

# General Order

## Houston Police Department



**ISSUE DATE:**

December 17, 2018

**NO.**

**800-09**

**REFERENCE:** Supersedes all prior conflicting Circulars and Directives, and General Order 800-09, dated August 2, 2016

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**SUBJECT: OFFICIAL DOCUMENT ARCHIVES**

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### POLICY

The department preserves copies of specialized reports, documents, and periodicals in archives maintained by the department's Office of Planning.

This General Order applies to all employees.

### **1 RESPONSIBILITY**

Commanders and civilian equivalents shall review specialized reports, documents, and periodicals generated by their immediate command, office, or division and select those documents that are to be designated for archival storage.

The Office of Planning shall be responsible for archiving all selected specialized reports, documents, and periodicals and indexing them by year according to subject. The Office of Planning shall maintain an archival structure that allows commanders access to documents for review or research.

### **2 SELECTING DOCUMENTS FOR ARCHIVAL STORAGE**

Examples of specialized reports, documents, and periodicals selected for archival storage include, but are not limited to:

- a. Consent to Search Report
- b. HPD Strategic Plan
- c. Annual Crime Report
- d. Racial Profiling Report
- e. Reports produced by the Chief's Office
- f. Mayor's Office reports that pertain to HPD
- g. HPD Command Overview
- h. Core Services Documents
- i. Major Budget & Finance Report
- j. Product Evaluation Report

- k. Reports for Special Topics
- l. United States Department of Justice, Federal Bureau of Investigation (FBI) Annual Report
- m. International Association of Chiefs of Police (IACP), Police Executive Research Forum (PERF), Major Cities Chief Report
- n. IACP Model Policies
- o. Chief and/or Command Staff Report

### **3 SUBMITTING DOCUMENTS FOR ARCHIVAL STORAGE**

Specialized reports, documents, and periodicals selected for archival storage shall be forwarded, via interoffice correspondence to the Office of Planning. The correspondence subject shall be designated as "Archival Document." The title and year of the publication shall be listed in the correspondence. If the report or document is available in an electronic format the electronic version shall be submitted with the hard copy. A copy of the document to be stored shall be enclosed with the correspondence.

### **4 REQUESTING DOCUMENTS FROM ARCHIVAL STORAGE**

Commanders requesting information or copies of archived documents shall send an email request to the Deputy Director of the Office of Planning outlining the justification for the request and the format (hard copy or electronic) of the document. Once approved, the Office of Planning shall send the information and/or document to the commander in the format requested.



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