

	Houston Independent School District Police Department Directives	DIRECTIVE: 430-003
	SUBJECT: Departmental Vehicle Usage	EFFECTIVE DATE: April 5, 2005 REVISED DATE: January 9, 2023

PURPOSE

This directive aims to prescribe the approved usage of departmentally owned vehicles by the Houston Independent School District Police Department employees. This directive applies to all Houston Independent School District Police Department Personnel who operate district or departmentally owned vehicles.

VEHICLE USAGE

District employees cannot use district-owned vehicles for personal business other than commuting. An employee residing more than ten miles outside the HISD boundaries shall not be allowed to drive a district-owned vehicle home unless the vehicle is specifically assigned to the employee and approved by the superintendent.

All district-owned vehicles must be parked overnight at a designated district facility unless the employee's job requires that the vehicle be driven home for the benefit of the district or other special considerations.

Employees assigned a take-home vehicle must park their district vehicle at 3500 Tampa if they take leave away from their residence in excess of seven days. The Chief of Police will grant exceptions.

ASSIGNED VEHICLES

All district-owned vehicles are specifically designed for the performance of the employee's duties only and not for personal use. Vehicles used by members of special units will abide by directives designed for such members as needed and approved by the Chief of Police and/or designee.

The designated areas for police vehicle overnight parking and storage are the HISD Police Department Administration building located at 3500 Tampa or HISD District Headquarters located at 4400 West 18th Street. Authorization for additional parking locations for police department-owned vehicles shall be given solely by the fleet manager.

Vehicles assigned to department employees as take-home vehicles shall be approved in advance by the Chief of Police or designee. Employees assigned take-home vehicles must complete the Houston Independent School District Vehicle Permit Application. Personnel may drive their assigned take-home vehicles to an extra employment job if the extra job is within one hour before or after their regular duties hours. Personnel are not allowed to utilize their assigned take-home vehicle as part of their extra employment responsibilities (i.e., patrol a parking lot). If On-Call, personnel may utilize their take home vehicle but must immediately leave their extra job and respond to the call out.

Permanently assigned vehicles are the employee's responsibility regarding maintenance, accident reports, damage reports, and cleanliness. Personnel who do not maintain their vehicles will be restricted from their use.

STANDARD VEHICLE OPERATIONAL PROCEDURES

All operators of department vehicles will be responsible for the cleanliness and daily reports of needed repairs.

In no case shall an employee take a vehicle for any reason without specific permission granted by the appropriate supervisor.

At no time is a department vehicle to be taken outside district boundaries for personal reasons, for activities not approved as district-related, or without the appropriate supervisor's expressed and written consent.

All police department personnel who operate a department vehicle shall comply with district policy regarding post-accident drug and alcohol screening.

POLICE VEHICLE UTILIZATION FORM

The Utilization of HISD Police Vehicle form 0055 shall be completed, approved, and submitted to the appropriate authority before assigning any HISD vehicle for a special assignment. The form may be obtained from the Chief of Police Executive Assistant.

MODIFICATION OF VEHICLES/EQUIPMENT

The modification of vehicles and equipment is not permitted without the express permission of the Chief of Police or their designee (a).

Approved By


Pedro Lopez Jr., Chief of Police