

	<b>Houston Independent School District Police Department Directives</b>	<b>DIRECTIVE: 430-008</b>
	<b>SUBJECT: Badges and Identification Cards</b>	<b>EFFECTIVE DATE: November 14, 2013</b>  <b>REVISED DATE: January 27, 2022</b>

## **PURPOSE**

The purpose of this directive is to describe HISD Police Department policies regarding badges and identification cards. This directive applies to all Houston Independent School District Police department personnel.

## **BADGES AND IDENTIFICATION CARDS**

HISD Police Department identification cards and badges remain the property of the district and shall be returned when an employee resigns, retires, is terminated, or when ordered by a supervisor. Each police officer and security guard shall be issued a distinctive HISD badge and an HISD Police identification card. Civilian support personnel shall be issued an official district identification card identifying them as HISD Police Department personnel. Each employee is required to account for the security of these items.

Employees shall furnish their name unit number to any person requesting that information. Employees shall furnish their immediate supervisor's names to anyone requesting that information.

The only badges authorized for Department personnel are the official badges issued by the department.

## **IDENTIFICATION CARDS**

Official identification cards of the department shall be carried at all times while on duty. All HISD Police identification cards shall have the employee's photograph affixed to them.

## **LOST, STOLEN, OR DAMAGED BADGES OR IDENTIFICATION CARDS**

Badges or official identification cards that are lost, stolen, or damaged shall be reported, in writing, through the chain of command to the Chief of Police as soon as possible. This report will specify the circumstances surrounding the loss, theft, or damage and accompany a police report. Lost or stolen police officer identifications require a report made within twenty-four hours of the loss.

Any supervisor receiving a report of lost, stolen, or damaged badges or identification cards shall determine if the loss or damage was preventable and promptly report these conclusions to the Chief of Police or designee.

If an employee is found negligent, the offense report and all other facts or information related to the issue may be used as the cause for disciplinary action. In addition to appropriate disciplinary action, the employee may be required to pay for the replacement of the badge or identification card at the discretion of the Chief of Police or designee.

## **DISPLAY OF CREDENTIALS AND BADGE**

HISD Police Department personnel shall display credentials and or badges as requested while on duty. Officers in uniform will not require to display their credentials. Officers in plainclothes will be required to display their credentials around their neck or affixed to their shirt or blouse.

Approved By

  
Pedro Lopez Jr., Chief of Police