

	<b>Houston Independent School District Police Department Directives</b>	<b>DIRECTIVE: 410-005</b>
	<b>SUBJECT: Allocation and Distribution of Personnel</b>	<b>EFFECTIVE DATE: November 14, 2013</b>  <b>REVISED DATE: January 12, 2022</b>

## **PURPOSE**

This directive aims to provide direction for the appointment of classified and civilian personnel of The Houston Independent School District Police Department. This directive applies to all Houston Independent School District Police Department personnel.

## **POLICY**

The department recognizes the need to establish personnel staffing levels that reflect the administration's priorities for police services. The distribution of personnel shall be evaluated continuously to ensure proper staffing for efficient and effective operations.

## **POSITION MANAGEMENT SYSTEM**

The HISD School Board authorizes positions in accordance with state law. Each position is documented by the HISD Human Resources Department and carries a specific position number.

## **ALLOCATION AND DISTRIBUTION OF PERSONNEL**

Personnel positions are allocated in accordance with HISD Human Resources Department policies and procedures and distributed to organizational components in accordance with documented periodic workload assessments and the needs of the Houston Independent School District.

## **ASSIGNMENT OF LAW ENFORCEMENT PERSONNEL**

Personnel will be assigned to law enforcement duties based on the needs of the HISD Police Department and the Houston Independent School District. Assignments will be in keeping with HISD Personnel Policy.

## **ASSIGNED DUTY LOCATION**

All personnel shall report to their assigned duty location at the time and place specified by their police department supervisor; and shall not leave their assigned duty location without approval from an HISD Police Department supervisor.

## **DUTIES OF LAW ENFORCEMENT PERSONNEL**

All law enforcement officers are Houston Independent School District employees assigned to the police department. While officers may be assigned to work at different locations within the district, including campus assignments, they are responsible to their immediate police department supervisor pursuant to Texas Education Code, Section 37.081, Subsection (f), School District peace officers, and security personnel.

Officers assigned to campuses must be cooperative and responsive to the needs of the individual schools and district administration whenever possible except when these needs create a conflict with HISD Police Department policies and procedures, HISD School Board policies and procedures, HISD regulations, and local, state, and federal laws, statutes, and ordinances.

### **ASSIGNMENT OF PROBATIONARY POLICE OFFICERS**

Probationary police officers shall be assigned to the Training Sergeant to complete the Field Training Program. These assignments are temporary and are based on the availability of field training personnel. The Training Sergeant is responsible for the assignment of probationary police officers in the training program

### **CIVILIAN POSITIONS**

Positions not requiring sworn personnel are specified as civilian positions and staffed accordingly.

Approved By



Pedro Lopez Jr., Chief of Police