

	Houston Independent School District Police Department Directives	DIRECTIVE: 420-006
	SUBJECT: Department Seniority Guidelines	EFFECTIVE DATE: August 7, 2013 REVISED DATE: April 25th, 2022

PURPOSE

This directive aims to establish guidelines for department seniority within the Houston Independent School District and the Houston Independent School District Police Department. This directive applies to all Houston Independent School District Police Department personnel.

POLICY

The Houston Independent School District Police Department has the right and the obligation to assign personnel department-wide according to the district's needs without regard to department seniority. (CKE3 Regulations) The HISD Police department concedes that assignments, career advancement (time in pay grade), equipment locations, and new job postings shall not be the sole determining factor.

Therefore, the HISD Police Department shall implement the Department Seniority Rule when applicable or otherwise directed by the Chief of Police or designee. Regardless of the selection process, the Chief of Police reserves the right to transfer employees based on operational requirements. Campus assignments are the priority. If campus positions are not filled, the Chief of Police reserves the right to fill those positions beginning with the least senior person. All assignments will be for two years to maintain consistency at the campus and patrol operations.

DEFINITIONS

District Seniority – District Seniority is the total length of continuous employment with the district. An authorized leave will not be considered an interruption of continuous service (DC9 Local)

Department Seniority – Department Seniority is the total length of employment within the HISD Police Department. Department seniority applies only to the workgroup is currently assigned. (Police officers, dispatchers, civilian staff).

Rotating Holidays – Mandating personnel to work a holiday when minimal staffing is not being met. Personnel with the least amount of department seniority on the shift will be the first assigned. Subsequent assignments will progress up the department seniority list until exhausted and revert to the bottom.

Department Seniority Rule - The Department Seniority Rule may be used within the department as a factor in making decisions about personnel request(s) such as vacations, days off, and shift requests.

TYPES OF SENIORITY

The types of department seniority that apply to the department are as follows:

- a) District. (Employee's most recent date of hire).
- b) Departmental (Departmental hire date and time in grade).

GUIDELINES

The following procedural guidelines pertain to the application of the Department Seniority Rule:

Seniority (Classified)

Seniority will be counted from the officer's employment with the Houston Independent School District Police Department. For seniority purposes, the department will use the date from the officer's TCOLE records as the date they started their classified employment with the HISD Police Department. In cases where employees are tied and have the same police department hire date, the tie will be broken by department seniority, then district seniority. Should there be a need for an additional tiebreaker, the tie will be broken by alphabetical order.

For employees with prior service with the department, their seniority will be calculated based on their return to service and their prior service. For example, if an employee leaves the department with ten years of service and currently has two years with the department, the employee will receive 12 years of seniority. Employment with other departments will not count as seniority points.

Probationary employees' time will not be counted until they have successfully completed one year of service with the department.

Seniority for supervisors (including corporals) will be counted from the date of promotion.

Grandfather Clause

For supervisors that were promoted prior to February 8, 2021, supervisors with the same promotional date, seniority will be based on departmental seniority. Supervisors promoted after February 8, 2021, supervisor's seniority will be counted from their ranking on their promotional list.

Point Calculation:

- a) 1 to 4 years of service = 1 point
- b) 5 to 9 years of service = 2 points
- c) 10 to 14 years of service = 3 points
- d) 15+ years of service = 4 points

TCOLE Certification

Classified employees and dispatchers will receive credit for the TCOLE certification with their workgroup based on the following scoring system:

- a) Basic Certification: 1 point
- b) Intermediate Certification: 2 points
- c) Advanced Certification: 3 points
- d) Masters Certification: 4 points

***TCOLE certification will be counted regardless of which agency it was earned in.

Internal Affairs Record

Internal affairs complaints will be calculated from the previous two years. The date will be calculated from the date the bidding process begins. Only cases that are "Sustained" will be counted for this directive. Points for this criterion will be assessed as follows:

- a) Zero complaints = 4 points
- b) 1 to 2 complaints = 3 points
- c) 3 to 4 complaints = 2 points
- d) 5 + complaints = 1 point

Civilian Seniority

Civilian seniority will apply only to the employees' workgroup. Civilian employees will follow the same seniority rules as classified officers with the exception of the TCOLE certification points.

EMPLOYEE RESPONSIBILITY

Employees' are responsible for reviewing the list and contacting their supervisor if corrections must be made. The employee will be required to submit any supporting documentation to support the correction. Once the bidding process begins, the bid will be official, and no changes will be made.

DUTY ASSIGNMENT PROCESS

Officers will be able to select either a campus or patrol assignment only. Investigative and administrative assignments are solely based on the discretion of the Chief of Police.

Any available days off will be offered only to those currently on that shift first (i.e., one shift, power shift, two shifts, or three shifts). If no one on the shift elects to change their days off by accepting those available off days, they then will be offered to the new personnel coming to the shift from any patrol shift. If no employee(s) from the shifts elect to change their days off, the off days will be offered to all qualified employees from different working locations.

TIME OFF AND VACANCIES

Vacation time will be assigned on a first-come, first, serve basis unless there is a conflict; department seniority is the primary criterion for scheduling time off (except for multiple holiday periods).

MULTIPLE HOLIDAYS

The Chief of Police or designee will determine the minimum staffing levels needed for each holiday period. A holiday worklist will be set up for each holiday by department seniority; personnel will be allowed to sign up to work the holidays that fall on their regular workdays.

No personnel will work a holiday that falls on their regularly scheduled days off. Supervisors may adjust the actual days included in the holiday period to ensure that the most desirable days off are offered on each shift. If the minimum staffing level for a particular day is not reached using volunteers, the supervisor will use the rotating department seniority list to fill the vacancy.

Those who indicated that the holiday was their third choice will be selected by seniority to fill the positions first. If positions still need to be filled, the same procedure will be used relative to second and then first choices until all positions have been filled. Each multiple holiday period will be considered separately when scheduling assignments. This method should increase the chances of all employees, regardless of department seniority, obtaining at least one multiple holiday period off.

Approved By


Pedro Lopez Jr., Chief of Police