General Order

Houston Police Department

ISSUE DATE:	NO.
June 19, 2018	600-39

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 600-39, dated February 6, 2017

SUBJECT: THREATS AGAINST EMPLOYEES, FAMILY MEMBERS, PUBLIC OFFICIALS, AND SPECIAL EVENTS

POLICY

The primary responsibility for the investigation of threats against police officers, their immediate family members, public officials, or special events is assigned to the Major Offenders Division. Additionally, the Major Offenders Division shall investigate threats against civilian employees or their immediate family members if the threats are related to their status as an employee of the Houston Police Department or based on actions they took as part of their official job duties.

Any employee aware of a threat as outlined above shall immediately notify a supervisor in the Major Offenders Division. After business hours, employees shall contact the Command Center, which shall then notify the on-call Major Offenders supervisor. An incident report shall be completed for all such incidents and forwarded to Major Offenders as soon as possible.

This General Order applies to all employees.

DEFINITION

Special Event. For the purpose of this General Order, any event so designated by the Mayor's Office of Special Events (MOSE), or an event that may be iconic or symbolic or that is expected to draw large crowds.

1 DUTIES AND RESPONSIBILITIES

Employees

Employees shall notify their immediate supervisor and a supervisor in the Major Offenders Division or the Command Center if they receive a direct threat against any employee, immediate family member of an employee, public official, or special event.

If applicable, officers shall remain on the scene and provide protection to public officials and/or special events until advised otherwise by the Major Offenders Division. Threats against public officials may involve multiple sites due to residency and work locations.

Supervisors

Any supervisor receiving information about a threat as outlined above shall:

a. Notify the shift commander of the concerned employee.

b. Ensure the division commander of the concerned employee is notified in a timely manner.

c. Ensure a Major Offenders supervisor is notified immediately.

d. Ensure an incident report is completed.

e. Complete and forward a *Significant Event Report* to the Command Center as needed.

Division Commanders

The concerned division commander shall:

a. In conjunction with Major Offenders, evaluate the threat for its legitimacy and risk.

b. Provide security measures for the employees, family members, public officials, and special events as necessary by utilizing divisional resources. Division commanders may request technical assistance from the Technical Surveillance Unit in the Criminal Intelligence Division.

Major Offenders Division

The Major Offenders Division shall:

a. Respond to the scene when appropriate.

b. Assign an investigator to conduct the investigation.

c. Evaluate threats for legitimacy and risk.

d. Determine if threats against civilians are related to their status as an employee of the Houston Police Department or based on actions they took as part of their official job duties. Threats determined to not be job related shall be forwarded to the appropriate investigative division.

e. Coordinate uniformed protective details with the concerned division commander or the division commander whose area of geographical responsibility is closest to the incident or target area.

f. Liaison with the appropriate agency for threats outside of HPD's jurisdiction (e.g., threats against the Governor or President).

g. Notify the Command Center when appropriate.

2 THREATS ON SOCIAL MEDIA

Should an employee learn via the Internet, social media, or any publicly accessible communication application or medium, of a threat directed at law enforcement, an employee or an immediate family member, a public official, or a special event, that employee shall:

a. Contact the Major Offenders Division to determine if the threat or incident has already been reported and documented. After business hours, employees shall contact the Command Center, which shall then notify the on-call Major Offenders supervisor.

b. Follow instructions given by the Major Offenders Division, which may include, but are not limited to: generating an incident report, completing a supplement report for a previously documented incident, and/or submitting evidence to Major Offenders personnel (e.g., screen shots, URLs).

3 RELATED GENERAL ORDER

200-10, **Emergency Management**

Art Acevedo
Chief of Police