appropriate Sergeant regarding investigations, the status of projects, and personnel matters.
- c) Develops and maintains maximum cooperation and assistance between the HISD Police Department and other law enforcement agencies.
- d) Consults with necessary personnel concerning local school problems and ensures resolution of those problems within the police department's area of responsibility; and
- e) Visit school administrators to ensure that officers provide the highest professional police service to their school/facility.
- f) Attend community meetings to learn and address community concerns.
- g) Take appropriate actions to correct personnel who have been identified with deficiencies or unacceptable behavior.
- h) Patrol assigned areas regularly and take appropriate action when required.
- i) Perform the tour of duty in full uniform unless otherwise directed by a police department supervisor.
- j) Monitor the police radio and respond in a timely manner to calls for assistance or service.
- k) Inform their immediate police department supervisor if not able to complete a tour of duty. Reasons include, but are not limited to, court appearances, special assignments, and illnesses.
- l) Protect and preserve crime scenes and call for investigative assistance if needed.
- m) May be required to work extended hours until the task is completed.
- n) Assist school personnel in taking appropriate action in emergencies such as fires, chemical leaks, and natural disasters.
- o) Assist school administrators in developing a security plan.
- p) Attend court when called upon as a witness.
- q) Perform other safety and security-related duties as assigned.

- r) Fully cooperates possible with school administrators while staying within the guidelines of HISD board policy, HISD police regulations, and the laws of the State of Texas and local municipalities.

Police Officer: The Campus/Patrol Officer is a commissioned peace officer assigned to the HISD Police Department in accordance with the needs of the Houston Independent School District and the HISD Police Department. The officer is assigned to areas within the jurisdiction of the HISD Police Department and enforces state and local laws and HISD board Policy. The officer is responsible to the HISD Chief of Police through the chain of command of the HISD Police Department.

- a) Attends meetings to discuss issues, policy review, etc. Provides updates to the appropriate Sergeant regarding investigations, the status of projects, and personnel matters.
- b) Develops and maintains maximum cooperation and assistance between the HISD Police Department and other law enforcement agencies.
- c) Consults with necessary personnel concerning local school problems and ensures resolution of those problems within the police department's area of responsibility; and
- d) Observe and are be aware of conditions requiring police attention both on and around school grounds. Takes appropriate action during any emergency, unusual crime occurrence, or condition. Reports these situations to the police dispatcher and school officials, as required.
- e) Attend community meetings to learn and address community concerns.
- f) Take appropriate actions to correct personnel who have been identified with deficiencies or unacceptable behavior.
- g) Patrol assigned areas regularly and take appropriate action when required.
- h) Perform the tour of duty in full uniform unless otherwise directed by a police department supervisor.
- i) Investigate police matters.
- j) Monitor the police radio and respond in a timely manner to calls for assistance or service.
- k) Inform their immediate police department supervisor if not able to complete a tour of duty. Reasons include, but are not limited to, court appearances, special assignments, and illnesses.

- l) Protect and preserve crime scenes and call for investigative assistance if needed.
- m) May be required to work extended hours until the task is completed.
- n) Assist school personnel in taking appropriate action in emergencies such as fires, chemical leaks, and natural disasters.
- o) Assist school administrators in developing a security plan.
- p) Attend court when called upon as a witness.
- q) Perform other safety and security-related duties as assigned.
- r) Fully cooperates possible with school administrators while staying within the guidelines of HISD board policy, HISD police regulations, and the laws of the State of Texas and local municipalities.

Investigators: Commissioned peace officers assigned to the HISD Police Department Investigative Unit. Investigators are responsible to the HISD Chief of Police through the chain of command of the HISD Police Department and are on-call for 24-hour coverage. Investigators conduct general investigations (to include gang investigations), background investigations, and internal affairs investigations as assigned by the Chief of Police, the Assistant Chief of Police, the Support Services Captain and aid the Internal Affairs Unit, when necessary.

