

# General Order

## Houston Police Department



ISSUE DATE:

September 15, 2020

NO.

200-15

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 200-15, dated May 24, 2012

**SUBJECT: EMPLOYEE ASSOCIATION ACCESS**

### POLICY

Representatives and members of *Employee Associations* shall be allowed access to the Houston Police Department's facilities and employees as outlined in this General Order. Such access shall be coordinated to limit disruptions to the workplace in order to maintain security and a productive work environment.

This General Order applies to all employees.

### DEFINITION

***Employee Association.*** A recognized employee union or group.

## 1 RESPONSIBILITIES

The Chief of Police shall establish specific locations and schedules for *Employee Association* access at HPD facilities and shall manage the access to maintain a secure and productive work environment.

Employees shall maintain integrity of the workplace, comply with this policy and all other policies, and report noncompliance at HPD facilities.

*Employee Associations* shall comply with all City of Houston policies, rules, and guidelines for access to HPD facilities.

## 2 LOCATIONS ALLOWED FOR ACCESS

Access for *Employee Associations'* approved and scheduled meetings at HPD facilities shall be allowed at only the following locations:

- a. Police Headquarters, 1200 Travis in the 15<sup>th</sup> and 22<sup>nd</sup> floor conference rooms.
- b. Police stations at a suitable place as designated by the division commander. This shall not include police storefront locations.
- c. Other HPD facilities as approved by the Chief of Police or as authorized by other General Orders.

Access to the Houston Emergency Center (HEC) cannot be granted by HPD.

### 3 ATTENDANCE

To meet with an *Employee Association* at an HPD facility, employees must be off duty or using accrued leave or other leave time granted by an active and approved labor contract agreement. Employees shall not attend an *Employee Association's* meeting conducted at an HPD facility while on duty. Attendance at these meetings may be before or after work time. All leave requests must be submitted in advance by following the department's established procedures and guidelines.

All *Employee Association* meetings at an HPD facility must be conducted in a designated and approved location and not in an employee's work area.

Employees have the explicit right to decline to meet with an *Employee Association* even when access has been granted.

### 4 ACCESS AUTHORIZATION

The Chief of Police is responsible for approving, coordinating, and monitoring the access of *Employee Associations* at each meeting conducted at HPD facilities.

Unless otherwise mutually agreed to by the Chief of Police and an *Employee Association*, *Employee Associations* shall not have access to HPD's premises for meetings without advance written authorization from the Chief of Police. Access to the department's facilities and employees may be allowed as follows:

- a. Each *Employee Association* requesting access shall provide the names and contact information of liaisons within the association who shall have authority to request access to HPD facilities.

For access, an *Employee Association* shall submit a written request to the Chief of Police via the designated point-of-contact person at least 14 *calendar* days prior to the date of the proposed access. The Chief of Police's designated point-of-contact is the assistant chief of the Organizational Development Command. The written request shall specify the proposed date, time(s), and location(s) to be accessed.

- b. The Chief of Police shall reply in writing no later than nine *calendar* days following receipt of the request, stating whether access is granted, denied, suspended, or modified. If the request is approved or modified, the response shall specify the date, time(s), and location(s) of the granted access and include the compliance policy.

If the access is denied, suspended, or modified, the Chief of Police shall state in writing the reason(s) why access has been denied, suspended, or modified. This may be due to emergency situations, peak workloads, or other extenuating circumstances faced by management.

### 5 COMPLIANCE

Employees shall comply with this policy and any subsequent policy or guidelines issued by the Chief of Police.

Representatives or members of *Employee Associations* who are allowed access to employees shall conduct themselves professionally, shall not be harassing, demeaning, or disparaging to the City, and shall not be disruptive while on HPD premises. Representatives of *Employee Associations* who are non-City employees and who violate this policy may be subject to removal or ejection from City premises and workplaces for limited or indefinite periods of time and possible termination of access arrangements for the association in question. The Chief of Police reserves the right to modify or terminate access of an *Employee Association* for harassment, inappropriate behavior, or disruption of the workplace.

Violations of this policy shall be reported to the Chief of Police or the *Employee Association* contact person, as appropriate.

## **6 EMPLOYEE ASSOCIATIONS RECRUITING CADETS**

Business for or in the name of any *Employee Association* shall not be conducted with or in the presence of any Houston Police Department cadet except as allowed by this General Order.

The Training Division, Cadet Training Unit, shall invite *Employee Associations* via email to make a single presentation during the normal curriculum for each class of cadets. *Employee Associations* shall not cater lunches or provide any other gratuity or inducements to cadets.

Members of the training staff shall not influence cadets in any way into joining any *Employee Association*.

Members of the training staff who are members of an *Employee Association* shall not represent their respective organization while addressing cadets, whether officially or unofficially.

### **Presentation Procedures**

Once *Employee Associations* have received the invitation to speak to a cadet class, the presentation order will be organized on a set rotation order. The *Employee Association* presentation order is rotated with every cadet class. The *Employee Association* that presents first will drop to the last position on the list for the next class presentation and each *Employee Association* shall move up one time slot. Organizing and maintaining the rotation order is the responsibility of the Cadet Training Unit. The Cadet Training Unit shall email the presentation order and schedule to each *Employee Association*.

The Training Division shall designate specific tables or bulletin boards on which *Employee Association* may display literature, brochures, or other information about their groups, as well as notices of upcoming meetings. Any information distributed or posted on bulletin boards must clearly identify the author and may not violate any General Order or include any disparaging, discriminatory, defamatory, or derogatory expressions, terms, comments or depictions, caricatures, illustrations or drawings whether generalized as a group, race, or directed towards any specific person's ethnical, racial, gender, religious group, or the department that would create any factionalism, friction, hostility, dissension, or disruption in the work order and flow.

Each *Employee Association* will be allowed a 15-minute presentation with a Training Division supervisor present at all times. Each employee group organization is allowed a voluntary sign-up period following the presentations.

7 **EXCEPTIONS**

Exceptions to this policy shall be at the discretion of the Chief of Police. Also, *Employee Association* access may be granted by an active and approved labor contract agreement with the City of Houston.

8 **REFERENCE MATERIAL**

City of Houston Executive Order No. 1-51 Revised, **Solicitation of City Employees**



**Art Acevedo**  
**Chief of Police**