General Order

Houston Police Department

ISSUE DATE:	NO.
February 5, 2025	100-01

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 100-01, dated November 4, 2015

SUBJECT: INTERNAL DIRECTIVES

POLICY

Employees shall abide by all internal directives of the Houston Police Department. Internal directives are written policies and procedures established by the Chief of Police and published as General Orders, Special Orders, and Circulars. Violation of internal directives may be cause for disciplinary action.

This General Order and all internal directives apply to all employees, classified and civilian, unless it is otherwise indicated in the directive, or it is obvious from the directive's content.

1 GENERAL ORDERS

The General Orders are a collection of written orders of the Chief of Police that establish the policies and procedures of the Houston Police Department as authorized by section 34-23 of the City of Houston Code of Ordinances. Only the Chief of Police may approve changes and exceptions to the General Orders.

The General Orders do not grant any legal rights that are not already provided by state law, City Ordinance, or Civil Service Commission rules. The failure by one employee to follow a General Order does not abrogate or excuse any misconduct by another employee.

Numbering

Risk Management Division (RMD) shall give each General Order a concise title and a unique number containing the series designation and the specific number of the subject within that series. An example of a series and subject number is 100-01, in which "Internal Directives" is a subject within the series "Organization."

General Order Series

Series Number	Series Title	Series Number	Series Title
100	Organization	600	Operations
200	Administration	700	Evidence Control
300	Personnel Management	800	Information and Records
400	Equipment and Uniforms	900	Civilian Personnel
500	Arrest and Detention		

Creation or Revision

Employees involved in the creation and revision of General Orders shall adhere to all established procedures published by RMD including, but not limited to, the following:

a. All employees, other than RMD personnel, requesting a new General Order or revision of an existing General Order shall first seek authorization to begin such a project from their assistant chief through the chain of command. The Chief of Police or a designated supervisor in the Employee Representative Council may also authorize an employee to begin a General Order project.

b. Once authorized to begin, employees shall contact RMD for instructions. RMD shall coordinate and process the General Order creation or revision.

c. Divisions that are affected by a policy or that have expertise in a policy area are expected to perform much of the necessary staff work needed to revise such policy. When necessary, the assistant chief of Organizational Support Command shall coordinate the delegation of policy revision projects among the various commands.

d. Each employee who participates in the General Order creation or revision process shall not distribute any part of the General Order project to any other persons without authorization from RMD.

An assistant chief or civilian equivalent or higher may also direct RMD to create or revise a General Order.

After processing the creation or revision of a General Order, RMD shall submit it to the Chief of Police via the chain of command for approval.

Issuance and Distribution

After the Chief of Police approves and signs a General Order, it shall be published and distributed in the following manner:

a. The Office of the Chief of Police shall date and distribute the General Order. The effective date of a new or revised General Order shall be the date of issuance, unless otherwise noted.

b. RMD shall upload the General Order to the *Documents in General* and the *GOs Search* sections of the department's Intranet Portal.

c. RMD shall upload the General Order to the Document Tracker, which is accessed via the *Applications Menu* on the department's Intranet Portal. Employees shall be notified of documents pending their review using the department's email system. For this reason, all employees shall check their departmental email daily when at work.

d. RMD shall archive the original hard copy of each General Order signed by the Chief of Police and a file in an electronic format.

e. Because the Houston Police Department does not provide employees complete sets of the General Orders in hard copy, employees may access the department's Intranet Portal and

download the General Orders onto an electronic device, in accordance with General Order 400-13, **Acceptable Use of Computer Systems**, and then print complete sets at their own expense at a non-HPD facility. The department shall not reimburse employees for the printing of General Orders.

f. Training Division shall provide cadets an electronic copy of the General Orders.

All employees shall check Document Tracker on a frequent basis and check department emails daily when at work. The use of Document Tracker for the distribution of General Orders and Circulars does not replace the responsibility of sergeants to read the documents at roll calls and to ensure their subordinates are reading the General Orders and Circulars in a timely manner.

2 SPECIAL ORDERS

A Special Order is a written order, authorized pursuant to section 34-23 of the City of Houston Code of Ordinances, issued by the Chief of Police, and relating to departmental personnel assignments.

Numbering

The Office of the Chief of Police shall give each Special Order a concise title and a unique number containing the series number, the order of issuance, and the date. For example, the number 4005-092924, indicates the Special Order is within the "Promotions" series, it was the 5th in the series issued that year, and it was issued on September 29, 2024. No internal numbering of subject topics is necessary for a Special Order.

Special Order Series

Series Number	Series Title	Series Number	Series Title
1000	Personnel	5000	Reserved
2000	Temporary Personnel Assignments	6000	Reserved
3000	Permanent Personnel Assignments	7000	Reserved
4000	Promotions		

Issuance and Distribution

The Office of the Chief of Police shall date and distribute Special Orders. The effective date of a Special Order or any revision shall be the date of issuance, unless otherwise noted. Special Orders shall remain in effect until the date stated or until specifically superseded.

3 CIRCULARS

A Circular is an informational document issued by the Chief of Police to announce legal matters, specific events, policy, and procedure changes pending update, revisions to General Orders or Standard Operating Procedures, and other information that must be communicated departmentwide. A Circular that announces a policy or procedure is superseded by the later issuance of the General Order or Standard Operating Procedure on that subject.

Numbering

The Office of the Chief of Police shall place a unique reference number on all Circulars. That number shall contain the date of issuance and the order of issuance. For example, the number 24-0820-199 indicates the Circular was issued in 2024 on August 20 and was the 199th issued that year.

Distribution and Archiving

The Office of the Chief of Police shall distribute Circulars via the department's email system. RMD shall upload all issued Circulars to the *Circulars* section of the department's Intranet Portal. In addition, RMD shall upload all policy-related and other notable Circulars to the department's Document Tracker. RMD shall archive an electronic file for all Circulars and the original hard copy of each General Order revision Circular. The electronic files shall be formatted to be searchable by title, subject, or keyword. Employees may contact RMD for assistance in locating a specific Circular.

J. Noe Diaz, Jr.
Chief of Police