

General Order

Houston Police Department



ISSUE DATE:

January 20, 2023

NO.

200-11

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 200-11, dated February 20, 2019

SUBJECT: EMPLOYEE INTEGRITY AND VERIFICATIONS PROGRAM

POLICY

The integrity of Houston Police Department employees is paramount. Supervisors shall conduct an annual review of each employee, through the Employee Integrity and Verifications Program, as outlined in this General Order, to verify that integrity.

Employees shall keep all related state and department records current and valid. Employees shall complete all annual requirements as outlined by department directives.

This General Order applies to all employees.

DEFINITIONS

Employee Integrity and Verifications Report (EIVR). The form for documenting the annual review and verifications of employee records by a supervisor to ensure employees are abiding by all laws and department policies as well as for documenting the annual reminders and notifications to employees and other information about employees.

1 PROCEDURES

At the beginning of each month, classified and civilian supervisors shall complete an EIVR for each employee under their direct supervision who has a birthday during the following month. The EIVR is available on the department's Intranet Portal. The EIVR has two parts: a *Review and Verifications* section to be completed by a classified supervisor and a *Reminders, Notifications, and Other Information* section to be completed by a classified or civilian supervisor.

The classified supervisor completing the *Review and Verifications* section of the EIVR shall sign and date the EIVR where indicated within that section. The supervisor completing the *Reminders, Notifications, and Other Information* section of the EIVR shall ensure the employee signs and dates the EIVR where indicated. The supervisor completing this section shall also sign and date the EIVR where indicated within that section.

The division commander shall send the original completed EIVR to Employee Services Division to be placed in the employee's Department Personnel File. The division commander shall maintain a hard copy in the employee's Division Personnel File. The division commander shall provide the employee a copy of the EIVR upon request.

Exceptions

Risk Management Division personnel shall complete EIVRs for all Command Staff members, and for all classified and civilian employees, regardless of rank, who are assigned to the Command offices, Operations offices, the Office of the Executive Chief, and the Office of the Chief of Police.

2 REVIEW AND VERIFICATIONS SECTION

Classified and civilian supervisors shall ensure the *Review and Verifications* section of the EIVR is completed by a classified supervisor for each employee under their direct supervision, as noted below:

- a. **Classified Supervisors:** A classified supervisor shall complete the *Review and Verifications* section for each classified and civilian employee under their direct supervision. A mid manager or above may assign another classified supervisor, other than the employee's immediate supervisor, to complete the *Review and Verifications* section of the EIVR.
- b. **Civilian Supervisors:** A civilian supervisor shall request that the division commander assign a classified supervisor in the same division to complete the *Review and Verifications* section. If a division has no classified supervisors, a classified supervisor within the Risk Management Division shall complete the *Review and Verifications* section for the civilian supervisor upon the request of the civilian division commander.

A designated classified supervisor shall complete the *Review and Verifications* section and forward the EIVR to the appropriate supervisor in a timely manner, so the second supervisor has time to complete the *Reminders, Notifications, and Other Information* section during the month prior to the employee's birth month.

Criminal History and Criminal Warrants

The classified supervisor shall determine if the criminal history check reveals any disqualifying issues that occurred with the employee since being employed by the Houston Police Department.

Disqualifying issues include:

- a. Unreported arrest.
- b. Family (domestic) violence conviction.
- c. Criminal conviction.
- d. Current indictment or charges.
- e. Deferred adjudication.

Federal law, specifically United States Code, Title 18, Section 922 (g)(9), prohibits any person convicted of a misdemeanor crime of domestic violence from possessing a firearm or ammunition.

The classified supervisor shall verify the employee does not have any outstanding warrants through criminal warrant checks on the NCIC, TCIC, and SETCIC. The classified supervisor shall report outstanding warrants in accordance with General Order 200-03, **Investigation of Employee Misconduct**.

If the classified supervisor finds a disqualifying issue with the employee's criminal history, the classified supervisor shall first determine if the issue has been addressed on a prior EIVR. If the

issue was addressed on a prior EIVR, the classified supervisor shall mark the appropriate box and document the verifications in the notes area of the EIVR.

If the issue was not addressed on a prior EIVR, the classified supervisor shall determine if the Internal Affairs Division (IAD) has been notified of the issue. If the classified supervisor determines IAD was previously notified, the classified supervisor shall mark the appropriate box and document the verifications in the notes area of the EIVR.

