

	Houston Independent School District Police Department Directives	DIRECTIVE: 430-007
		EFFECTIVE DATE: February 27, 2013
	SUBJECT: Control of District Owned Property	REVISED DATE: January 27, 2022

PURPOSE

The purpose of this memorandum is to describe the policies and procedures in reference to department-owned property. This directive applies to all Houston Independent School District Police department personnel.

INVENTORY AND CONTROL GUIDELINES

The HISD Police Department will meet all inventory and control guidelines outlined in HISD Board policy CFB (LOCAL).

EQUIPMENT ISSUE / TURN-IN

All employees will sign for any equipment issued to them. Any equipment issued must be turned in when requested or terminated, or the employee resigns. The Assistant Chief of Police will have final oversight authority.

ISSUED OR STORED DEPARTMENT PROPERTY

It is the responsibility of each employee to maintain all police departmental property in a state of operational readiness.

Any equipment issued to specific units (ERT, K-9, Investigations) will be secured and maintained in a state of operational readiness by the unit supervisor.

Approved By


 Pedro Lopez Jr., Chief of Police