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|  | Houston Independent School District Police Department Directives | DIRECTIVE: 400-003 |
| | SUBJECT: Departmental Forms | EFFECTIVE DATE: May 28, 2013 REVISED DATE: January 6, 2022 |

PURPOSE

This directive aims to describe the policy relating to HISD Police departmental forms. This directive does not apply to forms supplied by other agencies such as municipal courts or the Texas Department of Public Safety.

FORMS CONTROL

Forms control is a function of the Chief of Police Office. Each form intended for the HISD Police Department members shall be forwarded to the Chief's Executive Assistant for review and revision. Each form utilized by the HISD Police Department shall have the ability to be reproduced electronically and printed except for multi-part pre-printed forms.

Each form shall have a form number assigned to it by the Chiefs Executive Assistant after approval by a command-level supervisor before being issued. Once the forms are approved, they will be placed in the department's Sharepoint site for use by all employees. No form shall be created or used that does not have a valid form number assigned to it by the Chief's Executive Assistant.

FORMAT AND REVIEW

A standardized format shall be used for all forms. This format shall include information identifying the form as an HISD Police Department Form, a distinctive form number, and an issue or revision date.

The Chief's Executive Assistant shall review new and revised forms to ensure that the information requested on departmental forms is not duplicated and a valid need for the form exists.

SUGGESTIONS FOR CHANGES OR MODIFICATIONS

Any recommendations or suggestions for changes or modifications to departmental forms shall be made in writing to the command level supervisor who initially approved the form and shall be forwarded to the Chief of Police Office for review and or revision.

Approved By


 Pedro Lopez Jr., Chief of Police