- a) Preserve evidence.
- b) Gathering evidence to be used later at official proceedings.
- c) Accurately document crime scenes.
- d) Gather fingerprints at a crime scene to be cross-referenced and used as evidence.
- e) Act as a liaison with other law enforcement agencies when conducting investigations.
- f) Determine the involvement of suspects in other crimes.
- g) Identify and apprehend suspects.
- h) Compile a criminal history of suspects.
- i) Plan, organize conduct searches and collect physical evidence.

- j) Conduct interviews and interrogations in ongoing criminal investigations and other proceedings with:
 - 1. District employees who either are witnesses, suspects, or complainants; and
 - 2. Other persons. This includes but is not limited to uniformed officers, students, and parents.
- k) Make arrests when necessary for crimes committed in plain view or uncovered through investigations.
- l) File charges accordingly.
- m) Appear in court for criminal and civil proceedings as a witness and prepare cases for court presentations.
- n) Act as a liaison with local, state, and federal law enforcement agencies.
- o) Conduct detailed background checks on all Houston Independent School District police officers and or witnesses/suspects involved in a case.
- p) Conduct detailed background checks on:
 - 1. All HISD Police dispatchers.
 - 2. All personnel as assigned by the Chief of Police or designee.
 - 3. All new applicants and each candidate for a sworn position.
- q) Recover stolen, missing, or damaged property belonging to the Houston Independent School District. Conduct specialized investigations of crimes committed on HISD property.
- r) Investigate sexual assault crimes that occurred on campus.
- s) Investigate all sexual assault crimes against children committed by HISD personnel.
- t) Document children's statements through the utilization of the Children Assessment Center, Chimney Rock Center, and Children Protection Services.
- u) Act as liaison with the Houston Fire Department in investigations involving acts of arson committed against HISD.
- v) Conduct internal affairs duties as assigned.

- w) Coordinate the generation of and obtaining of arrest and search warrants.

Canine Officer: A canine officer canine handler position involving a trained police dog. The handler and the dog shall work as a team and will be used to support patrol in searches and hazardous situations. The canine handler position has additional duties involving the use, care, and training of a police dog. The canine handler must stay informed on all new canine deployment and training techniques. He must be aware of any legislation or laws affecting the canine concept and give informative information to the administration on the impact of that law or legislation. The canine handler must be willing to have the police dog live with his family and suitable living space. The canine handler is responsible for any reports and evaluations arising from the canine assignment.

Crime Analysis Officer: The Crime Analysis function shall provide useful information to assist operational personnel in tactical crime control and prevention objectives. This shall be accomplished by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analyses of data from field interrogations and arrests. Duties are responsibilities are:

- a) Distribute information to the appropriate units or persons on a timely basis.
- b) Distribute information relevant to operational and tactical plans of specific units to all affected units.
- c) The Chief of Police shall be briefed, as necessary, on crime patterns and trends. This may be accomplished through a special briefing or the attendance of crime analysis personnel at Command Staff briefings.
- d) Feedback on the quality of information is solicited from all of the above to assist in redefining the methods for crime analysis.
- e) Intelligence Bulletins from the Houston Regional Intelligence Service Center (HRISC) FUSION Center shall be provided to the appropriate HISD PD Units.
- f) Specific information, such as summaries of crime analysis data that enhances public information and generates community support, should be made readily available.
- g) Information concerning operational needs, such as known offenders, modus operandi, suspects, and investigative leads, shall be carefully controlled and shall not be released publicly without the approval of the Chief of Police or designee.

- h) The information shall be made available to other criminal justice agencies if needed or requested.

DELEGATION OF RESPONSIBILITY

Supervisors who delegate tasks to subordinate employees are ultimately accountable for completing the task.

TIER 1 EMPLOYEES

All police department sworn personnel are Tier 1 employees. All Tier 1 employees must provide the department with a direct contact phone number. If for any reason an employee's contact number changes, the employee is directed to contact the Chief of Police Executive Assistant within one workday to provide the department with an updated direct working contact number to be maintained on file; it is the sole responsibility of each employee to update their direct phone number and to notify their supervisor of each change. Failure to comply with this policy may result in disciplinary action, including termination.

Approved By


Pedro Lopez Jr., Chief of Police