



Administrative Policy
POLICE TRAINEE EQUIPMENT ALLOWANCE

A.P. No.

A.P 3-15

Effective Date:

12/12/2024

1. AUTHORITY

Article VI, Section 7a, of the City Charter of the City of Houston.

2. POLICY PURPOSE

To provide an equipment allowance for Police Trainees in the Academy to purchase firearm and accessories needed to train and launch their career as a police officer for the City of Houston.

3. SCOPE

This procedure applies to Police Trainees in the Academy.

4. DEFINITIONS

Academy: The Houston Police Academy, as certified by the Texas Commission on Law Enforcement (TCOLE), to provide Basic Peace Officer Training and to train Police Trainees to become Houston Police Officers.

Police Trainee: Employee officially classified as Police Trainee or Senior Police Trainee, as it appears in the Master List of Approved Classifications of the Master Classification Ordinance.

5. ROLES AND RESPONSIBILITIES

5.1. The Chief of Police is responsible for administering this policy, and to assess and determine whether to continue, modify or discontinue this policy based on funding, effectiveness, or need at any time.

5.2. The Academy is responsible for identifying eligible Police Trainees for the allowance.

5.3. The Police Department shall submit proposed payouts for required approvals and processing in the Human Resources and Payroll systems in accordance with Chapter 14 of the Code of Ordinances.

6. POLICY DETAILS

6.1. The Police Trainee Equipment Allowance will be awarded as a one-time lump sum effective upon the determination of the Chief of Police or his designee.

6.2. The employee shall demonstrate satisfactory performance and attendance based on the Houston Police Department's policies and procedures.

6.3. The one-time lump sum payout is \$1,000.

7. POLICY SPONSOR

Department: Human Resources Department

Approved:

Handwritten signature of John Whitman in black ink.

Date Approved:

12/12/2024

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