

	Houston Independent School District Police Department Directives	DIRECTIVE: 430-006
		EFFECTIVE DATE: November 19, 2020
SUBJECT: Responsibility for District and other Governmental Property		REVISED DATE: January 27, 2022

POLICY

All employees are responsible for the security of district and other government property and services. Employees shall protect such property from loss, damage, destruction, or misuse. Employees shall report the matter to their immediate supervisor when a district or other government property or services are lost, stolen, or damaged. Supervisors shall take appropriate steps to ensure district and other government property is protected from misuse.

Employees shall properly maintain department property and keep their offices, lockers, desks, and work areas clean and orderly. Employees shall provide district and other government equipment or services for only official district business. This directive applies to all employees.

DEFINITIONS

District Property: District property is any item belonging to the district that is not consumable or disposable by design.

Other Government Property: Other government property includes property not owned by the district, such as federal or state government property, in the care, custody, and control of an employee due to the nature or function of their assignment.

Value: The property's value is determined by the office responsible for issuing the property. Specifically, value refers to the replacement cost of the property.

REPORTING AND INVESTIGATING LOST PROPERTY

Property Valued More than \$200

If the value of lost, damaged, or stolen district property is more than \$200, an investigation shall be conducted in accordance with the department's disciplinary system. In addition, employees shall do all the following:

Report the incident immediately to their supervisor.

- a) Ensure an incident report is generated that includes a complete description of the property (e.g., size, color, model, and serial numbers).
- b) The employee's immediate supervisor shall issue a 48-hour notice and conduct a preliminary investigation. The supervisor's investigation shall include all the following:
 1. A copy of the incident report.
 2. Employee's administrative letter to their Captain.
 3. Supervisor's administrative letter to their Captain.

The supervisor's administrative letter shall state the property's value and estimated replacement or repair cost. The district's Purchasing Department shall determine the value or cost.

Lost/Damaged Property.

PROPERTY VALUED MORE THAN \$50 UP TO AND INCLUDING \$200

If the value of lost, damaged, or stolen district property is more than \$50 up to and including \$200, employees shall report the incident immediately to their supervisor. If culpability exists, a supervisor may conduct a supervisory intervention, there are no special circumstances (see section 2, Special Circumstances), and the employee accepts responsibility.

Property Valued \$50 or Less

If the value of lost, damaged, or stolen district property is \$50 or less, employees shall report the incident immediately to their supervisor. The supervisor shall conduct a preliminary investigation to determine culpability. If there are no special circumstances (see section 2), the property may be replaced or repaired by the district at no cost to the employee, and no further action shall be taken.

Property with No Value

Employees shall immediately notify their supervisor when district property has been lost, stolen, or damaged, even if it has no intrinsic value due to usefulness, condition, or life expectancy. The supervisor shall conduct a preliminary investigation to determine culpability. If there are no special circumstances, the property may be replaced or repaired by the district at no cost to the employee. No further action or discipline shall be taken.

Conducted Energy Device Equipment

If the lost, damaged, or stolen district property is a cartridge or holster for a conducted energy device (CED), employees shall follow the applicable procedures above in Reporting and Investigating.

Special Circumstances

Regardless of the value of the lost, stolen, or damaged property, a supervisor, may order a disciplinary investigation any time one or more of the following special circumstances is present.

The incident:

- a) Compromised security.
- b) Caused significant embarrassment or harm to the Police Department.
- c) Was part of a pattern of misconduct by the same employee.
- d) Occurred because of negligent or flagrant circumstances.
- e) Involved misuse or unauthorized use of district or other government property or services.

If one or more of these special circumstances exists, the employee is subject to the full range of discipline indicated in the department's Corrective Action Manual.

LOST BADGES AND IDENTIFICATION CARDS

Directive 430-007 governs the loss, theft, damage, misuse, and replacement of an employee's badge, hat shield, official Houston Independent School District Police Department identification card.

OTHER GOVERNMENT PROPERTY

When government property other than district property is lost or stolen, employees shall follow the procedures established by this department for district property valued at more than \$200 regardless of the property's actual value.

Approved By


Pedro Lopez Jr., Chief of Police