General Order

Houston Police Department

ISSUE DATE:	NO.
August 15, 2025	300-13

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 300-13, dated February 6, 2017

SUBJECT: SEPARATION AND REINSTATEMENT

POLICY

Employees separating from the department shall follow the procedures listed in this General Order. Former employees may be reinstated or rehired as outlined in this General Order.

This General Order applies to all employees.

DEFINITIONS

Medical Separation. The non-punitive, non-disciplinary process of removing a recovering employee from a position of employment with the City pursuant to Section 14-185 of the City of Houston Code of Ordinances or Section 143.1115 of the Texas Local Government Code.

1 CHECKOUT PROCEDURE

A separating employee is an employee leaving employment with the department, whether through resignation, retirement, termination, indefinite suspension, or medical separation. All separating employees shall follow the applicable checkout procedures as determined by Employee Services Division (ESD), including the return of all equipment provided by the City of Houston or the department.

ESD personnel shall conduct an exit survey with each resigning or retiring employee to assess the employee's reasons for separation and to provide an opportunity for the employee to comment on department operations.

Resignation

An employee resigning from the department shall submit a resignation letter to their commander via the chain of command. After signing the letter, the commander shall provide the employee with a copy and forward the original to ESD.

The resigning employee shall then report to ESD to complete checkout procedures. The employee shall present a copy of the letter of resignation signed by their commander to obtain the checkout list.

Retirement

Each employee should consult with their pension system prior to deciding to retire or enter the Phase Down Program (PDP). Officers shall follow General Order 300-35, **Phase Down Program**, when entering the PDP.

Employees in the PDP (options A or B) are not considered separated from the department. Each employee who elects option A or B shall report to ESD to complete a modified checkout

procedure. After concluding the PDP, each employee shall report to ESD to obtain a checkout list and complete the checkout procedure.

Employees in the PDP (option C) or exercising the Deferred Cash Out option are separated from the department. Each employee who elects option C shall report to ESD to obtain the checkout list and complete the checkout procedure.

Indefinite Suspension or Termination

An employee who has been indefinitely suspended or terminated shall obtain a checkout list and complete the checkout procedure, as directed by Internal Affairs Division and ESD.

Medical Separation or Death

Once an employee receives medical separation orders from the Firefighters' and Police Officers' Civil Service Commission (i.e., "Civil Service Commission"), the employee shall report to ESD to obtain a checkout list. Employees shall direct questions regarding medical separation to ESD.

In the event of an active employee's death, ESD personnel shall follow divisional standard operating procedures (SOPs) to complete checkout procedures.

2 REINSTATEMENT OF FORMER CLASSIFIED EMPLOYEES

Recruiting Division shall process requests for reinstatement from former classified employees (i.e., "applicant"), provided the applicant holds a valid Texas Commission on Law Enforcement (TCOLE) license.

Recruiting Division shall not reinstate any former classified employee who retired, was terminated and arbitration upheld their termination, or resigned while on probation.

Recruiting Division shall ensure that any applicant obtains written authorization from the Chief of Police, via the Office of Legal Services, before beginning the reinstatement process. This written authorization is a prerequisite for consideration and does not constitute a job offer or guarantee of reinstatement.

Once the Chief of Police has given approval to begin the reinstatement process, Recruiting Division shall ensure that the applicant meets all the same selection criteria as an entry-level police cadet and completes the entire application process. Recruiting Division may impose additional requirements specific to the reinstatement process. The applicant may be disqualified from the reinstatement process based on criteria established by the Chief of Police, as applicable to entry-level police cadets. Reinstatements are subject to final approval by the Civil Service Commission.

Upon the Chief of Police and the Civil Service Commission approving the applicant for reinstatement, Recruiting Division shall inform the applicant that the applicant must finalize the reinstatement process in 90 days. Within this period, ESD and the Transfers, Allocations, and Promotions (TAP) Unit shall coordinate with the applicant to finalize the reinstatement process. The TAP Unit shall assign the applicant to a division based on department needs, with no guarantee of returning the applicant to their prior division, shift, or days off. Recruiting Division shall also notify Training Division of the pending reinstatement, and Training Division shall assess the applicant for training needs in accordance with divisional SOPs.

If the applicant does not complete the reinstatement process within 90 days, the reinstatement coordinator may, at the applicant's request, seek a 90-day extension from the Recruiting Division captain. If an extension is denied, or the applicant exceeds any deadline, Recruiting Division may require the applicant to restart the reinstatement process.

Upon the applicant's reinstatement, Training Division, in consultation with the chain of command, shall implement a training plan developed for the classified employee, which is intended to ensure the employee receives adequate training to return to service (e.g., Basic Peace Officer Course, lateral course, specifically identified classes). When developing a training plan, Training Division and the chain of command shall consider the duration of separation from HPD, employment with other law enforcement agencies during the separation from HPD, and assignments when previously employed with HPD.

Following reinstatement, the reinstated officer shall:

a. Qualify with an approved uniformed primary weapon prior to reporting to their duty assignment.

b. Complete one of the following based upon the time that has lapsed between the date of separation and the date of reinstatement:

   1. **Less Than One Year:** Complete the Patrol Reorientation Program, if determined necessary by the Field Training Administration Office (FTAO).

   2. **More Than One Year, but Less Than Three:** Complete a Modified Field Training Program (MFTP).

   3. **More Than Three Years, but Less Than Five:** Complete an MFTP or the entire Field Training Program (FTP), to be determined by the FTAO.

   4. **More Than Five Years:** Complete the entire FTP.

Each field trainer training a reinstated officer in an MFTP shall follow Training Division SOPs.

3 REHIRE OF DEPARTMENT EMPLOYEES TO A CIVILIAN POSITION

ESD shall ensure any former classified or civilian employee applying for rehire as a City employee for a civilian position in the Houston Police Department follows City of Houston guidelines for applying for a position, including meeting the selection criteria. A commander selecting a current or former classified employee for a civilian position shall notify the Chief of Police in writing, via the chain of command, before offering the position, unless the employee is currently a civilian employee.

Former City of Houston employees are ineligible for rehire to civilian positions if there is a "No-Rehire Letter" in their personnel file, were terminated or indefinitely suspended, or resigned in lieu of termination or indefinite suspension.

J. Noe Diaz, Jr.
Chief of Police