

	Houston Independent School District Police Department Directives	DIRECTIVE: 460-001
		EFFECTIVE DATE: October 28, 2018
	SUBJECT: Police Records	REVISED DATE: February 13, 2022

PURPOSE

This directive aims to establish policies regarding records maintenance by the Houston Independent School District Police Department. This directive applies to all Houston Independent School District Police Department Personnel.

PRIVACY AND SECURITY GUIDELINES

All records filed in the Records Division will be monitored by personnel.

Juvenile criminal records will be kept separate from adult criminal records.

Only the Business Operations Unit personnel will access all records, including personnel files and offense reports.

Only the Business Operations Unit personnel will have the authorization to record the storage room 24 hours a day. After-hours access to central is by authorization of the Chief of Police or designee and is regulated by strict key control.

Collection, dissemination, and retention of fingerprints, photographs, and other identification pertaining to juveniles will be in accordance with state law.

Department files will be kept in areas away from public access.

Juvenile and adult records are stored through an electronic records management system (ARMS and Central Square).

The HISD Police Department will expunge/seal all juvenile records upon receiving a signed court order from the judge via certified mail. The department has sixty days to respond to the court advising whether or not we have any records on said juvenile.

Department records will be released only in accordance with state law.

RELEASE OF POLICE RECORDS

Requests for records will be processed in accordance with district policy and state and federal laws. Citizens requesting records will receive only the public information copy (page one) of the HISD report.

UNAUTHORIZED DISCLOSURE OF POLICE-RELATED INFORMATION

Any departmental employee who releases police-related non-public information to any person not authorized to receive it will be subject to disciplinary action, including termination and criminal charges for misuse of such information. This includes

information pertaining to Criminal Investigations, Background Investigations, Gang Investigations, Internal Affairs Investigations, and Criminal History checks.

PROCEDURES FOR VIEWING/RECEIVING HISD FILES

Citizens requesting to receive or review or receive department files must or personnel requesting to view HISD Personnel files must submit an Open Records Request form. The Business Operations Unit will assist any citizen requesting information.

Department personnel requesting to review their personnel or internal affairs records will do so in writing. The employee will:

- a) Contact the Support Services Captain via email or written request.
- b) Employees must sign the Records Review Log (Business Operations).
- c) The Support Services Commander or designee will schedule a day and time to access the file.
- d) The Support Services Commander or designee must be present during the viewing of the file.
- e) The Support Commander must place a copy of the request in the employee file for documentation that a "viewing" by the employee has occurred.

RECORDS RETENTION SCHEDULE

The department records retention schedule will be in accordance with HISD administrative policies:

- a) Individual employee folders will be retained for the duration of employment plus five years;
- b) TCOLE mandated personnel and training files will be retained separately in the Training Unit for the duration of employment. Upon retirement, the records will be combined and retained indefinitely.

DATA SUBMISSION TO NCIC / TCIC / TLETS

The HISD Police Department will comply with all rules and regulations regarding collecting and submitting crime data to TLETS (Texas Law Enforcement Telecommunications System), NCIC (National Crime Information Center), TCIC (Texas Crime Information Center), and GRITS (Gang Related Information Tracking System).

REPORT ACCOUNTABILITY

The HISD Police Department will ensure that procedures are in place to account for the status of incident reports.

INCIDENT REPORTING WITHIN HISD RELATED JURISDICTION

The following types of incidents must be reported:

- a) Citizen reports of crimes
- b) Citizen complaints
- c) Incidents resulting in an employee being dispatched or assigned
- d) Criminal and non-criminal cases initiated by law enforcement employees
- e) Incidents involving arrests, citations, or summons

REVIEW OF REPORTS

Supervisors will review reports to ensure accuracy and that procedures required by the police report system are being followed.

REPORT DISTRIBUTION

Reports will be routed to the Business Operations Office for processing. Any report detailing situations of special interest or involving the media will be forwarded to the Office of the Chief of Police.

MASTER NAME FILE

An alphabetical Master Name Index is maintained through the Records Management System.

INDEXED RECORDS

The department will maintain or have access to indexed records covering:

- a) Incidents by type
- b) Incidents by location
- c) Stolen, found, recovered, and evidentiary property.

INCIDENT NUMBERING SYSTEM

The HISD Police Department utilizes a unique numbering system for police reports generated for inclusion in the HISD computer database. The system provides provisions for the assignment for the unique number for every case. The numbering system is designed to ensure that all cases receive a number, that no numbers are omitted, and that no numbers are duplicated.

MUNICIPAL/HISD PD CITATION BOOK MAINTENANCE

Municipal/HISD PD traffic and non-traffic citation books will be maintained in accordance with the following procedures to include:

- a) Issuing of citation forms to officers;
- b) Accounting for citations; and
- c) Storing citations in a secure area.

Upon signing out a citation book, police officers will follow the following procedures:

- a) Officer fills out the top "Issue Card" of the citation book and returns it to the Court Liaison Clerk in the Business Operations Office.
- b) All citation books are stored and secured in a file cabinet in the Business Operations Office.

RECORDS MAINTAINED IN ORGANIZATIONAL COMPONENTS

Individual, organizational components such as the Investigations Unit and Training must retain certain records according to state statutes.

These records shall be kept secure with access limited to authorized persons only.

When possible, inactive records shall be forwarded to the for centralized storage.

When storage of records in a centralized location is precluded by state statute, records shall be retained in accordance with the appropriate statute and shall be disposed of in accordance with department records retention regulations.

Approved By


Pedro Lopez Jr., Chief of Police