

	<b>Houston Independent School District Police Department Directives</b>	<b>DIRECTIVE: 410-002</b>
	<b>SUBJECT: Duties and Responsibilities of Contract Officers</b>	<b>EFFECTIVE DATE: February 14, 2006</b>  <b>REVISED DATE: January 10, 2022</b>

## **PURPOSE**

This directive aims to prescribe the duties and responsibilities of contract officers in the Houston Independent School District Police. This directive applies to all Houston Independent School District Police Department personnel.

## **POSITION SUMMARY**

Contract officers for the Houston Independent School District Police Department are peace officers commissioned by other agencies. These officers work for the Houston Independent School District on an extra job basis. They are assigned to various schools or facilities within the district, which has been determined to require extra security. Each contract officer enforces state and local laws and HISD board policy. Each contract officer is responsible to the HISD Chief of Police through the chain of command of the HISD Police Department.

## **IMMEDIATE SUPERVISOR**

A contract police officer's immediate supervisor is the Campus Operations Police Sergeant assigned to the contract officer's area.

## **ILLUSTRATIVE DUTIES**

- a) Takes appropriate action during any emergency, unusual crime occurrence, or condition. As necessary, reports these situations to HISD campus officers, the HISD Police Department dispatcher, and school officials.
- b) Patrol assigned areas regularly and take appropriate action when required.
- c) Performs the tour of duty in full uniform unless otherwise directed by an HISD Police department supervisor.
- d) Reports to work on time. Signs in at the start of the duty day and signs out at the end of the duty day on the timesheet provided by the HISD Police Department.
- e) Investigates police matters.
- f) Monitors the police radio and responds in a timely manner to calls for assistance or service.
- g) Informs their immediate HISD Police Department supervisor if not able to complete a tour of duty. Reasons include, but are not limited to, court appearances, special assignments, and illnesses.
- h) Protects and preserves crime scenes and calls for investigative assistance, if needed.
- i) Inform the principal or designee of all incidents or actions related to campus security.
- j) Assists school personnel in taking appropriate action in emergencies such as fires, chemical leaks, and natural disasters.

- k) Notifies the HISD Police Department campus officer or dispatcher of the arrival on campus of officers from any other law enforcement agency in an official capacity.
- l) Attends court when called upon as a witness.
- m) Cooperates to the fullest extent possible with school administrators while staying within the guidelines of HISD board policy, HISD police regulations, and the laws of the State of Texas and local municipalities.

All duties and responsibilities may not be included in the above description.

## **REPORTING REQUIREMENTS**

Each contract officer must contact the HISD Police Dispatcher at (713) 892-7777 upon arrival at their assigned campus. They must again contact the HISD Police Dispatcher upon their departure from the campus at the end of the duty day. In addition, they must notify the HISD Police Department Dispatcher if they must leave their assigned location for any reason during their period of assignment.

Approved By

  
Pedro Lopez Jr., Chief of Police