

	Houston Independent School District Police Department Directives	DIRECTIVE: 420-016
	SUBJECT: Retirement and Separation of Police Officers and Civilians	EFFECTIVE DATE: January 10, 2014 REVISED DATE: January 17, 2022

POLICY

This policy establishes a standard that identifies the program and presentations that will routinely be provided to those officers and civilians who retire/separate from the HISD Police Department. This document applies to all HISD Police Department sworn and non-sworn employees as indicated.

DEFINITIONS

Break-in service – any period in which an employee leaves the employment of HISD and later returns.

Continuous Service – Continual employment without a break in time with the HISD Police Department.

Service with HISD – total collective time an employee has served as a full-time employee with HISD in any department, excluding breaks in time.

TCOLE Peace Officer Certification – Any officer that has met the TCOLE Basic Peace Officer requirements.

RETIRING COMMISSIONED OFFICERS

Commissioned Officers retiring with not less than 20 years of continuous service as a certified Peace Officer with the Houston Independent School District Police Department will receive the following retirement/separation items:

- a) The officers will receive their badge if they agree to have it mounted in a shadowbox.
- b) Retirement/Separation ID Card ("RETIRED/SEPARATED" across the front).
- c) Retirement Hat with hat shield.

Badge and ID cards are issued in compliance with TCOLE rules and Sec. 1701.357 of the Occupations Code.

Retiree/Separation Identification Card shall contain the following, at a minimum:

- a) The name of the retiree/separated.
- b) Rank at the time of retirement/separation.
- c) A photograph of the retiree/separated,
- d) Retiree's/Separated date of birth,
- e) Date of retirement/separation, and
- f) The signature of the Chief of Police.

Commissioned Officers retiring with a minimum of twenty (20) years of continuous service as a certified peace officers will receive all the above except for the issued duty weapon.

RETIRING CIVILIAN EMPLOYEES

Any civilian Employee retiring with not less than twenty (20) years of service with the HISD Police Department will receive the following retirement items and reception only if they agree:

- a) Shadow Box or Plaque.
- b) Framed Certificate.

Any civilian employee retiring that does not meet the minimum of twenty (20) years of continuous service may receive certain items listed in (A. above), as determined by the Chief of Police.

RETIRED/SEPARATED OFFICER QUALIFICATION PROGRAM.

Pursuant to 18 USC, Chapter 44, Section 926C (amended), honorably retired/separated officers, who have an aggregate of 10 years of service or more, may carry a firearm if properly qualified within state standards at least annually.

Retired/Separated officers who wish to qualify with the HISD Police Department must contact the Training Sergeant before the regularly scheduled qualification. The Training Sergeant shall determine if the intended course of fire will meet the state standards for qualification. The retired/separated officer shall then meet with the Training Sergeant and provide proof of law enforcement service and any other qualifications under the above law.

The retired/separated officer may then be scheduled at a time convenient to the department for qualification. The retired/separated officer shall provide their weapon, magazines, holster, and ammunition.

If the retired/separated officer qualifies under the state standard, the retired/separated officer will be issued a Qualification Certificate indicating the date qualified.

If another police agency employs the retired/separated officer, that employee will qualify under their current agency's qualification criteria.

CONCEALED CARRY PERMIT

Officers are granted authority to carry firearms by state statutes and federal laws. Retiring/Separated officers may submit a request to the Chief of Police submitting a letter of request with an application and affidavit for the Federal Concealed Handgun Certification pursuant to 18 USC 926 C (amended) and the Law Enforcement Officers Safety Act of 2004 and the Law Enforcement Officers Safety Act Improvements Act of 2010.

INTERNAL REPORTING

The Training Unit shall maintain a list of all retired/separated officers who have requested to receive and have been issued a proficiency certificate pursuant to Occupations Code 1701.357. When a retired/separated officer successfully qualifies,

a report will be generated within six working days and sent electronically to the Chief of Police and Records Supervisor.

Communications Center and contact telephone number are listed on the proficiency certificates as the department's contact if a retired/separated officer is stopped and asked to present the certificate. The phone number on the certificate (713-892-7777) is provided if an active peace officer wishes to verify the certificate's authenticity with the police department's records. Communications personnel will provide an inquiring officer with a retired/separated officer's name. The officer has retired/separated from the Houston ISD Police Department and verified that the certificate number matches the name on the certificate.

The Training Unit will be responsible for maintaining the database, routing an electronic copy of the report to the Chief of Police, and posting the report on the department's server. The report in the Communications Section always matches the report in the Training Units files.

Approved By



Pedro Lopez Jr., Chief of Police