

	Houston Independent School District Police Department Directives	DIRECTIVE: 400-006
		EFFECTIVE DATE: July 25, 2002
	SUBJECT: Document Tracking System	REVISED DATE: January 6, 2022

PURPOSE

The purpose of this directive is to describe departmental policies regarding document tracking and archiving. This directive applies to all Houston Independent School District Police Department Personnel.

POLICY

The Document Tracking System is designed to provide archival documentation for all documents created within the HISD Police Department and assist in establishing communication, coordination, and cooperation among all agency functions. This policy governs all forms of communication, including typewritten or sent electronically. No handwritten document shall be used for any purpose listed in this directive.

TRACKING NUMBER ASSIGNMENT

Documents that must have an assigned number before issuance are:

- a) Any document which requires a signature of approval.
- b) All documents that refer to or create policy.
- c) Any document changing a previous policy.
- d) Any letter sent by an HISD Police Department employee outside the district.
- e) Any memorandum, letter, or directive involving a disciplinary matter such as a Conference for the Record.
- f) All documents were sent to all police department personnel.

E-mail documents do not require a tracking number.

TRACKING RESPONSIBILITY

Document tracking is the responsibility of the Chief's Executive Assistant. The Chief's Executive Assistant will generate a document tracking number. This number, in its entirety, will be placed two spaces below the last line of the document.

Each document shall include a "cc" to the appropriate division.

Once the document is completed, the author shall provide a copy (except for confidential documents) to the author's supervisor for review before it is signed and approved. This is to ensure that the document complies with:

- a) Existing HISD Police Department and District policies; or,
- b) To allow for planning and evaluating the proposed policy or modification if the document establishes or modifies existing policies.

Once the document is signed and approved, as appropriate, the document's author shall provide a copy of the document to the Chief's Executive Assistant, or designee, for inclusion in the master archival file before distribution. This will apply to all documents except those that are confidential.

Confidential documents will remain in the file of the person sending the document but will still be required to have a tracking number. Information that shall be provided to the office manager, or designee, will include the name of the sender, the recipient's name, and that the document is confidential.

TRACKING NUMBER DESCRIPTORS

The following descriptors will be included in document tracking numbers:

Document Type	Memorandum File Label	Description
Memorandum (Non-Policy)	M	A limited purpose or information only memo
Memorandum (Policy)	PM	A memorandum that creates or modifies policy.
Directive (Non-Policy)	D	A directive that does not create or modify policy, such as a directive to attend a Conference for the Record.
Directive (Policy)	PD	A directive that creates or modifies policy. This does not apply to the Departmental Directives System or Standard Operating Practices Systems that have their own numbering system.
Out of District Letter	ODL	Letters sent to persons outside the district.
Departmental Letter	DL	Letters sent to persons within the district.
Confidential	C	Any memorandum or other document that is confidential.

E-MAIL DIRECTIVE

An E-Mail directive is a directive sent by e-mail that does not normally create or modify policy, such as a directive to attend a Conference for the Record. This document does

not require a tracking number; however, a printed copy of the e-mail shall be forwarded to the Chief's Executive Assistant for appropriate filing.

APPROVAL SIGNATURES

Documents that require a signature of approval before issuance are:

- a) All memorandums, directives, or letters.
- b) Except for the Chief's office, all memorandums, directives, or letters to parties outside the department.
- c) Documents concerning district policy; and
- d) Directives about disciplinary matters.

EXCEPTIONS

The above policy does not apply to Internal Affairs investigations or routine investigations with tracking and numbering systems. All other routine correspondence shall be processed as indicated in this directive.

Approved By


Pedro Lopez Jr., Chief of Police