

	<b>Houston Independent School District Police Department Directives</b>	<b>DIRECTIVE: 410-008</b>
	<b>SUBJECT: Organizational Structure</b>	<b>EFFECTIVE DATE: October 4, 2007</b>  <b>REVISED DATE: January 18, 2023</b>

## **PURPOSE**

This directive aims to describe the organizational structure of the Houston Independent School District Police Department. This directive applies to all Houston Independent School District Police Department personnel.

## **CHAIN OF COMMAND**

A chain of command is an unbroken line of authority extending from the Chief of Police through a single subordinate at each command level down to execution. Personnel should strive to always operate within their respective chain of command and must be able to justify any failure to do so.

The chain of command for HISD. Police Department officers follow the following rank structure in descending order:

- a) Chief of Police
- b) Assistant Chief of Police
- c) Commanders
- d) Sergeants/Managers
- e) Police Officers
- f) Civilian Personnel / Dispatchers

## **ORGANIZATIONAL STRUCTURE**

The following is the organizational structure of the police department. It does not take into account possible vacancies. Each unit or division has its internal structure and chain of command.

### **Office of the Chief of Police**

- a) Assistant Chief of Police
- b) Business Operations Manager
- c) Accreditation and Special Projects Manager
- d) Sr Exec Administrative Assistant

### **Office of the Assistant Chief of Police**

- a) Commanders (Campus, Patrol, and Support Services)
- b) Internal Affairs

## **CAMPUS OPERATIONS**

A Commander commands campus Operations. Campus Operations consist of the following duties:

- a) Monitors and supervise all campus sergeants under the chain of command.
- b) Campus sergeants supervise campus-based police officers under their chain of command.
- c) Campus-based officers are assigned to individual schools within each district.

## **PATROL OPERATIONS**

A Commander commands Patrol Operations. Patrol Operations consist of the following duties:

- a) A Commander will supervise all patrol sergeants under their chain of command.
- b) Patrol sergeants supervise patrol police officers assigned to first, second, and third shifts.
- c) K-9 Unit sergeant and K-9 officers
- d) Emergency Response Team (ERT)/Tactical Training Unit
  - 1. Sergeants
  - 2. Patrol Officers / ERT / FTO's
  - 3. Officers-ERT Members
  - 4. Vehicle Maintenance Officer
- e) Vehicle Maintenance Center
- f) Communications Center Unit
  - 1. Communications Center Managers
  - 2. Dispatchers

## **SUPPORT OPERATIONS**

A Commander commands the Support Division. Support Operations consist of the following duties:

- a) A Commander will supervise all Sergeant assigned to this division.
- b) Investigations Unit.
- c) Training Unit.
- d) Juvenile Processing Unit.
- e) Juvenile Intake Officers.
- f) Property and Evidence Unit.
- g) Officers/Investigators assigned as Property and Evidence Custodians.
- h) School Safety Officer.
- i) Crime Analysis Officer.

## **ACCREDITATION AND SPECIAL PROJECTS**

A manager oversees Accreditation and Special Projects. Duties and responsibilities of the manager are:

- a) Title IV (CORE Outreach Grant)
- b) Title III (STOP Grant Police Department Side)
- c) Special Projects
- d) Human Resources (Hiring and Recruiting)
- e) Community Outreach Initiatives

## **CENTRAL OFFICE BUSINESS MANAGER**

A Manager oversees the Central Office. Duties and responsibilities of the manager are:

- a) Oversees and administers central office business for the Police Department.
- b) Provides direct support and serves as an operational advisor and process manager.

- c) Departmental leadership in areas such as administrative services and records management.
- d) Accounting and Budgeting liaison.
- e) Time and Labor approval.
- f) Re-organization liaison for the department.
- g) Delete case numbers in Central Square-Records Management System.
- h) Name candidating.
- i) Custodian of Badges.
- j) Expunction/Sealing of Juvenile Records.
- k) Maintain Personnel Files-Active/Inactive-forward copy to HR File Room.
- l) Open Records Request Liaison.
- m) Assist with departmental email distribution.
- n) File and maintain lost and stolen reports.
- o) File and maintain written restraint forms.
- p) Handle TEA Subpoenas (subpoenas for teachers).
- q) Handle Grand Jury Subpoenas.
- r) Coordinate purchases for the department.

## **ORGANIZATIONAL CHART**

A functional organizational chart for the HISD police department may be retrieved in the HISD Policy Management System (Power DMS) and accessible to all personnel.

Approved By

  
Pedro Lopez Jr., Chief of Police