

	Houston Independent School District Police Department Directives	DIRECTIVE: 410-007
	SUBJECT: Tier One Personnel	EFFECTIVE DATE: August 22, 2013 REVISED DATE: January 12, 2022

PURPOSE

The purpose of this directive is to establish guidelines for the Houston ISD Police Department, for Tier One employees. The directive will establish stages for the implementation and utilization of the Incident Command System (ICS) in response to occurrences.

TIER ONE EMPLOYEES

Tier 1 employee(s) are essential personnel that is required to work during emergencies under stages one, two, and three and are defined as:

- a) Peace Officers.
- b) Communications Officers.
- c) Security Guards.
- d) Business Managers; and
- e) Any other member as designated by the Chief of Police.

EMERGENCY RESPONSE STAGES

The following guidelines will determine the degree of the department's response required to handle various stages.

Stage One

An unusual incident could be controlled by on-duty patrol personnel and leave sufficient personnel to provide essential police services to open school or district facilities; however, there may or may not be classes in session. All HISD Police Department personnel shall remain on duty until they are relieved.

Stage Two

An incident that may require temporary modification of the departmental employees' work schedule to ensure sufficient personnel to provide police services (i.e., weather-related emergency, homicide, swat call-up). All HISD Police Department personnel shall remain on duty until they are relieved. There will be two supervisors on duty at a minimum during stage two, and the Incident Command System (ICS) may be used.

During stage two, personnel may anticipate:

- a) Mandatory assignments may require overtime.
- b) Overlapping shifts.
- c) 12-hour shifts

Stage Three

An incident which threatens the safety of the HISD community to such an extent that, in the opinion of the Chief of Police or his designee, it is necessary to mobilize the resources of the department and request the assistance of other agencies and outside agencies (i.e., other law enforcement agencies, etc.). The Incident Command System

(ICS) will be used in stage three.

All HISD Police Department personnel shall remain on duty until they are relieved. (I.e., campus closed, total evacuation).

All personnel will remain on duty until the HISD School campuses have been evacuated, secured, or restored campus operations.

EMERGENCY NOTIFICATION LIST

The Emergency Notification List will be located in the HISD Police Department Communications Office. The list will contain:

- a) HISD Police Department Contact list for personnel,
- b) HISD notification contact list for Maintenance,
- c) Notification contact list of other agencies.

TRAINING

All personnel listed on the Emergency Management Team and those designated by the Chief will attend annual refresher training to include tabletop exercises.

Approved By


Pedro Lopez Jr., Chief of Police