General Order

Houston Police Department

ISSUE DATE:	NO.
January 16, 2015	800-05

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 800-05, dated March 10, 1998

SUBJECT: POLICE PUBLICATIONS

POLICY

All Houston Police Department publications intended for public distribution shall be accurate and have an overall professional appearance. All police publications must be approved by the Chief of Police before being distributed to the public.

This General Order applies to all employees.

DEFINITION

Police Publication. Any media developed, published, produced, distributed, or issued by the Police Department for public dissemination. This includes media that is developed, published, produced, distributed, or issued by any outside organization on behalf of the department for public dissemination. This definition includes, but is not limited to, messages from the Chief of Police, department newsletters, news releases, public service announcements, pamphlets, fliers, operational reports, bumper stickers, and posters.

1 PUBLICATION APPROVAL

Police publications must be approved by the Chief of Police before being published, distributed, or issued to the public.

When submitting proposed publications for review and approval, employees shall include correspondence, via the chain of command, explaining the overall purpose of the publication. Any group or community organization to which the publication shall be released shall be identified in the correspondence.

Correspondence arising from daily department business (e.g., interoffice correspondence, letters to other law enforcement agencies, responses to inquiries) are not subject to these guidelines.

Charles A. McClelland, Jr.
Chief of Police