If the classified supervisor determines IAD has not been notified of the issue, the classified supervisor shall immediately notify the employee's commander. The commander shall immediately report the issue to IAD. The classified supervisor shall mark the *Needs Further Action/Review* box and document the notifications made and any other information the classified supervisor deems relevant in the notes area of the EIVR.

Driver Disqualification

The classified supervisor shall determine whether an employee is precluded from driving on City business, as established in General Order 400-07, **Vehicle Allocation, Assignment, and Use**. If the supervisor determines that an employee is driving on City business and the employee is precluded from driving on City business for any reason (e.g., no valid driver license), the supervisor shall notify the employee's commander. The notified commander shall note any actions taken on the EIVR.

Address and Telephone Number Check

The classified supervisor shall confirm that the employee's residence address and telephone number(s) contained in the Police Personnel System (PPS) are accurate, as required by General Order 200-08, **Conduct and Authority**.

Discipline History Check

The classified supervisor shall verify that the employee's *Employee Resume Report* matches the complaint history documented on the employee's *Public 3x5*. Classified supervisors shall ensure that the employee's *Public 3x5* does not list Supervisory Interventions. Classified supervisors shall use the Active Directory to log into the Internal Affairs Division Case Management System (IADCMS), Report Menu, via the Intranet Portal in order to locate the employee's *Public 3x5*.

If the sustained complaint history is not correct or does not match the *Employee Resume Report*, the classified supervisor shall email the Office of Legal Services (OLS) at HPD.DAU@houstonpolice.org to have OLS research the discrepancy and make corrections as necessary. The classified supervisor shall mark the *Needs Further Action/Review* box and document the notifications made and any other information the supervisor deems relevant in the notes area of the EIVR.

3 REMINDERS, NOTIFICATIONS, AND OTHER INFORMATION SECTION

The employee's immediate supervisor, classified or civilian, shall complete the *Reminders, Notifications, and Other Information* section of the EIVR. The employee's immediate supervisor shall meet with the employee and complete this section with the employee.

A mid manager or above may designate another classified or civilian supervisor to complete the *Reminders, Notifications, and Other Information* section and meet with the employee.

Tier Designation

The supervisor shall mark the appropriate box on the EIVR regarding Tier 1 or Tier 2 designations for the employee and remind the employee of the tier designation.

Use of Social Media and the Internet

The supervisor completing the *Reminders, Notifications, and Other Information* section of the EIVR shall remind the employee of the policy outlined in General Order 200-41, **Department Presence on Social Media and the Internet**, as it relates to the employee's use of social media and the Internet.

Division commanders shall ensure periodic audits are conducted to verify undercover officers under their command follow department policy regarding use of social media and the Internet.

4 ACCESS TO CRIMINAL JUSTICE INFORMATION

The *Texas CJIS Systems Access Policy* pertains to both classified and civilian employees and governs access to state and federal criminal justice information (CJI) data systems. Supervisors shall refer to General Orders 800-11, **TCIC/NCIC** and 800-06, **CJIS Compliance**, for additional procedures regarding employees having systems access.

The Houston Police Department's participation in the TCIC/NCIC systems is conditional based on adherence to the policies set forth by the Texas Department of Public Safety (DPS), Criminal Justice Information Services (CJIS), Texas Crime Information Center (TCIC), and National Crime Information Center (NCIC).

Classified Employees

Even when a classified employee has a valid, active license from the Texas Commission on Law Enforcement (TCOLE), the Houston Police Department may restrict access to CJI in accordance with policies and procedures of the department.

Civilian Employees

Regardless of any notation on a prior EIVR or whether IAD has been notified, the classified supervisor shall refer to the *Texas CJIS Systems Access Policy* chart located on the department's Intranet Portal to determine if the employee should or should not have access to CJI based on the time frames of revocation or suspension set forth on the chart, if a civilian employee is reporting for duty and the classified supervisor determines the civilian employee has any of the issues listed below:

- a. An indictment, conviction, or deferred adjudication of a Class B or higher offense.
- b. A conviction of family (domestic) violence.

If the classified supervisor determines the civilian employee should not have access to CJJ, the classified supervisor shall immediately notify the employee's commander. The classified supervisor shall document the notification made in the notes area of the EIVR. The concerned commander shall ensure the civilian employee does not have access to CJJ for the specified time frame and shall immediately notify the CJIS Compliance Unit of the Risk Management Division.

Regardless of the above, the department has discretion to restrict such access in accordance with policies and procedures of the department.



Troy Finner
Chief of Police