

	Houston Independent School District Police Department Directives	DIRECTIVE: 450-006
		EFFECTIVE DATE: March 7, 2014
	SUBJECT: School Safety Office	REVISED DATE: February 4, 2022

PURPOSE

This directive aims to establish guidelines for implementing the School Safety Office. This directive applies to all Houston Independent School District Police Personnel.

POLICY

The Houston Independent School District Police Department's policy is to maintain a fully operational School Safety Office to support the school district in identifying external and internal threats to the school learning environment. The School Safety Office supports the District's Risk Management Division regarding potential hazards at the campus-based level.

MISSION

The mission of the School Safety Office is to provide the HISD Police Department and the school district with the presence of a select group of highly trained, skilled, and qualified personnel to provide safety and security assessments for HISD schools and facilities.

TRAINING REQUIREMENTS OF CAMPUS PERSONNEL AND SERGEANTS

All personnel in the department are part of the school safety plan. Campus officers are personnel in the best position to identify potential campus hazards. All personnel assigned to campus operations will attend:

- a) Standard Response Protocol (SRP): The SRP provides consistent, clear, shared language and actions amount all students, staff, and first responders that can be applied in any emergency. This lesson illustrates each of the SRP actions, Lockout, Lockdown, Evacuate, Shelter, and Hold, in a school setting. The video can be found on the Texas School Safety Center website at <https://txssc.txstate.edu/videos/srp>.
- b) Overview of the Standard Reunification Method (SRM): One critical aspect of crisis response is accountable reunification of students with their parents or guardians if a controlled release is necessary. The SRM provides schools and district safety teams with proven planning, practicing, and successful reunification methods. The video can be found on the Texas School Safety Center website at <https://txssc.txstate.edu/videos/srm>.

- c) Texas Bullying Laws: The video can be found on the Texas School Safety Center website at <https://txssc.txstate.edu/videos/bullying-and-the-law> and <https://txssc.txstate.edu/videos/bully-prevention>.
- d) Human Trafficking: Human trafficking is modern-day slavery, and it is happening all across Texas to thousands of men, women, and children. This video, developed by the Office of the Attorney General of Texas, provides an understanding of what human trafficking is and is not, identifies vulnerable populations that are more likely to be victimized by human traffickers, identifies indicators of human trafficking and methods of reporting to the authorities, and highlights actual cases of human trafficking prosecuted in Texas. The video can be found on the Texas School Safety Center website at <https://txssc.txstate.edu/videos/be-the-one>.
- e) Crime Prevention Through Environmental Design (CPTED)
- f) Any other instructional material designated by the Chief of Police or Risk Management.

COMPREHENSIVE TRAFFIC PLAN

Campus officers shall meet with school administrators, faculty and staff, and other stakeholders to develop a threat assessment plan of action for their assigned schools.

Campus officers will ensure a comprehensive traffic plan is sent to the Crime Analysis Office for input into a district-wide consolidated traffic assessment plan (See appendix A for details) for the schools they are assigned to.

Patrol will complete a traffic plan for schools that do not have officers.

The comprehensive district-wide plan will be updated every two years on even number years.

Approved By 
Pedro Lopez Jr., Chief of Police