

	<b>Houston Independent School District Police Department Directives</b>	<b>DIRECTIVE: 400-001</b>
	<b>SUBJECT: Written Directives</b>	<b>EFFECTIVE DATE: May 28, 2013</b>  <b>REVISED DATE: January 6, 2022</b>

## **PURPOSE**

This directive aims to describe the written directive system format of the Houston Independent School District Police Department. This directive applies to all Houston Independent School District Police Department personnel.

## **DEFINITIONS**

**Policy:** A written directive that is a broad statement of agency principles. Such words may characterize policy statements as "may" or "should" and usually do not establish fixed rules or set procedures for the conduct of a particular activity but rather provide a framework for the development of procedures and rules or regulations.

**Procedures:** A written directive guideline for carrying out agency activities. A procedure may be made mandatory in tone using "shall" rather than "should" or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity.

**Rules and Regulations:** A set of specific guidelines to which all employees must adhere. Rules and Regulations are usually part of the HISD Police Department written directives system.

**Written Directive:** Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, written directives, special orders, memorandums, and instructional material.

## **DEPARTMENTAL DIRECTIVES**

Directives shall govern the operations of the Houston ISD Police Department. All directives affecting agency policy, procedure, conduct, rules, or regulations shall be accomplished in writing and disseminated to department personnel. The written directive system allows all members of the department to propose policy.

All department directives and Standard Operating Procedures shall be reviewed and approved by the Chief of Police and Legal (if compliance with state or federal laws is involved).

Upon completion of the review, all directives and SOP's will be presented to the Command Staff for further review. The results will be sent to the Accreditation Manager for final revision before the directives are issued.

The Accreditation Manager shall assign all directive and SOP numbers, and the document will be edited to conform to departmental standards. All proposed directives, SOPs shall be provided to the Accreditation Manager by e-mail, USB, or compact disk.

Documents provided on a USB shall be capable of being edited and shall not simply be scanned into a document. Acceptable formats are Microsoft Word or Adobe files.

Each Departmental directive shall:

- a) Be produced in the format approved by the Chief of Police or designee.
- b) Have a unique identifying number in the header of the document based on the administrative function relating to the directive:
  - 400 Series: Administration
  - 410 Series: Organization
  - 420 Series: Personnel Management
  - 430 Series: Equipment and Uniforms
  - 440 Series: Arrest and Detention
  - 450 Series: Operations
  - 460 Series: Information and Records
- c) Directives will be approved and signed by the Chief of Police or Assistant Chief of Police.
- d) Directives and SOP's "Effective Date" and "Revision Date" will be indicated in the header of the document.

## **INTERIM DIRECTIVES**

An interim directive in memorandum format may be released to address an emergency or a specific need on a timely or temporary basis. This directive shall be in force until a permanent directive is finalized.

Interim directives shall be approved, signed, and released only by the Chief of Police or the Assistant Chief of Police. Memorandums or directives within a division or unit are not affected by this policy except that they may not conflict with or replace departmental directives without the approval of the Chief of Police or designee.

All memorandums released shall be forwarded to the Accreditation Manager to ensure compliance and filing of the affected directive.

## **STANDARD OPERATING PROCEDURES**

Standard Operating Procedures explain how a task or a duty is to be performed and may go into considerable detail.

There are two basic types of SOPs:

- a) **Department Level:** Department Level applies to the entire HISD Police Department.
- b) **Division/Unit Level:** Apply only to a particular division, unit, or application.

Standard Operating Procedures shall be produced in the format approved by the Chief of Police or designee. Each SOP shall have a unique identifying number in the document's header. Example: 002-001

1. 002 indicates the HISD Police Departmental Directive referenced by the SOP 002-001.
2. The final three digits (001) indicate the SOP number – 002-001.

SOP's do not require the Chief's signature.

## **TRAINING**

Each supervisor is responsible for ensuring that personnel under their command receive and understand each directive. If the training goes beyond the employee simply reading the policy, the supervisors will be notified of required training when the directive is issued. Roll call training is encouraged when new directives are issued. Training will be documented on (Roll Call Form) and forwarded to the Training Unit with a copy sent to the Accreditation Office.

Approved By



Pedro Lopez Jr., Chief of Police